

North Dakota MMIS

Companion Guide to the 005010X220A1 Benefit and Enrollment Maintenance (834)

North Dakota Medicaid
May 2023



Preface

This Companion Guide to the Accredited Standards Committee (ASC) X12 Technical Report Type 3 (TR3) and associated errata adopted under HIPAA clarifies and specifies the data content when exchanging electronically with the North Dakota MMIS.

Transmissions based on this Companion Guide, used in tandem with the v5010 ASC X12N Technical Report Type 3 (TR3), are compliant with both ASC X12N syntax and those guides. This Companion Guide is intended to convey information that is within the framework of the TR3 adopted for use under HIPAA. The Companion Guide is not intended to convey information that in any way exceeds the requirements or usages of data expressed in the TR3.

Table of Contents

| | |
|--|-----------|
| 1 Introduction | 1 |
| Scope | 2 |
| Overview..... | 3 |
| References | 3 |
| Additional Information | 3 |
| 2 Getting Started | 4 |
| Working with North Dakota Medicaid | 4 |
| Scheduled Downtime | 4 |
| Non-Scheduled Downtime..... | 5 |
| Unscheduled/Emergency Downtime..... | 7 |
| Trading Partner Registration | 8 |
| Certification and Testing Overview..... | 8 |
| 3 Testing with the North Dakota MMIS | 8 |
| 4 Connectivity with the North Dakota MMIS | 9 |
| Process Flows | 9 |
| Editing and Validation Flow Diagram..... | 9 |
| Transmission Administration Procedures | 10 |
| Re-Transmission Procedures..... | 11 |
| Communication Protocol Specifications | 11 |
| Web Portal | 11 |
| ND Enterprise Managed File Transfer | 14 |
| Passwords | 14 |
| 5 Contact Information | 16 |
| EDI Customer Service | 16 |
| EDI Technical Assistance | 16 |
| Provider Services Number | 16 |
| Applicable Web site/E-mail | 16 |
| 6 Control Segments/ Envelopes | 17 |
| ISA-IEA..... | 17 |
| GS-GE..... | 17 |
| ST-SE..... | 17 |

| | |
|---|----|
| 7 North Dakota Medicaid Specific Business Rules and Limitations | 18 |
| 8 Acknowledgements and/or Reports | 19 |
| Transmission Errors and Reports..... | 19 |
| 9 Trading Partner Agreements..... | 20 |
| Trading Partners | 20 |
| 10 Transaction Specific Information | 21 |
| ASC X12N 834 Benefit and Enrollment Maintenance..... | 21 |
| Appendices..... | 30 |
| Implementation Checklist..... | 30 |
| Business Scenarios | 31 |
| Transmission Examples..... | 31 |
| Frequently Asked Questions | 31 |
| Change Summary..... | 32 |

1 Introduction

This 834 Companion Guide is intended for use by Trading Partners in conjunction with the ASC X12N 834 National Electronic Data Interchange Technical Report Type 3 (TR3). The TR3 can be accessed at <https://x12.org/products/technical-reports> (Note: select Implementation Guide – Type 3 (TR3). System will then prompt you to create a unique user ID and login password).

This Companion Guide outlines the procedures necessary for engaging in Electronic Data Interchange (EDI) with the North Dakota MMIS and specifies data clarification where applicable. [Section 10 Transaction Specific Information](#) contains provider data clarifications for fields and values that are specific for the ND MMIS.

Transaction specific data will be detailed using a table. Each row on the table will contain information on the loop, segment, or data element that is specific to the ND MMIS. The table format is as described below:

| TR3 Page | Loop ID | Reference | Name | Codes | Length | Notes/Comments |
|----------|---------|-----------|-------------------------------|--------|--------|---|
| 39 | 1000A | N1 | Sponsor Name | | | This type of row always exists to indicate that a new segment has begun. It is always shaded at 10% and notes or comments about the segment itself goes in this cell. |
| 39 | 1000A | N102 | Name | | 40 | This type of row exists to limit the length of the specified data element. |
| 40 | 1000A | N103 | Identification Code Qualifier | 24, FI | | These are the only codes transmitted by the payer. |

| TR3 Page | Loop ID | Reference | Name | Codes | Length | Notes/Comments |
|----------|---------|-----------|--|-------|--------|--|
| | | | Federal Taxpayer's Identification Number | FI | | This type of row exists when a note for a particular code value is required. For example, this note may say that value FI is the default. Not populating the first 3 columns makes it clear that the code value belongs to the row immediately above it. |
| 47 | 2000 | INS | Member Level Detail | | | |
| 51 | 2000 | INS06-01 | Medicare Plan Code | E | | This row illustrates how to indicate a component data element in the Reference column and how to specify that only one code value is applicable. |

Scope

This Companion Guide is intended for use by North Dakota Medicaid Trading Partners for the retrieval of the X12N 834 transactions from North Dakota Medicaid. This Companion Document is to be used in conjunction with the 834 TR3.

ND Medicaid provides connectivity for the flow of medical information and data between medical providers, facilities, vendors, claim payment agencies, clearinghouses, and the Front-end Online Transaction Processor (OLTP). Beyond the receipt and delivery of this data, ND Medicaid provides translation to and from ASC X12N standard formats.

Please refer to [Section 4 Connectivity with the North Dakota MMIS](#) for more information regarding transmission methods.

Overview

This Companion Guide is divided into 10 Sections. Each section will describe the process or requirement that each Trading Partner must complete to receive X12N transactions for North Dakota Medicaid.

Each section will provide the needed information of how Trading Partners will be required to complete successful transmissions to and from the North Dakota Medicaid MMIS.

This Companion Guide will provide contact information for obtaining assistance from the North Dakota Medicaid MMIS as well as providing data clarifications, including North Dakota Medicaid specific data requirements.

References

This document serves as a companion to the ASC X12N Electronic Data Interchange Technical Report Type 3 (TR3) as adopted under HIPAA. This can be accessed at: <https://x12.org/products/technical-reports> (Note: select Implementation Guide – Type 3 (TR3). System will then prompt you to create a unique user ID and login password).

