HIPAA Transaction Standard Companion Guide

Refers to the Implementation Guides Based on ASC X12 version 005010220A1

Companion Guide Version Number: 1.4
September 2017

Preface

This Companion Guide to the 005010X220A1 ASC X12N Implementation Guide and associated errata adopted under HIPAA clarifies and specifies the data content when exchanging electronically with WPS Health Solutions. Transmissions based on this companion guide, used in tandem with the 005010220A1 ASC X12N Implementation Guide, are compliant with both ASC X12 syntax and those guides. This Companion Guide is intended to convey information that is within the framework of the ASC X12N Implementation Guides adopted for use under HIPAA. The Companion Guide is not intended to convey information that in any way exceeds the requirements or usages of data expressed in the Implementation Guides.

This Companion Guide is based on, and must be used in conjunction with, the ASC 005010220A1 Type 3 Technical Report (TR3) and its associated A1 addenda. The Companion Guide clarifies and specifies specific transmission requirements for exchanging data with WPS Health Solutions. The instructions in this companion guide conform to the requirements of the TR3, ASC X12 syntax and semantic rules. In case of any conflict between this Companion Guide and the instructions in the TR3, the TR3 takes precedence.

Throughout this document you will see 'WPS' listed. WPS is the entity authorizing this Companion Guide. WPS is defined as WPS Health Solutions. 'WPS' encompasses all of the following wholly owned subsidiaries and government contracts.

WPS Health Insurance

Aspirus Arise Health Plan

Arise Health Plan

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1 INTRODUCTION

This document contains information which, WPS Health Insurance, Aspirus Arise Health Plan and Arise Health Plan, have over and above the information in the IGs of the ASC X12N Implementation Guides (IGs) adopted under HIPAA. This guide will give WPS Health Insurance, Aspirus Arise Health Plan and Arise Health Plan Trading Partners/Submitters, the information necessary to submit and receive EDI transmissions.

That information can:
1. Limit the repeat of loops, or segments
2. Limit the length of a simple data element
3. Specify a sub-set of the IGs internal code listings
4. Clarify the use of loops, segments, composite and simple data elements
5. Any other information tied directly to a loop, segment, and composite or simple data element pertinent to trading electronically with WPS Health Solutions.

1.1 SCOPE

EDI addresses how Providers, or their business associates, exchange information regarding Benefit Enrollment and Maintenance of coverage from WPS. This guide also applies to the 834 transactions that are being exchanged with WPS Health Solutions by third parties, such as clearinghouses, billing services or Network Service Vendors (NSV).

An EDI Trading Partner is defined as any WPS Health Solutions customer (Provider, Billing Service, and 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.

This companion guide contains detailed information about how the Federally facilitated Exchanges (FFE) will use the ASC X12 Benefit Enrollment and Maintenance (834) transaction, based on the 005010X220 Implementation Guide and its associated 005010X220A1 addenda.

1.2 Overview

Companion guides (CG) are documents created to supplement ASC X12 Type 3 Technical Reports (TR3). TR3s, commonly known as Implementation Guides (IG), define the data content and format for specific business purposes. This CG was created for distribution to health care issuers, clearinghouses, and software vendors. The instructions in this CG are not intended to

be stand-alone requirements, the CG must be used in conjunction with the ASC X12/005010X220 Benefit Enrollment and Maintenance (834) TR3 and its associated A1 Addenda. ASC X12 TR3s are copyrighted documents and may be purchased at http://store.x12.org. This information is organized in the sections listed below:

Getting Started: This section includes information related to system operating hours, provider data services. 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).

1.3 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/

1.4 ADDITIONAL INFORMATION

EDI (Electronic Data Interchange) provides Trading Partners with an efficient tool for the automatic transmission of business data from one computer application directly to another. Trading Partners do not need to worry about different incompatible computer systems. Through the use of EDI message standards like Real – time (*Real-time is not available currently) and batch, data may be communicated quickly, efficiently and accurately, irrespective of the users' internal hardware and software types.

