



EqualityCare News

June 2009

Attention EqualityCare Providers

Institutional
09-001

Coming Soon: Online Entry of PASRR Level I Screenings and Online Access to LT101 Assessments

Please share this bulletin with the following staff:

- Office Manager
- EqualityCare Biller
- Other

Exciting changes are coming to the EqualityCare website! Soon, eligible providers will be able to complete PASRR Level I screenings and access LT101 assessments using the secure Provider Web portal.

New PASRR Level I Screening Process

The current PASRR Level I form will phase out by July 31, 2009. Beginning August 1, 2009, providers will complete the PASSAR Level I screening online through the secure Web portal. The advantages of this process are:

- Improved turnaround time which reduces nursing facility claim denials.
- Immediate notification whether a PASRR Level II is required and additional online validation.
- Eliminates the need to mail the PASRR Level I which saves time and postage.

Accessing LT101 Assessments

The advantages to making the LT101s available on the secure portal are:

- Providers will have 24x7 access to a client's most recent 25 LT101s.
- As providers become more comfortable with the process, there should be less need to maintain a hardcopy paper trail.
- Public Health Nurses will only be required to mail one (1) copy of the LT101 to ACS. All other providers needing to review an LT101 assessment will view it online through the secure Web portal.

In addition, the secure Web portal allows you the ease of conducting business electronically with EqualityCare. With the Web portal you can submit claims and access Remittance Advices 24 hours a day 7 days a week. The Web portal also allows for strict user administration. Your organization's registered user administrator can add, edit and delete your organization's users and their access to the Web portal.

The first step to using the Web portal is registration. If your organization is not already registered, please complete the attached EDI application and submit it to the following address:

ACS EDI
Attention: EDI Enrollment
P.O. Box 667
Cheyenne, WY 82003

Once your completed application is received and processed, you will receive a welcome letter with your unique user id and Web portal registration instructions. You can also access these instructions via the EqualityCare website <http://wyequalitycare.acs-inc.com> under "Web portal tutorials".

Additional information regarding online entry of PASRR Level I screenings and online access to LT101 assessments will be coming soon. We recommend that you register as soon as possible, but no later than July 1, 2009.

**A copy of this bulletin can be found on the EqualityCare website at
<http://wyequalitycare.acs-inc.com>**

**If you have additional questions regarding billing or covered services, please contact the
ACS Provider Relations Unit at (800) 251-1268. Call center hours are
Monday through Friday from 9am-5pm.**

5. If you are not already submitting your claims electronically but wish to, indicate how you would like to submit them:

- Billing Agent
- Clearinghouse
- Vendor Supplied Software
- EqualityCare Web Portal (free web-based billing application)
- WINASAP 2003 Billing Software (free PC-based billing software)

If you marked **Billing Agent, Clearinghouse** or **Vendor Supplied Software**, you must supply their 5-digit Submitter ID or 6-digit Trading Partner ID assigned by ACS EDI Gateway: _____

If you marked **WINASAP 2003**, how do you wish to receive the software?

- I will download it from the ACS EDI Gateway website (<http://www.acs-gcro.com/>)
- Please mail me a CD-ROM

6. The 835 Health Care Claim Payment/Advice is the electronic transmission of remittance data from EqualityCare to a provider (or clearinghouse). This remittance data is often referred to as an EOB (Explanation of Benefits). It is used to reconcile a payment against the claims a provider submitted to EqualityCare. To use the 835 Health Care Claim Payment/Advice requires special computer software capable of processing it. **Regardless of your choice to use the 835 Health Care Claim Payment/Advice, you will still receive a paper remittance advice with each payment.**

Will you or a third party use the 835 Health Care Claim Payment/Advice?

- I will retrieve my 835
- A third party (e.g., clearinghouse) will retrieve my 835
- I do not wish to use the 835 at this time

7. Complete the attached Trading Partner Agreement form.

**ACS EDI GATEWAY
TRADING PARTNER AGREEMENT**

THIS TRADING PARTNER AGREEMENT (“Agreement”) is by and between **SUBMITTER** (“Submitter”) and **ACS EDI GATEWAY, INC.** (“Trading Partner”), collectively “the Parties.”