Additional Information

For more information on North Dakota Medicaid EDI services for providers, including provider enrollment and claim transaction information, please visit:

<http://www.hhs.nd.gov>.

2 Getting Started

Working with North Dakota Medicaid

We provide availability for transaction transmission and download retrieval 24 hours a day, seven days a week. This availability is subject to scheduled and unanticipated non-scheduled downtime.

Scheduled Downtime

Holiday Schedule

The following days are recognized as official State holidays. Please note that during these days assistance with system issues will be very limited.

- New Year's Day, January 1
- Martin Luther King Day, the 3rd Monday in January
- President's Day, the 3rd Monday in February
- Memorial Day, the last Monday in May
- Independence Day, July 4
- Labor Day, the 1st Monday in September
- Veteran's Day, November 11
- Thanksgiving Day, the 4th Thursday in November
- Christmas Day, December 25
- Every day appointed by the President of the United States, or by the Governor of North Dakota for a public holiday

Routine Maintenance

It is operational policy to schedule preventative maintenance periods on the second Thursday of the month from 09:00PM to 4:00AM CT. Any alteration from this schedule will be noted in the notification message as described below.

For Scheduled downtime, a notification message will be published on the home screen and login screen.

Scheduled downtime – Home Screen

The screenshot shows the North Dakota MMIS Web Portal Home Screen. At the top, there is a navigation bar with the following items: Home, Program, Member, Provider, Documentation, and Directories. The date May 25, 2017 is displayed in the top right corner. Below the navigation bar is a banner image showing a collage of healthcare-related photos: a newborn baby being held, a doctor examining an elderly patient, hands being held together, a stethoscope, and a doctor examining a patient's mouth. Below the banner are four portlets: 1. Welcome: A message stating that ND MMIS has established a scheduled maintenance window for May 2017 - Dec 2017 on every 2nd Thursday of the month from 9:00PM to 4:00AM Central Time, with exceptions for 7/20 and 8/17. 2. Provider Registration: A message stating that to obtain a user ID and password, Providers and Trading Partners must have an approved enrollment with North Dakota and have received their Provider or Trading Partner ID. 3. Quick Links: A list of links including Find a Healthcare Provider, Benefits Overview, Provider Enrollment, and Report Fraud & Abuse. 4. Sign In: A message stating that users should log into the system based on their role (Providers, Members, Internal Users). At the bottom of the page, there is a copyright notice for 2017 Affiliated Computer Services, Inc. and links for Privacy Policy, Site Map, Terms of Use, Browser Requirements, and Accessibility Compliance.

Scheduled downtime – Login Screen

The screenshot shows the North Dakota MMIS Web Portal Login Screen. At the top, there is a navigation bar with the following items: Home, Program, Member, Provider, Documentation, and Directories. The date May 25, 2017 is displayed in the top right corner. Below the navigation bar is a banner image showing a collage of healthcare-related photos. Below the banner are three portlets: 1. Quick Links: A list of links including Enrollment, ProviderManuals, FAQ, Billing Manuals, Messages & Announcements, and News. 2. Provider: A message stating that the ACS Health Enterprise Portal is a state-of-the-art electronic health care administration system that gives patients, doctors, pharmacists and other users easy, secure and efficient access to health care information. 3. ProviderLogin: A form for logging in, with fields for User ID and Password, and a Forgot User Name or Password? link. There are Login and Reset buttons. At the bottom of the page, there is a copyright notice for 2017 Affiliated Computer Services, Inc. and links for Privacy Policy, Site Map, Terms of Use, Browser Requirements, and Accessibility Compliance.

Non-Scheduled Downtime

In the event of a non-scheduled downtime, North Dakota Medicaid will resolve the outage as quickly as possible. A notification message will be displayed near the Sign In portlet of the HOME page and near the Login portlet of the Login screen, as noted below. The

anticipated timeframe for resolution will be noted on the message. Also, the message will state the extent of the disruption, whether it affects the MMIS functionality only, or if it also affects electronic file transfer processing.

If the file transfer processing is affected, trading partners will receive an email notification.

Non – Routine Downtime (MMIS and File Transfer affected)– Home Screen

The screenshot shows the North Dakota MMIS Web Portal Home Screen. At the top, the date is Oct 1, 2016. The navigation bar includes Home, Program, Member, Provider, Documentation, and Directories. Below the navigation bar is a banner image showing various healthcare scenes: a newborn baby, a doctor examining an elderly patient, hands being held, a doctor with a stethoscope, and a doctor talking to a patient. Below the banner are four panels: Welcome (with a red maintenance notice), Provider Registration (with a registration instruction), Quick Links (with links to FAQ, Find a Healthcare Provider, Benefits Overview, Provider Enrollment, and Report Fraud & Abuse), and Sign In (with a red maintenance notice). At the bottom, there is a copyright notice for 2016 Affiliated Computer Services, Inc. and links for Privacy Policy, Site Map, Terms of Use, Browser Requirements, and Accessibility Compliance.

Non – Routine Downtime (MMIS and File Transfer affected)– login Screen

The screenshot shows the North Dakota MMIS Web Portal Provider Login Screen. At the top, the date is Oct 1, 2016. The navigation bar includes Home, Program, Member, Provider, Documentation, and Directories. Below the navigation bar is a banner image showing various healthcare scenes. Below the banner are three panels: Quick Links (with links to Enrollment, ProviderManuals, FAQ, Benefits Overview, Billing Manuals, and Messages & Announcements), News (with a link to Governor's Task Force on Access to Affordable Health Insurance), and Provider (with a description of the ACS Health Enterprise Portal). To the right is the ProviderLogin form, which includes fields for User ID (containing 'KYAKKALA') and Password (masked with dots), and buttons for Login and Reset. A red maintenance notice is displayed at the bottom right of the login form. At the bottom, there is a copyright notice for 2016 Affiliated Computer Services, Inc. and links for Privacy Policy, Site Map, Terms of Use, Browser Requirements, and Accessibility Compliance.

