

# South Dakota Department of Social Services Division of Medical Services

## Companion Guide

### Instructions related to Transactions based on ASC X12 Implementation Guides – Version 5010

Companion Guide Version 1.0  
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## **Disclosure Statement**

The South Dakota Department of Social Services - Division of Medical Services has developed this Companion Guide to help its Trading Partners exchange electronic information with South Dakota Medical Assistance (SDMA). Conforming to the information in this guide is not a guarantee of transaction acceptance, or of subsequent payment.

The Division of Medical Services reserves the right to change this Companion Guide at any time without notice.

## **Preface**

This Companion Guide is intended as an addition to the ASCX12 Implementation Guides adopted under HIPAA to clarify and specify situational data elements and plan-specific values that must be included in transactions that are transmitted electronically to South Dakota Medical Assistance (SDMA). Transactions based on the information contained in this document, used in tandem with the X12 Implementation Guides, will help ensure compliance with both X12 syntax and usage.

This Companion Guide is not intended to convey information that in any way modifies or exceeds the data requirements and usage as expressed in the Implementation Guides adopted under HIPAA.

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## 1.0 Introduction

The Health Insurance Portability and Accountability Act (HIPAA) of 1996 includes provisions for administrative simplification. This requires the Secretary of the United States Department of Health and Human Services (HHS) to adopt standards to support the electronic exchange of administrative and financial health care transactions primarily between health care providers and plans. HIPAA directs the Secretary to adopt standards for translations to enable health information to be exchanged electronically and to adopt specifications for implementing each standard.

HIPAA serves to:

- Create better access to health insurance
- Limit fraud and abuse
- Reduce administrative costs

### 1.1 Purpose of the Companion Guide

The HIPAA EDI Transaction Standard Companion Guide explains the procedures and guidelines necessary for Trading Partners of SDMA and to receive Electronic Data Interchange (EDI) transactions through the Medicaid Management Information System (MMIS). This Companion Guide is not a supplement to X12 Implementation Guides and is not intended to replace it. The Companion Guide is to be used in conjunction with them. In addition, the Companion Guide conveys information that is within the framework and structure of the X12 Implementation Guides but does not contradict or exceed them. It is vital that the information technology staff or software vendors are familiar with this document and follow state requirements to submit a proper HIPAA compliant file to SDMA.

### 1.2 Intended Audience

The intended audience of this document is the technical and operational staff for generating, receiving and reviewing electronic health care transactions.

### 1.3 Overview

This Companion Guide includes sections that describe the methods of electronic exchange that are supported by SDMA, SDMA specific transaction usage rules and limitations, and transaction acknowledgment.

### 1.4 Transaction Support

The following **inbound** transactions are supported by SDMA:

- 270 - Health Care Eligibility Benefit Inquiry
- 271 - Health Care Eligibility Benefit Response - Contact SDMA for specifications.
- 276 - Health Care Claim Status Request
- 278 - Health Care Services Review – Request for Review
- 837I - Health Care Claim: Institutional

- 837P - Health Care Claim: Professional
- 837I - Medicare Crossover Health Care Claim: Institutional
- 837P- Medicare Crossover Care Claim: Professional
- 837D- Health Care Claim: Exclusive to Delta Dental of South Dakota

In addition to the inbound transactions, SDMA will also generate the following **outbound** transactions:

- 271 - Health Care Eligibility Benefit Response
- 277 - Health Care Claim Status in Response to 276 transaction
- 277U- Health Care Payer Unsolicited Claim Status
- 278 - Health Care Services Review – Response
- 820 - Payroll Deducted and Other Group Premium Payment (for PCP Providers)
- 834 - Benefit Enrollment and Maintenance (Delta Dental of South Dakota)
- 835 - Health Care Claim Payment/Advice
- 997 - Functional Acknowledgement
- TA1 - Interchange Acknowledgement

**Transaction specific rules and limitation data sheets for the above listed transactions are posted by transaction at <http://dss.sd.gov/sdmedx/includes/providers/hipaainfo/index.aspx>.**

## 1.5 Trading Partner Enrollment

We encourage clearinghouses/billing agents and providers who are interested in enrolling as a SDMA Trading Partner to visit our website:

<https://dss.sd.gov/sdmedx/includes/providers/becomeprovider/index.aspx>. Prior to becoming a SDMA Trading Partner you must complete the Billing Agent/Clearinghouse enrollment. You may review our enrollment training tools and start to the provider enrollment process at the above link.

Following the submission of the online enrollment, all Trading Partners must submit a Trading Partner Agreement with original signature via mail. This document is located at <https://dss.sd.gov/sdmedx/docs/providers/TradingPartnerAgreement.pdf>

## 1.6 Trading Partner Testing

After approval by SDMA, we will contact you via email to determine your interest in establishment of electronic transmission submission. If you are interested in submitting electronic transmissions, you will be required to test with SDMA. We will send you testing instructions for the Launchpad application, along with your submitter ID and temporary password. All test transactions will need to be submitted through Launchpad even if you choose to submit production transactions through a secure FTP. When submitting an 837 Institutional and/or Professional test file in Launchpad, please indicate so with a “T” in the data element ISA15.

## 2.0 Control Segments/Envelopes

This section describes South Dakota Medical Assistance’s use of the interchange control and functional group control segments. It includes a description of expected sender and receiver codes, authorization information, and anticipated data values.

### 2.1 Interchange Control Header

The following table lists each of the elements and sample values of the Interchange Control Header (ISA) segment. The ISA should accompany every transaction.

