

Implementation Checklist

To ensure that you have followed the necessary steps as a Trading Partner to BlueChoice HealthPlan Medicaid, use the checklist below:

- Read, become familiar with, and share the Trading Partner Agreement with your legal advisor and staff before you begin the testing process to determine if you will be able to meet the conditions and requirements. (Refer to Section 1: **Chapter IX, Trading Partner Agreement.**)
- Obtain the necessary Companion Documents and forward them to your internal programming staff or systems vendor. (Refer to **Section 2, Companion Documents.**)
- Decide upon your method of generating a HIPAA compliant data file – self-program, use a clearinghouse, or purchase vendor software. Verify with your clearinghouse or software vendor that their system or software is capable of outputting an electronic claims file that meets the format and quality requirements of the ASC X12N HIPAA Implementation Guides. If they have not tested with us previously, they must contact EDI Solutions for testing instructions. (Refer to Section 1: **Chapter II, Getting Started.**)
- Select your communication protocol from the listing in Section 1: **Chapter V, Connectivity and Communications.** Consult with your technical staff to assess your existing hardware.
- Understand the process that occurs when submitting claims files to our adjudication systems by reviewing Section 1: **Chapter IV, Transaction Processing.** You also need to review Section 1: **Chapter VIII, Acknowledgments and Reports,** for examples and details regarding the various response reports generated during this process.
- Discuss with your software vendor, clearinghouse, or billing service, their ability to retrieve and interpret the response reports from the 864 Transaction Set. (Refer to examples in Section 1: **Chapter VIII, Acknowledgments and Reports.**)
- Complete the EDI Registration Form in **Section 3, Appendices** and return it to the address listed on the form. This is essential for getting you set up in our testing system, and allows us to assign you with an EDI Testing Coordinator who will work with you throughout the testing process. We can then assign you a logon ID and password.
- After you have completed and returned your EDI Registration Form, and await confirmation of your logon ID and password, become familiar with Section 1: **Chapter III, Testing Process.**