Non – Routine Downtime (File Transfer affected)– Home Screen

North Dakota MMIS Web Portal Oct 1, 2016
Skip Navigation | Contact Us | Help | Search

Home | Program | Member | Provider | Documentation | Directories

Welcome Print

Welcome to the North Dakota MMIS Web Portal.
ND MMIS has established a maintenance window from 9:00 PM to 4:00 AM every two weeks Thursday to apply scheduled system upgrades. During the maintenance window, the system may not be accessible.

Provider Registration

To obtain a user id and password, Providers and Trading Partners must have an approved enrollment with North Dakota and have received their Provider or Trading Partner ID.
[Register](#)

Quick Links

- [FAQ](#)
- [Find a Healthcare Provider](#)
- [Benefits Overview](#)
- [Provider Enrollment](#)
- [Report Fraud & Abuse](#)

Sign In

Log into the system based upon your role:

- [Providers](#)
- [Members](#)
- [Internal Users](#)

The ND MMIS File Transfer system will be unavailable 10/01/2016 12:00 AM – 10/02/2016 04:00 PM. However, the web portal will remain available during this time.

©2016 Affiliated Computer Services, Inc. All Rights Reserved.
[Privacy Policy](#) | [Site Map](#) | [Terms of Use](#) | [Browser Requirements](#) | [Accessibility Compliance](#)

Non – Routine Downtime (File Transfer affected)– login Screen

North Dakota MMIS Web Portal Oct 1, 2016
Skip Navigation | Contact Us | Help | Search

Home | Program | Member | Provider | Documentation | Directories

Quick Links

- [Enrollment](#)
- [Application Status](#)
- [ProviderManuals](#)
- [FAQ](#)
- [Benefits Overview](#)

News

Governor's Task Force on Access to Affordable Health Insurance.

ND MMIS has established a maintenance window from 9:00 PM to 4:00 AM every two weeks Thursday to apply scheduled system upgrades. During the maintenance window, the system may not be accessible.

Internal

The North Dakota MMIS Web Portal is a state-of-the-art electronic health care administration system that gives patients, doctors, pharmacists and other users easy, secure and efficient access to health care information.

EnterpriseLogin Print

To access secure areas of the portal, please log in by entering your User ID and Password.

* User ID:

* Password:

Forgot User Name or Password? Please contact your Organization Administrator for your User ID or to have your password reset.
[Forgot User Name or Password ?](#)

[Login](#) [Reset](#)

The ND MMIS File Transfer system will be unavailable 10/01/2016 12:00 AM – 10/02/2016 04:00 PM. However, the web portal will remain available during this time.

©2016 Affiliated Computer Services, Inc. All Rights Reserved.
[Privacy Policy](#) | [Site Map](#) | [Terms of Use](#) | [Browser Requirements](#) | [Accessibility Compliance](#)

Unscheduled/Emergency Downtime

North Dakota Medicaid will resolve the outage as expeditiously as possible, for Unscheduled/Emergency Downtime. Along with the MMIS notification messages outlined above, the system sends an email notification to the trading partners.

Trading Partner Registration

All entities that send/receive electronic transactions to/from ND Medicaid for processing and retrieve reports and responses must enroll as EDI Trading Partners. The completed Trading Partner enrollment application provides ND Medicaid Claim Customer Service the information necessary to assign a Login Name, Login ID, and Trading Partner ID, which are required to send or retrieve electronic transactions. The Trading Partner enrollment application is available on the North Dakota Medicaid Web site at <https://mmis.nd.gov/portals/wps/portal/EnterpriseHome>. Click on Provider Enrollment in the Quick Links pod to get to the Trading Partner enrollment application.

Certification and Testing Overview

X12N transaction files are certified by EDIFICS Transaction Manager software. Transaction Manager provides accurate trading partner verification and validation of HIPAA transactions (Type 1 EDI Syntax, Type 2 HIPAA Syntax, and some Type 7 ND Trading Partner Specific edits). ND Medicaid requires transaction testing with all enrolling Trading Partners.

Once a Trading Partner has successfully enrolled with North Dakota Medicaid, they will be contacted by an EDI Specialist. The EDI Specialist will guide the Trading Partner through the testing process.

3 Testing with the North Dakota MMIS

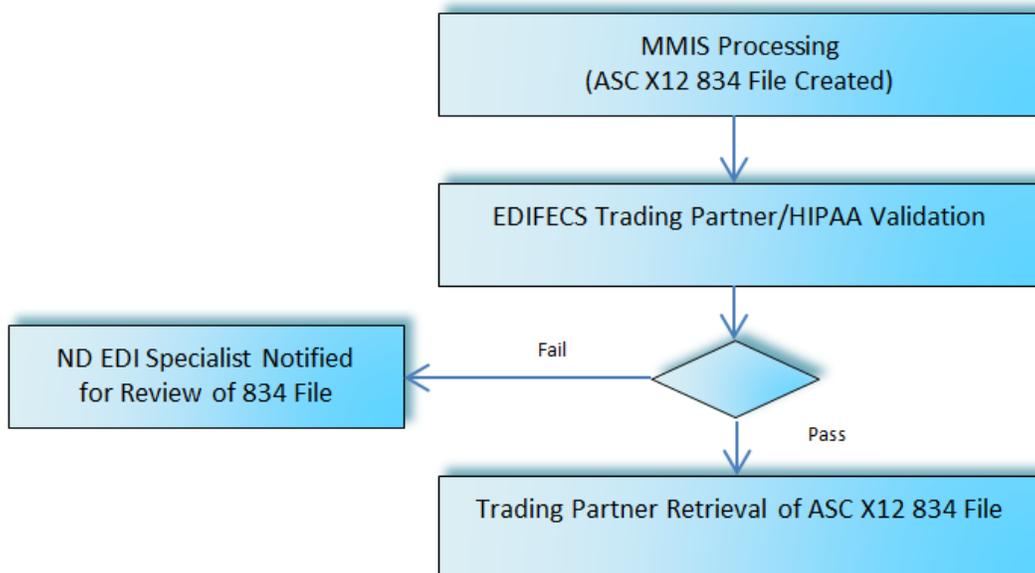
Before receiving production files from ND Medicaid, the Trading Partner must receive two valid test files. If the Trading Partner has received a test status of "Pass", then ND Medicaid will contact the Trading Partner and update the Trading Partner status to Production.