Reference	Name	Codes	Notes/Comments
ISA01	Author Information Qualifier	00	No Authorization Information present
ISA02	Author Information		Blank
ISA03	Security Information Qualifier	00	No Security Information present
ISA04	Security Information		Blank
ISA05	Interchange Sender ID Qualifier	ZZ	Mutually defined Sender ID Qualifier
ISA06	Interchange Sender ID	XXXXXXXXX	The Sender ID will be established during Trading Partner registration.
ISA07	Interchange Receiver ID Qualifier	ZZ	Mutually defined Receiver ID Qualifier
ISA08	Interchange Receiver ID	SD48MED	All transactions destined for SDMA must contain this ID.
ISA09	Interchange Date	YYMMDD	The date the transaction was generated
ISA10	Interchange Time	HHMM	The time the transaction was generated
ISA11	Repetition Separator	^	
ISA12	Interchange Version Number	00501	
ISA13	IC Control Number	Nn	<b>Must be unique by Trading Partner. *</b>
ISA14	Acknowledgment Requested	1	997s will be generated for all batch transactions received by SDMA.
ISA15	Usage Indicator	T, P	Test or Production Indicator

Reference	Name	Codes	Notes/Comments
ISA16	Composite Element Separator		See payer specific rules and limitations

\* Re-transmitted transactions are identified by the Interchange Control Number ISA14. If a transaction has previously been received and processed by SDMA, an error will be generated when the re-transmission is received.

## 2.2 Functional Group Header

The following table lists each of the elements and sample values of the Functional Group Header (GS) segment. The ISA should accompany every transaction and should not vary from transaction to transaction.

Reference	Name	Codes	Notes/Comments
GS01	Functional Identifier Code	XX	Varies by transaction type
GS02	Application Sender's Code	XXXXXXXXXX	The Sender ID will be established during Trading Partner registration and will be the same as ISA06.
GS03	Application Receiver's Code	SD48MED	All transactions destined SDMA must contain this ID.
GS04	Date	YYMMDD	The date the transaction was generated
GS05	Time	HHMM	The time the transaction was generated
GS06	Group Control Number	XXXXXXXXXX	Assigned number originated and maintained by the sender. The data interchange control number GS06 in this header must be identical to the same data element in the associated functional group trailer, GE02.
GS07	Responsible Agency Code	X	
GS08	Version/Release/Industry Identifier Code	005010xxxxx	Varies by transaction type

## 3.0 Acknowledgments

### 3.1 Functional Acknowledgment, 997

The Functional Acknowledgment Transaction Set or 997 has been designed to allow trading partners to establish a comprehensive control function as a part of their business exchange process. The 997 transaction is made available for all readable EDI inbound transactions. There is a one-to-one correspondence between a 997 transaction and the functional group or GS segment of the inbound transaction. Segments within the 997 can identify the acceptance or rejection of the functional group, transaction sets, or segments. Data elements in error can also be identified. The benefit to this process is that the sending trading partner can determine if the receiving trading partner has successfully received the X12 transaction set and if it passed the validation edits within SD MMIS.

South Dakota Medical Assistance will generate a 997 Functional Acknowledgment Transaction for every functional group within a "batch" transaction that it receives. One 997

per inbound file will be generated and made available shortly after receiving the inbound transaction. When a transactions envelope has syntactical errors a TA1 transaction will be generated. This includes the receipt of the following inbound transaction types:

- 270 - Health Care Eligibility Benefit Inquiry – batch
- 276 - Health Care Claim Status Request
- 278 - Health Care Services Review – Request for Review
- 837 - Health Care Claim: Institutional
- 837 - Health Care Claim: Professional
- 837 - Health Care Claim: Dental

Note that the 997s contain a different layout structure for each inbound transaction type. This is because segments have different data structure with different elements in different inbound transactions. Please see Appendix B in any transaction implementation guide for further clarification or for code sets regarding the 997 Acknowledgment for a specific transaction that may not be included in this document. One thing to note is that there are individual 997s created for each functional group segment for all the claim transaction formats.

**Outline of 997 response for 837I, 837P, and 837D Transactions.**

Reference	Name	Codes	Notes/Comments
AK102	Group Control Number	1 to 9 digit number that increments 1 per 997	Uniquely identifies 997 transaction
AK202	Transaction Set Control Number	4 to 9 digit unique number per ST segment	Uniquely identifies ST segment within inbound transaction
<b>AK3</b>	<b>Data Segment Note</b>		<b>Identifies rejected data</b>
AK301	Segment ID code	2 or 3 character segment identifier	Segment identifier from rejected segment
AK302	Segment Position	1 to 6 digit position counter	Numerical position of rejected segment
AK303	Loop Identifier Code	5 or 6 character code	Identifies loop that contains rejected segment
AK304	Segment Syntax Error Code	1 character	Generic error code – See B21
<b>AK4</b>	<b>Data Element Note</b>		<b>Used to report data element errors</b>
AK401-1	Position in Segment	1 or 2 digit number	Position within segment of error
AK401-2	Position in sub-segment (occurrence)	1 or 2 digit number	Position within sub-segment of error
AK402	Data Element Reference Number	Up to 3 digit number	Number from reference guide

AK403	Data Element Syntax Error Code	1 or 2 digit number	Syntax error code – See B23
AK404	Copy of Bad Data Element	1 to 99 characters	Actual data causing validation error
<b>AK5</b>	<b>Transaction Set Response Trailer</b>		<b>ST segment level rejection or acceptance</b>
AK501	Transaction Set Acknowledgement Code	Typically A for Accepted or R for Rejected	Indicates ST segment rejected or accepted
AK502	Syntax Error Code	1 or 2 digit error code	Indicates syntax error See B25
<b>AK9</b>	<b>Functional Group Response Trailer</b>		<b>Acknowledge Acceptance, Rejection, partial Acceptance of Functional Group(GS)</b>
AK901	Functional Group Acknowledgement Code	1 character code	Typically an A for accepted, R for rejected, or P for partial accepted
AK902	Number of Transaction Sets	1 to 6 digit number	ST count in inbound transaction – GE01
AK903	Number of Received Transaction Sets	1 to 6 digit number	Count of actual ST segments received
AK904	Number of Accepted Transaction Sets	1 to 6 digit number	Count of ST segments accepted as valid

### 3.2 TA1 – Interchange Acknowledgment

The TA1 interchange acknowledgement is used to verify the syntactical accuracy of the envelope of the X12 interchange. It will indicate that the file was successfully received as well as indicate what errors existed within the envelope segments of the received X12 file.

