
WPS Insurance Corporation - WPS Commercial Business and Epic Life Insurance

**Standard Companion Guide
Trading Partner Information**

**Instructions related to Transactions based on
American National Standards Institute X12
Implementation Guides, versions
005010X223A2 and 00501X222A1**

**Companion Guide Version Number: 1.3,
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Preface

Companion Guides (CG) may contain two types of data, instructions for electronic communications with the publishing entity (Trading Partner Information) and supplemental information for creating transactions for the publishing entity while ensuring compliance with the associated ASC X12 Implementation Guide (IG) (Transaction Instructions). Either the Trading Partner Information component or the Transaction Instruction component must be included in every CG. The components may be published as separate documents or as a single document.

The Trading Partner Information component is included in the CG when the publishing entity wants to convey the information needed to commence and maintain communication exchange.

The Transaction Instruction component is included in the CG when the publishing entity wants to clarify the IG instructions for submission of specific electronic transactions. The Transaction Instruction component content is limited by ASCX12's copyrights and Fair Use statement.

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Trading Partner Information

1. Introduction

Throughout this document you will see WPS listed. WPS is the entity authoring this Companion Guide, and is defined as Commercial Contracts held by WPS Insurance Corporation as well as Epic Life Insurance.

1.1 Purpose

This document is intended to provide information from the author of this guide to trading partners to give them the information they need to exchange EDI data with the author. This includes information about registration, testing, support, and specific information about control record setup.

WPS is publishing this Companion Guide to clarify, supplement and further define specific data content requirements to be used in conjunction with, and not in place of, the ASCX12N TR3s for all transactions mandated by HIPAA and/or adopted by WPS for Electronic Data Interchange.

This Companion Guide provides communication, connectivity and transaction specific information to WPS trading partners and serves as the authoritative source for WPS specific EDI protocols.

1.2 Scope

EDI addresses how Providers, or their business associates, exchange Professional and Institutional Claims, Claim Acknowledgments, Claim Remittance Advice, Claim Status Inquiry and Response, and Eligibility Inquiry and Response electronic transactions with WPS. This guide also applies to the above referenced transactions that are being exchanged with WPS by third parties, such as clearinghouses, billing services or network service vendors.

| Transactions | Version |
|---|----------------|
| 270/ 271 Health Care Eligibility Benefit Inquiry and Response | 005010X279A1 |
| 837 Health Care Claim: Professional | 005010X222A1 |
| 837 Health Care Claim: Institutional | 005010X223A2 |
| 999 Implementation Acknowledgment For Health Care Insurance | 005010X231A1 |
| 835 Health Care Claim Payment/Advice | 005010X221A1 |
| 276/277 Status Inquiry and Response | 005010X212 |
| 277CA Claim Acknowledgement | 005010X214 |
| 820 Payroll Deducted and Other Group Premium Payment for Insurance Products | 005010X218 |
| 834 Benefit Enrollment and Maintenance | 005010X220 |

An EDI Trading Partner is defined as any WPS customer (Provider, Billing Service, Software Vendor) that transmits to, or receives electronic data from, WPS. WPS EDI transaction system supports transactions adopted under the Health Insurance Portability and Accountability Act of 1996 (HIPAA) as well as additional supporting transactions as described in this guide.

1.3 Overview

This Companion Guide includes information needed to commence and maintain communication exchange with WPS. In addition, this Companion Guide has been written to assist you in designing and implementing transaction standards to meet WPS' processing standards. This information is organized in the sections listed below:

- **Getting Started**: This section includes information related to system operating hours, provider data services, and audit procedures. Information concerning Trading Partner registration and the Trading Partner testing process is also included in this section.
- **Testing and Certification Requirements**: This section includes detailed transaction testing information as well as certification requirements needed to complete transaction testing with WPS.
- **Connectivity/Communications**: This section includes information on WPS' transmission procedures as well as communication and security protocols.
- **Contact Information**: This section includes EDI customer service, EDI technical assistance, provider services and applicable web sites.
- **Control Segments/Envelopes**: This section contains information needed to create the ISA/IEA, GS/GE and ST/SE control segments for transactions to be submitted to WPS.
- **Acknowledgments and Reports**: This section contains information on all transaction acknowledgments sent by WPS and report inventory.
- **Additional Trading Partner Information**: This section contains information related to implementation checklist, transmission examples, Trading Partner Agreements and other resources.
- **Trading Partner Information Change Summary**: This section describes the differences between the current Companion Guide and the previous Companion Guide(s).

