If you need assistance choosing which provider type to enroll as, please contact Provider Enrollment at 800-562-3022, ext. 16137.
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 and retrieving HIPAA batch transactions

The following ProviderOne tasks are covered in this section:

- Submitting a HIPAA batch transaction
- Retrieving a HIPAA batch response
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, click the Submit HIPAA Batch Transaction link:

ProviderOne displays the Batch Attachment Response page.

Click the Upload button. ProviderOne displays the Attachment page.
Click the **Browse** button to select the file to upload. Click the **Ok** button.

If the upload was successful, ProviderOne displays the Upload File Response.

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

ProviderOne displays the HIPAA Response/Acknowledgement list. By default this list is empty.
Open the **Transaction Type** dropdown menu and select a Transaction Type.

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.

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

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**About the HIPAA Response/Acknowledgement List**

Archived files are not viewable.

**Downloading the response**

Click the hyperlink in the appropriate column to download the response file. Response file formats include TA1, Custom Report, and 999.

**Downloading the original file**

Download the original file by clicking the File Name hyperlink.