## 4.0 Contact Information

To establish as a Trading Partner relationship with SDMA, refer back to section 1.5 Trading Partner Enrollment. If you have other questions regarding enrollment, please call 605-773-3495 and ask for Provider Enrollment.

For general SDMA questions and claim inquiries, please email your questions to [DSS-Medicaid@dss.state.sd.us](mailto:DSS-Medicaid@dss.state.sd.us).

For resubmission and retransmission issues, call SDMA at 605-773-3495 and ask for the EDI staff or email your inquiry to [DSS-Medicaid@dss.state.sd.us](mailto:DSS-Medicaid@dss.state.sd.us).

For assistance with technical questions or problems, call the Bureau of Information and Telecommunications (BIT) Help Desk at 605-773-4357.

For recipient eligibility information services through the real-time 270/271 Health Care Benefit Inquiry and Response please contact SDMA's vendor, Emdeon at 901-763-1998.

## **5.0 Methods of Electronic Exchange**

South Dakota Medical Assistance offers the submission of electronic transactions through the following options:

**5.1 File Transfer Protocol (sFTP)** - A method of transferring files between computers over a secure data stream. To utilize this method, contact SDMA.

**5.2 Real-time mode for 270/271 transactions** - Contact Emdeon at 901-763-1998.

**5.3 Web Batch - Launchpad Application** - Directions are shown below.

## Launchpad Instructions

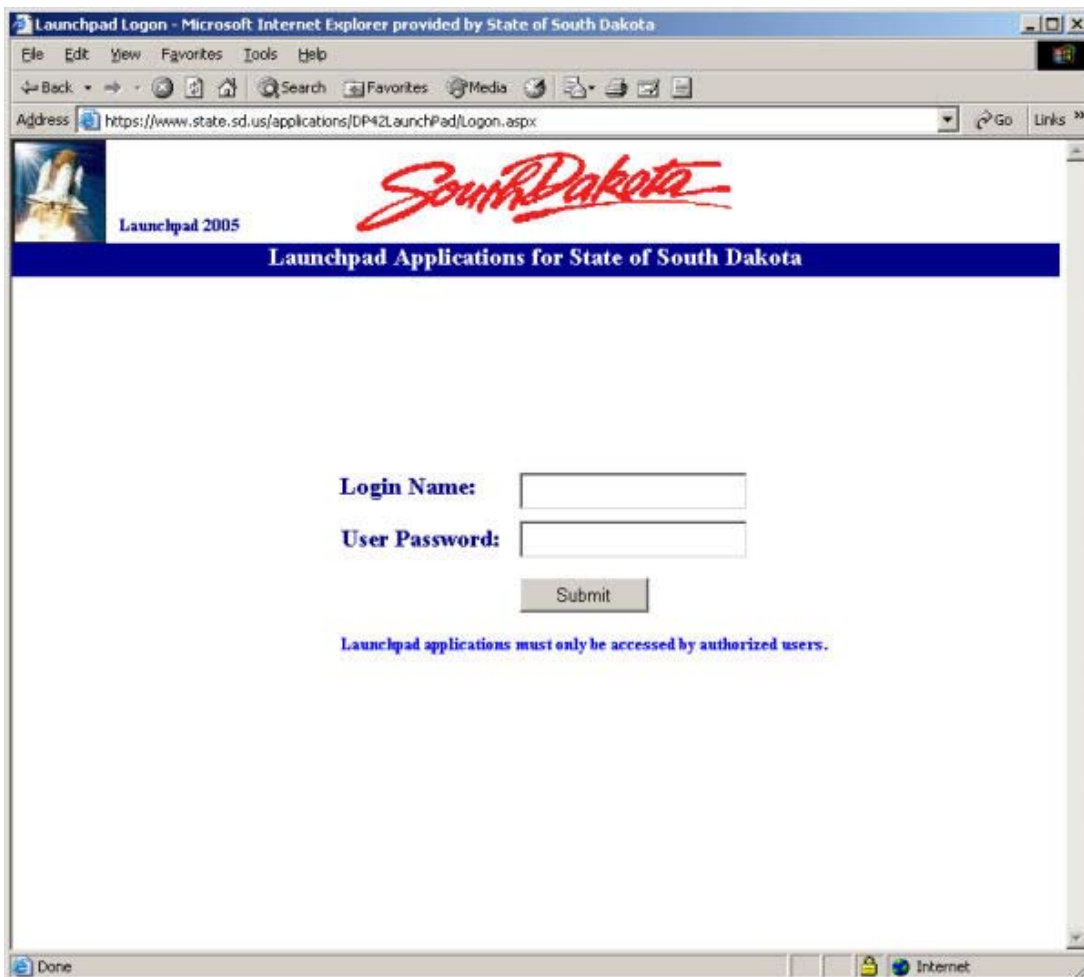
Note: You must use Internet Explorer 5.5, Netscape 7.0 or a higher version of these two applications

### LOGGING INTO LAUNCHPAD

Step 1. Enter the web address:

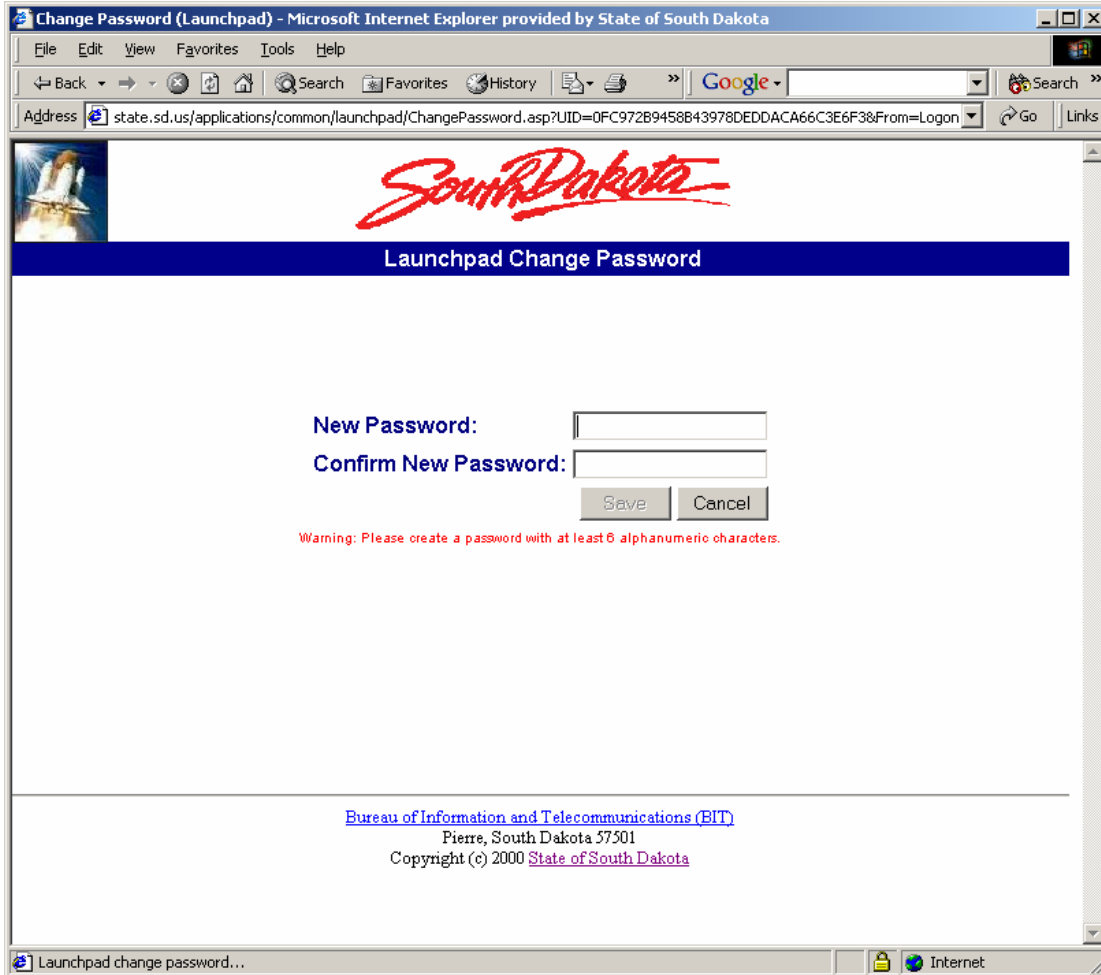
<https://apps.sd.gov/applications/DP42Launchpad/Logon.aspx>

Step 2. Populate “Login Name” and “User Password” with information provided by SDMA.



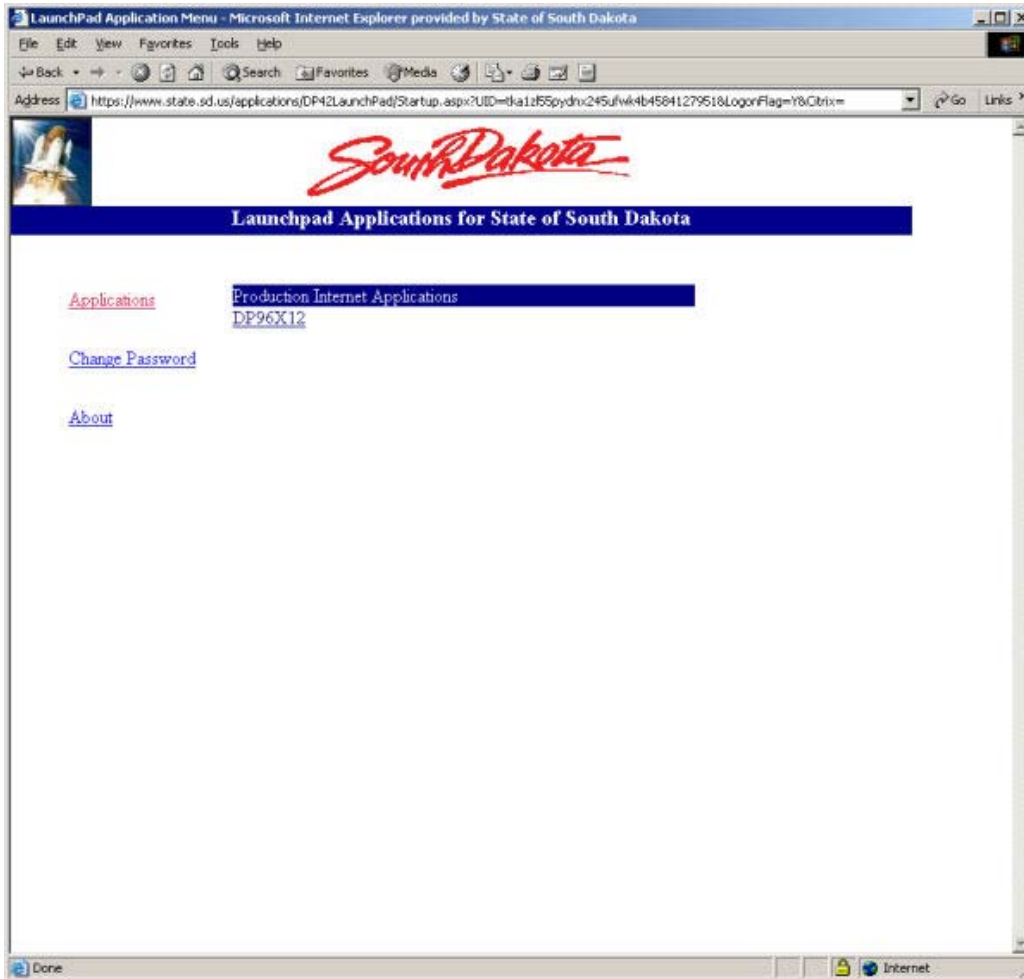
The screenshot shows a web browser window titled "Launchpad Logon - Microsoft Internet Explorer provided by State of South Dakota". The address bar contains the URL "https://www.state.sd.us/applications/DP42LaunchPad/Logon.aspx". The page features the South Dakota state logo and the text "Launchpad 2005" and "Launchpad Applications for State of South Dakota". Below this, there is a login form with two input fields: "Login Name:" and "User Password:". A "Submit" button is located below the password field. At the bottom of the form, there is a blue text warning: "Launchpad applications must only be accessed by authorized users." The browser's status bar at the bottom shows "Done" and "Internet".