1.4 References

The following websites provide information for where to obtain documentation for WPS adopted EDI transactions and code sets.

- ASC X12 TR3 Implementation Guides
<http://store.x12.org>
- Washington Publishing Company Health Care Code Sets
<http://www.wpc-edi.com/content/view/711/401/>

1.5 Additional Information

The websites listed below provide additional resources during the transition year for HIPAA version 5010 implementation.

- www.wpsic.com/edi/5010-Readiness.shtml
- www.wpsic.com/edi/5010-Readiness-Schedule.shtml

2. Getting Started

2.1 Working Together

WPS is dedicated to providing several communication channels to ensure communication remains constant and efficient. WPS has several options in an effort to assist the community with their electronic data exchange needs. By using any of these methods WPS is focused on supplying the Trading Partner community with a variety of support tools.

An EDI help desk is established for the first point of contact for basic information and troubleshooting. The help desk is available to support most EDI questions/incidents while at the same time being structured to triage each incident if more advanced research is needed. An EDI email is also accessible as a method of communicating with WPS. The email account is monitored by knowledgeable staff ready to assist you. When communicating via email please exclude any PHI to ensure security is maintained. In addition to the WPS help desk and email access, feel free to communicate via fax at 608-223-3824 or United States Postal Services (USPS) mail.

Specific information about the above-mentioned items can be found in the sections below (Section 5).

2.2 Trading Partner Registration

An EDI Trading Partner is any entity (provider, billing service, software vendor, employer group, financial institution, etc.) that transmits electronic data to or receives electronic data from another entity.

WPS supports many different types of customers for Electronic Data Interchange (EDI). To ensure proper registration it is important to understand the terminology associated with each customer type.

- **Trading Partners** are entities (provider, billing service, software vendor, employer group, financial institution, etc.) that transmit electronic data to or receive electronic data from WPS.
- **Submitter** is the entity that owns the healthcare data being submitted. It is most likely a provider, hospital, clinic, etc.
- **Vendor** is an entity that provides hardware, software and/or ongoing technical support for covered entities. In EDI, a vendor can be classified as a software vendor, billing service or clearinghouse.

WPS requires all trading partners to complete EDI registration and sign an EDI Enrollment form. The EDI enrollment form designates the WPS contract the entity agrees to engage in for EDI. It also ensures agreement between parties to implement standard policies and practices to ensure the security and integrity of information exchanged. The forms can be accessed at:

- The '**WPS Provider Agreement**' form can be downloaded from:
http://www.wpsic.com/edi/get_started.shtml
- The '**Epic Provider Agreement**' form can be downloaded from:
http://www.wpsic.com/edi.get_started.shtml

Under HIPAA, EDI applies to all covered entities transmitting the following administrative transactions: 837I and 837P, 835, 270/271, 276/277 and NCPDP. Beginning on January 1, 2012, WPS will also use the TA1, 999 and 277CA error handling transactions. Entities processing paper do not need to complete an EDI registration.

A provider's EDI Trading Partner ID and password serve as a provider's electronic signature and the provider would be liable if any entity with which the provider improperly shared the ID and password performed illegal action while using that ID and password. A provider's EDI Trading Partner ID and password are not part of the capital property of the provider's operation, and may not be given to a new owner of the provider's operation. A new owner must obtain their own Trading Partner ID and password.

This EDI Trading Partner ID can be obtained through self-registration or by contacting EDI Enrollment/Marketing (Section 5). To self register, go to:

<https://corp-ws.wpsic.com/apps/wtps-web/unauth/wtps.do>

Note: If you are currently registered as an electronic trading partner with WPS for version 004010 transactions, there is no need to obtain a new EDI Trading Partner ID for submission of version 005010 claims or receive outbound transactions.

If providers elect to submit/receive transactions electronically using a third party such as a billing agent, a clearinghouse or network services vendor, they are required to have an agreement signed by that third party. The third party must agree to meet the same WPS security and privacy requirements that apply to the provider in regard to viewing or use of WPS data. These agreements are not to be submitted to WPS, but are to be retained by the providers. Providers will notify WPS which third party agents they will be using on their WPS Agreement Form.

Third parties are required to register with WPS by completing the 'Billing Service/Clearinghouse Contractor Agreement' form if they have not done so already. This will ensure that their connectivity established properly.

- The '**WPS Billing Service/Clearinghouse Contractor Agreement**' form can be downloaded from:
http://www.wpsic.com/edi/get_started.shtml

Once WPS has processed your agreement form, we will contact you and your clearinghouse/billing service (if this is a chosen option) with approval to begin submitting test or production files. It is normally not required to test when submitting through an approved clearinghouse.

