| 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

12/04/2018

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

## System Overview

## System Requirements

# 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

## Test Center Register

N/A

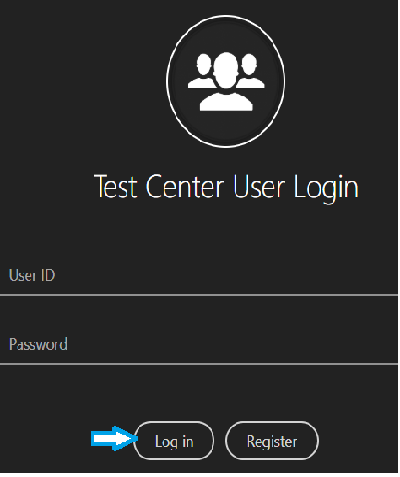
## Test Center Login

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

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

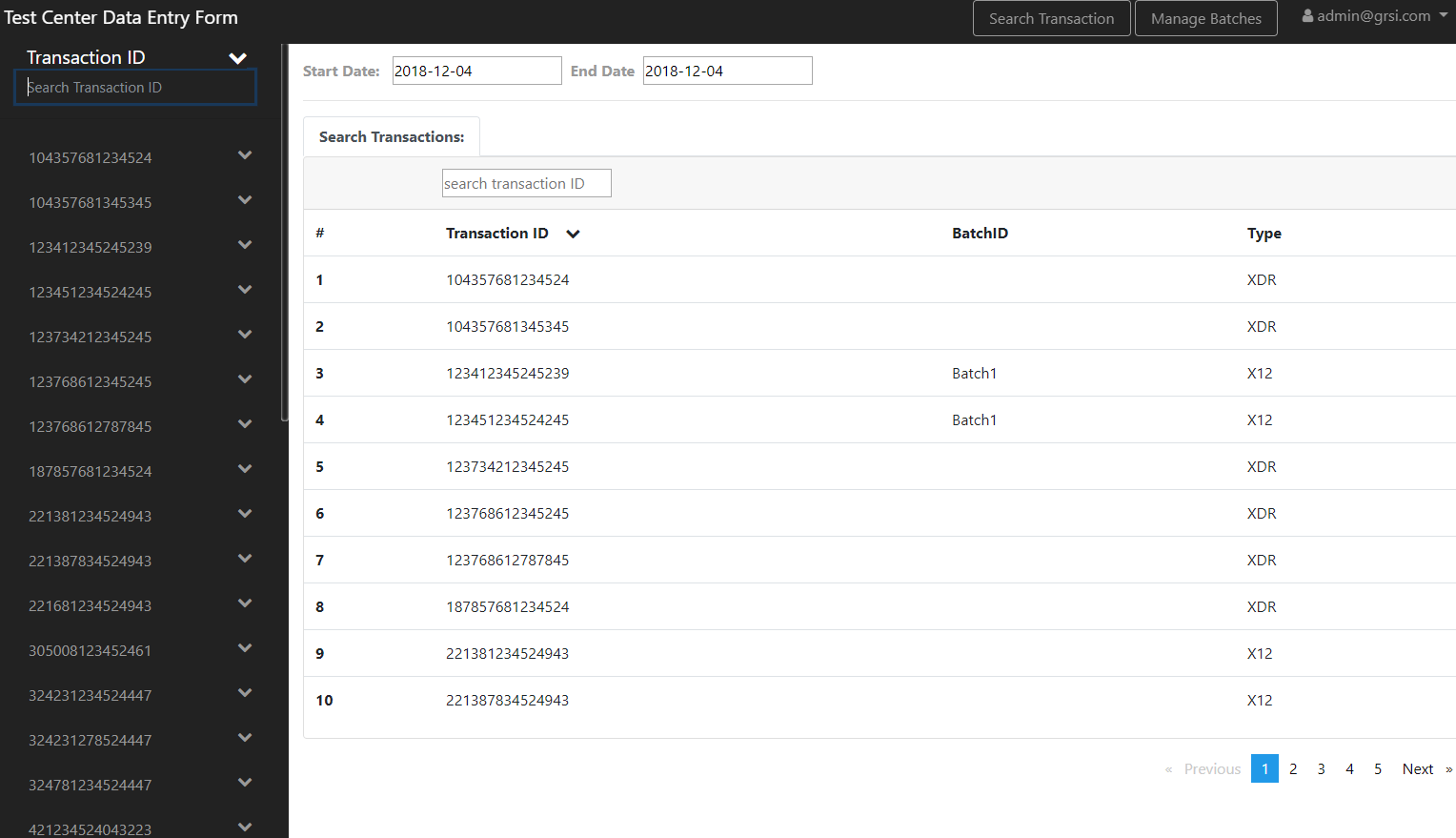
**User ID**: admin

**Password: password**



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



# Test Center Data Entry Form

## Search Transaction

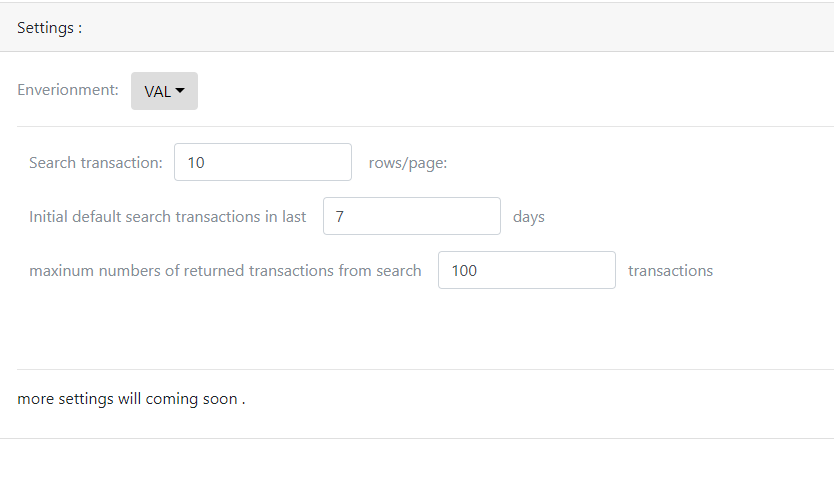
To Search for particular transaction click on **Search Transaction** Tab located on right

hand side .