Step 3. Establish your own desired password by populating “New Password” and then re-entering it in “Confirm New Password” (this only happens once).

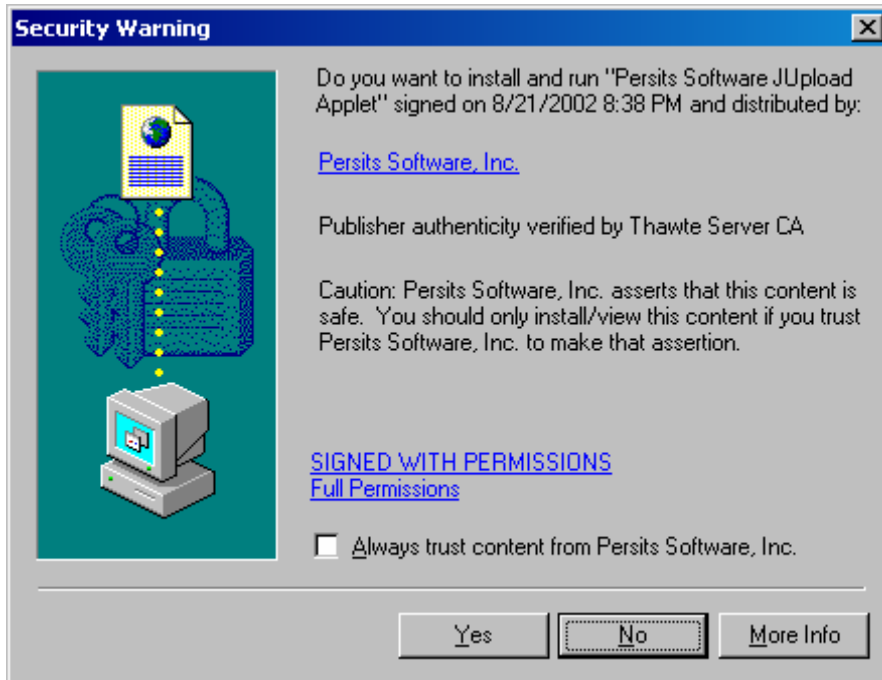


The screenshot shows a Microsoft Internet Explorer browser window titled "Change Password (Launchpad) - Microsoft Internet Explorer provided by State of South Dakota". The address bar contains the URL: `state.sd.us/applications/common/launchpad/ChangePassword.asp?UID=0FC972B9458B43978DEDDACA66C3E6F3&From=Logon`. The page features the South Dakota logo at the top center and a blue header bar with the text "Launchpad Change Password". Below the header, there are two text input fields: "New Password:" and "Confirm New Password:". To the right of each field is a small rectangular input box. Below these fields are two buttons: "Save" and "Cancel". A red warning message reads: "Warning: Please create a password with at least 8 alphanumeric characters." At the bottom of the page, there is a footer with the text: "Bureau of Information and Telecommunications (BIT)", "Pierre, South Dakota 57501", and "Copyright (c) 2000 State of South Dakota". The browser's status bar at the bottom shows "Launchpad change password..." and "Internet".

Step 4. Mouseover “Applications” and click on “DP96X12.”