The successful implementation of EDI provides major benefits for all the Trading Partners involved:

- **Cost efficiency** - significantly reducing the volume of paper to be handled.
- **Increased speed** - large volumes of data can be communicated from one computer to another in a matter of minutes, enabling faster response and greater customer satisfaction.
- **Improved accuracy** - EDI eliminates the inevitable errors resulting from manual data input.
- **Better logistics management and increased productivity** - EDI enables companies to better manage and control production, purchasing and delivery requirements. EDI is a key component of just in time manufacturing and quick response customer supplier links, resulting in significant reductions in inventory levels, out-of-stock items and returns of goods.

2 GETTING STARTED

2.1   Working with WPS Health Solutions

WPS Health Solutions is dedicated to providing a communication channel that ensures communication remains constant and efficient. WPS Health Solutions 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 help desk email is also accessible as a method of communicating with WPS Health Solutions. 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 Health Solutions 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 (Section 5).

2.2   Trading Partner Registration

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

WPS Health Solutions supports many different types of customers for Electronic Data Interchange (EDI). To ensure proper registration it is important to understand the steps associated for all Trading Partners.

Step 1: All entities must register for a Trading Partner ID in order to transact electronically with WPS and its businesses. To register for a Trading Partner/Submitter id you can go to the below URL.

https://CommunityManager.wpsic.com:16811/tcm

Step 2: After a Trading Partner selects the WPS Community Manager link from wpsic.com or receives a self-registration invitation email, they can click the self-registration link to connect to WPS Community Manager and self-register.

During the self-registration process, Trading Partners will enter basic information about themselves, such as their location, contact information, the business protocols that need to be

self-serviced, etc. For more details about self-registration, see the WPS EDI Front-End User Guide.

Step 3: You must also complete a Connectivity Agreement and EDI Claims Agreement which you initiate from your corporation's WPS Community Manager account.

Please refer to http://www.wpsic.com/edi/tools.shtml for additional information.

2.3 Certification and Testing Overview

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WPS testing requirements:

• Testing will be determined by the payer on a case by case basis.

• ISA14 Strongly encourage to use a 1 or a TA1 will not generate

• ISA15 must = T for testing

• 100% Syntax

• Submitter is considered in test until approved by payer.

2.4 TESTING WITH THE PAYER

Syntax Integrity and Syntax Requirement specifications must be met in order for 834 transactions to be processed in a production mode.

2.5 Testing Overview

Testing is conducted to ensure compliance with HIPAA guidelines as related to:

- Syntactical integrity: EDI files must pass verification checks related to valid segment use, segment order, element attributes, proper transmission of numeric values, validation of ASC X12 syntax, and compliance with ASC X12 rules.
- Syntactical requirements: EDI files must be validated for compliance with HIPAA Implementation Guide-specific syntax requirements, such as limits on repeat counts and the use of qualifiers, codes, elements and segments. Testing will also verify intra-segment situational data elements, non-medical code sets and that values and codes are used according to the Implementation Guide instructions.

It's important to know additional testing may be required when the system is upgraded, when business requirements change, or when new versions of the ASC X12 834 implementation guide are implemented.

3 CONNECTIVITY WITH THE PAYER / COMMUNICATIONS

3.1 PROCESS FLOWS

Step 1: Trading Partner Registration: Trading Partners/Submitters will have the option of having a Submitter ID auto assigned by WPS or the Trading Partner/Submitter can create their own Submitter ID.

Step 2: Connectivity:

➢ **The implementation of WPS Community Manager on 4/3/2017 provides new options for Connectivity.**

WPS Gateway Express

WPS Gateway Express provides a secure web-based access for Trading Partners, so that the external users associated with these Trading Partners can log in and perform simple file uploads and downloads. Trading Partners communicate with the WPS Gateway Express Server by exchanging documents over HTTPS. Support for this industry standard means that the software can be easily implemented, using existing technology infrastructure.

HTTPS (also referred to as HTTP or Hypertext Transfer Protocol Secure) - is a protocol for secure communication over a computer network which is widely used on the internet. It can be used in Web application transfers as well as raw structure transfers. WPS Gateway Express web application uses HTTPS for connectivity but is identified as 'Inbox' when you are setting your Primary Transport method. See Inbox transfer protocol type shown below.

