| Logo of the Electronic Submission of Medical Documentation (esMD) Development Applications and Technical Services (DATS) Project | Centers for Medicare & Medicaid Services |
| --- | --- |

Test Center

Test Center User Guide and Handbook

Version 1.0

12/14/2018

Document Number:

**Contract Number:**

Document Change History

Table 1: Record of Changes

| Version Number | Date | Author/Owner | Description of Change |
| --- | --- | --- | --- |
| 1.0 |  |  | Initial Version |

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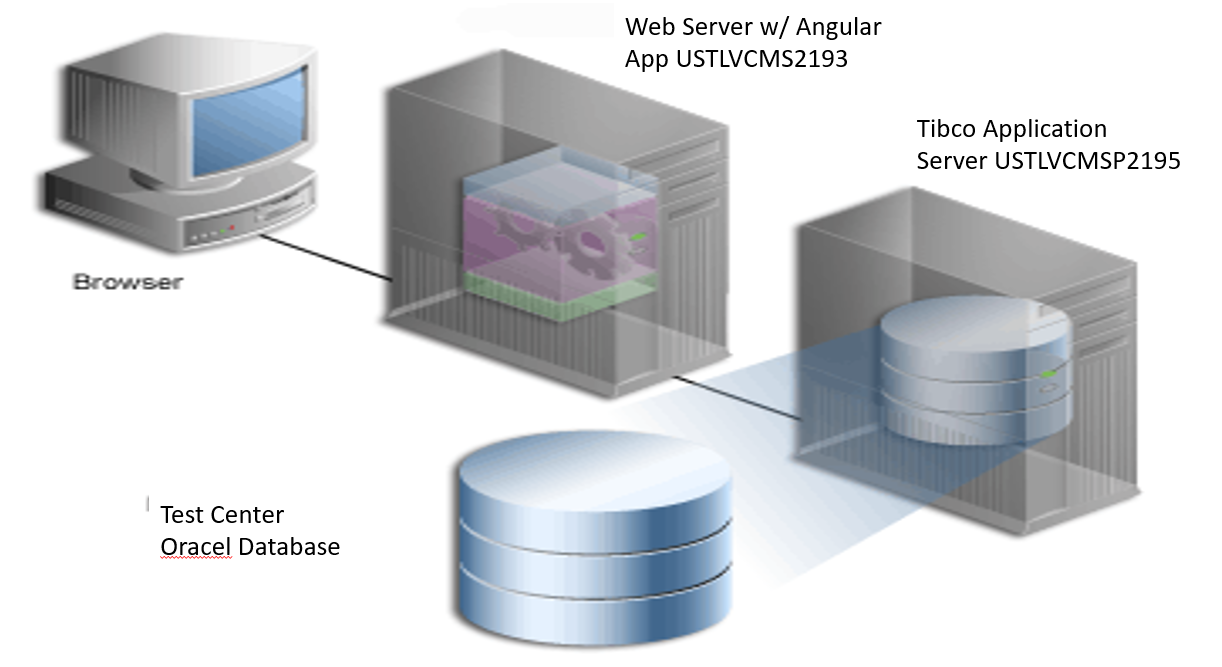
# Introduction

The Centers for Medicare & Medicaid Services (CMS) is a federal agency that ensures health care coverage for more than 100 million Americans. The CMS administers Medicare and provides funds and guidance for all of the 50 states in the nation, for their Medicaid programs and Children’s Health Insurance Program (CHIP). The CMS works together with the CMS community and organizations in delivering improved and better coordinated care.

## Overview of the TestCenter

Test Center Data Entry App is design to help user to generate 278 combined response in the form of flat file to Share System. It is partial project of Share System Automation. The purpose is to release user from manually generate the flat file submit to Share Sytem. The destination of flat file will be generated at VDT shared drive (Z:\SHARED\_SYSTEM\WLResponse).

## System Overview

System consist of three tiers :

Presentation Tier: NodeJS server hosting angular 6 applicatoin on USTLVCMSP2193:8000.

Application Tier: Tibco BW server running on USTLVCMSP2195:8001.

Database Tier: Test Center Oracle DB (ESMDHIH)

## System Requirements

Test Center UI is Angular 6 Application, it requires ES6 Compoatable Web Browser to run. As of current, only Firefox from Citrix was setup to run the application properly.

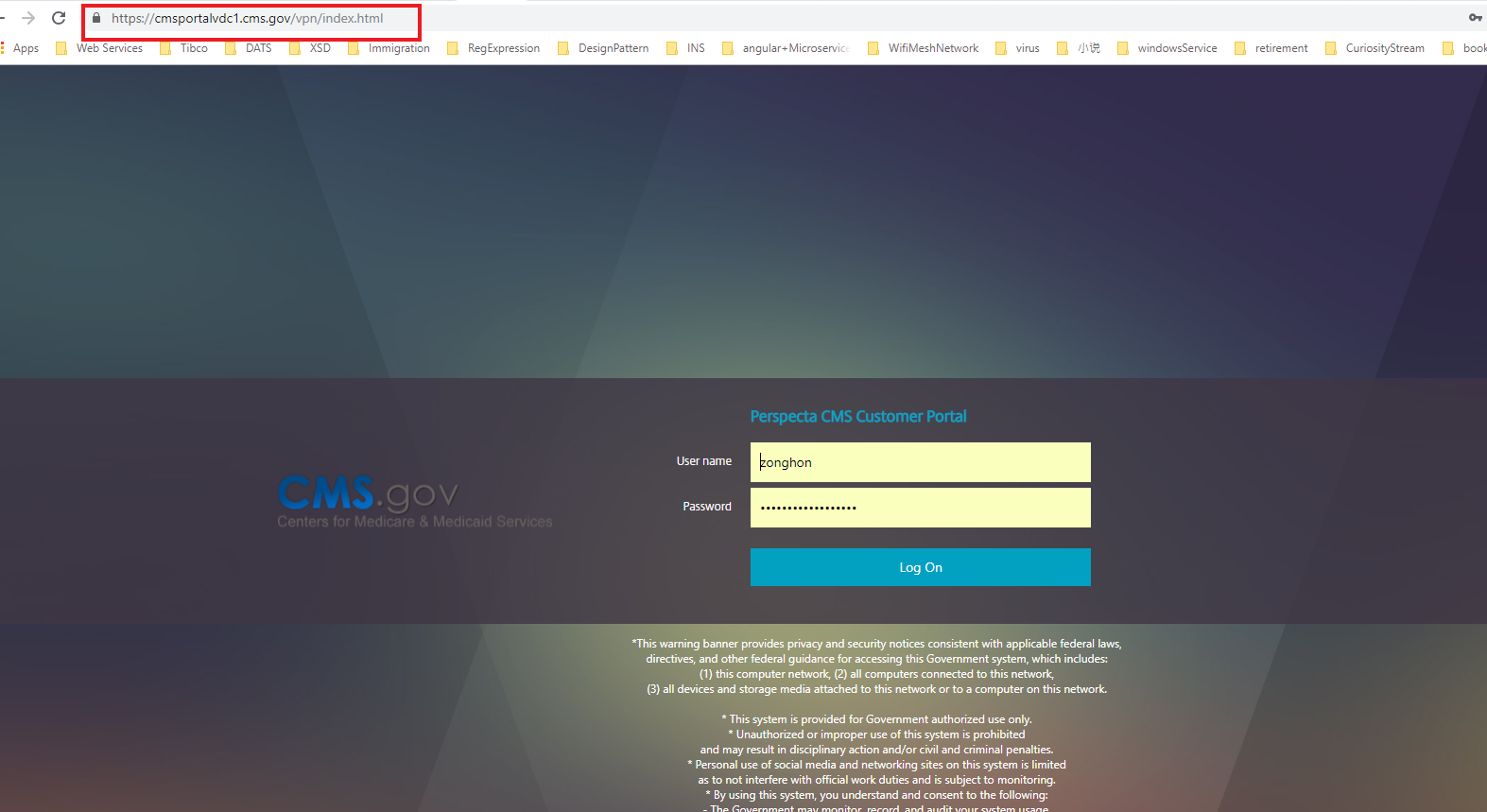
Presentation tier: ustlvcmsp2193, we installed NodeJS (8.12.0), npm(6.4.1) on Red Hat Enterprise 6.10(Santiago)