Providers must also be informed that they are not permitted to share their personal EDI access number and password with any billing agent, clearinghouse/network service vendor. Providers must also not share their personal EDI access number with anyone on their own staff who does not need to see the data for completion of a valid electronic claim, to process a remittance advice for a claim, to verify beneficiary eligibility, or to determine the status of a claim. No other non-staff individuals or entities may be permitted to use a provider's EDI number and password to access WPS systems. Clearinghouse and other third party representatives must obtain and use their own unique EDI access number and password provided by WPS.

2.3 Trading Partner Testing and Certification Process

Once your agreement is processed you will receive an EDI submitter number, password and either Bulletin Board System (BBS) Instructions or Secure-EDI instructions based on the transmission method you chose.

You are now ready to test. It is recommended that you submit a test file of at least twenty-five (25) claims that are applicable to your practice, so WPS can ensure your future production claims will process in an efficient manner. It may not be necessary to submit this number if you are a smaller office who does not deal with a wide variety services. Once you have created your test file, you can submit through your chosen transmission method. There is no need to notify our office that you are sending a test file.

When your test file has been submitted through either WPS Secure-EDI or the WPS Bulletin Board System (BBS) we will telephone or email your office with the results. At that time we will approve your office for production submission or request that you make the necessary modifications to your data and submit another test file. Providers who use the correct password requirements will be approved.

3. Testing and Certification Requirements

3.1 Testing Requirements

Test claims are subject to standard syntax and Implementation Guide (IG) semantic data edits; acknowledgements will be provided when this process detects errors (see section 8). Be sure that your test files populate ISA15 with a 'T' and that you are submitting them to the Test folder on Secure EDI or the Bulletin Board System (BBS).

- Standard syntax testing validates the programming of the incoming file and includes file layout, record sequencing, balancing, alpha-numeric/numeric/date file conventions, field values, and relational edits. Test files must pass 100 percent of the standard syntax edits before production submission is approved.
- IG Semantic Data testing validates data required for claims processing.. A submitter must demonstrate at a minimum, 95 percent accuracy rate in data testing before production submission is approved, where in the judgment of WPS the vendor/submitter will make the necessary corrections(s) prior to submitting a production file.
- Business edits are in place because of requirements in the WPS claim processing system. These data requirements are further data

constraints within the implementation which work to expedite claims processing and increase accuracy. A vendor/submitter must demonstrate 95% accuracy on their test files in order to be approved for production submission.

WPS will contact you with your test results within 3 business days of your test submission. Once approved for production, enter your claims with a 'P' in ISA15 and submit to the Production folder on Secure EDI or the Bulletin Board System (BBS).

3.2 Certification Requirements

To be considered certified as a WPS EDI Trading Partner, there must be:

1. A valid Provider Agreement or Billing Service/Clearinghouse Contractor Agreement (section 2.2) on file.
2. Testing requirements have been met (section 3.1)

WPS does test with vendors, clearinghouses, and billing services, and maintains an approved vendor list which can be accessed at:

<http://www.wpsic.com/edi/tools.shtml>

The list can be found under the heading labeled “**EDI Connection**” towards the bottom of this web page.

Note: Vendors are only provided with testing capability.

4. Connectivity / Communications

4.1 Communication Protocols

You will choose of the two transmission methods when registering to become a WPS Electronic Trading Partner. The following are some of the general system requirements for each.

- The WPS Secure EDI Website (MOVEit DMZ) software itself resides on a Microsoft Windows Server Platform hardened against threats from the Internet and trusted networks. Organizations that need to support very large volumes of file transfers and/or many users may require additional hardware, but for many organizations the minimum recommended specifications of a MOVEit DMZ should suffice.
 - 2GHz Pentium-compatible CPU
 - 80 GB SATA or SAS Hard Drive
 - 1 GB RAM
 - 100/1000Mb TCP/IP-capable Ethernet interface

The WPS Secure EDI Website (MOVEit DMZ) has been tested against and fully supports the following major browsers:

- Internet Explorer version 6.0 or higher
- Internet Explorer 7.0 and higher preferred when using MOVEit Upload/Download Wizard (Active X or Java)
- Firefox (2.0 and 3.0) preferred when using MOVEit Upload/Download Wizard (Java-Windows/*nix/Mac OS X)
- Safari (versions 2 and 3) under Macintosh OS X when using MOVEit Upload/Download Wizard (Java Only)

More information regarding the WPS Secure EDI Website can be found at

<https://secure-edi.wpsic.com> (view the 'Online Manual')

The WPS Bulletin Board System (BBS) uses asynchronous telecommunications. This method requires using a dial up modem in order to connect to the WPS BBS. Instructions on how to access the WPS Bulletin Board System (BBS) can be found at:

www.wpsic.com/edi/edi_bbs.shtml

4.1.1 Re-transmission procedures

If a claim file or claims within a claim file are rejected for whatever reason, you will need to resend the corrected file or create a new claim file with the corrected claims. You will use the same transmission method to transmit your corrected file/claims.

