ProviderOne Provider System User Manual

Submitting and Retrieving
HIPAA Batch Transactions

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Disclaimer:

A contract, known as the Core Provider Agreement, governs the relationship between the State of Washington and Medical Assistance providers. The Core Provider Agreement's terms and conditions incorporate federal laws, rules and regulations, state laws, rules and regulations, as well as program policies, numbered memoranda, and billing instructions, including the materials located in this presentation.

Providers must submit a claim in accordance with the rules, policies, numbered memoranda, and billing instructions in effect at the time they provided the service. Every effort has been made to ensure the accuracy of this material. However, in the unlikely event of an actual or apparent conflict between this material 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

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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.

You must be authorized to submit HIPAA files over the web.

The file you are uploading must be less than or equal to 50MB in size.

Submitting the Document

From the Provider Portal, click the Submit HIPAA Batch Transaction link.

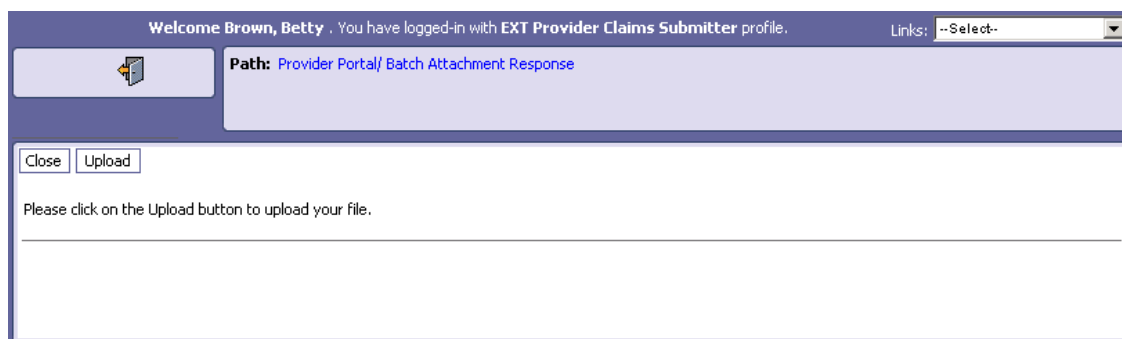

ProviderOne displays the Batch Attachment Response page.

Figure 1 - Batch Attachment Response

Click the Upload button.

ProviderOne displays the Attachment page.

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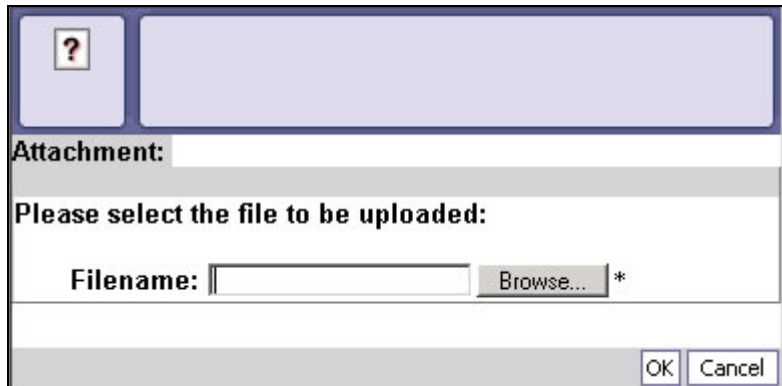
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Figure 2 - Attachment

Click the Browse button, select the file to upload, and click the OK button.

