

Appendix D: MCE Onboarding and Encounter Testing

How to be a MCE

Onboarding a MCE into MES

MCE Registration Checklist can be located, along with the MCE Registration Packet, in the MCE SCG Forms folder online.

1. Enroll as a Provider

1.1. Upon request from a LDH approved MCE, the FI will provide application and approval forms for completion by the MCE. Once complete, the forms must be mailed to the FI's Provider Enrollment Unit.

1.2. Within sixty (60) days of operation, the MCE's System shall be ready to submit encounter data to LDH's Fiscal Intermediary.

2. MCE EDI Submitter Enrollment and Testing

Enrollment as an EDI submitter is achieved through completion of the LDH/FI approval process and successful testing of encounters by transaction type and claim type. Enrollment is processed through the following steps:

2.1. During the authorization process, the MCE can call the FI EDI Department (225-216-6303) to receive EDI specifications that contain the data and format requirements for creating EDI claims. Using these specifications, the submitter develops and tests application software to create EDI encounters.

2.2. Get a Submitter Number from the FI EDI Department.

2.3. MCE: Testing Protocol can be accessed in the MCE SCG Forms folder online

- 2.1.1 Provider Registry
- 2.1.2 SFTP access
- 2.1.3 Encounter file testing
- 2.1.4 Inclusive of all transmitted inbound and outbound files

2.4. When the submitter is ready to send a test file of encounters, the encounters are required to be submitted to the FI EDI Coordinator using their assigned submitter number. The test submission is run through Louisiana Medicaid Enterprise System (MES) programs that validate the data and format. Reports produced from this testing are reviewed by the FI and the MCE. The test results are verified and the submitter is contacted to review any problems with the submission. If necessary, the MCE is required to submit additional test encounters until an acceptable test run is completed.

2.5. When all forms have been received and approved by the FI's Provider Enrollment Unit, and the EDI Department has verified the test claims as successful, LDH will provide approval to the MCE and EDI department in order to begin submitting encounters to Production.

3. Initial EDI Certification

3.1. Reference the annual and weekly EDI certification in the MCE SCG Forms file online.

4. EDI Test Plan and File Exchange Schedule

4.1. EDI Test Plan

FI's plan for testing the ASC X12N 837 COB and 835 electronic transaction sets for use in submitting encounter data for storage in the MMIS claims history file. The Test Plan consists of three (3) tiers of testing, which are outlined in detail below.

4.1.1. Tier I – Registration and Credentialing Phase

4.1.1.1. Step 1 – Enrollment performed via Gainwell's Electronic Data Interchange (EDI) Services, Inc.

4.1.1.1.1. Each MCE must enroll with EDI to receive a Trading Partner ID (Submitter ID) as required to submit electronic encounter data. In most cases, the MCE will already have an ID but are only permitted to receive electronic transactions (e.g. 834, 820), not to submit them.

4.1.1.1.2. Enrollment permits MCE permission to both transmit and receive electronic transactions.

Refer to the MCE SCG Tables workbook for the EDI Test Plan descriptions.