4.2 Security Protocols

Trading Partners who conduct business with WPS are subject to WPS security policies.

Users should take appropriate measures to prevent unauthorized disclosure or modification of assigned IDs and passwords. Violation of this policy will result in revocation of all methods of system access, including but not limited to EDI front-end access.

- You should protect User ID and Password privacy by limiting knowledge of the User ID and password to key personnel only.

- Password requirements are located in the instructional material provided for the applicable application, websites, etc. Intervals of when to change passwords are also described in these materials.

5. Contact information

5.1 EDI Enrollment/Marketing

- 1717 W. Broadway, Madison, WI 53713
- P.O. Box 8128, Madison, WI 53708
- 1-800-782-2680 (Option 4)
- **edi@wpsic.com**
- 8:00a.m-4:30p.m (Monday-Friday)
- Fax:(608) 223-3824

5.2 EDI Technical Assistance

- 1717 W. Broadway, Madison, WI 53713
- P.O. Box 8128, Madison, WI 53708
- 1-800-782-2680 (Option 2)
- **edi@wpsic.com**
- 8:00a.m-4:30p.m (Monday-Friday)
- Fax :(608) 223-3824

5.3 Applicable websites

- General WPS EDI Information
www.wpsic.com/edi/index.shtml
- Secure EDI Website
<https://secure-edi.wpsic.com>

6. Control Segments / Envelopes

Interchange Control (ISA/IEA), Function Group (GS/GE), and Transaction (ST/SE) envelopes must be used as described in the national implementation guides. WPS' expectations for inbound ISAs and a description of data on outbound ISAs are detailed in this chapter. Specific guidelines and instructions for GS and GE segments are contained in each Transaction Information companion Guide.

Note: WPS only accepts functional groups based upon one TR3 Implementation Guide per Interchange Envelope (ISA/IEA). If transactions based on more than one TR3 Implementation Guide are being submitted, each must be contained within its own Interchange.

6.1 ISA-IEA

Delimiters – Inbound Transactions

As detailed in the HIPAA adopted implementation guides, delimiters are determined by the characters sent in specified, set positions of the ISA header. For transmissions to WPS (inbound transmissions), these characters are determined by the submitter and can be any characters which are not contained within any data elements within the ISA/IEA Interchange Envelope.

Delimiters – Outbound Transactions

WPS will use the following delimiters in all outbound transactions. Note that these characters will not be used in data elements within an ISA/IEA Interchange Envelope.

| Delimiter | Character Used | Dec Value | Hex Value |
|-----------------------------|----------------|-----------|-----------|
| Data Element Separator | * | 42 | 2A |
| Repetition Separator | ^ | 94 | 5E |
| Component Element Separator | : | 58 | 3A |
| Segment Terminator | ~ | 126 | 7E |

Inbound Data Element Detail and Explanation

All data elements within the interchange envelop (ISA/IEA) must follow X12 syntax rules as defined within the adopted implementation guide.

Segment: ISA Interchange Control Header (Incoming)

| Reference | Name | Codes | Notes/Comments |
|-----------|-------------------------------------|-------|---|
| ISA | Interchange Control Header | | |
| ISA01 | Authorization Information Qualifier | | WPS does not use Authorization Information and will ignore content sent in ISA01 and ISA02. |
| ISA02 | Authorization Information | | |
| ISA03 | Security Information Qualifier | | WPS does not use Security Information and will ignore content sent in ISA03 and ISA04 |
| ISA04 | Security Information | | |
| ISA05 | Interchange ID Qualifier | | See Section 7.2 |
| ISA06 | Interchange Sender ID | | WPS EDI Trading Partner ID |

| | | | |
|-------|--------------------------|---|--|
| ISA07 | Interchange ID Qualifier | | See Section 7.2 |
| ISA08 | Interchange Receiver ID | | <u>See Section 7.2</u> |
| ISA14 | Acknowledgment Requested | 1 | WPS strongly recommends you populate ISA14 with a '1'. |

6.2 GS-GE

A claim file (ISA-IEA) with multiple types of functional groups (GS-GE) inside it will reject all but the first presented functional group. Each interchange must have only one type of functional group within it.

