

ProviderOne provider user manual

Submitting and retrieving HIPAA batch transactions

July 2020

Disclaimer

A contract known as the Core Provider Agreement (CPA), governs the relationship between HCA and Washington Apple Health providers. The CPA terms and conditions incorporate federal laws, rules and regulations, state law, HCA rules and regulations, and HCA program policies and billing instructions, including this user manual.

Providers must submit a claim in accordance with the HCA rules, policies, and billing instructions in effect at the time they provided the service. Every effort has been made to ensure this manual's accuracy. However, in the unlikely event of an actual or apparent conflict between this document and a department rule, the department rule controls.

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Submitting a HIPAA batch transaction

Before uploading your document

You must be enrolled as a trading partner in the ProviderOne system and be authorized to submit HIPAA files over the web. The file you are uploading must be less than or equal to 50 MB in size.

Submitting the document

From the provider portal:

1. Click the **Submit HIPAA Batch Transaction** link.



2. ProviderOne displays the Batch Attachment Response page. Click the **Upload** button.



3. Click the **Browse** button to select the file to upload. Click the **Ok** button.



4. Click the **Close** button.



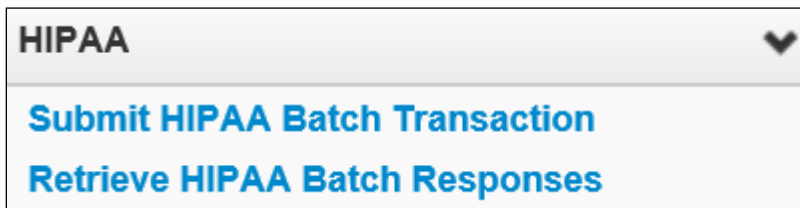
Retrieving a HIPAA batch response

Before retrieving a HIPAA batch response

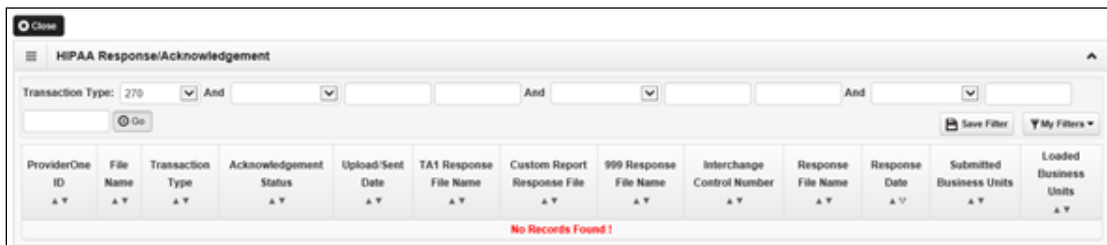
A file must have been submitted and processed.

Accessing the HIPAA response/acknowledgement list

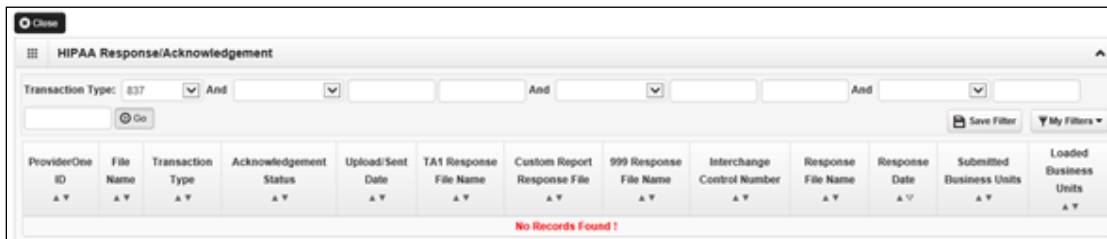
1. From the provider portal, click the **Retrieve HIPAA Batch Responses** link.



ProviderOne displays the HIPAA Response/Acknowledgement list. By default, this list is empty.



2. Open the **Transaction Type** dropdown menu and select a Transaction Type. Click the **Go** button.



Optionally, use the "And" filters to further narrow the search. Use the % as a wildcard at the beginning or end of your file name search.

ProviderOne refreshes the screen and populates the list with all transactions matching the Transaction Type and any applied filters.

| ProviderOne ID | File Name | Transaction Type | Acknowledgement Status | Upload/Sent Date | TA1 Response File Name | Custom Report Response File |
|----------------|--|------------------|------------------------|------------------|--|--|
| 105408000 | HPAA.11111111.2020116084525.2020116.837P_CGScreens.dal | 837P | Accepted | 01/16/2020 | HPAA.11111111.2020116084525.2020116.837P_CGScreens.dal.Imp_TA1.dal | HPAA.11111111.2020116084525.2020116.837P_CGScreens.dal |

Downloading the response and original file

1. Click the hyperlink in the appropriate column to download the response file. Response file formats include TA1, Custom Report, and 999.
2. Download the original file by clicking the File Name hyperlink.

| ProviderOne ID | File Name | Transaction Type | Acknowledgement Status | Upload/Sent Date | TA1 Response File Name | Custom Report Response File |
|----------------|--|------------------|------------------------|------------------|--|--|
| 105408000 | HPAA.11111111.2020116084525.2020116.837P_CGScreens.dal | 837P | Accepted | 01/16/2020 | HPAA.11111111.2020116084525.2020116.837P_CGScreens.dal.Imp_TA1.dal | HPAA.11111111.2020116084525.2020116.837P_CGScreens.dal |

About the HIPAA response/acknowledgement list

Archived files are not viewable.