# eMedNY to Deliver Managed Care Enrollment Information for WMS Enrollees

## Contents

## Introduction

In an effort to reduce the numerous EDI formats that Managed Care Plans receive from several different sources, eMedNY will begin to send Managed Care Enrollment information for WMS enrollees in the ASC X12N/005010X220A1 Benefit Enrollment and Maintenance (834) format. These 834's will replace the monthly rosters that are currently produced by WMS.

eMedNY will use the 834 transactions in much the same way as the Health Benefit Exchange uses this transaction. As changes occur they will be communicated to the plans. This means that many plans will likely receive 834 file(s) every day once this project goes live.

eMedNY will also offer on request Verification files two times a year. These files will represent a point in time picture of the Plans enrollee population.

## Companion Guide

eMedNY will make an 834 Companion Guide (CG) available to the designated technical contact(s) of the plans.  This eMedNY Companion Guide will include Code Lists in section 4.2.4, as well as sample transactions.  The Companion Guide may go through some revisions based on feedback during the Pilot test phase.  A working draft of the CG will be made available on the eMedNY website so that all plans have ample opportunity to commence development activities.

## Accessing the 834 Files

Existing eMedNY access methods will be used to deliver the 834 files produced by the eMedNY system and for plans to return any associated acknowledgments/834 response files.  Delivery will be based on the Plan's default ETIN. The eMedNY 834 file delivery process will be independent of and have no impact on current NYSoH 834 delivery for Medicaid enrollees.

*Important Note:*  The 834 Companion Guide is not a standalone document and must be used in conjunction with the associated ASC X12 Implementation Guide (TR3):

005010X220 Benefit Enrollment and Maintenance (834)

The Implementation Guides are available at [http://store.x12.org/](http://store.x12.org/)

## Default ETIN

Every entity that exchanges transactions with eMedNY systems must enroll as a Trading Partner with a unique Electronic Transmitter Identification Number (ETIN).

The Default ETIN will serve as the routing mechanism for the 834 transaction files during the test phase, as well as production. Plans should already have a default ETIN on record, along with a USER ID for that ETIN in order to receive the 834 files if they are currently receiving the 820 Payment Order/Remittance Advice.

**NYS DOH requires ETIN re-certification annually. If no Default ETIN/USER ID is on record, or the ETIN set as the Default is expired, that plan will NOT be able to receive their 834 transaction files.**
The 834 file delivery path can be changed, by updating the default ETIN using the following form:

https://www.emedny.org/info/ProviderEnrollment/ProviderMaintForms/401103_ETINDFLT_Default_ETIN_Selection_Form.pdf

*Important Note:* Changing this delivery path for the plan's default ETIN will affect any files that are delivered based on this Default ETIN.

## Pilot Testing

A small group of Managed Care Plans will participate in pilot testing in December 2016.

The deployment of the Pilot Testing will be as follows:

- The Plan contact(s) will receive an email with a Companion guide, sample transactions (within the CG) and information on what to expect and how the 834 files will be delivered.
- Test Files With Cleansed Data
  - When pilot plans indicate they understand the delivery process and eMedNY's Default ETIN usage, and they are ready to receive test files, eMedNY will deliver three files that, when processed sequentially, represent common 834 transaction usage scenarios. These files will carry no PHI data and will be designated as Test files (ISA15 USAGE INDICATOR = 'T')
- Once the pilot group has submitted feedback, questions and concerns to the EDI contact, eMedNY anticipates that the pilot group will be able to receive test 834s and in kind respond systematically to those test files.
- A verification file can be delivered to pilot participants who feel they will need this to begin actual production acceptance of 834's from eMedNY.
- eMedNY will then deliver another set of Pilot 834 transactions. It is important to note that it is eMedNY's intent to use real managed care enrollee data during this pilot phase and these Pilot files will be designated as Production files (ISA15 USAGE INDICATOR = 'P'). Although the files will be designated as Production during this phase they should not be considered as Production by the Pilot plans during the Pilot test phase.

## Non-Pilot Testing

Once feedback from the pilot testing is analyzed, eMedNY will begin the non-pilot testing phase. On a pre-determined date, all non-pilot testers will receive the same de-identified Test files in the same manner as the pilot testers. A date for the release of these Test files has yet to be determined. Plans are encouraged to review the Companion Guide published on www.emedny.org before the Test files are released; the Companion Guide does contain the samples to be tested internally by the Plans.