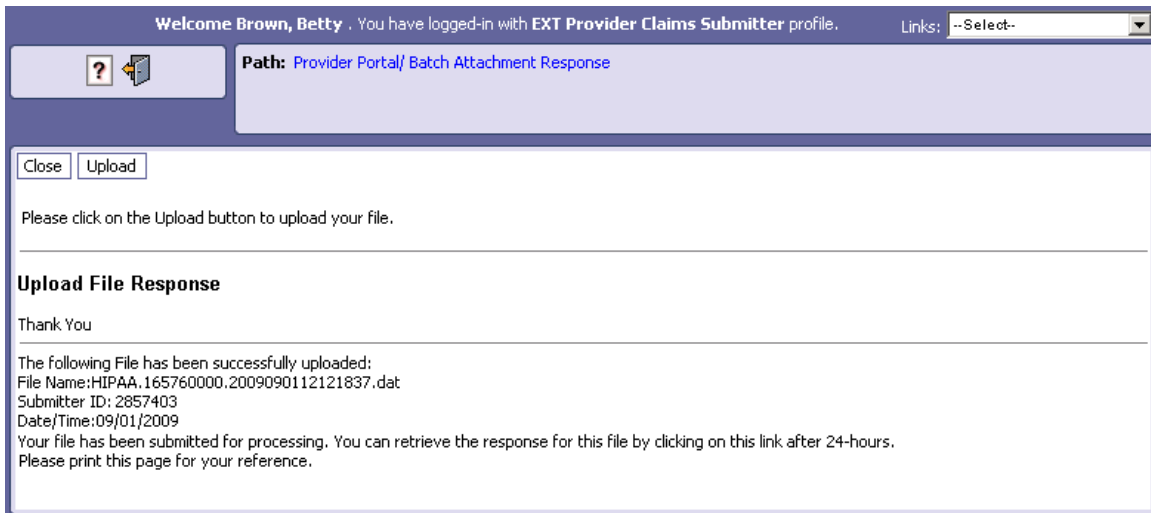If the Upload was successful, ProviderOne displays the Upload File Response.

Figure 3 - HIPAA Batch Response – Upload File Response

Click the Close button.

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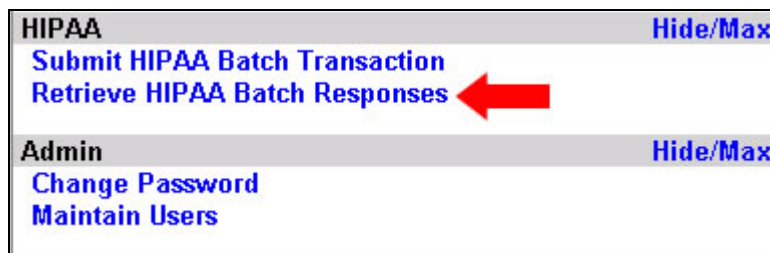8

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.
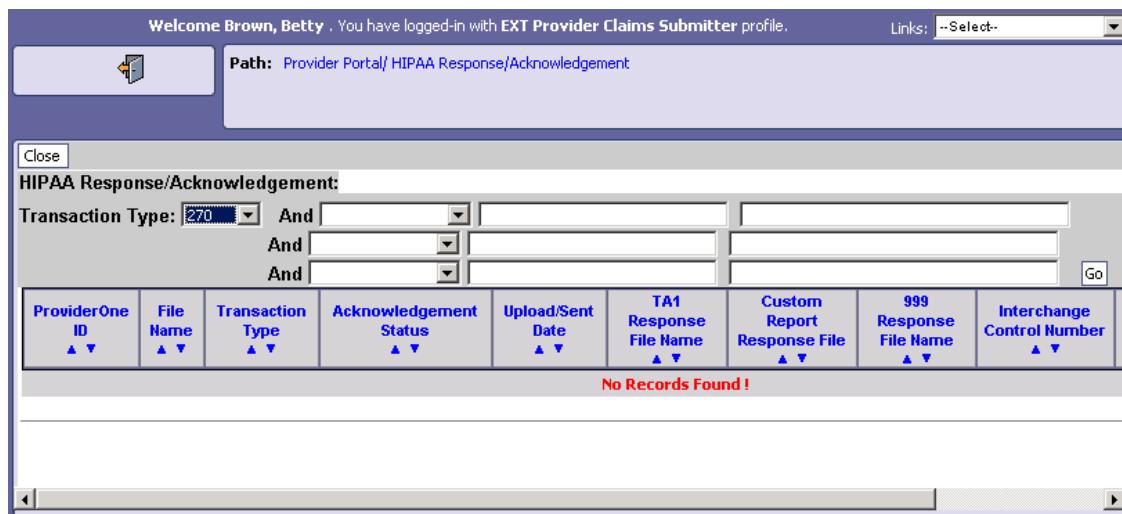By default this list is empty.

Figure 4 - HIPAA Response/Acknowledgement – Before Filtering

Open the Transaction Type drop down menu and select a Transaction Type.

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Optionally, use the And filters to further narrow the search.

Click the Go button.

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

About the HIPAA Response/Acknowledgement List

■ Archived files are not viewable.

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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.

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