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CHAPTER 243 AND VALIDATION RULE CHANGES: PAYER TESTING INSTRUCTIONS

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PURPOSE

The purpose of the upcoming testing period is for submitters to test the new Chapter 243 file layout specifications and validation rule changes. The latest version of Chapter 243 is available on the MHDO website. A complete list of the validation rule changes is available on the Claims Data Submitter Group page on the MHDO website. The validation changes will ensure the accuracy and quality of information within the MHDO Payer Portal. All payers and submitters are encouraged to participate in testing.

GOALS

- Successfully submit medical claims, dental claims, pharmacy claims and eligibility files in the new Chapter 243 file format

- View validation issues to determine what needs to be addressed before submission of production files in February and successfully resolve structural validation issues. There is no requirement to get files to a Passed status by overriding non-structural validation issues.

ABOUT THE MHDO PAYER PORTAL TEST SITE

Testing is available via the MHDO Payer Portal Test Site (https://mhdo.maine.gov/portal-test/). While this is a separate URL, the Payer Test Portal should work with your login. If you have any trouble, especially if you have recently changed your password on the production Portal, please contact the 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 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.**
5. Any action that requires MHDO approval (ex. Exemption overrides and submissions for periods a year or more in the past) will not receive attention on the Payer Test Portal.
6. Any existing Profile or Exemption overrides have been reset as will be done in production in February.

TIMELINES

The testing period will run from October 15th through November 15th.

Task	Start Date	End Date
Payer testing of Chapter 243 and validation rule changes in Payer Portal Test Site	10/15/2018	11/15/2018
Instructions regarding annual updates will be emailed	2/1/2019	2/1/2019
Last day files for any period will be accepted in the old Chapter 243 format	1/31/2019	1/31/2019
Files submitted in this period will be held and processed on 2/6/2019	2/1/2019	2/5/2019
Begin submissions of new Chapter 243 formatted files (January 2019) - Annual override reset	2/6/2019	2/6/2019
Annual registration information updates are due	2/6/2019	2/28/2019

January 2019 data files are due in the new Chapter 243 format	2/28/2019	2/28/2019

INSTRUCTIONS

1. **Login.** You will be able to login to 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 can submit via the test portal the files you want to test for any period of data less than a year old. You must still use the correct file naming conventions, or you will receive a structural failure.

3. **Review**. To view the status of your file(s) after submission go to Submissions. 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 Submissions. Make note of the validation issues that will need to be addressed before production submission begins in February.

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 changes are implemented for January data submissions starting in February.

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) 451-5876

Email: mhdohelp@hsri.org