Whereas, Submitter desires to transmit Transactions to Trading Partner for the purpose of submitting data to a Health Plan;

Whereas, Trading Partner desires to receive such Transactions for this purpose recognizing that Trading Partner performs such services on behalf of the Health Plan; and

Whereas, Submitter is subject to the Transaction and Code Set Regulations with respect to the transmission of such Transactions.

Now, therefore, the Parties agree as follows:

1. Definitions

Trading Partner means ACS EDI Gateway, Inc.

Submitter means the party identified as “Submitter” on the signature line of this Agreement who is a Health Care Provider as defined in 45 CFR 164.103.

Standard is defined in 45 CFR 160.103.

Transaction is defined in 45 CFR 160.103.

Transactions and Code Set Regulations means those regulations governing the transmission of certain health claims transactions as published by DHHS under HIPAA.

2. Obligations of the Parties Effective Upon Execution of this Agreement by Submitter

A. The Parties agree, in regard to any electronic Transactions between them:

- (1) They will exchange data electronically using only those Transaction types as selected by Submitter on the ACS EDI Gateway Trading Partner Enrollment Form (TPEF).

- (2) They will exchange data electronically using only those formats (versions) as specified on the TPEF.

- (3) They will not change any definition, data condition, or use of a data element or segment in a Standard Transaction they exchange electronically.

- (4) They will not add any data elements or segments to the Maximum Defined Data Set.

- (5) They will not use any code or data elements that are not in or are marked as “Not Used” in a Standard’s implementation specification.

- (6) They will not change the meaning or intent of a Standard’s implementation specification.

- (7) Trading Partner may reject a Transaction submitted by Submitter if the Transaction is not submitted using the data elements, formats, or Transaction types set forth in the TPEF. Trading Partner may refuse to accept any claims from Submitter if Submitter repeatedly submits Transactions which do not meet the criteria set forth in a TPEF or if Submitter repeatedly submits inaccurate or incomplete Transactions to Trading Partner.

B. Submitter understands that Trading Partner or others may request an exception from the Transaction and Code Set Regulations from DHHS. If an exception is granted, Submitter will participate fully with Trading Partner in the testing, verification, and implementation of a modification to a Transaction affected by the change.

C. Trading Partner understands that DHHS may modify the Transaction and Code Set Regulations. Trading Partner will modify, test, verify, and implement all modifications or changes required by DHHS using a schedule mutually agreed upon by Submitter and Trading Partner.

- D. Neither Submitter nor Trading Partner accepts responsibility for technical or operational difficulties that arise out of third party service providers' business obligations and requirements that undermine Transaction exchange between Submitter and Trading Partner.
- E. Submitter and Trading Partner will exercise diligence in protection of the identity, content, and improper access of business documents exchanged between the two parties. Submitter and Trading Partner will make reasonable efforts to protect the safety and security of individually assigned identification numbers that are contained in transmitted business documents and used to authenticate relationships between the parties.
- F. Trading Partner may publish data clarifications ("ACS Companion Guides") to complement each Implementation Guide. Submitter should use ACS Companion Guides in conjunction with the HIPAA Implementation Guides available at http://www.wpc-di.com/hipaa/HIPAA_40.asp.
- G. Transactions are considered properly received only after accessibility is established at the designated machine of the receiving party. Once transmissions are properly received, the receiving party will promptly transmit an electronic acknowledgment that conclusively constitutes evidence of properly received transactions. Each party will subject information to a virus check before transmission to the other party.
- H. Each party will implement and maintain appropriate policies and procedures and mechanisms to protect the confidentiality and security of PHI transmitted between the parties.

3. Miscellaneous

- A. This Agreement is effective on the date last signed below. This Agreement shall continue until such time as either party elects to give written notice of termination to the other party or termination of Transaction services provided by Trading Partner to Submitter, whichever is earlier.
- B. This Agreement incorporates, by reference, any written agreements between the parties relating to the subject matter hereof.