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

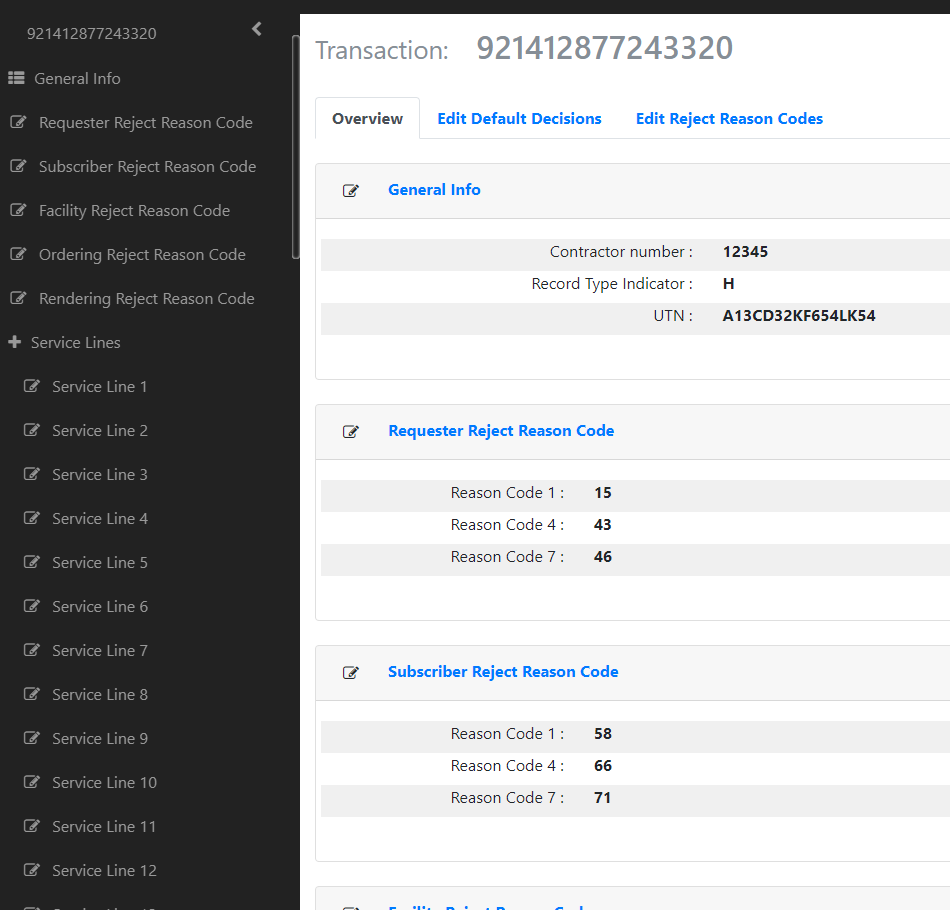
## 

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



## Transaction ID

By Clicking on Transaction ID user can see the overview.



Over View

### 

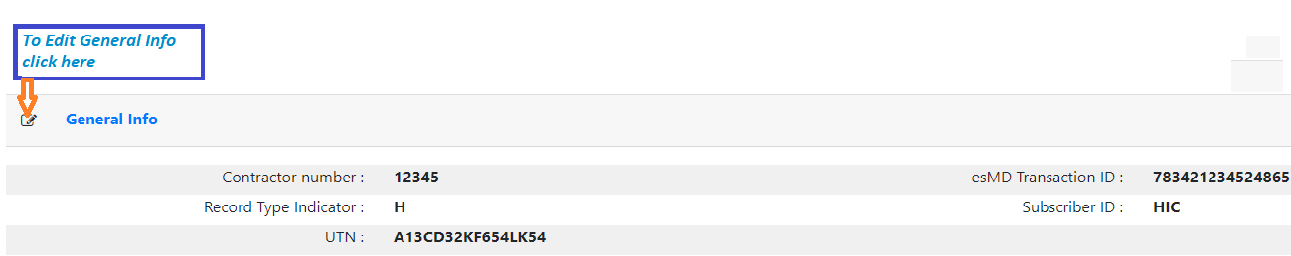