6.3 ST-SE

WPS follows the HIPAA adopted transaction implementation guides.

7. Version 5010 Notes and Business Edits

7.1 Specific to ALL 005010 Transactions

- Wisconsin Physicians Service (WPS) will convert all lower case characters submitted on an inbound 837 file to upper case when sending data to the WPS processing system. Consequently, data later submitted for coordination of benefits will be submitted in upper case.
- You must submit incoming 837 claim data using the basic character set as defined in the Implementation Guide.
- Only loops, segments, and data elements valid for the HIPAA Implementation Guides will be translated. Submitting data not valid based on the Implementation Guides may cause files to be rejected.
- Only loops, segments, and data elements valid for the HIPAA Implementation Guides will be translated. Non Implementation Guide data may not be sent for processing consideration.
- WPS may reject an interchange (transmission) that is not submitted with unique values in the ST02 (Transaction Set Control Number) elements.
- WPS will only accept claims for one line of business per transaction. Claims submitted for multiple lines of business within one ISA/IEA (Interchange) may cause the transaction to be rejected.

- WPS suggests retrieval of the Interchange Acknowledgment (TA1) and/or Implementation Acknowledgement for Health Care Insurance (999) on or before the first business day after the claim file was submitted, but no later than 5 days after the file submission. Compression of files using PKZIP is supported for transmissions between the submitter and WPS.
- Only valid qualifiers for WPS should be submitted on incoming 837 claim transactions (defined in the Business Edits below). Use of qualifiers not defined by WPS may cause the claim or the transaction to be rejected.
- The subscriber may or may not be the same as the patient. If the subscriber is not the same as the patient (2000B/SBR02 not = 18), loop 2000C must be reported.
- Any Implementation 'Not Used' data element which is received will be ignored and not be considered for processing.

WPS Coordination of Benefits Claims:

In order to assure proper adjudication of claims containing prior payer involvement, it is strongly recommended that WPS receive the prior payer information and a reason if there is no prior payment on the claim(s) submitted. WPS follows the ASC X12 837 implementation guides for the needed elements to process these types of claims. The following outline provides the basic elements of the 837 which are needed for coordination of benefits claim processing.

Loop 2320:

SBR - Other Subscriber Information: The 2320 loop is required when reporting other insurance, prior or otherwise. The multiple instances of SBR segments breakdown multiple payers and their adjudication information.

AMT – Prior Payer Paid: The 837 implementation guide requires this element if the claim was adjudicated by a prior payer.

OI – Other Insurance Coverage Information: Required when 2320/SBR is reported.

Loop 2320 and 2430:

CAS – Claim Level Adjustments/Line Adjustments: The CAS segments, as described in the 837 implementation guides indicate the CAS usage to report prior payer adjustments that cause the amount paid to differ from the amount originally charged. Report Claim Adjustment Reason Codes (CARC) and associated dollar amounts at the same level as received from the prior payer.

Loop 2330A:

NM1 – Other Subscriber's Name: The 837 implementation guide requires this segment if Loop 2320 is present.

Loop 2330B:

NM1 – Other Payer Name: The 837 implementation guide requires this segment if Loop 2320 is present.

DTP – Claim Check or Remittance Date: The 837 implementation guide requires when the line adjudication date is not used and the prior payer as adjudicated the claim.

Dental Claim Transaction:

WPS – does not process non-adjunctive dental claims. Adjunctive dental claims must contain a diagnosis and be submitted in the 837 Professional or Institutional format for adjudication by WPS.

7.2 Business Edits

WPS may edit data submitted within the 837 transaction beyond the requirements defined in the Implementation Guides. These requirements are defined in the Business Edits listed below.