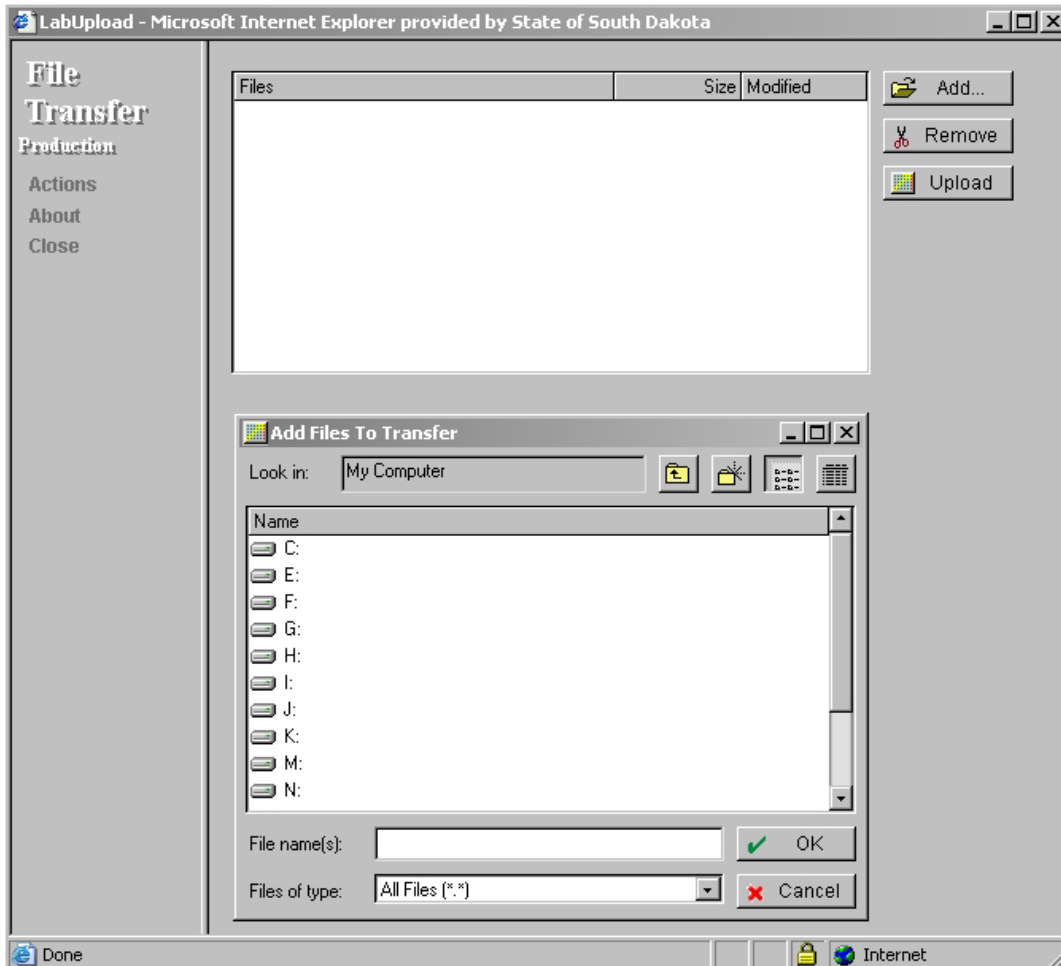


Step 5. Agree to run Java Applet by clicking the check box to always trust content and then click “Yes” (this only happens once).

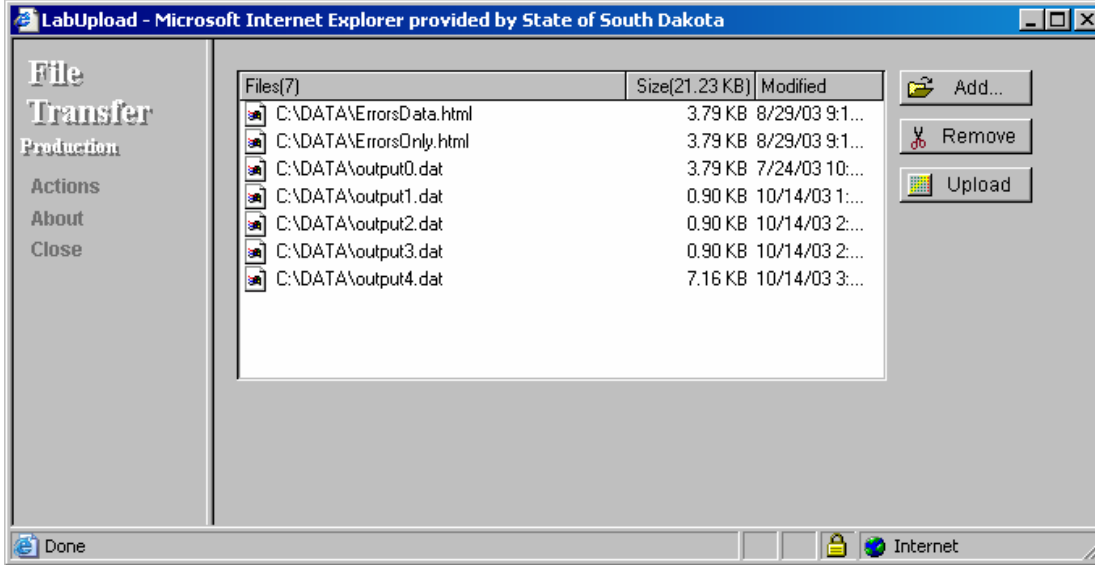


## Upload File(s) to South Dakota Medical Assistance

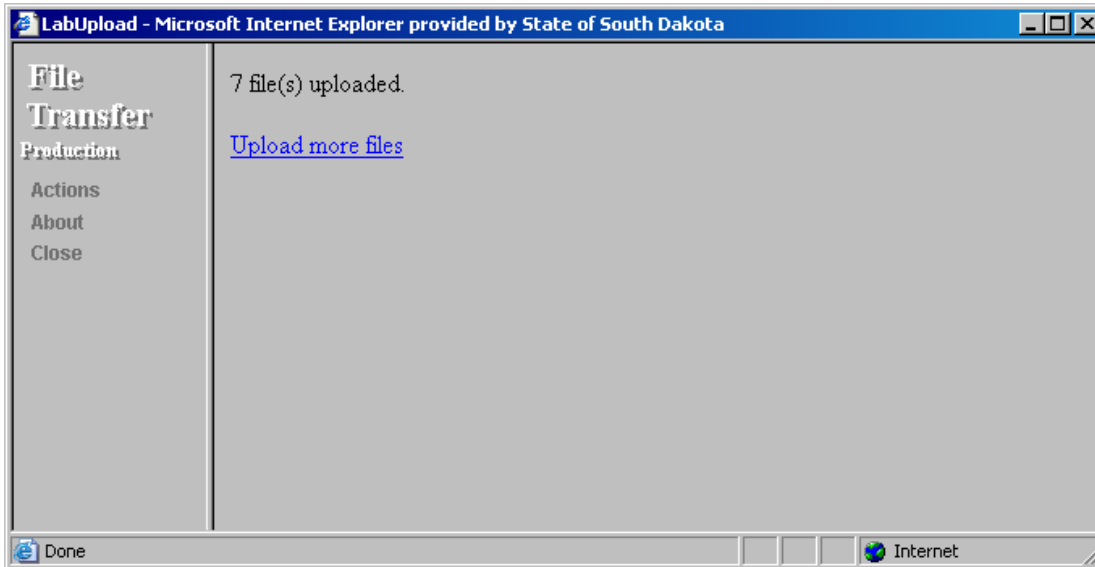
Step 1. To add a file(s) or a directory click on “Add”, select the directory or file(s) location, and then click “OK.”