### General Info

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

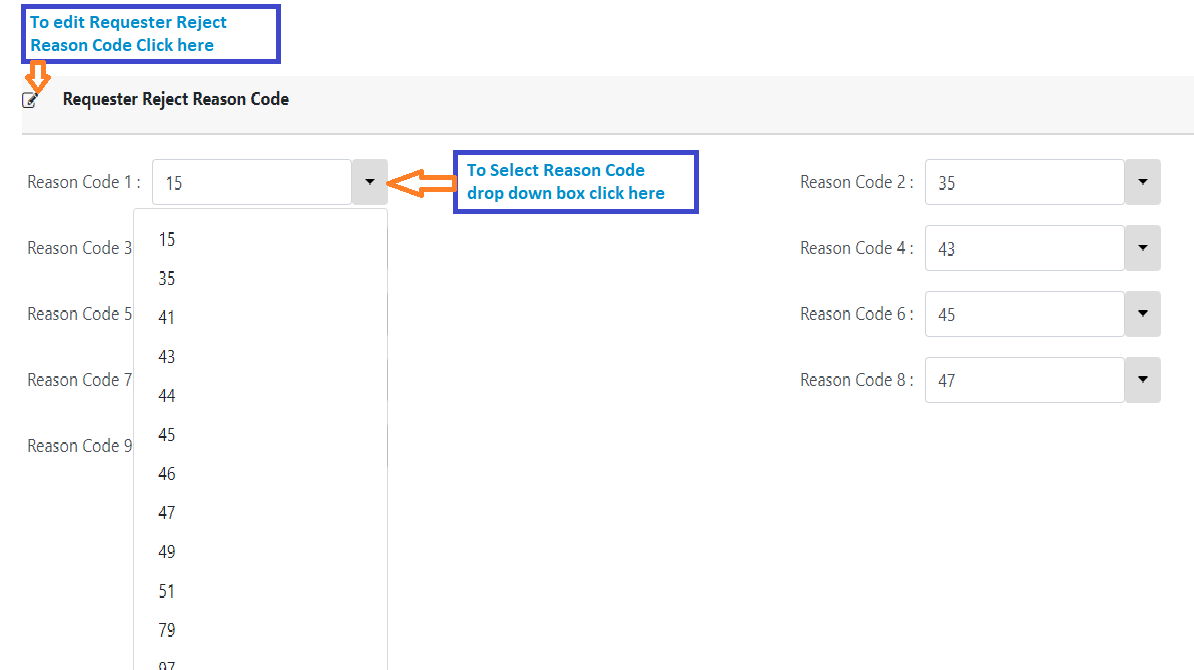
Subscriber Id: HIC / MBI (for Future transition) This element is used by CWF but is not returned to the HIH for XDR Requests???????