# How to Start the Test Center and Log In

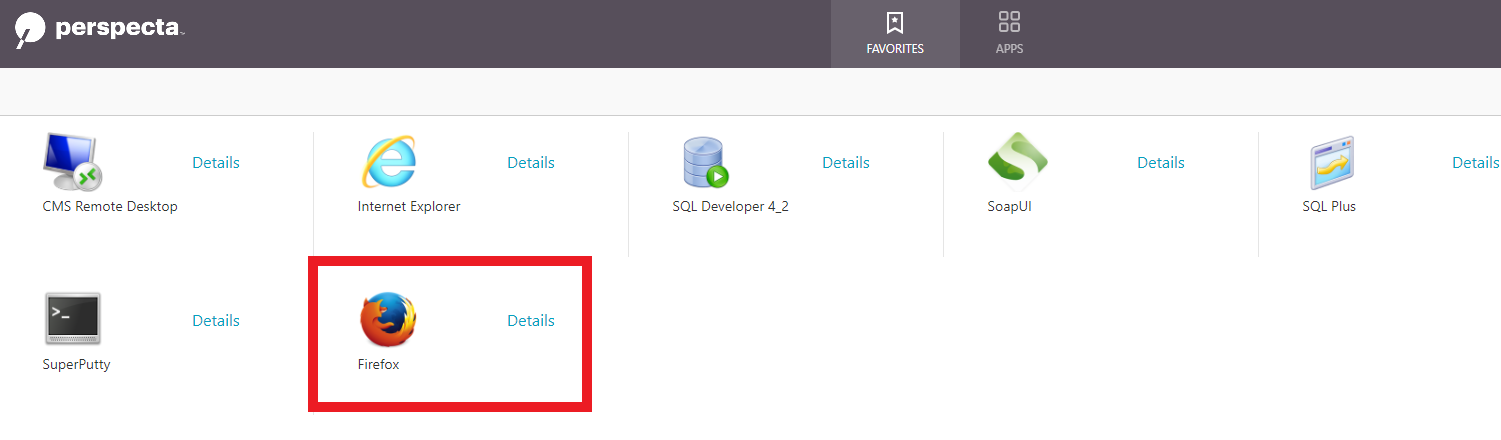
The following are the instructions for starting the Test Center and logging in.

## Start the Test Center

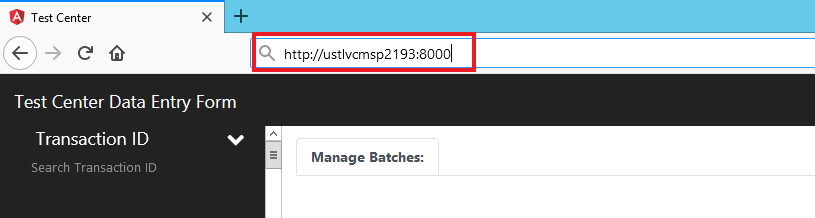
Login to Perspecta CMS Customer Portal @ https://cmsportalvdc1.cms.gov/vpn/index.html



Select Firefox app on Menu.

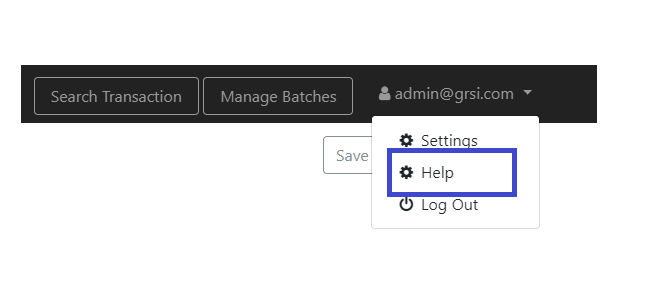


Enter following URL in the brower: <http://ustlvcmsp2193:8000>



## Test Center User Guide Access

To access User Guide click on the right most dropdown menu next to the user id.and select help from the options.



## Test Center Register

N/A

## Test Center Login

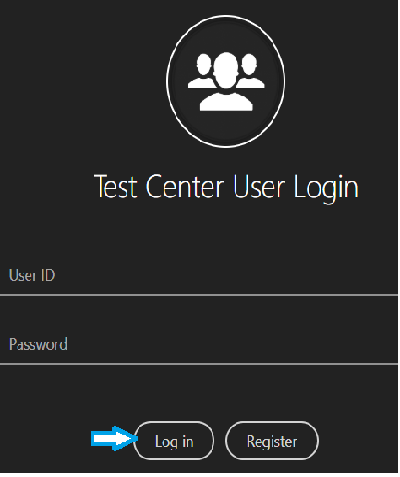
Once Test Center is started, The **Login** screen is displayed.

Enter your **User ID** and **Password**, then select **Login**.

**User ID**: admin

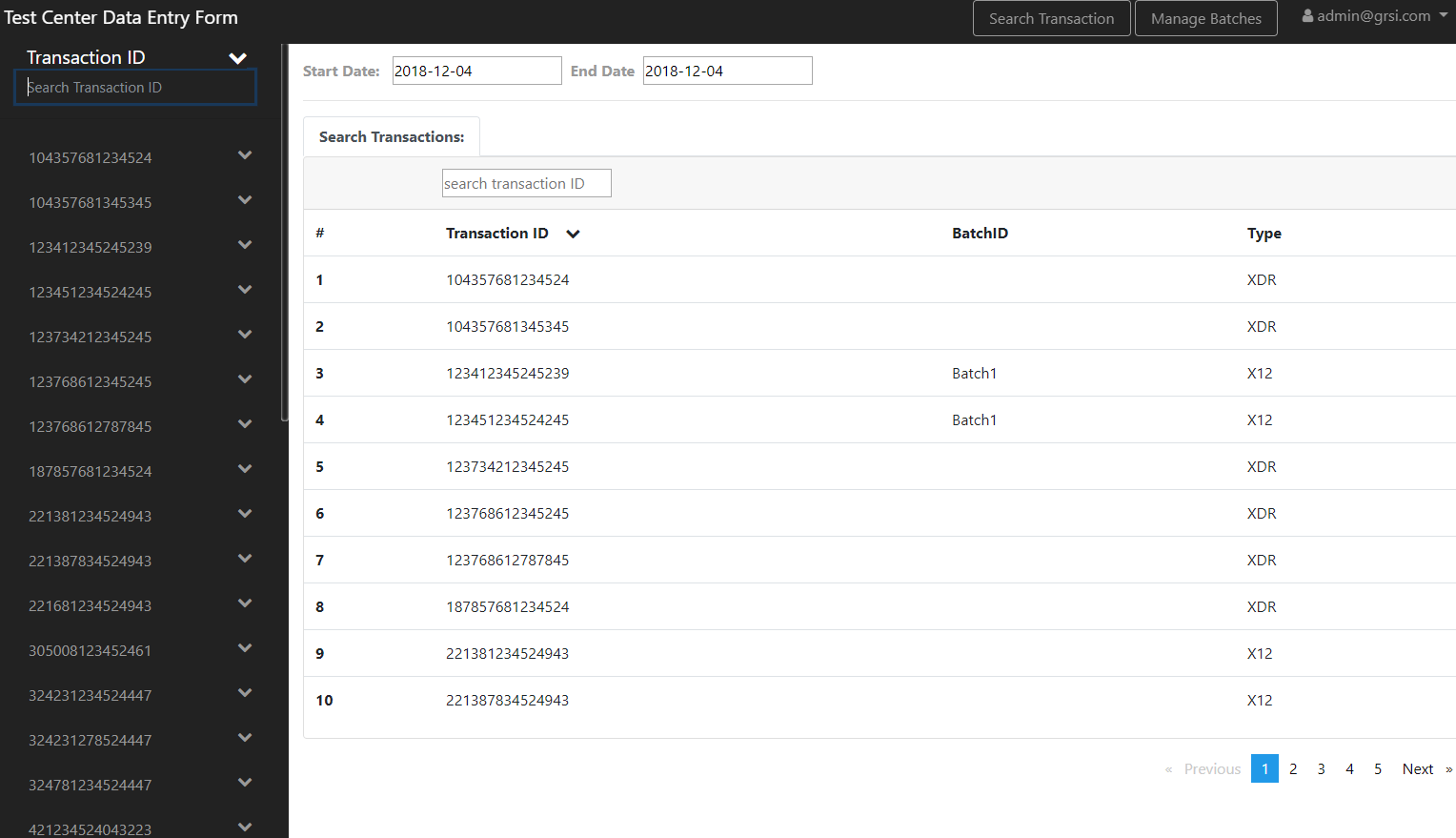
**Password: password**

Figure 1: Test Center login



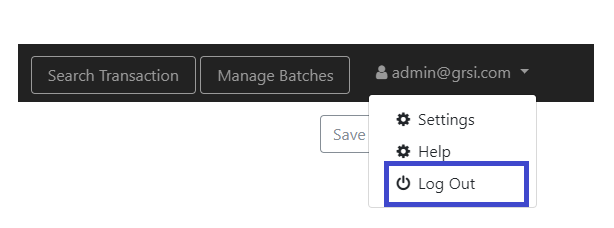
|  |  |
| --- | --- |
|  |  |

**Test Center Data Entry Form** is displayed with Transaction ID’s for those responses are not sent.



## Test Center Logout

For successful log out click on the right most dropdown menu next to the user id.and select Log out from the options.