Secure File Transfer Protocol (SFTP) via AGNS connection via Network Service Vendor. Network Service Vendor (NSV) list:
http://www.wpsic.com/edi/files/medicare_connection.pdf

HTTP server errors with an HTTP 500 Internal Service Error or an HTTP 503 Service Unavailable error message for transactions as a result of the Phase II Connectivity Rule 270, requirement 4.3.

X12 –Electronic data interchange (EDI) standard, developed for the electronic exchange of machine-readable information between businesses. An X12 document is a file containing EDI data to be exchanged between Trading Partners. There are three basic structures in an X12 document:

- o Interchange
- o Functional Group
- o Transaction Set

➢ **Prior to 4/3/2017 the WPS Bulletin Board System is the only Transfer Protocol for direct billing.**

MOVEit DMZ Software:

The WPS Secure EDI Website, also referred to as MOVEit DMZ software, 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:

- IP Address: secure-edi.wpsic.com for internet.

- Supported Operating Systems for API and Wizard (end user computers): Windows 8, Windows 7 (32 bit and 64 bit); Java version: RHEL 5.6 and 6.1, Ubuntu 11.0.04, MacOS 10.7 and 10.8. ***Note:*** Older platforms may work, but are not guaranteed by the vendor.

- ❖ Supported Browser (end user computers): Internet Explorer 9 and 10 (Windows only); Mozilla Firefox (Windows, Mac and RedHat Linux); Chrome (Windows only); Safari (Mac only).

Bulletin Board System (WGBBS)

The WPS Bulletin Board System (WGBBS) 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 (WGBBS) can be found at:

www.wpsic.com/edi/edi_bbs.shtml

Step 3: Provide requested information:

The WPS Trading Partner will send 834 files.

Step 4: Provide requested information:

Once an 834 file is received, WPS will send one or more of the following responses; TA1 or 999.

4 TRANSMISSION ADMINISTRATIVE PROCEDURES

Before establishing data communications with WPS Health Solutions, a Trading Partner relationship must exist. As part of the process establishing the relationship, WPS and the Trading Partner must exchange certain technical information. This information is needed by both parties in order to establish communications.

The information requested will include:

1. Contacts; business, data and communications

2. Dates; testing, production

3. File information; size, naming

4. Transfer; schedule, protocol

5. Server information; host name, User ID, password, file location, file name

6. Notification; failure, success

5   Re –Transmission Procedure

**Notice: Date editing on all inbound transactions will be done based on WPS Health Solutions local time, e.g. CST

If your file is rejected for whatever reason, you will need to resend the corrected file or create a new file with the corrections made. You will use the same transmission method to transmit your corrected file.

6   Communication Protocol Specifications

Batch Process:

WPS Gateway Express:

WPS Gateway Express provides a secure web-based access for Trading Partners, so that the external users associated with these Trading Partners can log in and perform simple file uploads and downloads. Trading Partners communicate with the WPS Gateway Express Server by exchanging documents over HTTPS. Support for this industry standard means that the software can be easily implemented, using existing technology infrastructure.

** Note: For more information on these Transmission Methods, please refer to 4.1 Process Flows (Step 2).

7   Passwords & Security Protocols

To meet WPS corporate and federal security mandates, the following password policies are in place:

- Passwords expire every 60 days.

- All passwords must be at least 9 characters.

- All passwords must contain at least one UPPER CASE letter.

- All passwords must contain at least one lower case letter.

- All passwords must contain at least one number.

- All passwords must contain at least one special character (,!@#$%^&*()_+|~-=\`{}[]:";'<>?,./)

- You must change your password before it expires.

- Passwords cannot be changed more than one time within a 24 hour period.

- 24 passwords are 'remembered' and cannot be reused until 24 others have been utilized.

- Account is locked after 3 unsuccessful login attempts within 60 minutes. The account will remain locked for 180 minutes.

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.

Trading Partners are not permitted to share their personal EDI access number and password with any billing agent, clearing house/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.