### 

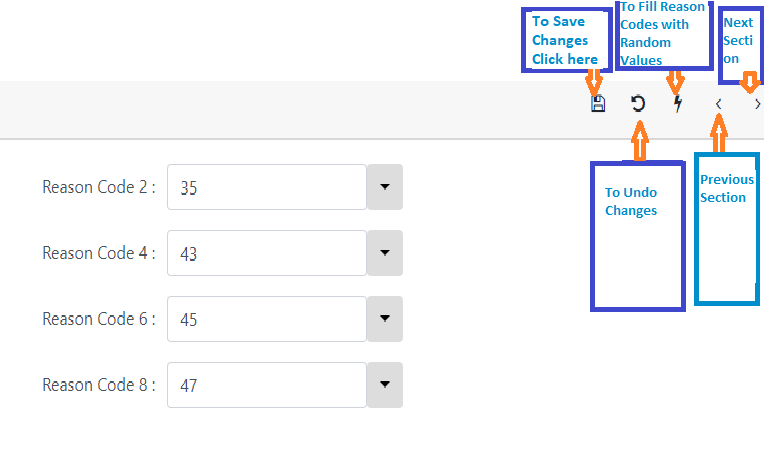
### Requester Reject Reason Code

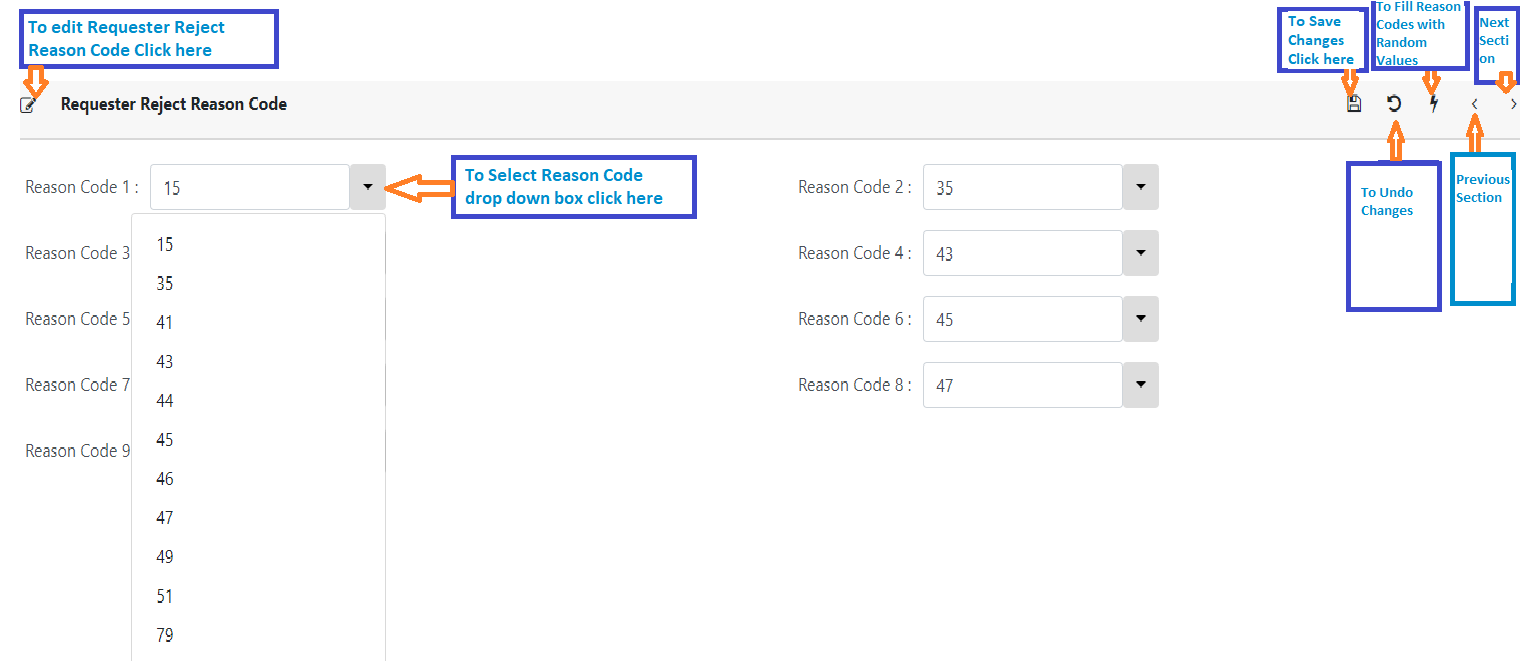
User can edit Reason Codes by clicking on the  button located to the left of Requester Reject Reason code and then select one of the code from the dropdown box corresponding to the reason code.



