



**ALAMEDA COUNTY PUBLIC HEALTH DEPARTMENT (ACPHD)
SB 12 PHYSICIAN REIMBURSEMENT PROGRAM
ELECTRONIC DATA INTERCHANGE (EDI)
TRADING PARTNER GUIDELINES**

These EDI Trading Partner Guidelines are provided to ensure the integrity, security and confidentiality of data exchanged in electronic transactions and to permit appropriate disclosure and use of such data as permitted by law. These guidelines address the conditions under which data will be exchanged and to ensure data will be exchanged in accordance with the Transaction and Code Set requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA), when applicable.

I. Definitions.

As used within these Guidelines the terms below shall have the following meanings:

- A. Companion Guide.** A Companion Guide is a supplement to an Implementation Guide with data clarifications specific to ACPHD requirements.
- B. EDI Enrollment Approval and Instructions.** The form that ACPHD will provide the trading partner and EDI submitter informing them of enrollment status in the electronic claim process. Information on identifiers and data exchange communications will be provided in this form.
- C. EDI Trading Partner and Submitter Application.** This form must be completed by the trading partner. The form includes information on the trading partner and the EDI submitter.
- D. EDI Submitter.** The person or organization that prepares, process, submits, and receives electronic claims to ACPHD on behalf of the trading partner. It is possible that the trading partner acts as its own EDI submitter. The EDI submitter is authorized to participate in testing and request password and log-on information to conduct the agreed transactions.
- E. EDI Submitter ID.** The EDI submitter ID is the identifying code used for the exchange of electronic claims and for the SB12 adjudication application. The EDI submitter designates the ID in the EDI Trading Partner and Submitter Application.
- F. Trading Partner.** An entity who transmits/receives information in electronic form in connection with a transaction.
- G. Trading Partner Guidelines.** Document provided by ACPHD to the trading partners containing information related to the exchange of information in electronic transactions.
- H. Trading Partner ID.** Identifying code used for the SB12 adjudication application. The trading Partner designates the ID in the Trading Partner Application. In SB12 application it is usually the Tax Identification Number.
- I. Transaction.** A transaction means the electronic exchange/transmission of information between two parties to carry out financial or administrative activities related to health care. The specific transactions exchanged between ACPHD and the trading partner are those specified in the Trading Partner and Submitter Application.

II. Prerequisites.

The following must be completed prior to ACPHD approving the exchange of transactions. Information regarding each can be found on the Companion Guide.



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A. EDI Trading Partner and Submitter Application.

- Each party may electronically transmit to or receive from the other party any of the transactions listed in the Application. Transactions shall be transmitted in accordance with the HIPAA Electronic Health Care Transactions and Code Sets standards when applicable.
- Upon receipt of a completed application, ACPHD will send an “EDI Enrollment Approval and Instructions” form accepting the trading partner and providing the necessary instructions to initiate testing and then production of transactions.
- The trading partner shall inform ACPHD of any and all changes to the information contained in the Application.

B. Testing.

Testing will be accomplished in two phases. The first phase is communication and compliance testing. The second phase is end-to-end testing. Testing must be completed successfully before production is allowed.

C. Companion Guides.

As ACPHD Guides change, updated versions will be made available. It is the Trading Partner’s responsibility to adhere to the current version.

III. System Operations.

- A. The Trading Partner and ACPHD each at its own expense shall provide and maintain the equipment, software, services, and testing necessary to effectively and reliably transmit and receive data.
- B. Testing for each transaction type must be completed to the satisfaction of ACPHD before production transaction files can be exchanged.

IV. Miscellaneous.

- A. **Proper Receipt.** Transactions shall not be deemed to have been properly received, and no document shall give rise to any obligation until accessible to ACPHD at the receipt FTP site designated in the Companion Guide.
- B. **Verification.** Upon proper receipt of any transaction, ACPHD shall transmit a functional acknowledgement to the trading partner. A functional acknowledgement shall constitute conclusive evidence that a transaction has been properly received.
- C. **Lost or Indecipherable Data.** If any transaction is lost, damaged, not readable, or the trading partner deems the data to be invalid, incorrect, or insufficient, the trading partner shall inform ACPHD within three (3) business days from the time of the date the original file was delivered.
- D. **Accuracy and Security of Transmissions.** The trading partner shall take reasonable care to ensure that data and data transmissions are timely, complete, truthful, accurate and secure, and shall take reasonable precautions to prevent unauthorized access to the Information System, the data transmission itself or the contents of an Envelope which is transmitted to ACPHD in compliance with 45 CFR Parts 160 and 162, if applicable.



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V. Updating/Amending Information Provided.

The Trading Partner is responsible to complete a new Trading Partner and Submitter Application to update/amend any information, particularly contact information.

VI. Questions.

The Trading Partner shall refer questions of interpretation of this Agreement to the SB 12 Manager at:

SB 12 Program – Claims Processing

1000 Broadway, Suite 500

Oakland, Ca 94607

Virginia.Harris@acgov.org