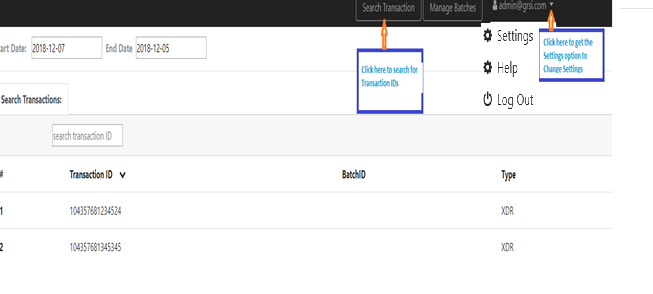
# Test Center Data Entry Form

## Search Transaction

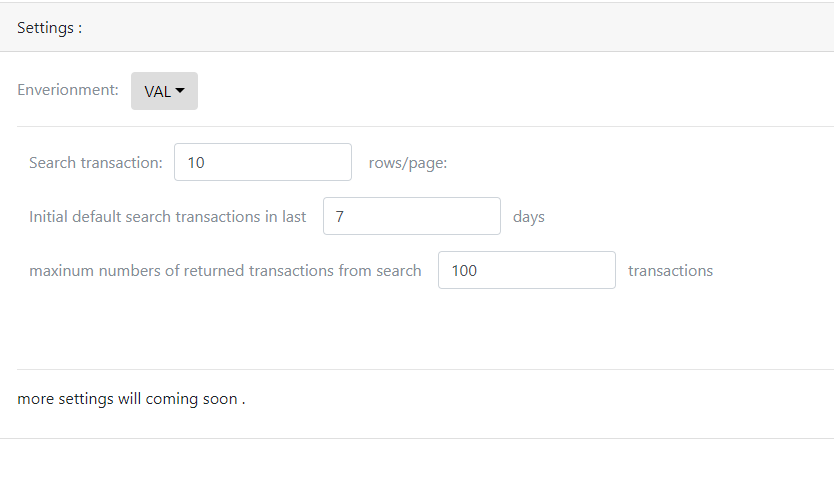
To Search for particular transaction click on **Search Transaction** Tab located on right

hand side .

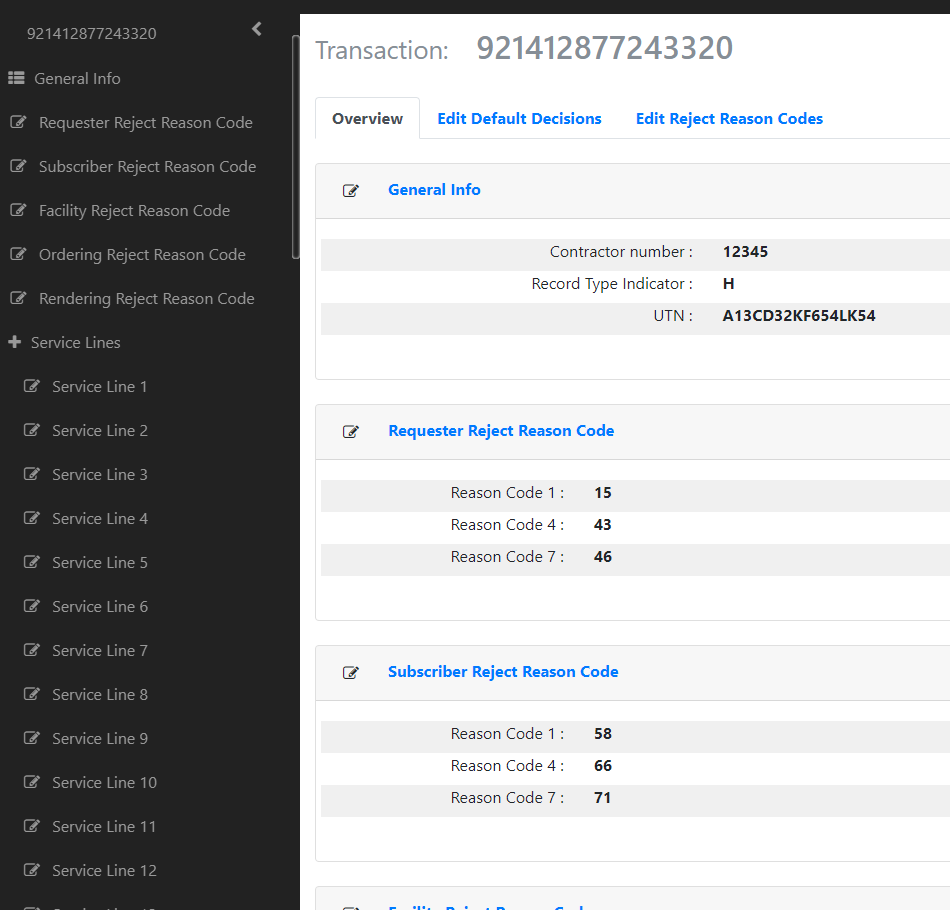
To change the settings click on the right most dropdown menu next to the user id.

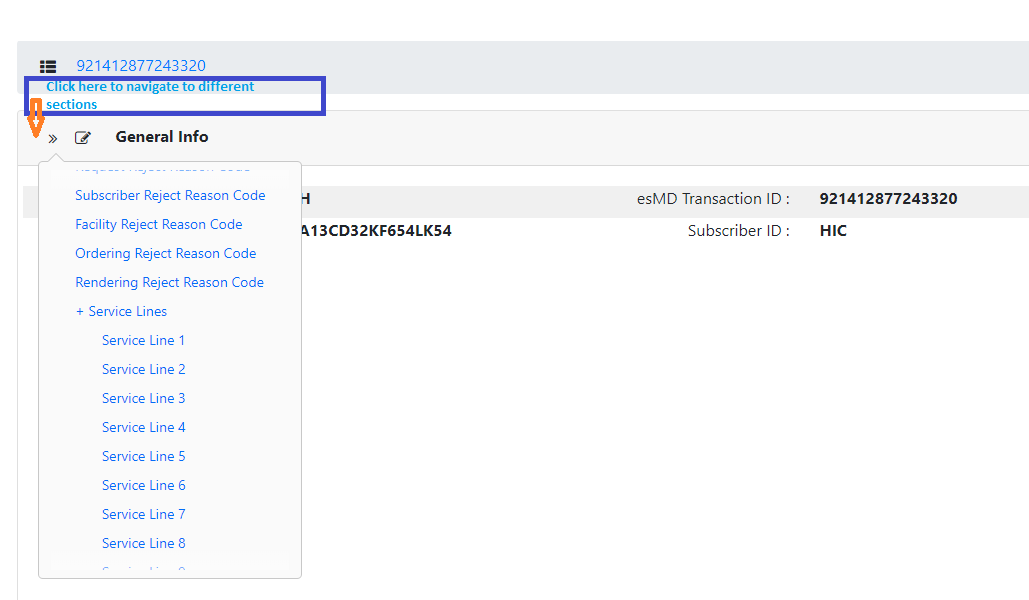


Click on the settings tab to change the view of search transaction.



## Transaction ID

By Clicking on Transaction ID user can see the overview.

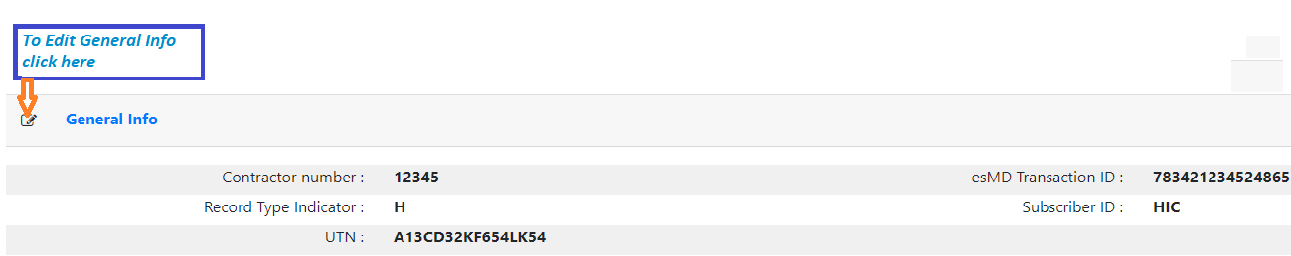
Click on navigate button “>>” located next to the edit button to navigate through different sections 

### 3.2.1 General Info

Contractor number: Number for workload that is generating the esMD Response File

Record Type Indicator: H represents Decision Response

Transaction ID: This data element provides traceability at the transaction level

Subscriber Id: HIC / MBI (for Future transition)   


Click on navigate button “>>” located next to the edit button to navigate through different sections