| LOOP | SEGMENT | ELEMENT | WPS 837 INSTITUTIONAL BUSINESS EDITS |
|--------|---------|---------|---|
| | ISA05 | | Must = 'ZZ' |
| | ISA06 | | If ISA15 = 'P', the Submitter ID in ISA06 must be approved for production claim submission. |
| | ISA07 | | Must = 'ZZ' |
| | ISA08 | | Must = 'WPS' Wisconsin Physicians Service -or- 'EPIC' EPIC Life Insurance |
| | ISA09 | | Must = The date of the interchange, must not be a future date. |
| | ISA15 | | When ISA15=P submit to Production folder When ISA15=T submit to Test folder |
| | GS02 | | Must = ISA06 |
| | GS03 | | Must = ISA08 |
| | GS04 | | Must = The date the functional group was created, must not be a future date. |
| | BHT | 02 | Must = '00' |
| | BHT | 06 | Must = 'CH' or '31' |
| 1000A | NM1 | 09 | Must = ISA06 |
| 1000B | NM1 | 09 | Must = ISA08 |
| 2000A | CUR | 02 | If 'CUR' segment used, CUR02 must = 'USD'. No foreign currency will be accepted. |
| 2010AC | | | Any information submitted in loop 2010AC- Pay to Plan will be ignored and not considered in processing. |
| 2000B | SBR | 01 | 2000B.SBR01 must = 'P', 'S' or 'T'. |
| 2000B | SBR | 09 | Must = 'CI' |
| 2010BA | NM1 | 02 | Must = '1' |
| 2010BA | NM1 | 03 | If the patient only has one name, populate |

| | | | |
|--------|-----|------------------------|--|
| | | | NM103 and leave NM104 blank. |
| 2010BA | NM1 | 08 | Must = 'MI' |
| 2010BA | NM1 | 09 | Must = 9 or 10 numeric digits and must be a string of data not containing any spaces or hyphens. |
| 2010BA | DMG | 02 | Must not be a future date. |
| 2010BB | REF | | If the 2010BB-REF' Billing Secondary Identification Segment' is sent, it will be ignored and not considered in processing. |
| 2300 | CLM | 01 | Only characters 1-20 will be stored and used in processing and thus returned in the corresponding 835 transaction (2110/REF-Line Item Control Number). |
| 2300 | CLM | 05-3 | Must = 1 or 7 |
| 2300 | DTP | 03 | Must not be a future date. |
| 2300 | CN1 | 03 | Two decimal positions accepted. More than two will be truncated. |
| 2300 | CN1 | 05 | Two decimal positions accepted. More than two will be truncated. |
| 2300 | HCP | 05 | Two decimal positions accepted. More than two will be truncated. |
| 2300 | HCP | 12 | One decimal position accepted. More than one will be truncated. |
| 2320 | CAS | 04 | No decimal positions accepted. Any decimal positions will be truncated. |
| 2320 | CAS | 07 | No decimal positions accepted. Any decimal positions will be truncated. |
| 2320 | CAS | 10 | No decimal positions accepted. Any decimal positions will be truncated. |
| 2320 | CAS | 13 | No decimal positions accepted. Any decimal positions will be truncated. |
| 2320 | CAS | 16 | No decimal positions accepted. Any decimal positions will be truncated. |
| 2320 | CAS | 19 | No decimal positions accepted. Any decimal positions will be truncated. |
| 2320 | MIA | 01 | No decimal positions accepted. Any decimal positions will be truncated. |
| 2320 | MIA | 03 | No decimal positions accepted. Any decimal positions will be truncated. |
| 2320 | MIA | 15 | No decimal positions accepted. Any decimal positions will be truncated. |
| 2400 | LX | 01 | Must be greater than zero and less than or equal to 998. |
| 2400 | SV2 | 02-3, 02-4, 02-5, 02-6 | You may report up to four modifiers; however, the WPS processing system will only use the first two for adjudication. |
| 2400 | SV2 | 05 | One decimal position accepted. More than one will be truncated. |
| 2400 | DTP | 03 | May not be a future date. |

| | | | |
|------|-----|----|---|
| 2400 | DTP | 03 | Service Date should not span more than one calendar month or processing could be delayed. |
| 2410 | CTP | 04 | No decimal positions accepted. Any decimal positions will be truncated |
| 2430 | SVD | 05 | One decimal position accepted. More than one will be truncated |