These tests verify a Trading Partner's ability to receive an X12 834 transaction containing valid data in the required format. ND Medicaid will include a minimum of 10 unique transactions per test file to ensure more comprehensive testing. Should the file receive a test status of "Fail", then Trading Partners should review the errors. If Trading Partners require further assistance, please contact a ND EDI Specialist by email at NDMMISED@nd.gov or call 844-848-0844 or 701- 328-2325.

4 Connectivity with the North Dakota MMIS

Process Flows

Editing and Validation Flow Diagram



Legend:

1. **MMIS Processing:** MMIS will create the 834 files in accordance with the ASC X12 Technical Report Type 3 standards, with ND specific rules applied.
2. **EDIFECS Transaction Manager Processing:** The EDIFECS Transaction Manager will certify that the 834 file passes Trading Partner verification. The Transaction Manager will also provide validation of the HIPAA transactions (Type 1 EDI Syntax, Type 2 HIPAA Syntax, and Type 7 ND Trading Partner Specific edits). In the case that the Transaction Manager finds errors in the Trading Partner verification or the HIPAA transaction validation, a ND EDI Specialist will be notified for review and correction of the file.
3. **Trading Partner Retrieval of ASC X12 834 File:** The file is available for retrieval by the Trading Partner in the manner agreed on with ND Medicaid.

Transmission Administration Procedures

North Dakotas Medicaid will create the 834 files in accordance with the ASC X12 Technical Report Type 3 standards, with ND specific rules applied.

The EDIFICS Transaction Manager will certify that the 834 file created passes Trading Partner verification. The Transaction Manager will also provide validation of the HIPAA transactions (Type 1 EDI Syntax, Type 2 HIPAA Syntax, and Type 7 ND Trading Partner Specific edits). In the case that the Transaction Manager finds errors in the Trading Partner verification or the HIPAA transaction validation, a ND EDI Specialist will be notified for review and correction of the file.

The file is available for retrieval by the Trading Partner in the manner agreed on with ND Medicaid. The method used is noted in the Trading Partner Enrollment application. The methods available to the Trading Partner are through download from the ND Health Enterprise Web Portal, or through the Managed File Transfer process (Secure FTP). More information on file retrieval options is available at [Communication Protocol Specifications](#).

If you have questions or require assistance, please contact ND Medicaid Claim Customer Service by email at NDMMISED@nd.gov or call 844-848-0844 or 701-328-2523. Please include your Trading Partner ID and telephone number in your email.

Re-Transmission Procedures

Transmission/Production Issues

When file retrieval or technical production issues occur, which could require the re-transmission of files, please contact ND Medicaid Claim Customer Service at (800) 755-2604 (option 1).

Please have the following information available when calling ND Medicaid Claim Customer Service regarding transmission and production issues.

- Trading Partner ID
- Web Portal Login Name (if using the Web Portal)
- Enterprise Managed File Transfer (MFT) (if using Secure FTP)

Communication Protocol Specifications

North Dakota Trading Partners can submit/retrieve X12N files and download files such as the X12N 834, X12N 277CA, TA1, and X12C 999 via the ND Health Enterprise MMIS Web Portal and MFT.

Web Portal

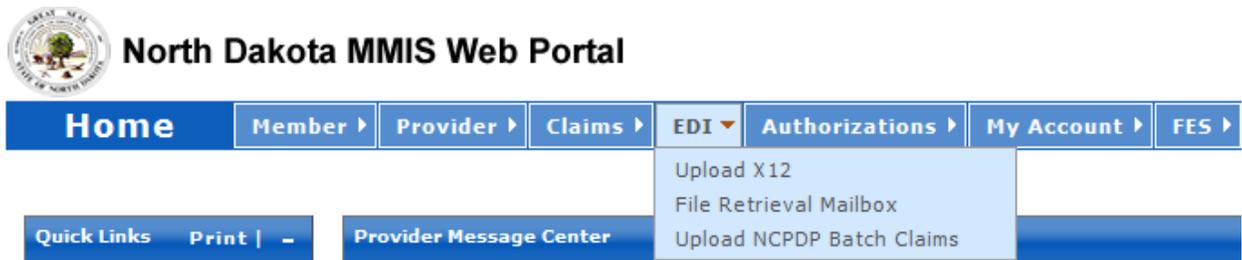
The Web Portal method allows a Trading Partner to initiate the retrieval of a file from ND Medicaid. A Trading Partner must be an authenticated portal user who is either an active North Dakota Provider, or an authorized representative of the Provider. The Trading Partner accesses the Web Portal via a Web browser and is prompted for a login and password. Trading Partners may select files for download to their PC or work environment using the “Browse” function. All 834 files retrieved will meet the ASC X12N 834 standard.

Web Portal Data Retrieval Procedures

The Web Portal allows a Trading Partner to initiate file retrieval. Once logged into the Provider Secure Homepage, multiple functions such as File Retrieval are available.

Downloading Files from the Web Portal

1. In your Web browser, log on to the **North Dakota MMIS Health Enterprise Portal** at <https://mmis.nd.gov/portals/wps/portal/EnterpriseHome>
2. From the **EDI** menu, select **File Retrieval Mailbox**.