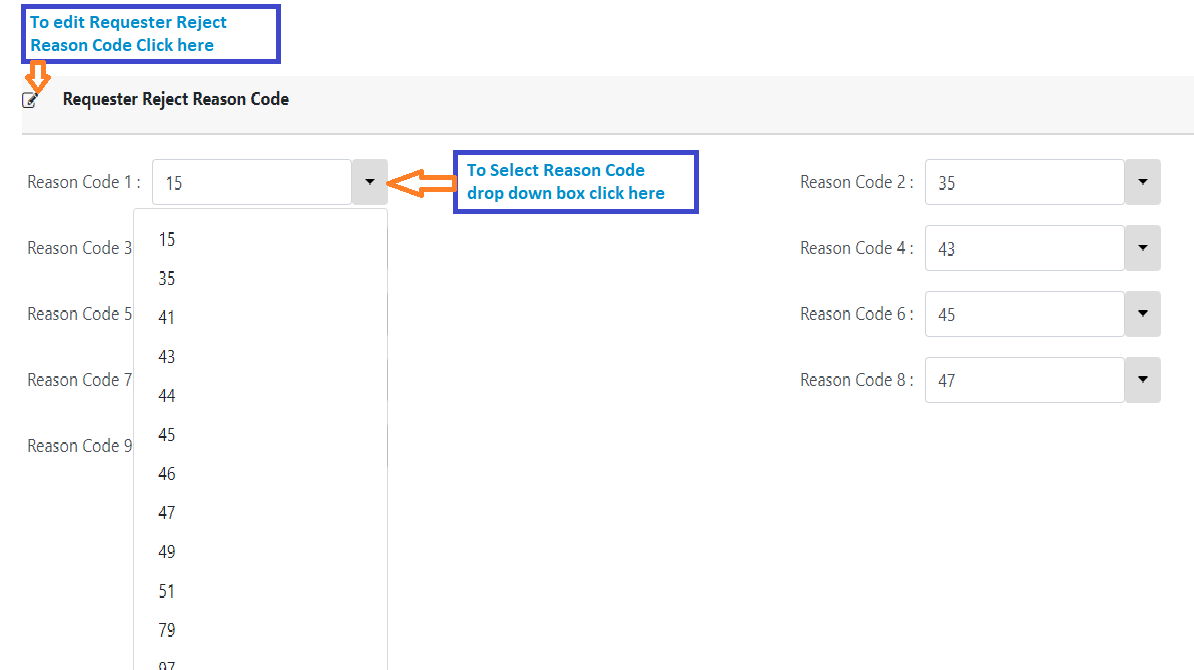
### 3.2.2 Requester Reject Reason Code

Review Contractors medically review some claims to ensure that payment is billed for services that meet all Medicare rules. If the review results in a denied/non-affirmed decision, the review contractor provides a detailed denial/non-affirmed reason to the provider/supplier.

Reason codes are required only when Procedure Level Decision is N - Non Affirmed; optional when Procedure Level Decision is M - Affirmed with Change.

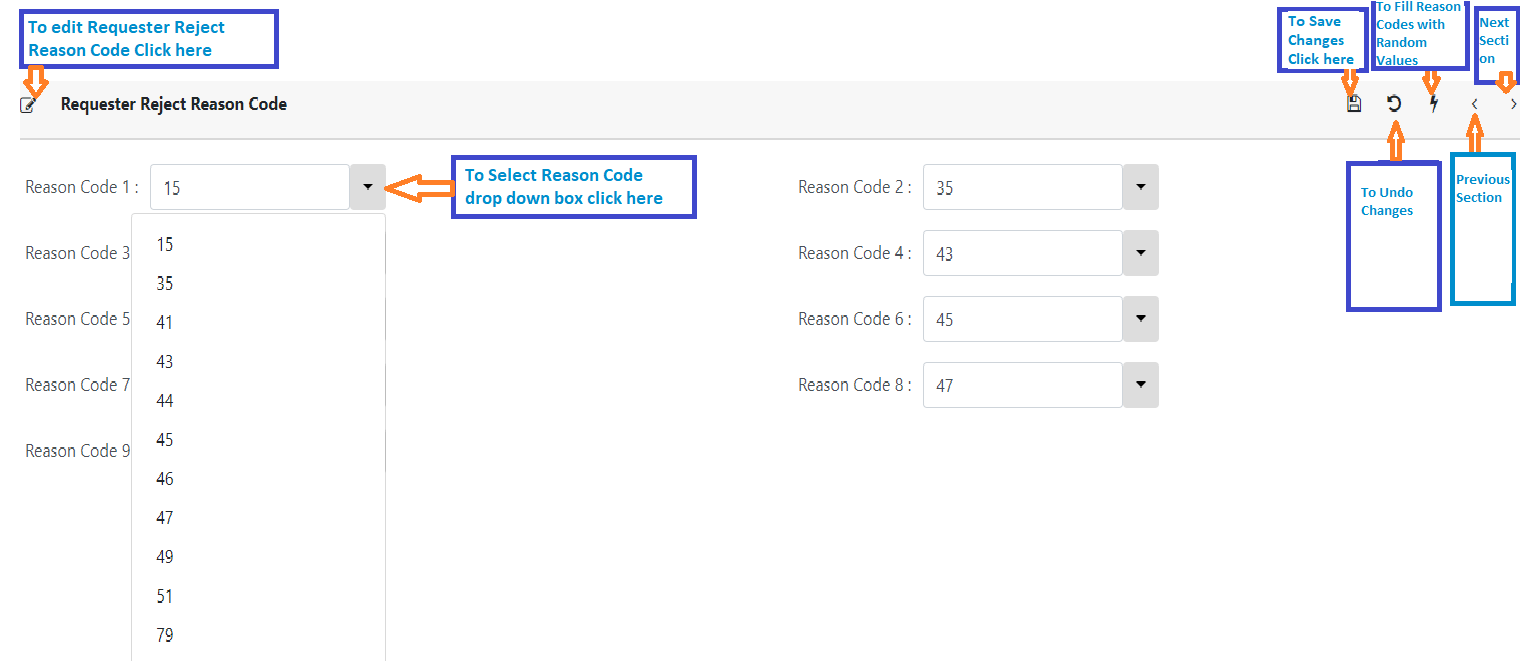
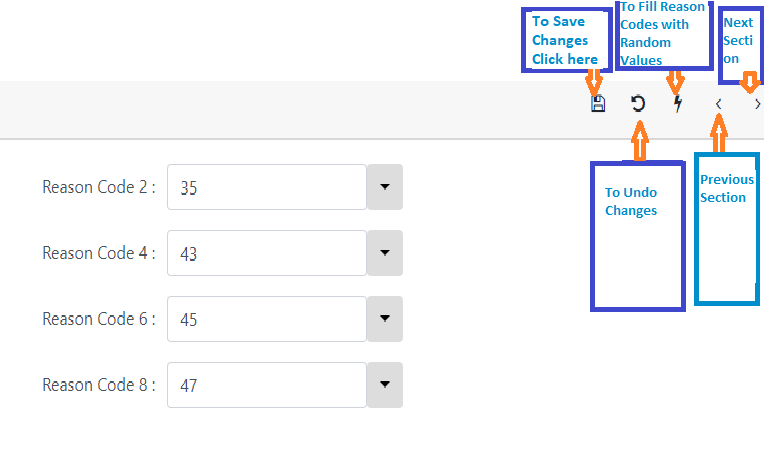
Allowed up to 9 occurrences.

User can edit Reason Codes by clicking on the  button located to the left of Requester Reject Reason code and then select one of the code from the dropdown menu corresponding to the reason code.



User has to click on save button to apply the changes if user does not want to save changes can click on undo button . User has a option to enter random values by clicking onand also can navigate to other tabs by clicking on .

Note: These buttons are located in the right hand side of the page as shown in below figure.



Click on navigate button “>>” located next to the edit button to navigate through different sections

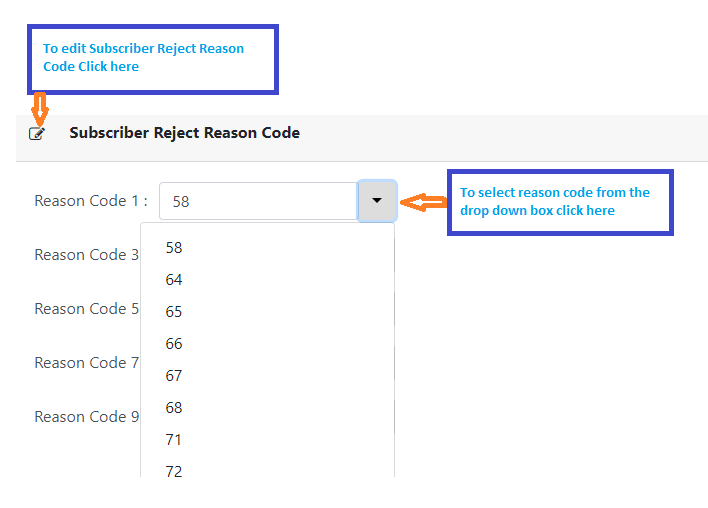
### 3.2.3 Subscriber Reject Reason Code

Review Contractors medically review some claims to ensure that payment is billed for services that meet all Medicare rules. If the review results in a denied/non-affirmed decision, the review contractor provides a detailed denial/non-affirmed reason to the provider/supplier.