8 CONTACT INFORMATION

8.1 EDI CUSTOMER SERVICE

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

8.2   EDI TECHNICAL ASSISTANCE

EDI Technical Assistance is handled by EDI Customer Service.

Refer to EDI Customer Service **5.1**.

8.3   PROVIDER SERVICE

Not applicable.

8.4   APPLICABLE WEBSITE E-MAIL

WPS Health Solutions EDI Assistance:		**edi@wpsic.com**

General WPS Health Solutions EDI Information:	**http://www.wpsic.com/edi/index.shtml**

WPS Gateway Express:
	https://edi.wpsic.com/GatewayExpress/px

9   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.

9.1 ISA-IEA

Delimiters – Inbound and Outbound Transactions

The delimiters below are for illustration purposes only and are not specific recommendations or requirements. Users of this implementation guide should be aware that an application system may use some valid delimiter characters within the application data. Occurrences of delimiter characters in transmitted data within a data element will result in errors in translation. The existence of asterisks (*) within transmitted application data is a known issue that can affect translation software.'

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	Comments
ISA01	Authorization Information Qualifier		WPS does not use Authorization Information and will ignore content sent in ISA01 & ISA02.
ISA02	Authorization Information		
ISA03	Security Information Qualifier		WPS does not use Security Information and will ignore content sent in ISA03 & ISA04.
ISA04	Security Information		
ISA05	Interchange ID Qualifier	'ZZ'	Valid Interchange ID Qualifier from TR3 Guide.

ISA06	Interchange Sender ID		WPS Assigned Trading Partner ID/Submitter ID
ISA07	Interchange ID Qualifier	'ZZ'	Valid Interchange ID Qualifier from TR3 Guide.
ISA08	Interchange Receiver ID		Must = 'WPS' – WPS Health Insurance 'WPS' - Aspirus Arise Health Plan 'ARISE' – Arise Health Plan
ISA14	Acknowledgment Requested	1	WPS Health Solutions strongly recommends that you populate a value of '1' in ISA14 to allow a TA1 Acknowledgement to be generated and sent. The TA1 will inform submitters of exact duplicate file(s), or that there are structural errors with the envelope.

Outbound 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	Comments
ISA01	Authorization Information Qualifier	'00'	
ISA02	Authorization Information		
ISA03	Security Information Qualifier	'00'	
ISA04	Security Information		
ISA05	Interchange ID Qualifier	'30'	Valid Interchange ID Qualifier from TR3 Guide.
ISA06	Interchange Sender ID		'WPS' – WPS Health Insurance 'WPS' - Aspirus Arise Health Plan 'ARISE' – Arise Health Plan
ISA07	Interchange ID Qualifier	'30'	Valid Interchange ID Qualifier from TR3 Guide.
ISA08	Interchange Receiver ID		WPS Assigned Trading Partner ID/Submitter ID

9.2 GS-GE

A 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.

Inbound Data Element Detail and Explanation

Segment: GS – Functional Group Header	Name	Codes	Comments
GS01	Functional Identifier Code	***BE*** Benefit Enrollment and Maintenance (834)	Code identifying a group of application related transaction sets.
GS02	Application Sender's Code	Code agreed to by Trading Partners.	Code identifying party sending transmission.
GS03	Application Receiver's Code	'**WPS**' – WPS Health Insurance '**WPS'** - Aspirus Arise Health Plan '**ARISE**' – Arise Health Plan	Code identifying party receiving transmission.
GS04	Date		Date expressed as CCYYMMDD where CC represents the first two digits of the calendar year.
GS05	Time		Time expressed in 24-hour clock time as follows: HHMM, or HHMMSS, or HHMMSSD, or HHMMSSDD, where H = hours (00-23), M = minutes (00-59), S = integer seconds (00-59) and DD = decimal seconds; decimal seconds are expressed as follows: D = tenths (0-9) and