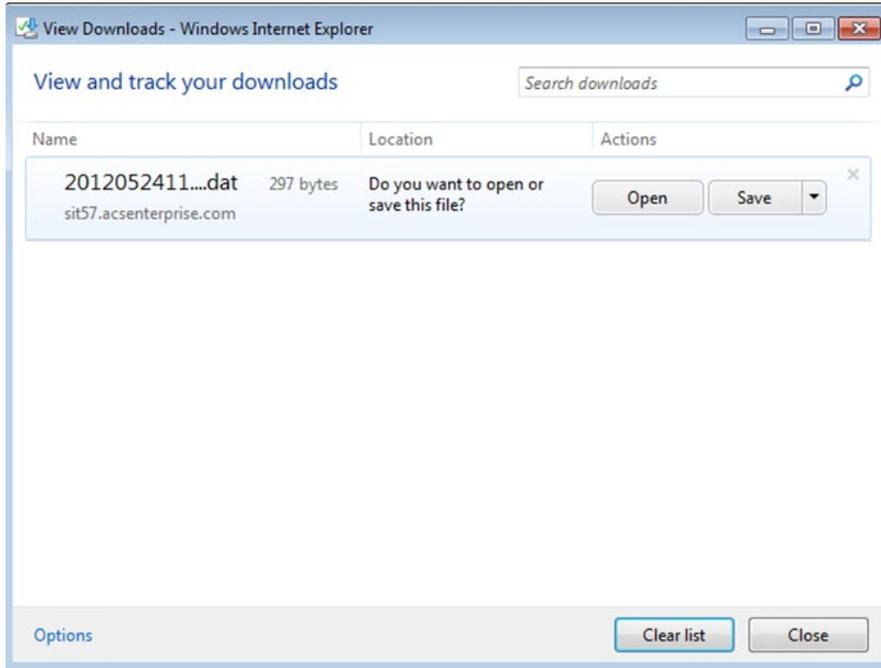
3. Select the **X12** radio button; select a file type; and if desired, enter beginning and end dates for the search.

4. Click the **Search** button. The **Results** view displays files matching the search criteria. From the **Results** view, click the Creation Date of the file for downloads.

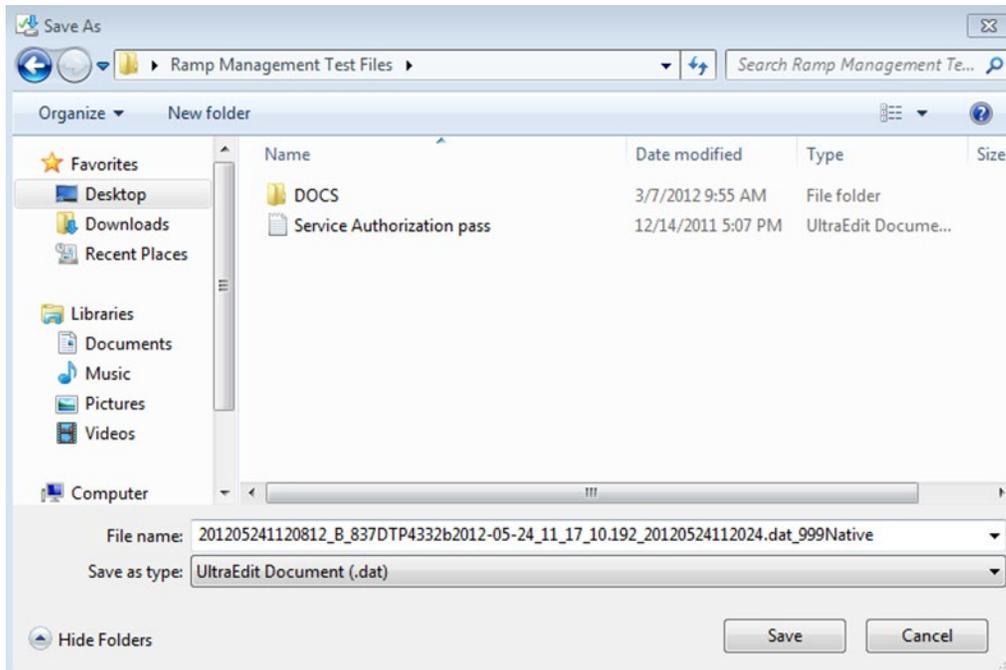
Note: After the first time selecting the files, the **Show All** box needs to be checked to retrieve them again

| Creation Date | Filename | File Size |
|---------------|---|-----------|
| Sep 06, 2012 | 201209061025750_B_201209061025538_B_270_TP045_20120906102509_20120906102509.dat_999Native.dat | 296 |
| Sep 06, 2012 | 201209061025818_B_201209061025729_B_278_TP045_2_20120906102510_20120906102514.dat_999Native.dat | 279 |
| Sep 06, 2012 | 201209061025766_B_201209061025683_B_276_TP045_2_20120906102510_20120906102510.dat_999Native.dat | 279 |
| Sep 06, 2012 | 201209061025251_B_201209061025184_B_837ITP045_20120906102511_20120906102511.dat_999Native.dat | 296 |
| Sep 06, 2012 | 201209061025849_B_201209061025822_B_837D_TP045_2_20120906102510_20120906102514.dat_999Native.dat | 333 |
| Sep 06, 2012 | 201209060745844_B_201209060745662_B_WhiteSpaceInpnt_20120906074505_20120906074505.dat_999Native.dat | 318 |
| Sep 06, 2012 | 201209060740935_B_201209060740475_B_InvalidProv_20120906074006_20120906074006.dat_999Native.dat | 296 |
| Sep 06, 2012 | 201209060720439_B_201209060720133_B_ProfInvalid_20120906072004_20120906072004.dat_999Native.dat | 296 |
| Sep 06, 2012 | 201209060715584_B_201209060715210_B_LFIInpnt_20120906071508_20120906071508.dat_999Native.dat | 318 |
| Sep 06, 2012 | 201209060428407_B_201209060428037_B_201209050839111_B_201209050839339_B_Prof_McarIns1_20120905083915_20120905083922.dat_20120906042817_20120906042817.dat_999Native.dat | 296 |

5. Click **Save**, to save the file to your PC.



6. Specify a path for download and click **Save** again.



ND Enterprise Managed File Transfer

ND Enterprise Managed File Transfer (MFT), or commonly referred to as Secure FTP, is an appropriate alternative to the North Dakota Web Portal for large volume Trading Partners (i.e., files in excess of 10MB each). MFT setup is separate from Trading Partner Enrollment, but still coordinated through ND Medicaid Claim Customer Service. Trading partners may use MFT for submission and retrieval of files. Note that ND Medicaid staff will not provide technical support for applications other than MFT.