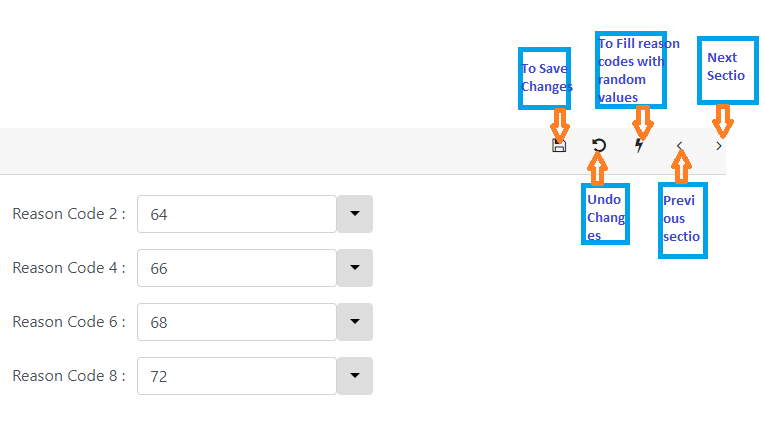
Reason codes are required only when Procedure Level Decision is N - Non Affirmed; optional when Procedure Level Decision is M - Affirmed with Change.

Allowed up to 9 occurrences.

User can edit Reason Codes by clicking on the  button located to the left of Subscriber Reject Reason code and then select one of the code from the dropdown menu corresponding to the reason code.



User has to click on save button to apply the changes if user does not want to save changes can click on undo button . User has a option to enter random values by clicking onand also can navigate to other tabs by clicking on .

Note: These buttons are located in the right hand side of the page as shown in below figure.

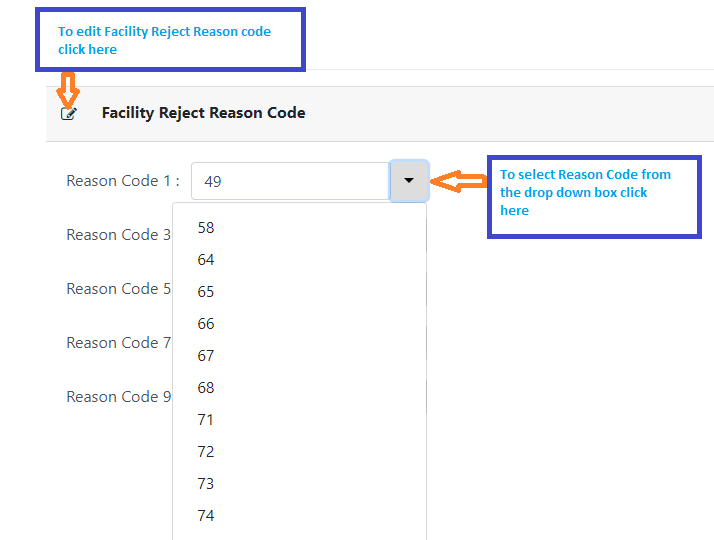
Click on navigate button “>>” located next to the edit button to navigate through different sections

### 3.2.4 Facility Reject Reason Code

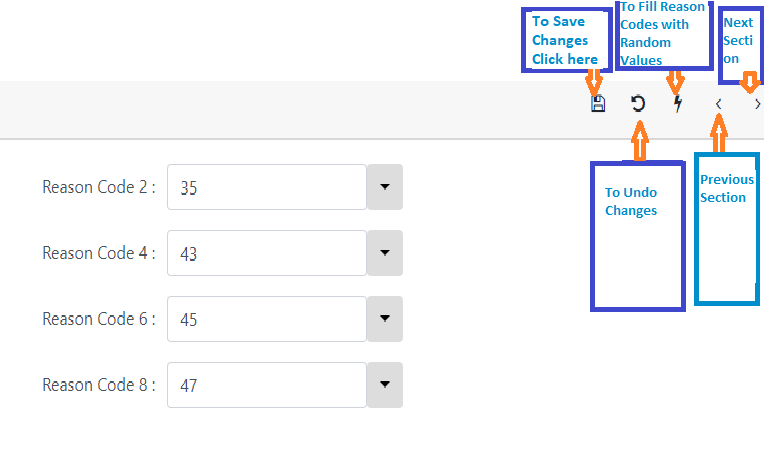
Review Contractors medically review some claims to ensure that payment is billed for services that meet all Medicare rules. If the review results in a denied/non-affirmed decision, the review contractor provides a detailed denial/non-affirmed reason to the provider/supplier.

Reason codes are required only when Procedure Level Decision is N - Non Affirmed; optional when Procedure Level Decision is M - Affirmed with Change.

Allowed up to 9 occurrences.

User can edit Reason Codes by clicking on the  button located to the left of Facility Reject Reason code and then select one of the code from the dropdown menu corresponding to the reason code.User has to click on save button to apply the changes if user does not want to save changes can click on undo button . User has a option to enter random values by clicking onand also can navigate to other tabs by clicking on .

Note: These buttons are located in the right hand side of the page as shown in below figure.



Click on navigate button “>>” located next to the edit button to navigate through different sections

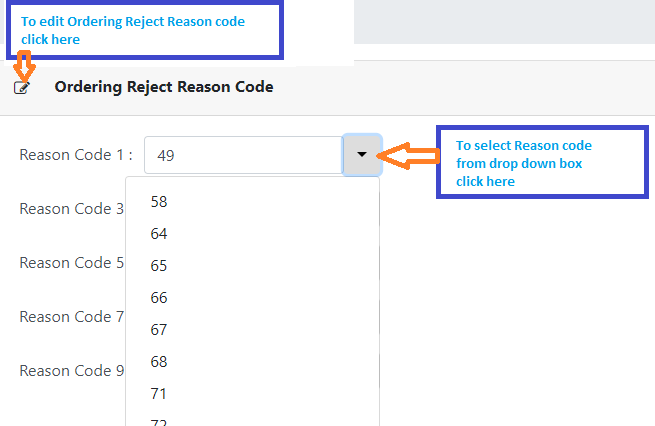
### 3.2.5 Ordering Reject Reason Code

Review Contractors medically review some claims to ensure that payment is billed for services that meet all Medicare rules. If the review results in a denied/non-affirmed decision, the review contractor provides a detailed denial/non-affirmed reason to the provider/supplier.

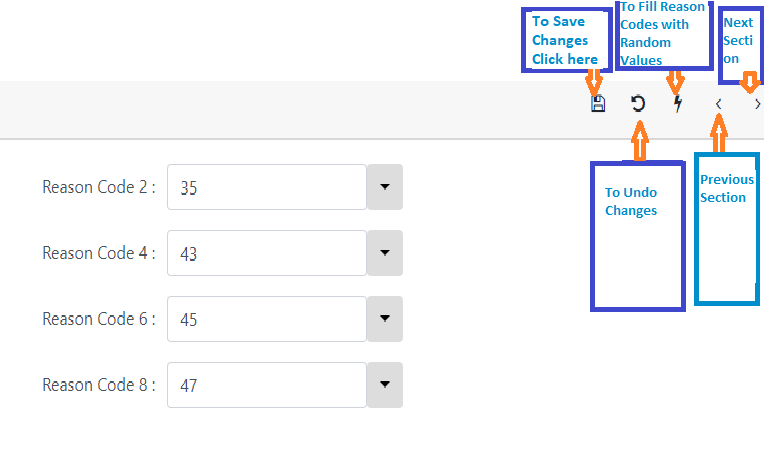
Reason codes are required only when Procedure Level Decision is N - Non Affirmed; optional when Procedure Level Decision is M - Affirmed with Change.

Allowed up to 9 occurrences.

User can edit Reason Codes by clicking on the  button located to the left of Ordering Reject Reason code and then select one of the code from the dropdown menu corresponding to the reason code.



User has to click on save button to apply the changes if user does not want to save changes can click on undo button . User has a option to enter random values by clicking onand also can navigate to other tabs by clicking on .

Note: These buttons are located in the right hand side of the page as shown in below figure.