			DD = hundredths (00-99).
GS06	Group control number	Assigned number originated and maintained by the sender	For implementations compliant with this guide, GS06 must be unique within a single transmission (that is, within a single ISA to IEA enveloping structure). The authors recommend that GS06 be unique within all transmissions over a period of time to be determined by the sender.
GS07	Responsible Agency Code		Code identifying the issuer of the standard; this code is used in conjunction with Data Element 480.
GS08	Version / Release / Industry Identifier Code	005010**X220**	Code indicating the version, release, sub-release, and industry identifier of the EDI standard being used, including the GS and GE segments.
Segment: GE – Functional Group Header	**Name**	**Codes**	**Comments**
GE01	Number of Transaction Sets Included.		Total number of transaction sets included in the functional group or interchange, (transmission), group terminated by the trailer containing this data element.
GE02	Group Control Number	Assigned number originated and maintained by the sender.	The data interchange control number GE02 in this trailer must be identical to the same data element in the associated functional group header,

			GS06.

Outbound Data Element Detail and Explanation

Segment: GS – Functional Group Header	Name	Codes	Comments
GS01	Functional Identifier Code	*BE* Benefit Enrollment and Maintenance (834)	Code identifying a group of application related transaction sets.
GS02	Application Sender's Code	'**WPS**' – WPS Health Insurance '**WPS**' - Aspirus Arise Health Plan '**ARISE**' – Arise Health Plan	Code identifying party sending transmission.
GS03	Application Receiver's Code	WPS Assigned Trading Partner ID/Submitter ID	Code identifying party receiving transmission.
GS04	Date		Date expressed as CCYYMMDD where CC represents the first two digits of the calendar year.
GS05	Time		Time expressed in 24-hour clock time as follows: HHMM, or HHMMSS, or HHMMSSD, or HHMMSSDD, where H = hours (00-23), M = minutes (00-59), S = integer seconds (00-59) and DD = decimal seconds; decimal seconds are expressed as follows: D = tenths (0-9) and DD = hundredths (00-99).
GS06	Group control number	Assigned number originated and maintained by the sender	For implementations compliant with this guide, GS06 must be

			unique within a single transmission (that is, within a single ISA to IEA enveloping structure). The authors recommend that GS06 be unique within all transmissions over a period of time to be determined by the sender.
GS07	Responsible Agency Code		Code identifying the issuer of the standard; this code is used in conjunction with Data Element 480.
GS08	Version / Release / Industry Identifier Code	005010**X220**	Code indicating the version, release, sub-release, and industry identifier of the EDI standard being used, including the GS and GE segments.
Segment: GE – Functional Group Header	**Name**	**Codes**	**Comments**
GE01	Number of Transaction Sets Included.		Total number of transaction sets included in the functional group or interchange, (transmission), group terminated by the trailer containing this data element.
GE02	Group Control Number	Assigned number originated and maintained by the sender.	The data interchange control number GE02 in this trailer must be identical to the same data element in the associated functional group header, GS06.

9.3 ST-SE

Inbound and Outbound Data Element Detail and Explanation

WPS Health Solutions follows the HIPAA adopted transaction implementation guides.

Segment: ST – Functional Group Header	Name	Codes	Comments
ST01	Transaction Set Identifier Code	Each X12 standard has a transaction set identifier code that is unique to that transaction set.	Use this code to identify the transaction set ID for the transaction set that will follow the ST segment.
ST02	Transaction Set Control number	Control number that must be unique within the transaction set functional group assigned by the originator for a transaction set	The transaction set control numbers in ST02 and SE02 must be identical.
ST03	Implementation Convention Reference	005010**X220A1**	This element contains the same value as GS08
Segment: SE – Functional Group Header	**Name**	**Codes**	**Comments**
SE01	Number of Included Segments		Use this number to indicate the total number of segments included in the transaction set inclusive of the ST and SE segments.
SE02	Transaction Set Control Number	Identifying control number that must be unique within the transaction set functional group assigned by the originator for a transaction set.	The transaction set control numbers in ST02 and SE02 must be identical.