| LOOP | SEGMENT | ELEMENT | WPS 837 PROFESSIONAL BUSINESS EDITS |
|--------|---------|---------|--|
| | ISA05 | | Must = 'ZZ' |
| | ISA06 | | If ISA15 = 'P', the Submitter ID in ISA06 must be approved for production claim submission. |
| | ISA07 | | Must = 'ZZ' |
| | ISA08 | | Must = 'WPS' Wisconsin Physicians Service -or- 'EPIC' EPIC Life Insurance |
| | ISA09 | | Must = The date of the interchange, must not be a future date. |
| | ISA15 | | When ISA15=P submit to Production folder When ISA15=T submit to Test folder |
| | GS02 | | Must = ISA06 |
| | GS03 | | Must = ISA08 |
| | GS04 | | Must = The date the functional group was created, must not be a future date. |
| | BHT | 02 | Must = '00' |
| | BHT | 06 | Must = 'CH' or '31' |
| 1000A | NM1 | 09 | Must = ISA06 |
| 1000B | NM1 | 09 | Must = ISA08 |
| 2000A | CUR | 02 | If 'CUR' segment used, CUR02 must = 'USD'. No foreign currency will be accepted. |
| 2010AC | | | Any information submitted in loop 2010AC-Pay-to -Plan will be ignored and not considered for processing. |
| 2000B | SBR | 01 | 2000B.SBR01 must = 'P', 'S' or 'T'. |
| 2000B | SBR | 09 | Must = 'CI' |
| 2000B | PAT | 08 | No decimal positions accepted. Any decimal positions will be truncated |
| 2010BA | NM1 | 02 | Must = '1' |
| 2010BA | NM1 | 03 | If the subscriber only has one name, populate NM103 and leave NM104 blank. |
| 2010BA | NM1 | 08 | Must = 'MI' |
| 2010BA | NM1 | 09 | Must = 9 or 10 numeric digits and must be a string of data not containing any spaces or hyphens. |
| 2010BA | DMG | 02 | Must not be a future date. |
| 2010BB | REF | | If the 2010BB-REF' Billing Provider Secondary Identification' segment is sent, it will be ignored and not considered for |

| | | | |
|--------|-----|------------------------|--|
| | | | processing. |
| 2010CA | DMG | 02 | Must not be a future date. |
| 2300 | CLM | 01 | Only characters 1-20 will be stored and used in processing and thus returned in the corresponding 835 transaction (2110/REF-Line Item Control Number). |
| 2300 | CLM | 05-3 | Must = 1 or 7 |
| 2300 | CN1 | 03 | Two decimal positions accepted. More than two will be truncated. |
| 2300 | CN1 | 05 | Two decimal positions accepted. More than two will be truncated. |
| 2300 | CR1 | 02 | No decimal positions accepted. Any decimal positions will be truncated |
| 2300 | CR1 | 06 | No decimal positions accepted. Any decimal positions will be truncated |
| 2300 | HCP | 05 | Two decimal positions accepted. More than two will be truncated. |
| 2320 | CAS | 04 | No decimal positions accepted. Any decimal positions will be truncated |
| 2320 | CAS | 07 | No decimal positions accepted. Any decimal positions will be truncated |
| 2320 | CAS | 10 | No decimal positions accepted. Any decimal positions will be truncated |
| 2320 | CAS | 13 | No decimal positions accepted. Any decimal positions will be truncated |
| 2320 | CAS | 16 | No decimal positions accepted. Any decimal positions will be truncated |
| 2320 | CAS | 19 | No decimal positions accepted. Any decimal positions will be truncated |
| 2320 | MOA | 01 | Two decimal positions accepted. More than two will be truncated. |
| 2400 | LX | 01 | Must be greater than zero and less than or equal to 998. |
| 2400 | SV1 | 01-3, 01-4, 01-5, 01-6 | You may report up to four modifiers; however, the WPS processing system will only use the first two for adjudication. |
| 2400 | SV1 | 04 | One decimal position accepted. More than one will be truncated. |
| 2400 | SV5 | 03 | One decimal position accepted. More than one will be truncated. |
| 2400 | CR3 | 03 | No decimal positions accepted. Any decimal positions will be truncated |
| 2400 | DTP | 03 | Must not be a future date. |
| 2400 | DTP | 03 | Service Date should not span more than one calendar month or processing could be delayed. |
| 2400 | QTY | 02 | No decimal positions accepted. Any decimal positions will be truncated |
| 2400 | MEA | 03 | No decimal positions accepted. Any |

| | | | |
|------|-----|----|--|
| | | | decimal positions will be truncated |
| 2400 | HCP | 12 | One decimal position accepted. More than one will be truncated. |
| 2410 | CTP | 04 | No decimal positions accepted. Any decimal positions will be truncated |
| 2430 | SVD | 05 | One decimal position accepted. More than one will be truncated. |

8. Acknowledgements and Reports

8.1 ASC X12 Acknowledgments

WPS has adopted three new acknowledgement transactions, the TA1 Interchange Acknowledgement, 999 Implementation Acknowledgment and the 277 Claims Acknowledgement or 277CA. These three acknowledgments will replace 997 and proprietary reports previously sent by WPS.