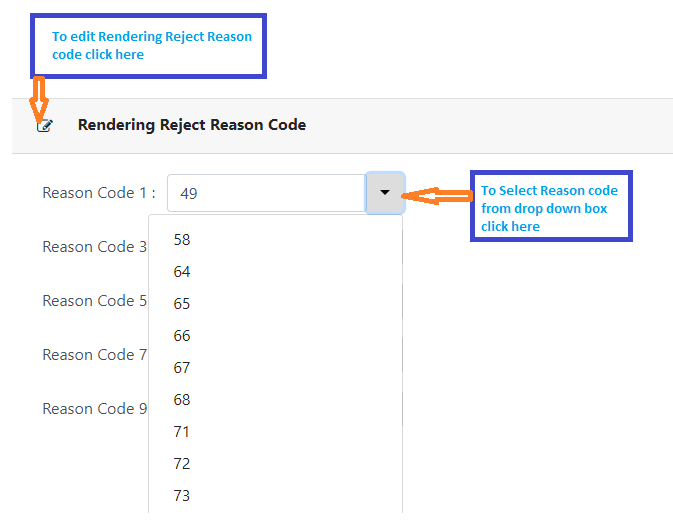
Click on navigate button “>>” located next to the edit button to navigate through different sections

### 3.2.6 Rendering Reject Reason Code

Review Contractors medically review some claims to ensure that payment is billed for services that meet all Medicare rules. If the review results in a denied/non-affirmed decision, the review contractor provides a detailed denial/non-affirmed reason to the provider/supplier.

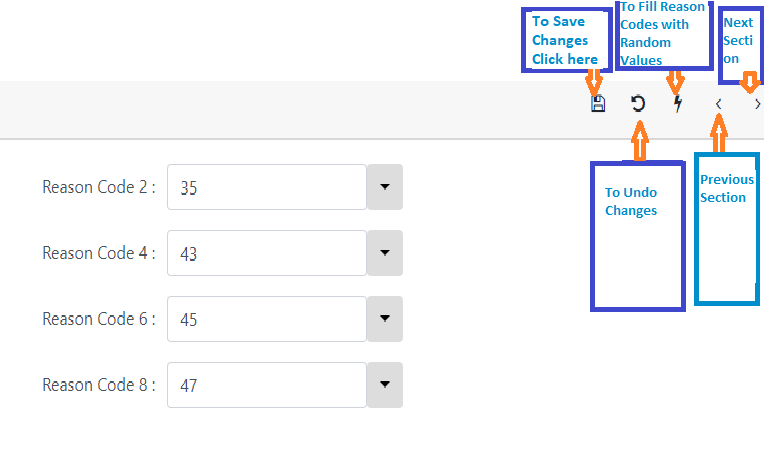
Reason codes are required only when Procedure Level Decision is N - Non Affirmed; optional when Procedure Level Decision is M - Affirmed with Change.

Allowed up to 9 occurrences.

User can edit Reason Codes by clicking on the  button located to the left of Rendering Reject Reason code and then select one of the code from the dropdown menu corresponding to the reason code.

User has to click on save button to apply the changes if user does not want to save changes can click on undo button . User has a option to enter random values by clicking onand also can navigate to other tabs by clicking on .

Note: These buttons are located in the right hand side of the page as shown in below figure.



Click on navigate button “>>” located next to the edit button to navigate through different sections

### 3.2.7 Service Lines

User can edit Service Line parameters by clicking on the  button located to the left of Service Line # .

User has to click on save button to apply the changes if user does not want to save changes can click on undo button . User has a option to enter random values by clicking onand also can navigate to other tabs by clicking on .

Note: These buttons are located in the right hand side of the page as shown in below figure.

**Procedure Code**: Value manually entered into HUPA screen for XDR Responses

**Decision Indicator** : "A" = Affirmed;

"N" = Non-Affirmed;

"M" = Modified;

"R" = Rejected

**Service Trace Number**: Not available for XDR Responses

**Review Decision Reason Code**: Required for Decision Indicator = "N"; Up to 5 allowed

Note: Not Allowed for Decision Indicator = "A" and "M"

**SERVICE REQUEST Reject Reason code**: Allowed up to 9 occurrences

**Program Reason Code**: Supports up to 10 codes (each code is 5 alpha-numeric characters) in each Response.

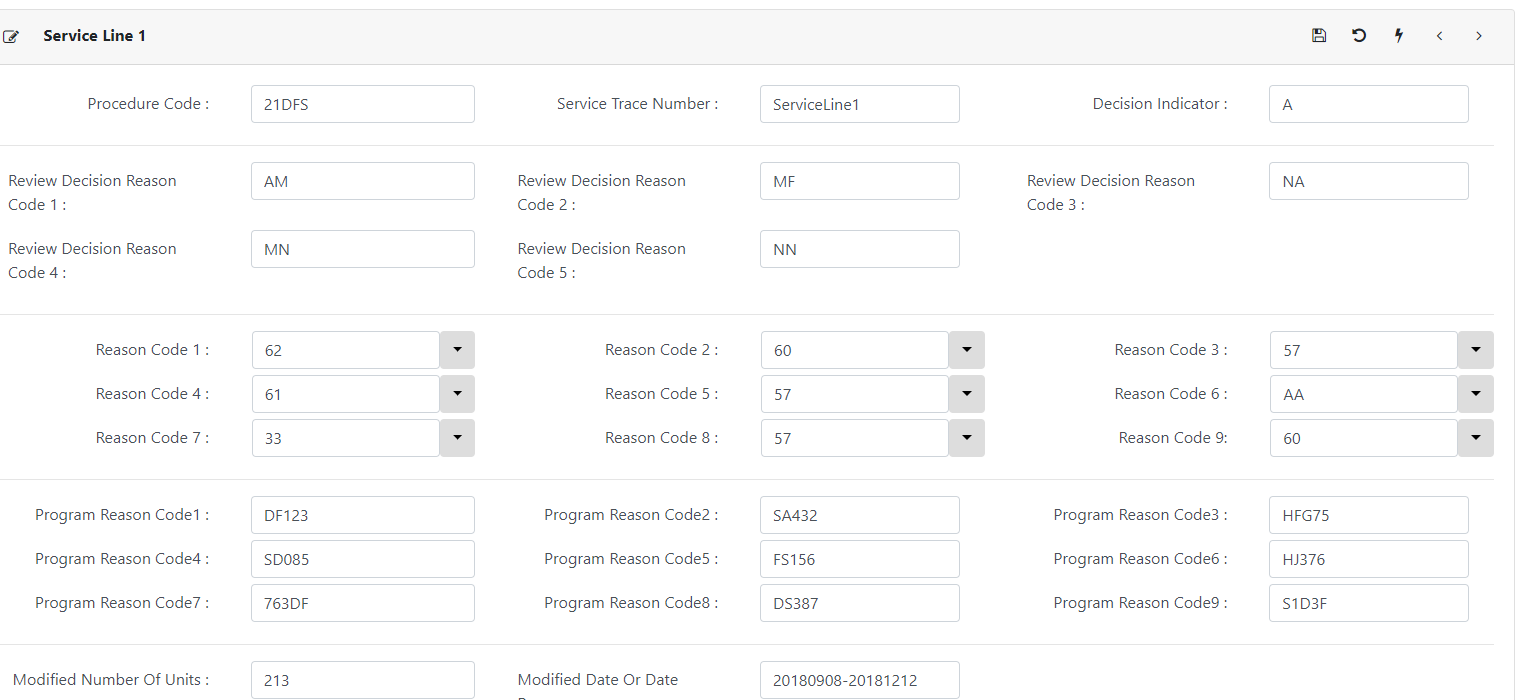
Required for Decision Indicators = "N" (for X12 and XDR);

Allowed for Decision Indicator = "M" or "R" (for X12 and XDR) Responses;

Not allowed for Decision Indicator = "A" (for X12 and XDR) Responses.

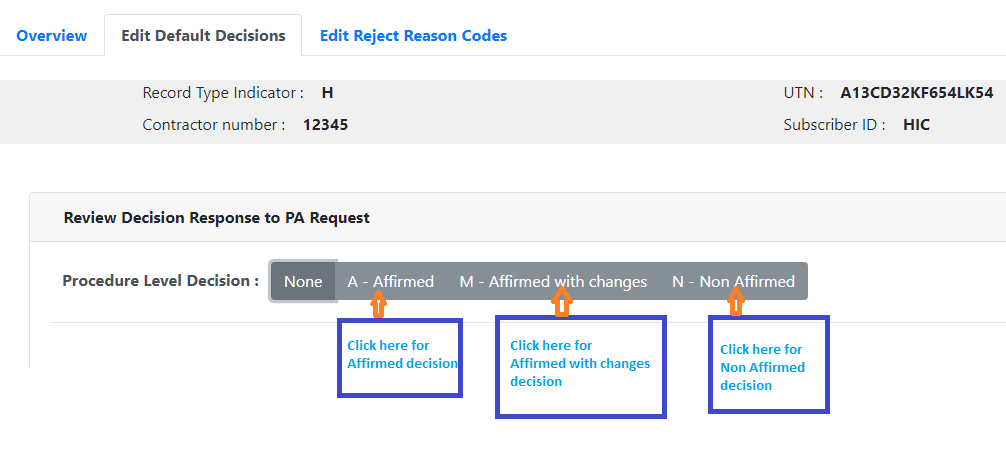
**Modified number of units**: For Decision Indicator = "M" only

**Modified Date or Date Range**: For Decision Indicator = "M" only



Click on navigate button “>>” located next to the edit button to navigate through different sections

