

Chapter 247: Payer Testing Instructions

Last Updated: July 18, 2022

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# Purpose

The purpose of the upcoming testing period is for submitters to test the new Chapter 247 file layout specifications and validation rules. The [latest version of Chapter 247](https://mhdo.maine.gov/rules.htm) is available on the [MHDO website](https://mhdo.maine.gov/). All payers are required to participate in testing.

# Important Notes

* All Chapter 247 reporting must be done at an aggregated payer level. Suffixed MHDO Payer IDs will not be used for the submission of these data.
* Attestations are not required for this testing period. Attestations will be required beginning in September with the submission of data files to the production portal.
* If you are new to the MHDO Payer Data Portal, we encourage you to review the demo video of the test portal functionality here: <https://youtu.be/51J152rimpg>. Additional support resources are found at the end of this document.

# Goals

* Successfully submit Non-Claims Based Payment (NC) data file and Supporting (NS) information files, if applicable.
* Successfully submit Aggregated, Redacted, Claims-Based Payment (AC) data file and Supporting (AS) information files, if applicable.
* Review and successfully resolve all validation issues (structural and failure-level)

# MHDO Payer Portal Test Site

Testing is available via the MHDO Payer Data Portal Test Site (<https://mhdo.maine.gov/portal-test/>). While this is a separate URL, the Payer Test Portal should work with your usual login. If you have any trouble, especially if you have recently changed your password in the production portal, or you do not have an account in the production portal, please contact the MHDO Help Desk (MHDOhelp@hsri.org).

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

1. The test site has a different color background to help you identify which site you are submitting to.
2. Files can only be submitted via upload through the testing portal. SFTP transfers cannot be used.
3. 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.
4. 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. **You must recheck the test portal to see when processing and validation are complete.**

# Timelines

The testing period will run from July 18, 2022, through September 12, 2022.

|  |  |  |
| --- | --- | --- |
| Task | Start Date | End Date |
| Testing instructions and a link to a recording of the portal demo will be emailed | 7/18/22 | 7/18/22 |
| Payer testing of data submission process in Payer Data Portal Test site | 7/18/22 | 9/12/22 |
| Begin submissions of 2021 data to production Payer Data Portal site  | 9/14/22 | 9/14/22 |
| 2021 data files and attestations are due | 10/7/22 | 10/7/22 |

# Instructions

1. **Log In.** You will be able to log into the MHDO Payer Portal Test Site (<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 must use the correct file-naming conventions, as well as compression and encryption; otherwise, you will receive a structural failure. Sample supporting files are available in the test portal at <https://mhdo.maine.gov/portal-test/Home/SampleFiles> Example file names before compression and encryption:
	1. C0123\_2021NC01v01.txt
	2. C0123\_2021NS01v01.xlsx
	3. C0123\_2021AC01v01.txt
	4. C0123\_2021AS01v01.xlsx
3. **Review**. To view the status of your submitted file(s), go to Submissions. On average it takes under 10 minutes to validate a file. Once your file(s) have been validated, please review any validation issues by selecting the View action for failed files in your Submissions. NS and AS files will reach a status of “Passed” if the system is able to validate the name and unzip the file.
4. **Resolve Issues** (if any exist). If you have structural and failure issues in your test file(s), please resolve them and resubmit. All files should reach a status of “Passed” during the testing period.

# Support Resources

## Help Desk

The Help Desk is available to answer technical questions related to portal submissions. 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.

Toll-free Phone: (866) 451-5876

Email: mhdohelp@hsri.org

## Compliance Issues

For compliance issues contact:

Philippe Bonneau, Compliance Officer, Maine Health Data Organization

Email: philippe.bonneau@maine.gov

Please contact via e-mail. A call may be scheduled, if necessary.