

CHAPTER 243 CHANGES: PAYER TESTING INSTRUCTIONS

PURPOSE

The purpose of the upcoming testing period is for submitters to test the new Chapter 243 file layout specifications and validation rule changes for the medical and pharmacy claim files. All payers and submitters are invited to participate in testing. Since there have been no changes to the eligibility or dental claims layouts or validation rules, payers who only submit those file types may choose not to participate. All others who submit medical or pharmacy claims are strongly encouraged to participate in testing.

GOALS

- Successfully submit medical and/or pharmacy claims in the new Chapter 243 file format
- View validation issues and successfully resolve structural validation issues (you do not need to resolve non-structural validation issues)

ABOUT THE TEST MHDO DATA WAREHOUSE PORTAL

The test portal has all the functionality of the production portal with a few exceptions:

1. Files can only be submitted via upload through the portal. SFTP transfers should not be used.
2. The test portal is not linked to the production data warehouse and therefore will only display information about files submitted through the test site. As a result the Reporting menu has been disabled.
3. To reduce confusion, system notification emails will NOT be sent from the test portal. You will not receive an email once your file has been validated.

MHDO Data Warehouse Portal Test Site: <https://mhdo.maine.gov/portal-test>

Testing Period: September 2 – 30, 2014

INSTRUCTIONS

1. **Login.** You will be able to login to the Test MHDO Data Warehouse Portal (<https://mhdo.maine.gov/portal-test>) using the same credentials you use for the production portal. Please contact the Help Desk if you need help logging into the test portal.
2. **Submit.** You can submit via the portal the files you want to test for any period of data less than a year old (preferably July or August 2014 data) in the new Chapter 243 file layout format. You must still use the correct file naming conventions or you will receive a structural failure. Sample files are available for download through the Resources menu of both the test and production portal.
3. **Review.** To view the status of your file(s) after submission go to Submission History. On average it takes under 10 minutes to validate a file. Once your file(s) have been validated please review all of the validation issues (if any) by selecting the View action for failed files in your Submission History.
4. **Resolve Structural Issues** (if any exist). If you have structural issues please resolve them in your file and resubmit. All other validation issues **do not** need to be resolved for the purpose of this testing period.

NOTE: Please do not submit exemption requests or adjust your profile in the test portal, these settings will not be transferred into the production website. Any adjustments needed for the new validations can be made once the Chapter 243 changes are implemented for October data submissions starting in November. In addition, all validation profile settings in the production website will remain in place once the Chapter 243 changes.

HELP AND REPORTING ISSUES

All questions and issues encountered during testing should be directed to the MHDO Help Desk. Please be sure to note in your communication that you are working in the test portal vs. the production portal.

Toll-free Phone: (866) 315-7125

Email: mhdohelp@norc.org