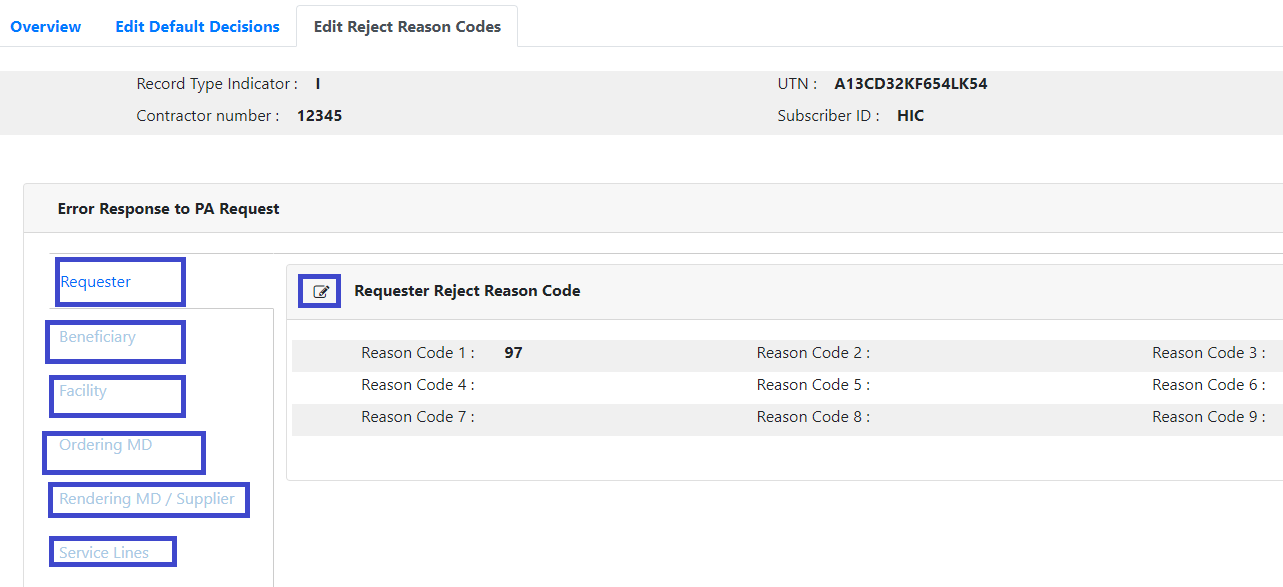
## Edit Default Sessions:

In this window Procedure Level Decision can be select among Affirmed(A), Affirmed with changes (M), or Non Affirmed by clicking on the tabs. User can edit the corresponding data and save.

## Edit Reject Reason Codes:

To update Reason Codes related to Requester, Beneficiary, Facility, Ordering MD, Rendering MD / Supplier or Service lines click on the corresponding tab and then click on edit button .

Note: Editing Service lines applies to all service lines.



After clicking on edit button user can select Reject Error Codes from the drop down menu.

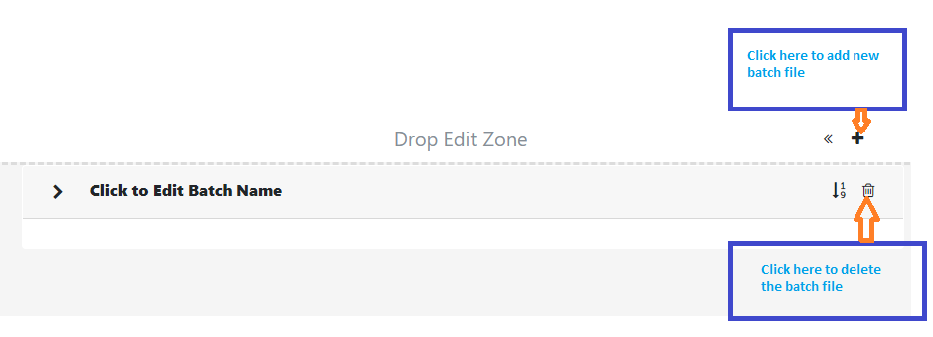


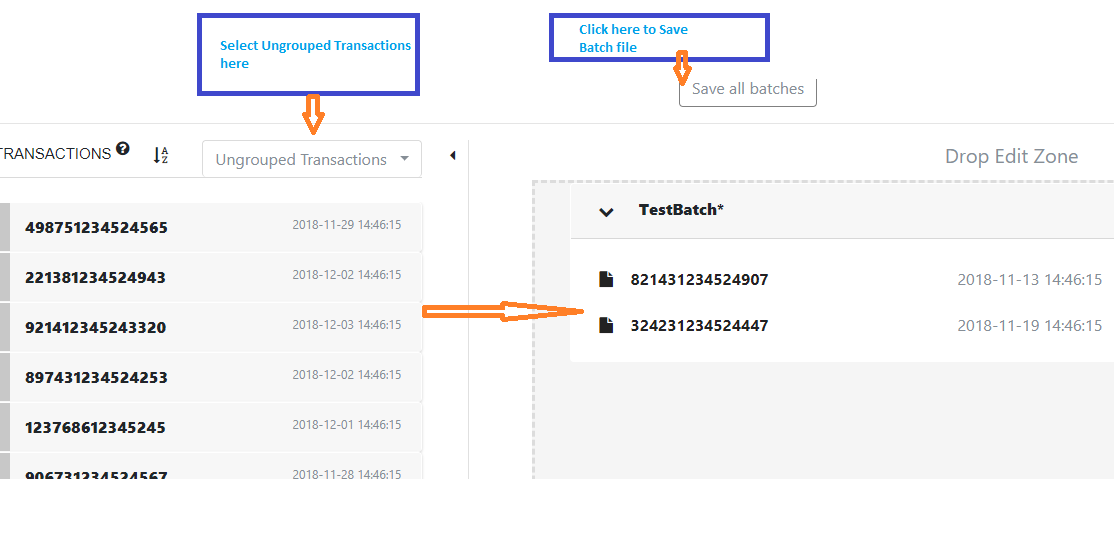
## Manage Batches

To Manage batch files from different Transaction Id’s click on **Manage Batches** Tab located on right hand side .

### 3.5.1 Create New Batch File:

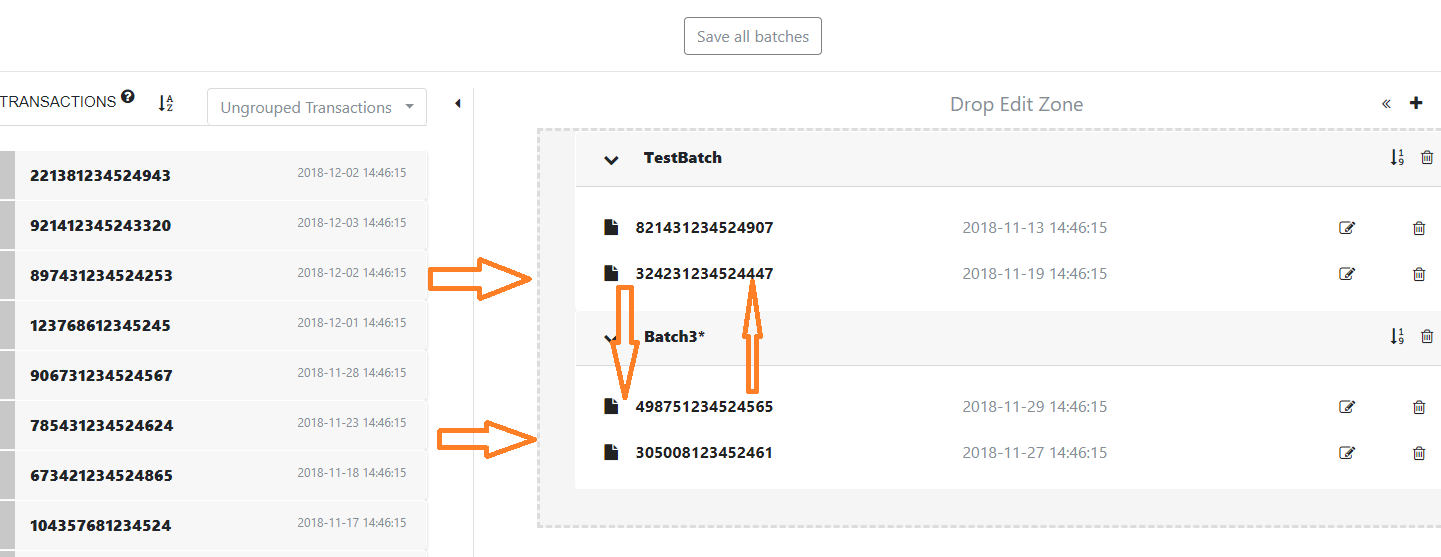
Click on + to add batch file as shown in below figure and add Transactions from Ungrouped Transactions by click and drag.





