

All trading partners who will be submitting claims or other electronic transactions to NYSDOH need to have a Trading Partner Agreement (TPA) on file. The TPA form is available on the following pages.

The TPA form must include the Electronic Transmitter Identification Number (ETIN) as assigned by NYSDOH and other identifying information as noted on the form.

The completed TPA should be mailed to:

eMedNY

Attn: TPA Coordinator

PO Box 4614

Rensselaer, NY 12144

TRADING PARTNER AGREEMENT

This Trading Partner Agreement ("**Agreement**") is made and entered into on this _____ day of _____, 20__ (the "**Effective Date**"), by and between _____ ("**Trading Partner**"), whose provider identifier is _____, and Electronic Transmitter Identification Number (ETIN) is _____, and the New York State Department of Health ("**NYS Medicaid**").

W I T N E S S E T H

WHEREAS, NYS Medicaid, through its fiscal agent, and Trading Partner electronically exchange information and data in connection with certain healthcare transactions; and

WHEREAS, NYS Medicaid and Trading Partner want to address certain requirements that are now applicable to the parties under regulations issued pursuant to the Administrative Simplification provisions of the Health Insurance Portability and Accountability Act of 1996 (as the same may be amended from time to time, "**HIPAA**") including, without limitation, the Standards for Electronic Transactions, which were issued in their final form on August 17, 2002 (as the same may be amended from time to time, the "**Transaction Regulations**"), and the Security Standards, which were issued in their final form on February 20, 2003 (as the same may be amended from time to time, the "**Security Standards**").

NOW, THEREFORE, in consideration of the foregoing and of the mutual covenants and agreements herein contained, Trading Partner and NYS Medicaid agree to the foregoing and as follows:

1. General Obligations.

1.1 Compliance With Transaction Regulations. Each party shall, and shall cause its applicable subcontractors and agents to, comply with the applicable requirements of the Transaction Regulations and any applicable Implementation Specifications issued therein. NYS DOH has created a HIPAA compliant Companion Guide to provide specific instructions, where applicable, to assist trading partners in appropriately filling out their transactions for NYS Medicaid. These guides can be found at www.emedny.org/HIPAA/5010/online_resources.aspx.

1.2 No Changes. With respect to each transaction, each party agrees that it will not change any definition, data condition or use of a data element or segment as proscribed in the Transaction Regulations and/or the applicable Implementation Specifications. Further, neither party will take any action to change the meaning or intent of the Implementation Specifications.

1.3 No Additions. With respect to each transaction, each party agrees that it will not add any data elements or segments to the maximum defined data set as proscribed in the Transaction Regulations and/or the applicable Implementation Specifications.

1.4 No Use. With respect to each transaction, each party agrees that it will not use any code or data elements that either are marked "not used" or are not in the Transaction Regulations and/or the applicable Implementation Specifications.

1.5 Testing Requirements. The Technical Supplementary Companion Guide sets forth the testing requirements that Trading Partner and/or its contractors and/or agents must implement and/or complete prior to submitting any live, production transactions to NYS Medicaid, or its fiscal agent. Trading Partner agrees to satisfy these requirements.

1.6 Communications. The Technical Supplementary Companion Guide sets forth specifications for establishing connectivity with, and transmitting transactions to, NYS Medicaid or its fiscal agent. Trading Partner agrees to satisfy these requirements.

1.7 Supplementary Specifications. The Technical Supplementary Companion Guide sets forth the current supplementary specifications ("*Supplementary Specifications*") of NYS Medicaid with respect to the Transaction Regulations and any applicable Implementation Specifications. NYS Medicaid shall have the right to amend the Supplementary Specifications and/or to provide additional supplementary specifications to Trading Partner from time to time (all of which shall constitute Supplementary Specifications for purposes of this Agreement). Trading Partner will be expected to implement such amendments and additions within thirty (30) calendar days following NYS Medicaid publication of same, unless a shorter period is necessary to conform to applicable laws and/or regulations.

1.8 Security Requirements.

(a) Each party will take reasonable care to ensure that the information submitted in each transaction is timely, complete, accurate and secure, and will take reasonable precautions to prevent unauthorized access to: (i) its own and the other party's transmission and processing systems; (ii) the transmissions themselves; and (iii) the control structure applied to transmissions between them.

(b) Each party is solely responsible for the preservation, privacy and security of data in its possession, including data in transmissions received from the other party and other persons. If either party receives from the other data not intended for it, the receiving party will immediately notify the sender to arrange for its return, re-transmission, or destruction, as the other party directs.

(c) Under the final HIPAA Security Regulations, parties entering into a Business Associate agreement relating to the electronic exchange of data, will implement additional requirements as specified in the Security Regulations including, without limitation, requirements relating to encryption, Public Key Infrastructure (PKI) and other similar technologies.

2. **Costs and Expenses.** Each party shall be responsible for any and all costs and expenses related to such party's compliance with the Transaction Regulations, any applicable Implementation Specifications and the terms of this Agreement. Further, each party shall be responsible for all costs, charges and fees it may incur in connection with transmitting and receiving transactions.

3. **Term and Termination.**

3.1 **Term; Effect of Termination.** This Agreement shall remain in effect until one party provides written notice of termination to the other, which termination shall be effective thirty (30) days following the other party's receipt of the notice. Termination or expiration of this Agreement or any other contract between the parties does not relieve either party of its obligations under this Agreement and under federal and state laws and regulations pertaining to the privacy and security of Individually Identifiable Health Information nor its obligations regarding the confidentiality of proprietary information.

4. **Miscellaneous.**

4.1 **Defined Terms.** Capitalized terms used in this Agreement but not defined herein shall have the meanings ascribed to them in the Transaction Regulations and/or in HIPAA.

4.2 **Interpretation.** Any ambiguity in any term or condition of this Agreement shall be resolved in favor of a meaning that permits the parties to comply with HIPAA.

IN WITNESS WHEREOF, NYS Medicaid and Trading Partner have caused this Agreement to be signed and delivered by their duly authorized representatives as of the date set forth above.

On behalf of NYS Medicaid

Trading Partner: _____

By:  _____

By: _____

Print Name: Jonathan Halvorson

Print Name: _____

Title: Director, Division of Office Systems Title: _____