EDI Online

The Xerox EDI Online tool provides the healthcare providers the ability to conduct business electronically with Xerox EDI. If you have already completed an EDI Enrollment Form, please go to the EDI Online Website. If you are a new provider or have not already completed an EDI Enrollment Form, please visit NM Medicaid Portal and select the '5010 Testing' link under the Public Information section.

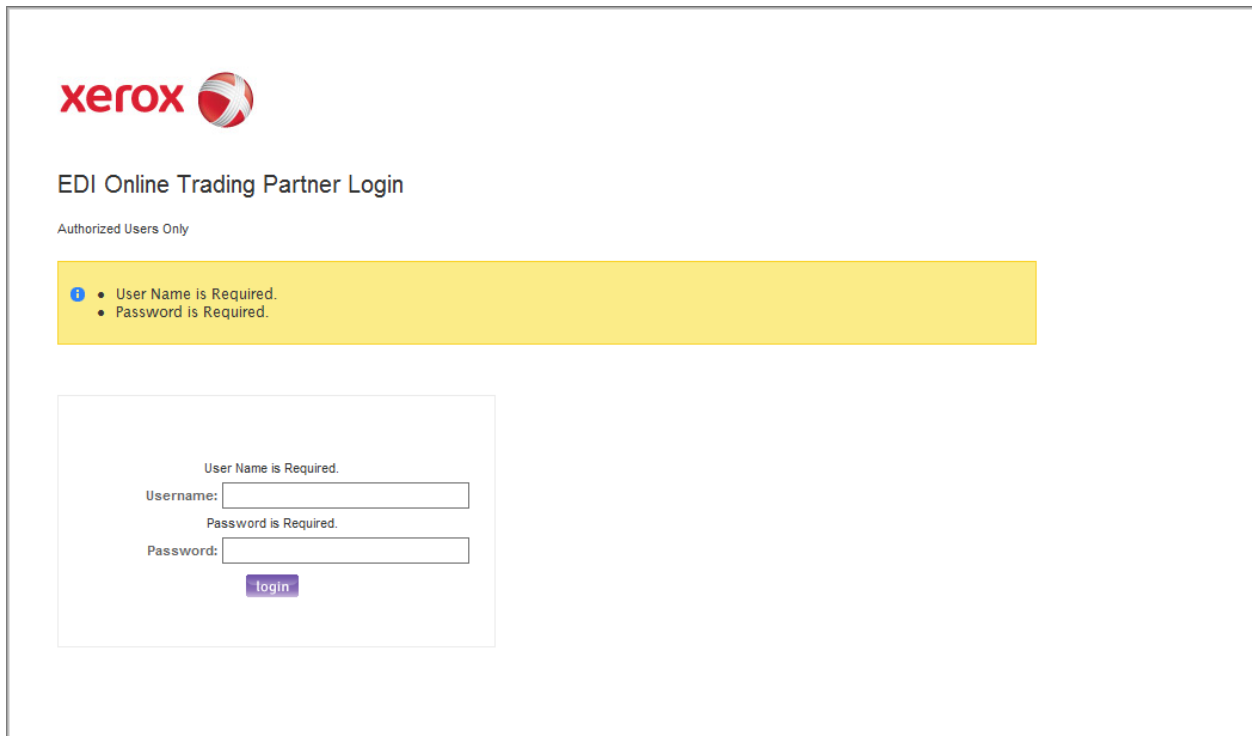EDI Online capability allows users to:

- Exchange information over a secure Internet connection
- Retrieve files and reports with total peace of mind
- Integrate returned data into your practice management system
- Increase productivity
- Create customized reports for analysis and data management
- Access tools for managing your X12 transactions
- Access links to other websites

Access to the site for New Mexico Medicaid Trading Partners is administered through the New Mexico HIPAA Helpdesk. If you need further information about EDI Online, please contact the New Mexico HIPAA Helpdesk at **(800) 299 – 7304** option 6 and then option 4 or (**505) 246 – 0710** option 4 or via email at HIPAA.Desk.NM@xerox.com.

Sending X12 Files through the EDI Gateway

IMPORTANT NOTE - Please read: EDI Online allows submission of both production and test X12 files. Before submitting a file, it is the submitter's responsibility to ensure that the ISA15 data element of the Interchange Control Header Segment of the file to be submitted is set to the appropriate code value of either 'P' (for **production** files) or 'T' (for **test** files) depending on the submitter's intended usage for that file.

To get started, access the Xerox EDI Login page: https://edionline.acs-inc.com/EDIOnline/login.action.

Enter the TPMS user name and password that you were assigned when you enrolled for EDI services, and click the **Log In** button.

(If you are an internal Xerox test analyst, use the login credentials for the trading partner as shown in TPMS.)

Once you login successfully, the next window confirms your login information was correct.

To submit files, click on 'Send File' button.

The next window prompts you to navigate to the location of the file you wish to upload using the 'Browse' button.

Once you've used the Browse button to locate your file, you are ready to click the 'Submit' button.

EDI Online will return a window stating that your file was successfully submitted. There is a link to view the confirmation report.