### 3.5.2 Edit Batch Files:

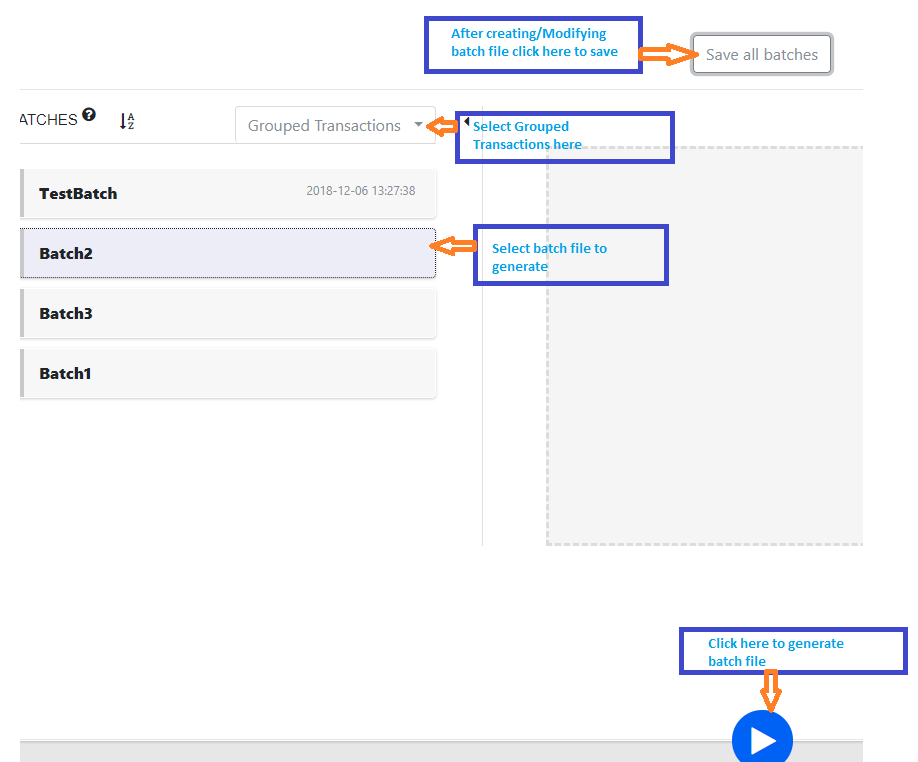
User can edit batch files from **Ungrouped Transactions** and/or from other batch files.



### 3.5.3 Save Batch File:

After creating or Editing batch file, need to click on **Save all batches** tab.

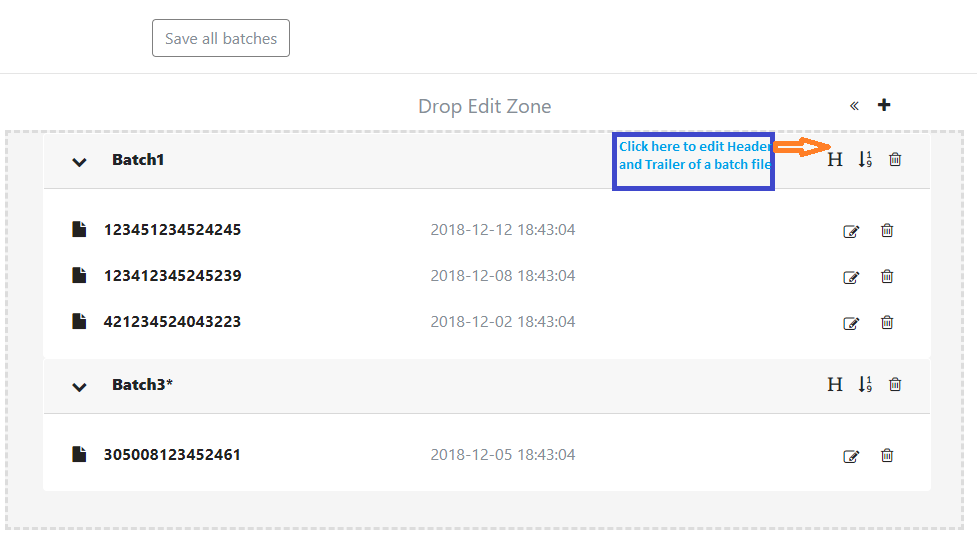
To generate batch file select Grouped Transactions from the drop down menu, select one of the batch file and click on .



### 3.5.4 Edit Header and Trailer of Batch File:

The elements for the Header , and Trailer when sending an error response (for the received X12 278 / XDR responses from Workoads) from esMD to Workloads.

Header and Trailer elements can be modified by clicking on “H” as shown below.



User can edit Header and Trailer info by clicking on the  button located to the left of Header & Trailer.

**Header Elements:**

Record Type Indicator**:** Response file from the Workload to esMD - Header record.

Data Center ID**:** The ID for the Data Center to which the file is being sent.

Contract Workload Number: Workload Number that generated the Response file.

Type of Transactions : Type of Claims in this file.

Workload Batch Cycle Date: The date/time when the Workload generated the Response File sent to esMD.

**Trailer Elements:**

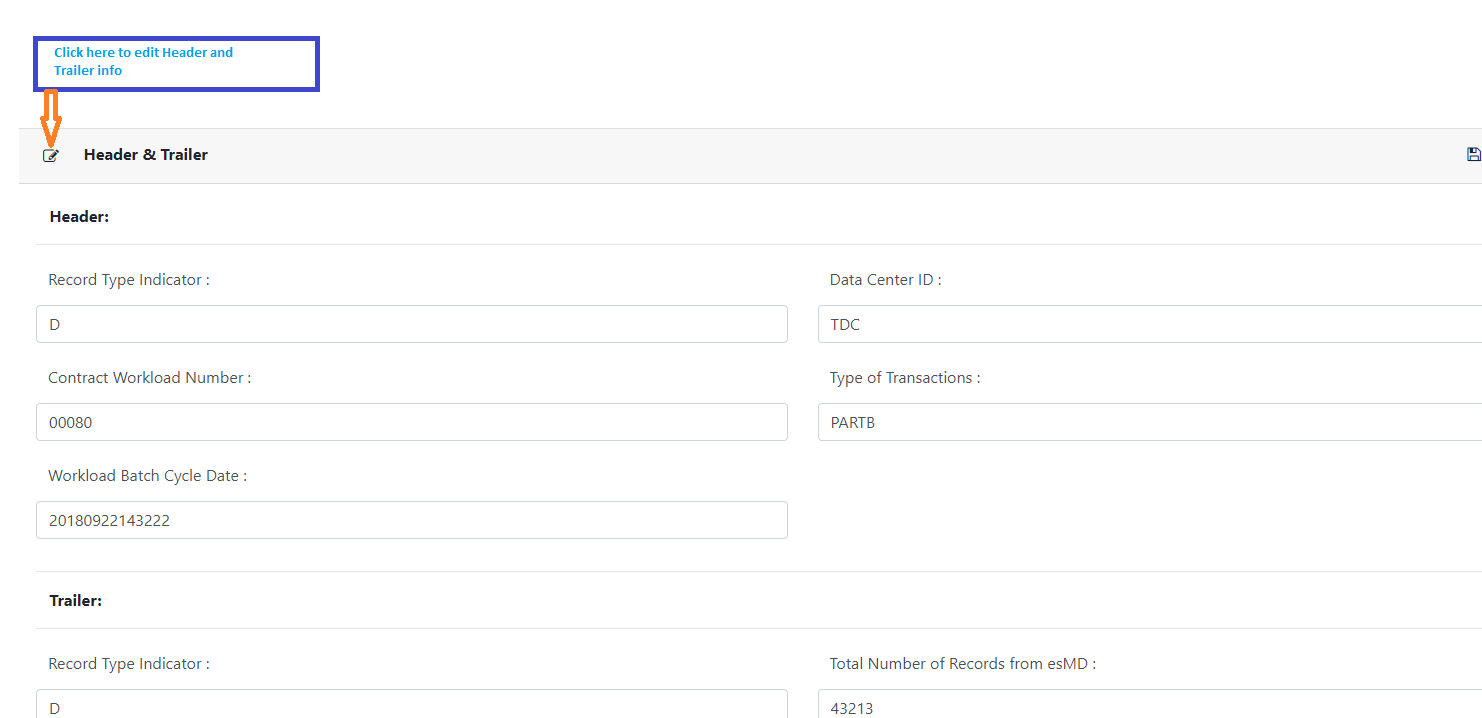
Record Type Indicator: Response file from the Workload to esMD - Trailer record.

Total Number of Records from esMD: Total number of records sent by esMD that were processed by this workload.

Total Number of records: The total number of records sent by the workload to esMD.

Number of Decision Response records: The number of Decision Responses (X12 and XDR) sent in the response file.

Number of Error records: The number of Error Records (X12 and XDR with [AAA]) sent in the response file.



User has to click on save button to apply the changes if user does not want to save changes can click on undo button . User has a option to enter random values by clicking on

