Step	Link	Special Comments
1. Verify the provider's NPI information has been added in MACSIS.	n/a	• You will need to sign-on to MACSIS to verify the submitted NPI information is contained in both the PROVF and VENDR records. • If issues, please contact Debbie Downs at ODADAS.
2. Email Provider Modification Request Forms to Debbie Downs.	MACSIS Provider Request Form	• Required for any provider who has sent in their NPI information, is closing a agency or consolidating agencies. • Do not fax electronic versions of the Provider Modification Request Forms.
3. Determine if the provider should submit a Tier 1 or Tier 2 Test File.	• Guidelines Pertaining to MACSIS – Topic 41B – EDI Testing Policy • Procedure for Submitting EDI Test Files	• If it is the vendor's first NPI-format file submission for a product or version of software, they are strongly encouraged to submit a Tier 1 file first to rule out any syntax or structural problems. • If the provider has added a new subpart, changed software or installed a major upgrade, Tier 1 testing is required. • If the provider fails basic syntax/structure edits for Tier 2, they will be asked to submit a Tier 1 file.
4. Receive Tier 1 Test file from provider. Confirm the file contains required elements.	• 837 Professional claim v4010 – NPI Format • Sample 837P NPI File • Documentation on EDI Overnight Verification Program including possible file error messages	• Verify the file naming convention is correct for test NPI files. o Files must begin with an "X": Xxxxxxx#.julyy (ex., X0010431.31406) • Real or test data may be used. • Verify that Loop 2010AA, NM108 is "XX" and NM109 is the provider's NPI (Type-2). • If submitting pay-to information, verify Loop 2010AB NM108 is "XX" and NM109 is the Pay-To provider's NPI (Type-2) • Verify that an "other payer" scenario is included for

Step	Link	Special Comments
		both Medicaid and Non-Medicaid eligible services if the provider bills other insurance • Verify that same day services are included on the file and summed/rolled per policy. • Tier 1 test files should not be larger than 100 claims
5. FTP test file to /county/(board code)/hipaa/tier1test	n/a	Example of board code is "70B" for Richland County.
6. Complete MACSIS EDI Claims Testing Request Form and email to macsistesting@mh.state.oh.us .	♦ MACSIS EDI Claims Testing Request Form	Self-explanatory
7. Communicate results of test with provider as soon as possible	n/a	It is very important that you respond to the provider with the results of the test on a timely basis.
8. Obtain Tier 2 Test file from provider. Confirm file contains required elements.	• 837 Professional claim v4010 – NPI Format • Sample 837P NPI File • Documentation on EDI Overnight Verification Program including possible file error messages	• Verify the file naming convention is correct for test NPI files. • Files must begin with an "X": Xxxxxxx#.julyy (ex., X0010431.31406) • Verify that Loop 2010AA, NM108 is "XX" and NM109 is the provider's NPI (Type-2). • If submitting pay-to information, verify Loop 2010AB NM108 is "XX" and NM109 is the Pay-To provider's NPI (Type-2). • Verify that actual client data is used • For previously approved UPIs, verify that a minimum of 10 claims per procedure/modifier code combination are included on the file for the most commonly billed services

Step	Link	Special Comments
		• For new agencies, verify that a minimum of 10 claims per procedure/modifier code combination for all contracted services is included on the file. • Verify that all lines of business (Medicaid and Non) are represented in the file • Verify that an "other payer" scenario is included for both Medicaid and Non-Medicaid eligible services if the provider bills other insurance • Verify that same day services are summed/rolled if included on the file. • Tier 2 test files should not be larger than 500 claims
9. FTP test file to /county/(board code)/hipaa/tier2test	♦ n/a	Self-explanatory
10. Complete MACSIS EDI Claims Testing Request Form and HIPAA Service Rate Forms and email to macsistesting@mh.state.oh.us .	• MACSIS EDI Claims Testing Request Form • HIPAA Service Rate Form - ODMH • HIPAA Service Rate Form - ODADAS	• Verify the HIPAA Service Rate Forms agree with the expected rates in Diamond. • If the provider fails basic syntax and structure compliance during Tier 2, they will be asked to submit a Tier 1 file.

11. Continue to test until the provider has passed Tier 2.	n/a	• Once approved for Tier 2 NPI claim file submission, providers may begin submitting NPI claim files but should remember to use the production file naming convention:
		  o For production NPI files, the file name should begin with "N" (ex. N0010431.31406)
		  o Several providers have submitted NPI-format claim files using the wrong naming convention. Please be careful to remember:
		    ▪ NPI production files begin with "N"

Step	Link	Special Comments
		▪ NPI test files begin with "X"" ♦ A "clean" cutover to NPI is recommended; Sending dual formats presents problems.
12. Additional Resources	n/a	♦ For additional help and information, browse the MACSIS NPI website. ♦ If you still have questions, please contact the MACSIS Help Desk for assistance.