10 Payer Specific Business Rules and Limitations

- Wisconsin Physicians Service Health Solutions (WPS) will convert all lower case characters submitted on an inbound eligibility file to upper case when sending data to the WPS processing system.
- You must submit incoming 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 Benefit Enrollments for one line of business (WPS or Aspirus Arise) per transaction. Claims submitted for multiple lines of business within one ISA/IEA (Interchange) may cause the transaction to be rejected.
- Only valid qualifiers for WPS should be submitted on incoming transactions (defined in the Business Edits below). Use of qualifiers not defined by WPS may cause the claim or the transaction to be rejected.
- Any Implementation 'Not Used' data element which is received will be ignored and not be considered for processing.

11 Acknowledgements and/or Reports

WPS has adopted the following acknowledgment transactions: TA1 Interchange Acknowledgment and 999 Implementation Acknowledgment.

11.1 Report Inventory

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 Acknowledgment. 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 Acknowledgment.

999 Implementation Acknowledgment 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.

12 TRADING PARTNER AGREEMENTS

A Data Sharing Agreement is required of all Third Party vendors that act on behalf of a group, where the data is not coming directly from the group's systems.

12.1 TRADING PARTNERS

An EDI Trading Partner is defined as any WPS Health Solutions (provider, clearing house, billing service, software vendor, employer group, financial institution, etc.) that transmits to, or receives electronic data from WPS.
10. Transaction Specific Information

WPS may edit data submitted within the 834 transaction beyond the requirements defined in the Implementation Guides. These requirements are defined in the Business Edits listed below.

13 KEY POINT DATA CONTENT REQUIREMENTS

1. Sender ID: Populate the EDI assigned Sender ID in the ISA06, GS02 elements.

2. Receiver ID: Populate this value "WPS" or "Arise" in the ISA08 and GS03 elements.

3. Insured SSN: Populate the insured SSN in the 2000 loop, REF02 where REF01 = "0F".

4. WPS Group ID: Populate the Group ID in the 2000 loop, REF02 where REF01 = "1L".

5. WPS Class ID: Populate the Class ID in the 2000 loop, REF02 where REF01 = "17".

6. WPS Sub Group ID: Populate the Sub Group ID in the 2000 loop, REF02 where REF01 = "ZZ".

7. Subscriber information must precede dependent information in a transmission, or the subscriber information must have been submitted to the receiver in a previous transmission.

8. Enrollment dates: The group may send any combination of the following dates in the DTP segments:

Loop 2000/DTP (356)

- If adding a subscriber and/or member – use original effective date of the subscriber or member. Once a subscriber and/or member has been added, the original effective date of the subscriber and/or member cannot be changed using the 834 process. You must contact WPS Health Insurance, Aspirus Arise Health Plan or Arise Health Plan.
- When adding a subscriber and/or member, the following rules apply:
  - Requested effective date cannot be more than 30 days in the past from the date of the file.
  - Requested effective date cannot be more than 90 days in the future from the date of the file submission.
  - If you require an effective date outside of the above time frames the request must be made in writing to WPS Health Insurance, Aspirus Arise Health Plan or Arise Health Plan for review
- If reinstating a subscriber or member – use effective date of reinstatement
- If changing a subscriber or member's information – use effective date of change.

Loop 2000/DTP (357) – This is the termination date of the subscriber or member.

Loop 2000/DTP (336)

- When adding a subscriber – the date of hire is required. If the date of hire is not included on a subscriber add transaction, the probationary period will be calculated using the eligibility begin date.

Loop 2300/DTP (348) – This is the effective date of a coverage for a specific insurance line code (example-HLT). This code must be always be sent when adding or reinstating.

Loop 2300/DTP (348) - Changing a coverage effective date

- HD coverage level effective dates cannot be moved forward using the 001 maintenance type code. You must first term (024) the coverage as of the effective date of the coverage and then add (021) the coverage with the new effective date.

Loop 2300/DTP (349) - This is the end date of coverage for a specific insurance line code. The termination date in this loop represents the last date of coverage in which

claims will be paid for the subscriber or member. This code must be sent when terming a subscriber/member and when terminating a coverage only. When terming a subscriber or member, the following rules apply:

- Termination date being sent cannot be more than 30 dates in the past from the date of the file.
- If a termination date of more than 30 days in the past is needed, request must be submitted in writing to WPS Health Insurance, Aspirus Arise Health Plan or Arise Health Plan for review.