Step 2. Click “Upload”.

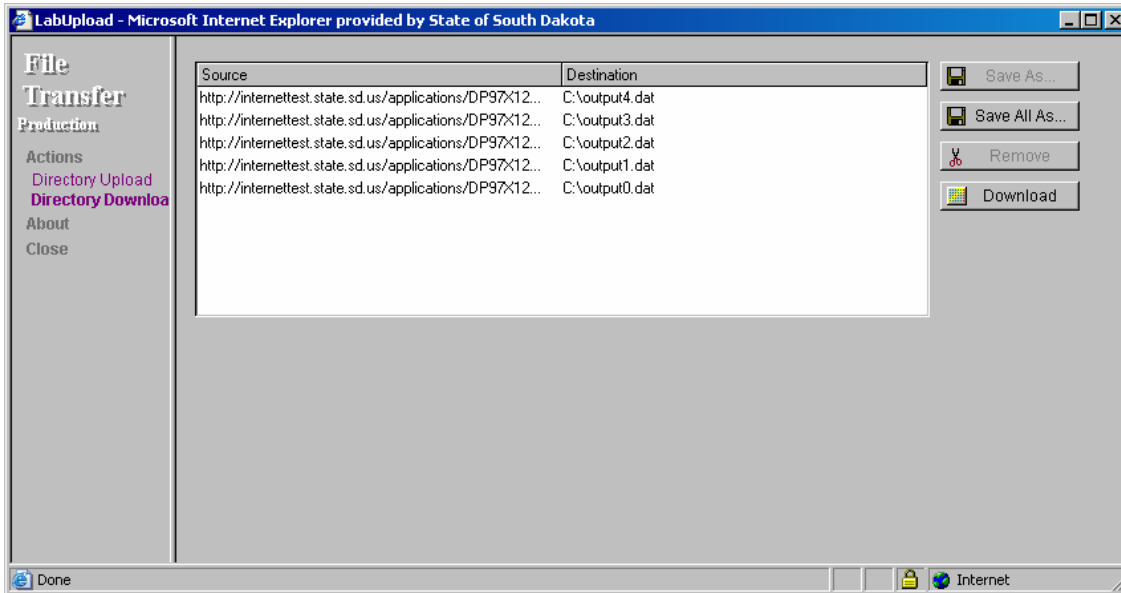


Step 3. Confirmation of the upload will be displayed. To upload more files click on “Upload more files.”



## Download File(s) from South Dakota Medical Assistance

Step 1. Click on “Actions” and then “Directory Download” on the left side of the screen.



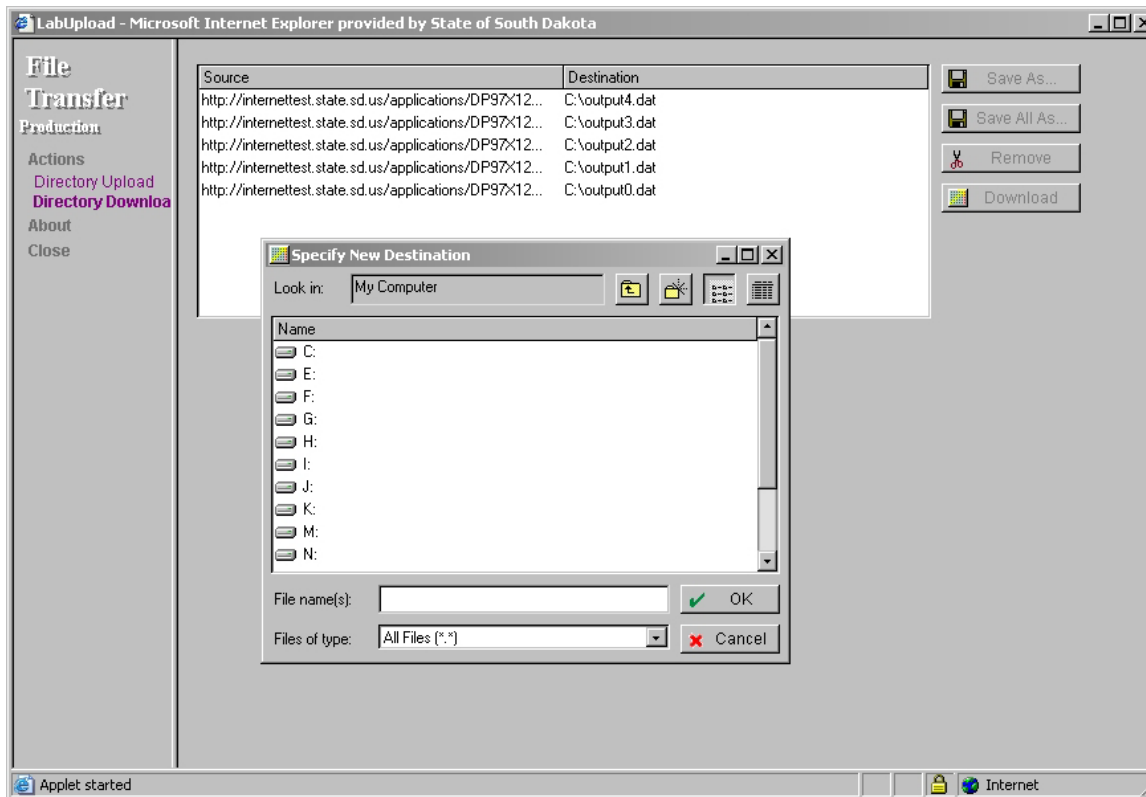
Step 2. Select which files to download and where to download them to.

