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
October 18, 2011
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 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.

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

<table>
<thead>
<tr>
<th>Reference</th>
<th>Name</th>
<th>Codes</th>
<th>Notes/Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>ISA16</td>
<td>Composite Element Separator</td>
<td></td>
<td>See payer specific rules and limitations</td>
</tr>
<tr>
<td>GS01</td>
<td>Functional Identifier Code</td>
<td>XX</td>
<td>Varies by transaction type</td>
</tr>
<tr>
<td>GS02</td>
<td>Application Sender’s Code</td>
<td>XXXXXXXXX</td>
<td>The Sender ID will be established during Trading Partner registration and will be the same as ISA06.</td>
</tr>
<tr>
<td>GS03</td>
<td>Application Receiver’s Code</td>
<td>SD48MED</td>
<td>All transactions destined SDMA must contain this ID.</td>
</tr>
<tr>
<td>GS04</td>
<td>Date</td>
<td>YYMMDD</td>
<td>The date the transaction was generated</td>
</tr>
<tr>
<td>GS05</td>
<td>Time</td>
<td>HHMM</td>
<td>The time the transaction was generated</td>
</tr>
<tr>
<td>GS06</td>
<td>Group Control Number</td>
<td>XXXXXXXXX</td>
<td>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.</td>
</tr>
<tr>
<td>GS07</td>
<td>Responsible Agency Code</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>GS08</td>
<td>Version/Release/Industry Identifier Code</td>
<td>005010Xxxxxx</td>
<td>Varies by transaction type</td>
</tr>
</tbody>
</table>

### 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.


<table>
<thead>
<tr>
<th>Reference</th>
<th>Name</th>
<th>Codes</th>
<th>Notes/Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>AK102</td>
<td>Group Control Number</td>
<td>1 to 9 digit number that increments 1 per 997</td>
<td>Uniquely identifies 997 transaction</td>
</tr>
<tr>
<td>AK202</td>
<td>Transaction Set Control Number</td>
<td>4 to 9 digit unique number per ST segment</td>
<td>Uniquely identifies ST segment within inbound transaction</td>
</tr>
<tr>
<td>AK3</td>
<td>Data Segment Note</td>
<td></td>
<td>Identifies rejected data</td>
</tr>
<tr>
<td>AK301</td>
<td>Segment ID code</td>
<td>2 or 3 character segment identifier</td>
<td>Segment identifier from rejected segment</td>
</tr>
<tr>
<td>AK302</td>
<td>Segment Position</td>
<td>1 to 6 digit position counter</td>
<td>Numerical position of rejected segment</td>
</tr>
<tr>
<td>AK303</td>
<td>Loop Identifier Code</td>
<td>5 or 6 character code</td>
<td>Identifies loop that contains rejected segment</td>
</tr>
<tr>
<td>AK304</td>
<td>Segment Syntax Error Code</td>
<td>1 character</td>
<td>Generic error code – See B21</td>
</tr>
<tr>
<td>AK4</td>
<td>Data Element Note</td>
<td></td>
<td>Used to report data element errors</td>
</tr>
<tr>
<td>AK401-1</td>
<td>Position in Segment</td>
<td>1 or 2 digit number</td>
<td>Position within segment of error</td>
</tr>
<tr>
<td>AK401-2</td>
<td>Position in sub-segment (occurrence)</td>
<td>1 or 2 digit number</td>
<td>Position within sub-segment of error</td>
</tr>
<tr>
<td>AK402</td>
<td>Data Element Reference Number</td>
<td>Up to 3 digit number</td>
<td>Number from reference guide</td>
</tr>
<tr>
<td>AK403</td>
<td>Data Element Syntax Error Code</td>
<td>1 or 2 digit number</td>
<td>Syntax error code – See B23</td>
</tr>
<tr>
<td>-------</td>
<td>--------------------------------</td>
<td>---------------------</td>
<td>----------------------------</td>
</tr>
<tr>
<td>AK404</td>
<td>Copy of Bad Data Element</td>
<td>1 to 99 characters</td>
<td>Actual data causing validation error</td>
</tr>
<tr>
<td>AK5</td>
<td>Transaction Set Response Trailer</td>
<td></td>
<td>ST segment level rejection or acceptance</td>
</tr>
<tr>
<td>AK501</td>
<td>Transaction Set Acknowledgement Code</td>
<td>Typically A for Accepted or R for Rejected</td>
<td>Indicates ST segment rejected or accepted</td>
</tr>
<tr>
<td>AK502</td>
<td>Syntax Error Code</td>
<td>1 or 2 digit error code</td>
<td>Indicates syntax error See B25</td>
</tr>
<tr>
<td>AK9</td>
<td>Functional Group Response Trailer</td>
<td>Acknowledge Acceptance, Rejection, partial Acceptance of Functional Group(GS)</td>
<td></td>
</tr>
<tr>
<td>AK901</td>
<td>Functional Group Acknowledgement Code</td>
<td>1 character code</td>
<td>Typically an A for accepted, R for rejected, or P for partial accepted</td>
</tr>
<tr>
<td>AK902</td>
<td>Number of Transaction Sets</td>
<td>1 to 6 digit number</td>
<td>ST count in inbound transaction – GE01</td>
</tr>
<tr>
<td>AK903</td>
<td>Number of Received Transaction Sets</td>
<td>1 to 6 digit number</td>
<td>Count of actual ST segments received</td>
</tr>
<tr>
<td>AK904</td>
<td>Number of Accepted Transaction Sets</td>
<td>1 to 6 digit number</td>
<td>Count of ST segments accepted as valid</td>
</tr>
</tbody>
</table>

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.

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.

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

STEP 4: Click on “DP96X12Medx.”
UPLOAD FILES TO SOUTH DAKOTA MEDICAL ASSISTANCE

IMPORTANT: ALL FILES must have a “.dat” or “.zip” file extension.

STEP 1: Click the “Browse” button and select the file you would like to upload. You may select up to 5 files to upload at a time.

![File Upload Interface](image)

Select up to 5 files to upload

- [ ] File1.dat
- [ ] File2.dat
- [ ] File3.dat
- [ ] File4.dat
- [ ] File5.dat

Upload Files

- [ ] Browse...
- [ ] Browse...
- [ ] Browse...
- [ ] Browse...
- [ ] Browse...

![File Upload Interface](image)
STEP 2: Click the “Upload Files” button. A summary of the files uploaded will appear at the bottom of the page.

To upload more files – repeat Step 1 & 2.

DOWNLOAD FILES FROM SOUTH DAKOTA MEDICAL ASSISTANCE

STEP 1: Click on the “File Download” link on the left side of the screen.
STEP 2: You may download an individual file or download them all in a .zip file. Click the “Download” button for the file you would like to download or click the “Download All Files” button to download a .zip file that contains all of your files. Click the “Save” button and then select the location where you would like the file to be saved to and then click “Save.”