Non-pilot testers will not receive a test verification file or a second set of test 834 transactions.

## Production

The go live date for the 834 transactions from eMedNY has not been determined. There may be some overlap between the cutoff of the Roster a Plan receives today from WMS, and the 834 from eMedNY. Plans should note that the eMedNY 834 takes precedence once the plan has started to receive Production 834's from eMedNY.

Once live, plans may receive a file on a daily basis. Daily volume will depend on the number of enrollees for a particular plan, and the activity for their WMS enrollees.

An initial full membership Verification File, to include every current member, can be requested prior to receiving the first 834 update from eMedNY. This will be provided as part of start-up on request only. After a plan has begun accepting 834's from eMedNY they can request a full Verification File twice per year. See Contact details in this document to request this file.

Note that there will be a limit of 5000 records for one file. If there are more than 5000 records, subsequent files will be created to hold the records. Receivers of these files will need to take note of the timestamps in the file names in order to process them in sequence. If the receiver consumes all of the files at once, the receiver should sort by the Segment/Data Element BGN02 Transaction Set Identifier.

Once the Plan acknowledges acceptance of the 834 for processing, a 999 Implementation Acknowledgment file accepting the 834 should be returned to eMedNY.  Any 834 errors that are returned by the plan will be captured and available for inquiry to the eMedNY and Managed Care Enrollment Staff.

After the Plan processes the 834 Enrollment file, the Plan may process and return an Effectuation 834 (response) to eMedNY.

## File Naming Conventions

The outbound eMedNY file naming conventions for the Benefit Enrollment and Maintenance (834) are as follows.

### File Naming Convention for FTP/VPN users

**Test File Formats:**
ZIP File:  P1234567.ZIP.G????V00.160909160016
- Node 1 – P with 7 of the 8 digit MMIS Provider ID
- Node 2 – ZIP
- Node 3 – Generation/File number where ? is the ordinal of the file sent
- Node 4 – Denotes the file creation date (YYMMDD) and a 24-hour time stamp (YYMMDDHHMMSS)

Once the ZIP file is extracted, there may be one or more 834 files.
- Single file: R160909072430**T**..834.0000
- Multiple files: R160909072430**T**..834.**0000**, R160909072430**T**..834.**0001**, R160909072430**T**..834.**0002**

**Production File Format:**

ZIP File: P1234567.ZIP.G????V00.160909160016
- Node 1 – P with 7 of the 8 digit MMIS Provider ID
- Node 2 – ZIP
- Node 3 – Generation/File number where ? is the ordinal of the file sent
- Node 4 – Denotes the file creation date (YYMMDD) and a 24-hour time stamp (YYMMDDHHMMSS)

Once the ZIP file is extracted, there may be one or more 834 files.
- Single file: R160909072430..834.0000
- Multiple files: R160909072430..834.0000, R160909072430..834.0001, R160909072430..834.0002

## File Naming Convention for eMedNY eXchange Users

**Test File format:**
TAR file: R160101063030..834-.1.tar

Once the TAR file is extracted, there may be one or more 834 files.
- Single: R160101123456..834.0000.**T**.x12
- Multiple: R160101123456..834.**0000.T**.x12, R160101123456..834.**0001.T**.x12, R160101123456..834.**0002.T**.x12

**Production File Format:**
TAR file: R160101063030..834-.1.tar

Once the TAR file is extracted, there may be one or more 834 files.
- Single: R160101123456..834.0000.x12
- Multiple: R160101123456..834.0000.x12, R160101123456..834.0001.x12, R160101123456..834.0002.x12

## Types of Enrollments to Expect

The following types of Enrollment will be converted from WMS to the eMedNY 834:
- Medicaid Managed Care (including HARP and SNP)
- MLTC

## Contacts

**Tier 2 Operations: emednyproviderservices@csra.com**
Plans can contact Tier 2 Operations for the following:
- Request a Verification File, before the first 834 is delivered
- Request a Verification file twice yearly
- Connectivity technical support

NOTE: For Verification File requests, Tier 2 operations require the subject line on the correspondence to read: Verification File Request.

**EDI/HIPAA Transaction Support: emednyHIPAAsupport@csra.com**
Plans can contact the EDI/HIPAA Transaction Support team for the following:
- X12 transaction support
- X12 Syntax errors