A. File Selection:

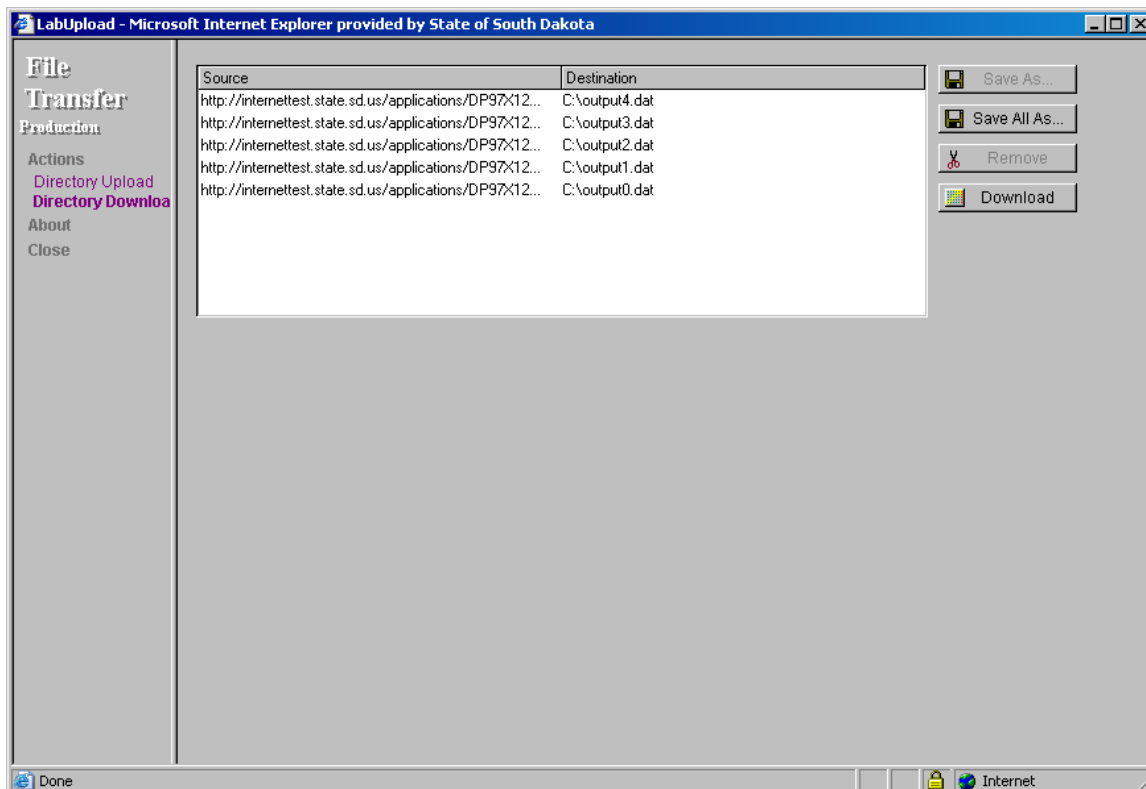
The default is all files. If there are files you don't want to download hold “Shift” or “Ctrl” and click on the files not desired. Click “Remove.”

B. Download Location:

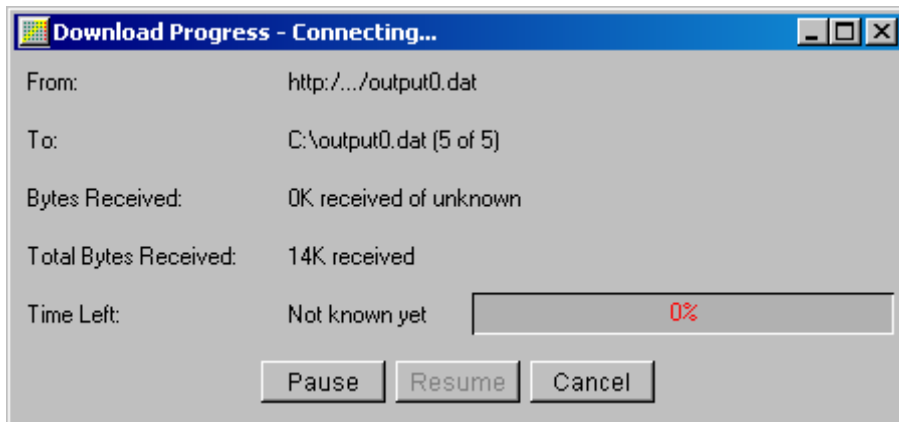
The default is to your (C:) drive. You can redirect the download location for all files by clicking “Save All As...” or individually redirect files by selecting a file and clicking “Save As.” Use the pop up box to browse and find the desired download destination.



Step 3. Click on “Download.”



A progress pop up may occur with larger files.



A pop up will display once a download has completed successfully. Click "OK" to end the process.