Retrieving the Confirmation Report

Once you click on the Confirmation Report link, the next window will display a 'Reports' link under the heading 'Confirmation Reports'. Click on the link to navigate to the confirmation report. You can also access this page by clicking the 'Home' menu option, and then clicking the 'Retrieve Files' link.
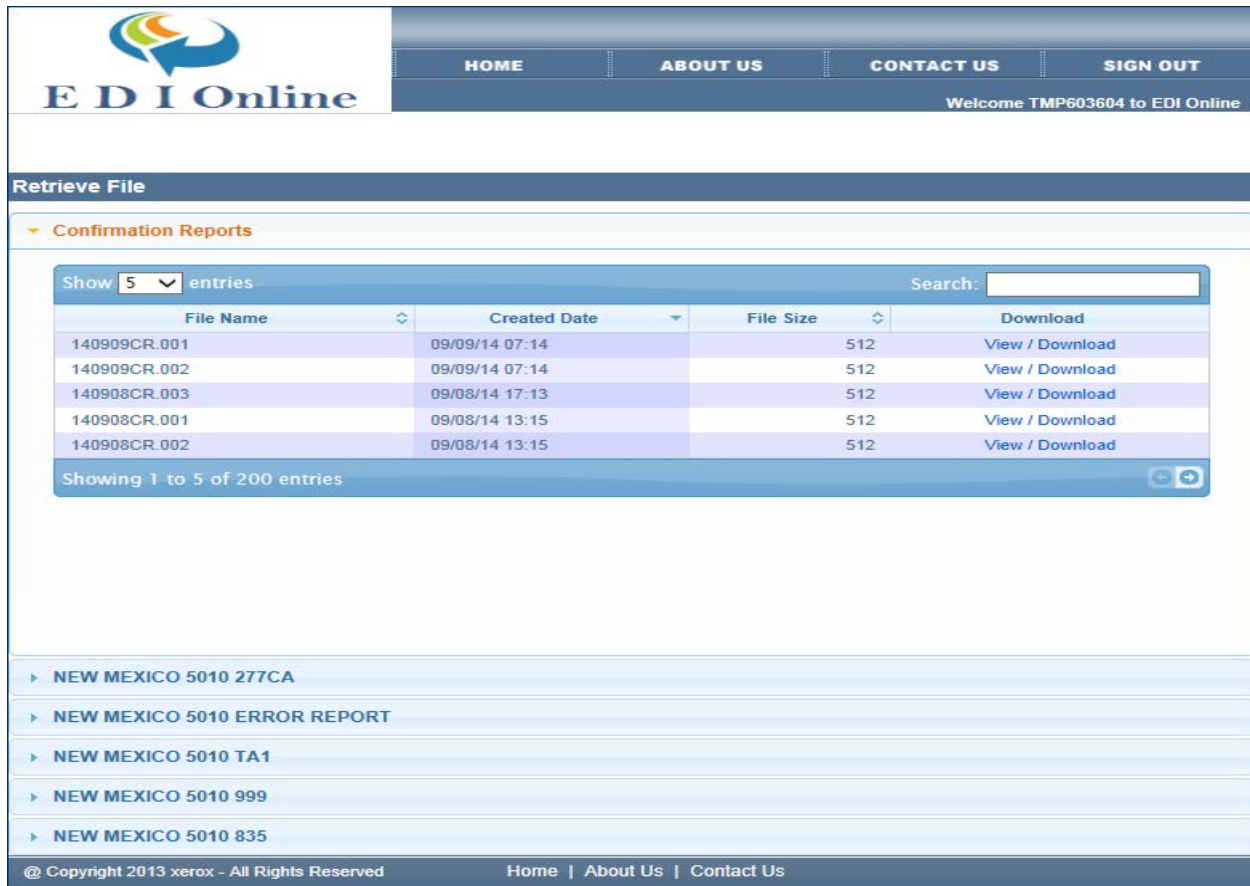
The available confirmation report(s) will be displayed in the next window.

The last report is the one from your most recent file submission. Make sure that the date coincides with the date you submitted the file.

There may be a delay up to 15 minutes before your report appears in the list.

- If you don't see a report for your submission, then refresh the screen.
- If you submit multiple files in one day, the sequence number in the file name will be increased by 1.

Click on your report.

- You will be prompted to save the file. (You will not be allowed to view the report without first saving it).
- Once the file is saved to a desired location, you will be prompted to Open the file.
- You can use Notepad to open the report.

If you do not receive a confirmation report after 15 minutes, contact the New Mexico HIPAA Helpdesk to report the delay.

The following is an example of a **production** file confirmation report:

```
Date: 10/01/14              ACS Host System              Time: 14:22
User Name:                                   User Number: *********

File Number    Payor  Frmt  Type  Ver  Claims  Batches  Tot. Charges  Status  Msg
-----------    -----  ----  ----  ---- ------  -------  ------------  ------  -----
10010228.J85   77048  X12   837P  5010     35        1     17706.86   Prod    001

Messages
001 - File Received.



                    **  End of Report  **
```

The message, '**001 – File received.**' indicates that a production file upload was successful. Production fee-for-service claim files are always processed for payment. Production encounter files process through the production system, but will **never** result in an actual payment..

The following is an example of a **test** file confirmation report:

```
Date: 09/28/11              ACS Host System              Time: 09:35
User Name:                                   User Number: *********

File Number    Payor  Frmt  Type  Claims  Batches  Tot. Charges  Status  Msg
-----------    -----  ----  ----  ------  -------  ------------  ------  -----
09280041.G82   77048  X12   837I      19        2     229024.31   Test    001

Messages
001 - File received, will not be processed for payment.


                    **  End of Report  **
```

The message, '**001 – File received, will not be processed for payment.**' indicates that a **test** file upload was successful. Test files are **never** processed for payment.

Retrieving HTML Confirmation Report, 277CA, and TA1 Files

Follow similar procedures as listed on page 8.