MFT Setup and Support

Upon successful Trading Partner enrollment, a Trading Partner MFT account will be created. Trading Partners set up for submission and/or retrieval of files via the MFT mechanism will receive connectivity details from ND Medicaid Claim Customer Service once setup is complete. This information will include login credentials, policies concerning passwords, file retention, and basic information on site navigation. The ND Enterprise Managed File Transfer secured website is <https://mft.nd.gov/>.

If the Trading Partner requires support (i.e., account becomes locked or experiences connectivity issues), the Trading Partner should contact ND Medicaid Claim Customer Service by email at NDMMISED@nd.gov, or call 701-328-2325 or 844-848-0844.

Passwords

Log in Credentials: In order to receive your authorized user log in credentials all Trading Partners, regardless of submission/retrieval method, must be enrolled with ND Medicaid and approved as Trading Partners on the ND Health Enterprise MMIS. Log in credentials include names/ids and passwords, that will be required for the submission/retrieval of transactions to ND Medicaid.

Trading Partner ID: The Trading Partner ID links the Trading Partner to their transaction data and is the ND Health Enterprise MMIS's internal key to accessing their Trading Partner information. Please have this number available each time you ND Medicaid Claim Customer Service by email at NDMMISED@nd.gov, or call 701-328-2325 or 844-848-0844.

The following login credentials are issued depending on the chosen communication method.

Web Portal User ID/Password: This Web Portal User ID allows Trading Partners access to the North Dakota MMIS Health Enterprise Portal for functions that include file

submission and file retrieval. ND Medicaid Claim Customer Service also uses the log in name to access Web Portal data submissions.

MFT ID/Password: These are the login credentials for the ND Managed File Transfer (MFT) site. These allow FTP Trading Partners to access assigned folders for submission or retrieval of files. ND Medicaid Claim Customer Service also uses the MFT ID to reference X12 files.

5 Contact Information

EDI Customer Service

ND Medicaid Claim Customer Service is available to all North Dakota Medicaid Trading Partners, Monday through Friday from 8:00 a.m. to 5:00 p.m., Central Time, at the following numbers:

Toll Free: 844-848-0844

Local: 701-328-2325

EDI Technical Assistance

ND Medicaid Claim Customer Service assists users with questions about electronic data submissions. ND Medicaid Claim Customer Service is available to all ND Medicaid Trading Partners, Monday through Friday from 8:00 a.m. to 5:00 p.m., Central Time, at **844-848-0844** or **701-328-2325**. ND Medicaid Claim Customer Service specializes in the following:

- Provides information on available services
- Creates user accounts for file submission/retrieval for approved Trading Partners
- Verifies receipt of electronic transmissions
- Aids Trading Partners experiencing transmission/retrieval difficulties

Provider Services Number

ND Medicaid Claim Customer Service is available to all ND Medicaid Trading Partners, Monday through Friday from 8:00 a.m. to 5:00 p.m., Central Time, at **844-848-0844** or **701-328-2325**.

Applicable Web site/E-mail

Please visit <http://www.hhs.nd.gov> for ND Medicaid provider and Trading Partner services information, including Trading Partner enrollment information, FAQs, manuals and related documentation.

6 Control Segments/ Envelopes

ISA-IEA

ND Medicaid will create the Interchange Control Segments to validate the Interchange Envelope of each ASC X12 outbound file. The ISA table provides sender and receiver codes, authorization, and delimiter information.

GS-GE

ND Medicaid creates single or multiple functional groups within an X12 file.

ST-SE

ND Medicaid creates a unique Transaction Set Control Number in the ST02. The ST02 value will match the SE02 value. Should a file contain multiple ST to SE Transaction Sets, each transaction set control number will not be duplicated within the same interchange (ISA to IEA).

7 North Dakota Medicaid Specific Business Rules and Limitations

Many of the data elements detailed in this Companion Guide reflect North Dakota business requirements, but still meet the standard requirements in the ASC X12N TR3. Inclusion of a “business-required” data field, as defined by this Companion Guide, will aid in the delivery of a file acceptable in the EDI systems of both the sender and receiver of the X12 file.

Note on decimal/amount fields: Even though the X12N transaction defines Amount fields as having an 18-byte maximum, there is an additional HIPAA rule that limits all decimal fields to a maximum of 10 characters, including the two implied or reported decimal places. Accordingly, for all decimal or amount fields:

- “123456789012” is not an acceptable amount, because it is greater than 10 bytes.
- “12345678.90” is acceptable because the number of digits is not greater than 10; the decimal point itself is not limited by the rule.
- However, “1234567890” is not acceptable because the X12N engine assumes that a decimal point and succeeding zeroes are implied so that the actual number being communicated is “1234567890.00”, which is greater than 10 bytes.
- The 10-byte limitation applies to all decimal or amount fields, such as AMT segments.

For all fields not listed in these bullets, follow the guidelines in the ASC X12N Electronic Data Interchange Technical Report Type 3 (TR3), available at:

<https://x12.org/products/technical-reports> (Note: select Implementation Guide – Type 3 (TR3). System will then prompt you to create a unique user ID and login password).

8 Acknowledgements and/or Reports

Transmission Errors and Reports

The 834 is an outbound transaction, so North Dakota Trading Partners will not receive acknowledgements or reports to review.

9 Trading Partner Agreements

Prior to engaging in EDI with the North Dakota MMIS Enterprise, prospective Trading Partners must complete a Trading Partner enrollment package, which includes a Trading Partner Signature Agreement Form that requires an original signature. Please follow all enrollment instructions and mail the signed Trading Partner Agreement Form to ND Medicaid, along with any other required documents to complete the enrollment application process.

Please find all North Dakota Provider/Trading Partner Enrollment information at: <https://mmis.nd.gov/portals/wps/portal/ProviderEnrollment>

The mailing address is:

North Dakota Health and Human Services
Attn: ND Medicaid Claim Customer Service
600 East Boulevard Avenue, Dept 325
Bismarck, ND 58505-0250

Trading Partners

In simple terms, an EDI Trading Partner is defined as any provider or agent acting on behalf of a provider that transmits electronic transaction data to or receives electronic transaction data from a health plan.