9. Terminating an enrollment
   - In a termination transaction, the group should populate the 2000/INS04 data element with a termination reason code. WPS will perform a crosswalk of the reason code found in 2000/INS04

     WPS Termination Reason Crosswalk:

2000/INS03 = "024"	
2000/INS04	Facets Termination Reason
01	Divorce
03	Death
04	Retirement
06	Strike
07	Termination of Benefits
08	Termination of Employment
09	Cobra/Continuation Expired
14	Voluntary Withdrawal
AI	Termination
Value other than those listed above	Individual Initiated

   - A termination date passed at the INS level for an individual who is the subscriber indicates that all coverage's for that subscriber and all family members will be terminated. In this case, a termination date must be passed at both the 2000 Loop level and the Loop 2300 HD level. .

10. 2300/HD Segment – When member is enrolled in a Medical product (HD03="HLT"), the individual will be enrolled with the corresponding Drug product. For enrollment other than Drug, a 2300 loop is required for each product, such as HD03=DEN is for Dental.

11. COB: All available Coordination of Benefits (COB) in the loop 2320 segments should be sent whenever it is available.

12. WPS 834 Accepted Values: WPS specific business 834 requirements (WPS Accepted 834
     Values) listed in the Companion Guide and Member Level Detail File Layout are valid. Invalid
     values may cause the transaction not to process. WPS will investigate situations where
     the   data is questioned and take appropriate steps to correct any errors.

14 HIGH-LEVEL REQUIREMENTS

Trading Partners/Submitters will provide WPS with a 5010 834 file, version 005010X220A1, Files can be received at any time.

Trading Partners/Submitters will deliver the 834 to the folder in the EDI Gateway FTP site for pick-up. Files can be sent at any time.

Acknowledgement file (999/TA1) is not required from WPS for each group 834 file received.

15 WPS 834 INBOUND ENROLLMENT FILE REQUIREMENTS

The details listed below will be used by each group for the 834 enrollments. These requirements are based on the 834 5010 Companion Guide. Version 1.5 (CMS Companion Guide dated 3/22/13). This information is also in compliance with Appendix B 1.1.2.5 (Delimiters) of the TR3.

WPS Health Solutions will perform HIPAA validation. If the incoming 834 fails in the WPS Health Solutions validation process, as it is a non-compliant file, the entire file will need to be corrected and resubmitted.

15.1 FILE REQUIREMENTS

Group will send the 834 files with the following delimiters:
- Asterisk (*) for Data Element Separator
- Carat (^) for Repetition Separator
- Colon (:) for Component Element Separator
- Tilde (~) for Segment Terminator

Only one ISA/IEA segment per one file submission **MUST** be sent.

WPS Health Solutions membership system can accept either of the following transaction files: additions, terminations, reinstatement and changes since the last file submission.

WPS Health Solutions does not have any limitations on the number of enrollments or transactions within a file (Exception: No more than 10,000 INS segments should be submitted in a single 834 Transaction).

The group must prepare the programming necessary to create the 834 5010 transaction in accordance with the 834 5010 Implementation Guide, Errata and WPS's specific requirements defined in the 834 5010 Companion Guide and in the Member Detail Layout File. If the incoming 834 fails in the WPS Health Solutions validation process, as it is a non-compliant file, the entire file will need to be corrected and resubmitted.

The 834 filename format will consist of sender id. function code.date.time stamp.p or t.out

Ex.   **1234567890.CIC834.D130223.T145543452.P.OUT**

16 CHANGE SUMMARY

Version	Date	Sections Changed	Change Summary
1.0	10/29/2015	N/A	Guide Created
1.1	2/11/2016	N/A	**Key Point Data Content Requirements were updated in various locations**
1.2	9/29/2016	4.3	**Added the following note:** ****Notice: Date editing on all inbound transactions will be done based on WPS Health Solutions local time, e.g. CST**
1.3	05/31/2017	All	**Added BC related information throughout**
1.4	09/07/2017	All 3.1	**Added Aspirus Arise Health Plan in addition to Arise Health Plan throughout** **Added pre and post BC information**