- The **TA1 Interchange Acknowledgment** allows WPS to notify you that a valid envelope was received or that problems were encountered with the interchange control structure. The TA1 verifies the envelope of the file only. It is **strongly recommended** that you populate ISA14 with a '1' to always generate a TA1 Acknowledgement. Depending on the level of the error, a TA1 may generate on its own or it may populate as a segment within a 999 Implementation Acknowledgement.
- **999 Implementation Acknowledgement** reports which will report an implementation error against a functional group based on implementation guidelines. The 999 will also confirm receipt of a functional group which fully complies with implementation guidelines.
- The **277 Claim Acknowledgement (277CA)** confirms receipt of your claim(s) and their acceptance or rejection. WPS will provide claim status codes to the finest detail possible in the 277CA.

The following information provides detailed description of the type of feedback to be expected in case of a rejected claim submission.

WPS has adopted a process to only reject claim submissions that are out of compliance with the ASC X12 version 5010 standard; the appropriate response for such errors will be returned on a TA1 Interchange Acknowledgement or a 999 Implementation Acknowledgement. Batch submissions with errors may not be rejected in totality, but will selectively reject the claims submitted in error within it. Thus, WPS will reject claim submissions and return a 999 Implementation Acknowledgment within the listed error responses under the following:

Standard reject circumstances:

| Front End Edits | Response that can be used |
|---|---|
| In reference to all inbound transactions (270, 837 I & P, and 276), an interchange envelope (ISA-IEA) with multiple types of functional groups inside will reject all but the first presented functional group; each interchange must have only one type of functional group within it; however, multiple interchange envelopes are permitted within a transmission file. | 999, AK905 = 1 'Functional Group Not Supported' |
| Incorrect HIPAA version number in the ISA | TA1, TA105 = 017 "Invalid Interchange Version ID Value" |
| Unsupported HIPAA X12 versions | <p>If at the Interchange Envelope TA1, TA105 = 017 "Invalid Interchange Version ID Value"</p> <p>If at the Functional Group Level 999, AK905 = 2 "Functional Group Version Not Supported"</p> <p>If this is at the Transaction Set Level (ST03) 999, IK502 = I6 "Implementation Convention Not Supported"</p> |
| Unauthorized Submitting Entity | TA1, TA105 = 006 "Invalid Interchange Sender ID" |
| A trading partner/submitter is not configured for a transaction reported in their GS08 | 999, AK905 = 2 "Functional Group Version Not Supported" |
| Invalid component element separators found | TA1, TA105 = 027 "Invalid Component Element Separator" |
| Missing or invalid test/production indicator | TA1, TA105 = 020 "Invalid Test Indicator Value" |
| Submitter not authorized to submit in production mode | <p>277CA, CSCC A7: "Acknowledgement /Rejected for Invalid Information..."</p> <p>CSC 24: "Entity not approved as an electronic submitter."</p> |
| Submitter not authorized to submit in test mode | <p>277CA, CSCC A7: "Acknowledgement /Rejected for Invalid Information..."</p> <p>CSC 24: "Entity not approved as an electronic submitter."</p> |

Non-Standard Reject Circumstances:

| Front End Edits | Response that can be used |
|---|---|
| A file type that is not supported by X12, such as excel spreadsheets, MS Word documents, etc. will be rejected. | No acknowledgement will be sent. Follow-up will be conducted by EDI Help Desk staff within 3 business days. |

9. Additional Trading Partner Information**9.1 Implementation Checklist**

Currently, WPS is underway with implementation activities for 5010. Transition to the new formats will start on January 1, 2011, and must be completed by January 1, 2012.

| DATE | WPS COMMERCIAL ACTIVITY |
|---------------------|--|
| June 2010 | Begin internal testing for Versions 5010 |
| Jan 1, 2011 | Begin Level 2 testing period activities which includes external testing with Trading Partners for the 837 Professional and Institutional Formats. |
| April 2011 | Continue Level 2 testing period activities external Trading Partners and move willing Trading partners into production. WPS will be processing both 4010A1 and 5010 production claims transactions. WPS Commercial Trading Partners will be able to receive a parallel 5010 835 for their production 4010A1 835 Electronic Remittance Advice. |
| Sept 9, 2011 | Begin Level 2 testing period activities with external Trading Partners for Eligibility (270/271) and Claim Status (276/277) transactions. |
| Jan 1, 2012 | 5010 Compliance Date for all covered entities (all transactions). WPS Commercial will reject any electronic 4010A1 transaction that is received. |

10. Trading Partner Information Change Summary

| Version | Date | Section(s) changed | Change Summary |
|----------------|------------------|-------------------------------|-----------------------|
| 1.2 | December 6, 2011 | 6.1 | Corrected Information |