- C. This Agreement shall be interpreted consistently with all applicable federal and state privacy laws. In the event of a conflict between applicable laws, the more stringent law shall be applied. This Agreement and all disputes arising from or relating in any way to the subject matter of this Agreement shall be governed by and construed in accordance with Florida law, exclusive of conflicts of law principles. **THE EXCLUSIVE JURISDICTION FOR ANY LEGAL PROCEEDING REGARDING THIS AGREEMENT SHALL BE IN THE COURTS OF THE STATE OF FLORIDA AND THE PARTIES HEREBY EXPRESSLY SUBMIT TO SUCH JURISDICTION.**
- D. Unless otherwise prohibited by statute, the parties agree that this Agreement shall not be affected by any state's enactment or adoption of the Uniform Computer Information Transaction Act, Electronic Signature or any other similar state or federal law. Each party agrees to comply with all other applicable state and federal laws in carrying out its responsibilities under this Agreement.
- E. This Agreement is entered into solely between, and may be enforced only by, Submitter and Trading Partner. This Agreement shall not be deemed to create any rights in third parties or to create any obligations of Submitter or Trading Partner to any third party.
- F. **NO WARRANTIES, EXPRESS OR IMPLIED, ARE PROVIDED BY TRADING PARTNER UNDER THIS AGREEMENT. TRADING PARTNER'S MAXIMUM AGGREGATE LIABILITY FOR DAMAGES FOR ANY AND ALL CAUSES WHATSOEVER ARISING OUT OF THIS AGREEMENT, REGARDLESS OF THE MANNER IN WHICH CLAIMED OR THE FORM OF ACTION ALLEGED, IS LIMITED TO THE AMOUNT(S) PAID TO TRADING PARTNER BY SUBMITTER UNDER THIS AGREEMENT.**
- G. Trading Partner may provide proprietary software to Submitter to allow Submitter to submit Transactions to Trading Partner. Submitter will protect the software as it protects its own confidential information and will not, directly or indirectly, allow access to or the use of the software or any portion thereof, on any computer, server, or network, by any person, corporation, or business entity other than

Submitter. Submitter may permit use of the software by contractors or agents of Submitter provided that any such contractors or agents are not competitors of Trading Partner and further provided that any such persons agree to protect the confidentiality of the software. Submitter and its contractors and agents are not permitted to use the software for any purpose other than submitting Transactions solely to Trading Partner.

- H. This Agreement contains the entire agreement between the parties and may only be modified by an agreement signed by both parties.
- I. Submitter may elect to execute either a hard copy or an electronic copy of this Agreement. Hard Copy Execution: Submitter will sign a hard copy of this Agreement and mail to Trading Partner at the address indicated below. Trading Partner will return a copy of the fully executed Agreement to Submitter. The effective date of the hard copy Agreement is the date on which the Agreement is signed by Trading Partner. Electronic Copy Execution: Submitter should execute this Agreement by clicking on the "I AGREE" button that appears at the bottom of the Agreement. The effective date of the electronic copy agreement is the date Trading Partner receives the electronic transmission of Submitter's acceptance to the terms of this Agreement.

SUBMITTER:

Provider/Trading Partner ID

(For Pharmacies Only)

| |
|---------------------------------|
| _____ NCPDP ID |
| _____ Other Pharmacy ID Type |
| _____ Other ID Number |

Signature

Printed Name and Title

Date

ACS EDI
Attention: EDI Enrollment
P.O. Box 667
Cheyenne, WY 82003

Signature

Printed Name and Title

Date



Wyoming Department of Health
Public Health Insurance Program



Pharmacy
Group
6530

Important Changes! Please read!



ACS, Inc
P.O. Box 667
Cheyenne, WY 82003-
0667

PHONE:
(800) 251-1268

IN CHEYENNE:
(307) 772-8401

FAX:
(307) 772-8405

We're on the Web!

<http://wyequalitycare.acs-inc.com>