There are two different types of Trading Partners for the North Dakota Medicaid:

First, there are Vendors, Billing Agents, Clearinghouses and Switch Vendors who engage in Electronic Data Interchange (EDI) which may include claims and eligibility inquiries on behalf of enrolled ND Title XIX providers. These Trading Partners are not enrolled providers, their only interaction with the MMIS is to submit and retrieve electronic data files.

Second, there are providers re-enrolling under the Title XIX Program who use their own software programs to engage in Electronic Data Interchange (EDI) with the North Dakota Medicaid. Some providers may use the MMIS online file upload and retrieval features via the North Dakota MMIS Health Enterprise Web Portal.

10 Transaction Specific Information

This section contains data clarifications, including North Dakota-specific data requirements. For additional guidance on the use of business rules, please see [Section 7 North Dakota Medicaid Specific Business Rules and Limitations](#).

ASC X12N 834 Benefit and Enrollment Maintenance

| TR3 Page | Loop ID | Reference | Name | Codes | Length | Notes/Comments |
|----------|---------|-----------|-------------------------------------|--------------|--------|--|
| C.3 | N/A | ISA | Interchange Control Header | | | |
| C.4 | N/A | ISA01 | Authorization Information Qualifier | 00 | | |
| C.4 | N/A | ISA03 | Security Information Qualifier | 00 | | |
| C.4 | N/A | ISA05 | Interchange ID Qualifier | ZZ | | |
| C.4 | N/A | ISA06 | Interchange Sender ID | NDDHS MED | | |
| C.5 | N/A | ISA07 | Interchange ID Qualifier | ZZ | | |
| C.5 | N/A | ISA08 | Interchange Receiver ID | | | Trading Partner ID assigned by North Dakota Medicaid |

| TR3 Page | Loop ID | Reference | Name | Codes | Length | Notes/Comments |
|----------|---------|-----------|-------------------------------|--------------|--------|---|
| C.6 | N/A | ISA14 | Acknowledgement Requested | 0 | | |
| C.7 | N/A | GS | Functional Group Header | | | |
| C.7 | N/A | GS01 | Functional Identifier Code | BE | | |
| C.7 | N/A | GS02 | Application Sender's Code | NDDHS MED | | |
| C.7 | N/A | GS03 | Application Receiver's Code | | | Trading Partner ID assigned by North Dakota Medicaid |
| 32 | N/A | BGN | Beginning Segment | | | |
| 32 | N/A | BGN01 | Transaction Set Purpose Code | 00 | | |
| 33 | N/A | BGN02 | Reference Identification | | | MCO Provider ID |
| 33 | N/A | BGN05 | Time Code | CT | | |
| 35 | N/A | BGN08 | Action Code | 2, 4 | | If a Daily Change File, set to 2. If a Monthly Full File, set to 4. If a Monthly Change File, set to 4. |
| 36 | N/A | REF | Transaction Set Policy Number | | | |

| TR3 Page | Loop ID | Reference | Name | Codes | Length | Notes/Comments |
|----------|---------|-----------|------------------------------------|----------|--------|------------------|
| 36 | N/A | REF01 | Reference Identification Qualifier | 38 | | |
| 36 | N/A | REF02 | Reference Identification | | | MCO Provider ID |
| 37 | N/A | DTP | File Effective Date | | | |
| 37 | N/A | DTP01 | Date/Time Qualifier | 382 | | |
| 39 | 1000A | N1 | Sponsor Name | | | |
| 39 | 1000A | N101 | Entity Identifier Code | P5 | | |
| 39 | 1000A | N102 | Name | Medicaid | | |
| 40 | 1000A | N103 | Identification Code Qualifier | FI | | |
| 40 | 1000A | N104 | Identification Code | | | ND Medicaid FEIN |
| 41 | 1000B | N1 | Payer | | | |
| 41 | 1000B | N101 | Entity Identifier Code | IN | | |
| 41 | 1000B | N103 | Identification Code Qualifier | FI | | |
| 47 | 2000 | INS | Member Level Detail | | | |

| TR3 Page | Loop ID | Reference | Name | Codes | Length | Notes/Comments |
|----------|---------|-----------|------------------------------------|---------------|--------|--|
| 48 | 2000 | INS01 | Yes/No Condition or Response code | Y | | |
| 48 | 2000 | INS02 | Individual Relationship Code | 18 | | |
| 49 | 2000 | INS03 | Maintenance Type Code | 001, 030 | | If BGN08=4, then set to 030. Otherwise, set to 001. |
| 49 | 2000 | INS04 | Maintenance Reason Code | AI, XN | | If BGN08=4, then set to XN. Otherwise, set to AI. |
| 51 | 2000 | INS05 | Benefit Status Code | A | | |
| 51 | 2000 | INS06-01 | Medicare Plan code | A, B, C, D, E | | |
| 52 | 2000 | INS08 | Employment Status Code | AC | | |
| 53 | 2000 | INS10 | Yes/No Condition or Response Code | N | | |
| 55 | 2000 | REF | Subscriber Identifier | | | |
| 55 | 2000 | REF01 | Reference Identification Qualifier | 0F | | |
| 57 | 2000 | REF | Member Supplemental Identifier | | | |

| TR3 Page | Loop ID | Reference | Name | Codes | Length | Notes/Comments |
|----------|---------|-----------|------------------------------------|---|--------|---|
| 57 | 2000 | REF01 | Reference Identification Qualifier | ZZ | | |
| 58 | 2000 | REF02 | Reference Identification | "129" for Refugee "133" for American Indian plus the concatenation of Enrollment Begin and End Dates | | |
| 59 | 2000 | DTP | Member Level Dates | | | |
| 59 | 2000 | DTP01 | Date/Time Qualifier | 356, 357 | | <p>If retro-eligibility added in processing month, set to 356.</p> <p>If Monthly Full file, set to 356.</p> <p>If Monthly or Daily Changes file, set to 356.</p> <p>If retro-termination add in processing month, set to 357.</p> |

