



Trading Partner Testing

Before you begin testing

- ▶ Please complete contracting with Healthcare Network Strategy (HNS) Department of CDPHP.
- ▶ Complete Trading Partner Testing Registration and submit to **trading_partner_testing@cdphp.com**.
- ▶ Notify the Trader Partner Testing via email at **trading_partner_testing@cdphp.com** with your intent to test and advise what services are being submitted.

CDPHP will provide a list of test membership (including member ID, DOB, address). Because this will be test data, no PHI will be shared. **Please do not use current patient member IDs for testing.**

Once you begin testing

- ▶ Prior to submitting a test UB-04 form, please send an email to **trading_partner_testing@cdphp.com** with the following details:
 - Provider Federal Tax ID number
 - Member IDs to be used in testing (from the list of test members provided)
 - Procedure and/or revenue codes to be billed for each member
 - Dates of service to be used for each member
- ▶ Please use “TEST” as a prefix to the patient control number in UB04 field 3a PAT.CNTL#. This will allow us to identify your claim as a test.
- ▶ Test files should **only** be sent to the Trading Partner Testing email address.

Please review the MCTAC billing tool web site for specifics on how to populate the UB04 claim form.

<http://billing.ctacny.org>

- ▶ If any of the testing is related to implementation of new services, please ensure that all dates of service for testing files are between the implementation date of the services and the date of submission.
- ▶ Claims will be tested through our core system and processed through adjudication. We will make every effort to finalize all of the claims submitted on the file during the course of testing. However, there may be instances in which a claim will be left in a pending status.

NOTE: If you are using claims that were previously processed in production as your test claim(s), you will need to change the date of service for the test claim(s). Our testing environment may contain data from claims that were previously processed in our production environment. This will cause a claim to deny as a duplicate.

- ▶ We will return either an 835 or a paper (Excel summary) remittance to you, based on what you are receiving in production, with the exception of those receiving their 835s through Emdeon. We will provide a report, via email, for Emdeon clients.

- ▶ Files will be processed as follows:
 - Submit up to 15 claims, per day, to the Trading Partner Testing email address
 - Files should be submitted no later than noon on Friday
 - Payment cycles will be run on Monday of each weekExpect a turnaround time of ten business days to complete the claim cycle

- ▶ The pricing of test claims may not be the actual pricing that will occur for claims submitted. The pricing applications used in testing may be subject to change prior to implementation based on the standard groupers that are released by the Centers for Medicare & Medicaid Services (CMS) and/or New York State.

- ▶ The pricing of test claims will reflect policies in effect at the time of the date of service on the test claim submitted.

- ▶ Please direct questions specific to testing to the CDPHP Trader Partner Testing email at **trading_partner_testing@cdphp.com**.

- ▶ For specific Children's SPA HCBS billing procedure codes/modifier and rate codes – please review **https://www.health.ny.gov/health_care/medicaid/redesign/behavioral_health/children/docs/billing_manual.pdf**

- ▶ For specific VFCA billing procedure codes/modifier and rate codes – please review **https://www.health.ny.gov/health_care/medicaid/redesign/behavioral_health/children/docs/29i_billing_manual_final.pdf**