

1 GETTING STARTED GUIDE

1.1 Working with the Colorado Medical Assistance Program

This section describes how to interact with the Colorado Medical Assistance Program's Electronic Data Interchange (EDI) Department.

Before the Colorado Medical Assistance Program can process transactions, the submitter is required to obtain a Trading Partner ID (TPID), register for a [Provider Web Portal](#) user account, and complete Production Authorization testing. Additional information is provided in the next section of this companion guide. Trading partners should exchange electronic health care transactions with the Colorado Medical Assistance Program via the [Secure File Transfer Protocol \(SFTP\) portal](#) or Safe Harbor Connectivity (Council for Affordable Quality Healthcare [CAQH] Committee on Operating Rules for Information Exchange [CORE] Operating Rules 153 & 270). **Note: SFTP users will need to prefix their user ID with colorado-fts/username. HTTPS users do not need to prefix.** After establishing a transmission method, each trading partner must successfully complete testing. Upon successful completion of testing, production transactions may be exchanged.

1.2 Trading Partner Enrollment

All trading partners are required to:

- Enroll as a trading partner on the [Provider Web Portal](#).
- Click **Trading Partner** on the bottom left side of the screen.
- Select Enrollment Application.
- Enter the information requested and select the transaction types that will be exchanged.
- Agree to the Trading Partner Agreement at the end of the trading partner profile process.
- Save the assigned Trading Partner ID (TPID).
- Register for a Web Portal account (as a Billing Agent) using the TPID previously provided.
- Download the **Trading Partner Testing Packet** for ASC X12 transactions by visiting the [Electronic Data Interchange \(EDI\) Support web page](#).
- Complete Production Authorization testing. Refer to the **Trading Partner Testing Packet** on the [Electronic Data Interchange \(EDI\) Support web page](#).
- Register in the Provider Web Portal. Refer to section **4 Trading Partner Registration** in this document.

If the process is already completed, it is not required to complete again. Contact the [Provider Services Call Center](#) or click the Contact Us link in the upper right section of the [Provider Web Portal](#) with any questions.

1.3 Certification and Testing Overview

This section provides a general overview of what to expect during any certification and testing phases.

The Colorado Medical Assistance Program does not require certification of trading partners and their transactions but does require some minimal transaction testing. All trading partners will be “certified” through the completion of production authorization testing. All trading partners that exchange electronic transactions with the Colorado Medical Assistance Program must complete production authorization testing. Completion of the testing process must occur prior to electronic submission of production transactions. Testing is conducted to verify the integrity of the format, not the integrity of the data; however, to simulate a production environment, the Colorado Medical Assistance Program requests that trading partners send live transmission data.

More than one test transmission may be required depending on the number of format errors on a transmission and the relative severity of these errors. Additional testing may be required in the future to verify any changes made to the Colorado interChange system. Also, changes to the American National Standard Institute (ANSI) formats may require additional testing.

Reminder: Testers are responsible for the preservation, privacy and security of data in their possession. While using production data that contains personal health information (PHI) to conduct testing, the data must be guarded and disposed of appropriately.

2 TESTING WITH THE COLORADO MEDICAL ASSISTANCE PROGRAM

This section contains a detailed description of the testing phase.

Before exchanging production transactions with the Colorado Medical Assistance Program, each trading partner must complete production authorization testing. Trading partner testing includes Health Insurance Portability and Accountability Act of 1996 (HIPAA) compliance testing as well as validating the use of conditional, optional and mutually defined components of the transaction.

Trading partners must submit 10 requests for each transaction type selected during enrollment. Refer to the **Trading Partner Testing Packet** on the [Electronic Data Interchange \(EDI\) Support web page](#) for more information.

An approval email will be sent to the contact email address that was submitted during trading partner enrollment. Expect to receive an approval notice for **each** transaction type selected during enrollment. Approval notices are issued periodically throughout the day, and approval for multiple transactions in a single letter is likely.

Note: Approval for **all** transaction types (selected during enrollment) is required before production submission.

Production Authorization Testing is detailed in the **Trading Partner Testing Packet** for ASC X12 transactions available on the [Electronic Data Interchange \(EDI\) Support web page](#).

Contact the [Provider Services Call Center](#) or click the Contact Us link in the upper right section of the [Provider Web Portal](#) with any questions.

3 TRADING PARTNER AGREEMENT

Any entity intending to exchange electronic transactions with the Colorado Medical Assistance Program must agree to the Trading Partner Agreement at the end of the trading partner enrollment process. Trading partner enrollment can be completed via the [Provider Web Portal](#).

3.1 Trading Partners

An Electronic Data Interchange (EDI) trading partner is defined as any customer (provider, billing service, software vendor, employer group, financial institution, etc.) that transmits to, or receives electronic data from, the Colorado Medical Assistance Program.

The Trading Partner Agreement ensures the integrity of the electronic transaction process. The Trading Partner Agreement is related to the electronic exchange of information, whether the agreement is an entity or a part of a larger agreement, between each party to the agreement.

4 Trading Partner Registration

Refer to the **For Registration as a "Billing Agent (Trading Partner)"** section in the [Registration for Provider Web Portal Quick Guide](#) to register as a trading partner with the Colorado Medical Assistance Program.

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