| TR3 Page | Loop ID | Reference | Name | Codes | Length | Notes/Comments |
|----------|---------|-----------|--------------------------------|------------------------|--------|-----------------------------------|
| 62 | 2100A | NM1 | Member Name | | | |
| 62 | 2100A | NM101 | Entity Identifier Code | IL | | |
| 64 | 2100A | NM108 | Identification Code Qualifier | ZZ | | |
| 64 | 2100A | NM109 | Identification Code | | | ND Medicaid Member ID "NDxxxxxxx" |
| 65 | 2100A | PER | Member Communications Numbers | | | |
| 66 | 2100A | PER01 | Contact Function Code | IP | | |
| 66 | 2100A | PER03 | Communication Number Qualifier | CP | | |
| 66 | 2100A | PER05 | Communication Number Qualifier | HP | | |
| 67 | 2100A | PER07 | Communication Number Qualifier | WP | | |
| 71 | 2100A | DMG | Member Demographics | | | |
| 72 | 2100A | DMG04 | Marital Status Code | D, I, M, R, S, U, W, X | | |

| TR3 Page | Loop ID | Reference | Name | Codes | Length | Notes/Comments |
|----------|---------|-----------|---|---------------------|--------|--|
| 72 | 2100A | DMG05 | Composite Race or Ethnicity Information | | | |
| 73 | 2100A | DMG05-1 | Race or Ethnicity Code | A, C, I, J, N, O, Z | | |
| 74 | 2100A | DMG06 | Citizenship Status Code | 1, 3 | | |
| 92 | 2100C | NM1 | Member Mailing Address | | | |
| 92 | 2100C | NM101 | Entity Identifier Code | 31 | | |
| 92 | 2100C | NM102 | Entity Type Qualifier | 1 | | |
| 140 | 2300 | HD | Health Coverage | | | |
| 140 | 2300 | HD01 | Maintenance Type Code | 001, 030 | | If BGN08=4, then set to 030. Otherwise, set to 001. |
| 141 | 2300 | HD03 | Insurance Line Code | HMO | | |

| TR3 Page | Loop ID | Reference | Name | Codes | Length | Notes/Comments |
|----------|---------|-----------|--|-------------|--------|---|
| 141 | 2300 | HD04 | Plan Coverage Description | | | The value for this field will be the concatenation of the derived Basic Code, American Indian Indicator and Premium Payment value for the given enrollment period. (i.e., 01020102NY) |
| 142 | 2300 | HD05 | Coverage Level Code | IND | | |
| 143 | 2300 | DTP | Health Coverage Dates | | | |
| 143 | 2300 | DTP01 | Date/Time Qualifier | 348, 349 | | |
| 144 | 2300 | DTP02 | Date Time Period Format Qualifier | D8 | | |
| 164 | 2320 | COB | Coordination Of Benefits | | | |
| 164 | 2320 | COB01 | Payer Responsibility Sequence Number Code | P | | |
| 165 | 2320 | COB03 | Coordination of Benefits Code | 1 | | |
| 168 | 2320 | DTP | Coordination of Benefits Eligibility Dates | | | |
| 168 | 2320 | DTP01 | Date/Time Qualifier | 344, 345 | | |

| TR3 Page | Loop ID | Reference | Name | Codes | Length | Notes/Comments |
|----------|---------|-----------|---|-------|--------|----------------|
| 169 | 2330 | NM1 | Coordination of Benefits Related Entity | | | |
| 169 | 2330 | NM101 | Entity Identifier Code | IN | | |

Appendices

Implementation Checklist

ND Medicaid Claim Customer Service assists new Trading Partners with enrollment and testing. The following checklist will help trading partners to begin exchanging information with ND Medicaid.

| Trading Partner Checklist | | | |
|----------------------------------|---|--|-----------------------|
| | Task | Responsibility | Completed Date |
| <input type="checkbox"/> | Enroll in the new MMIS as a Trading Partner at: https://mmis.nd.gov/portals/wps/portal/ProviderEnrollment | Trading Partner and ND Medicaid | |
| <input type="checkbox"/> | Exchange Contact information for Business, Technical and/or Data contacts. (Name, Phone number, Email address and Mailing Address) | Trading Partner and ND Medicaid | |
| <input type="checkbox"/> | Confirm X12 Transaction selections | Trading Partner and ND Medicaid | |
| <input type="checkbox"/> | Establish Standard ISA and GS information | Trading Partner and ND Medicaid | |
| <input type="checkbox"/> | Determine communication method | Trading Partner and ND Medicaid | |
| <input type="checkbox"/> | Establish a schedule for testing | Trading Partner and ND Medicaid | |

| | | | |
|--------------------------|--|--|--|
| <input type="checkbox"/> | Complete the testing for all selected X12 Transactions | Trading Partner and ND Medicaid | |
| <input type="checkbox"/> | Promote Trading Partner to Production status | Trading Partner and ND Medicaid | |
| <input type="checkbox"/> | Production cut-over | ND Medicaid | |
| <input type="checkbox"/> | Begin sending X12 transactions to new MMIS for processing | Trading Partner | |

Business Scenarios

Please contact ND Medicaid Claim Customer Service to discuss your specific EDI related business needs with ND Medicaid, should they not be covered in this guide or other available ND Medicaid X12N transaction companion guides.

Transmission Examples

Please contact ND Medicaid Claim Customer Service for any question regarding transmission/retrieval examples.

Frequently Asked Questions

For current provider and trading partner FAQs, please visit the following page:
<https://mmis.nd.gov/portals/wps/portal/ProviderFaq>

Change Summary

| Version | Date | Description | Description of Changes |
|---------|------------|---|---|
| 1.0 | 03/12/2014 | Initial Document for Deliverables | Document reformatted to meet CAQH CORE standard companion guide format (Phase I CORE Req. 152). |
| 1.1 | 10/26/2014 | Change ND ID | Change ND ID from ND00994 to NDDHSMED |
| 1.2 | 05/25/2017 | Updates related to HIPAA Operating Rules requirements | Added information to System Availability section |
| 1.3 | 08/13/2021 | Medicaid Expansion changes | CR 4371 – build changes needed for Medicaid Expansion |
| 1.4 | 05/30/2023 | Updated Logo and EDI Phone Numbers | Updated Logo and EDI Phone Numbers |