

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.

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Rease click on the Upload button to upload your file.	

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

ш	Attachment	*
Pleas	e select the file to be uploaded:	
	Filename:	rowse
		O OK O Cancel

4. Click the **Close** button.

O Close
O Upload
Please click on the Upload button to upload your file.
Upload File Response
Thank You
The following File has been successfully uploaded:
File Name: HIPAA 11111111.20200116084525.20200116.837P_CGScreens.dat
Submitter ID: 11111111
Date/Time: 01/16/2020
Your file has been submitted for processing. You can retrieve the response for this file by clicking on this link after 24-hours. Please print this page for your reference.



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.

Close												
⊟ HIPAA	Respon	se/Acknowle	dgement									
Transaction Ty	pe: 270	V An	d 🔍 👻			And	~		An	d	•	
	00	2									B Save Filter	WMy Filters •
ProviderOne ID	File Name	Transaction Type	Acknowledgement Status	Upload/Sent Date	TA1 Response File Name	Custom Report Response File	999 Response File Name	Interchange Control Number	Response File Name	Response Date	Submitted Business Units	Loaded Business Units
						No Records Four	ed 1					A.4

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

HIPAA	Respon	nse/Acknowle	dgement									
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	00	0									Seve Filter	¥ My Filters
roviderOne ID	File Name	Transaction Type	Acknowledgement Status	Upload/Sent Date	TA1 Response File Name	Custom Report Response File	999 Response File Name	Interchange Control Number	Response File Name	Response Date	Submitted Business Units	Loaded Businese Units
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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.

O Close								
∃ HIPAA	Response/Acknowledgement							
Transaction Ty	pe: 837 V And Upload/Sent Date V 01/16/2020	01/16/2020	And File Na	ne 💌	%CGScreens%	And	v	© 0+
ProviderOne ID + *	File Name A V	Transaction Type A V	Acknowledgement Status	Upload/Sent Date		TA1 Response File Name		Custom Report Response File
105408000	HPAA.1111111120200116084525.20200116.837P_CG5creens.du	837P	Accepted	01/16/2020	HPAA.11111111.20200	116084525.20200116.837P_0	CGScreens.del.tmp_TA1.det	HPAA.1111111120200116084525.20230114.837P_CG3cree
View Page:	1 O Co + Page Count SaveTabLS						Viewing Page: 1	

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.

O Close										
HIPAA Response/Acknowledgement										
Transaction Ty	pe: 837 V And Upload/Sent Date V 01/16/2020	01/16/2020	And File Na	ne 💌	%CGScreens% And	V	Q 00			
ProviderOne ID & *	File Name A V	Transaction Type A T	Acknowledgement Status + *	Upload/Sent Date + T	TA1 Response	File Name	Custom Report Response File			
105408000	HPAA.11111111.20200116084525.20200116.837P_CG5creens.da	837P	Accepted	01/16/2020	HIPAA.11111111.20200116084525.202001	16.837P_CGScreens.deLtmp_TA1.det	HPAA.1111111120209116084525.20230114.837P_CG3creem			
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About the HIPAA response/acknowledgement list

Archived files are not viewable.