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 .

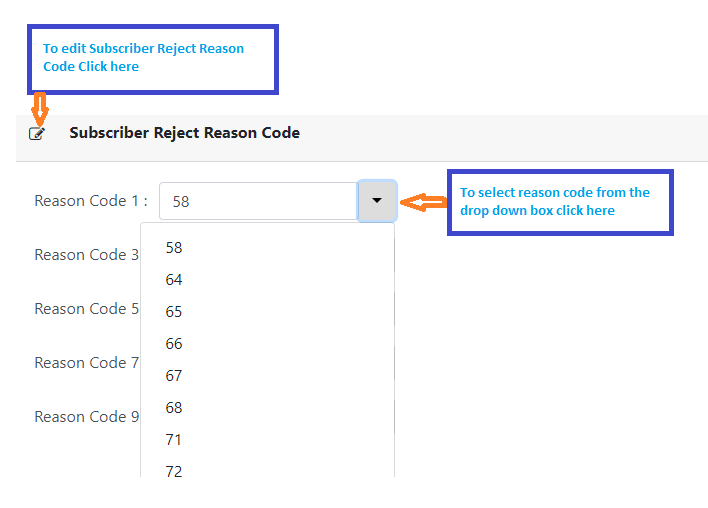
Note: These buttons are located in the right hand side of the page as shown in below figure.





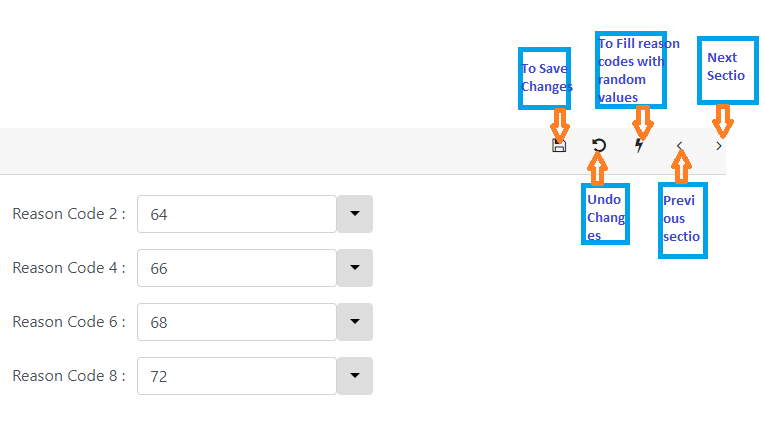
### Subscriber Reject Reason Code

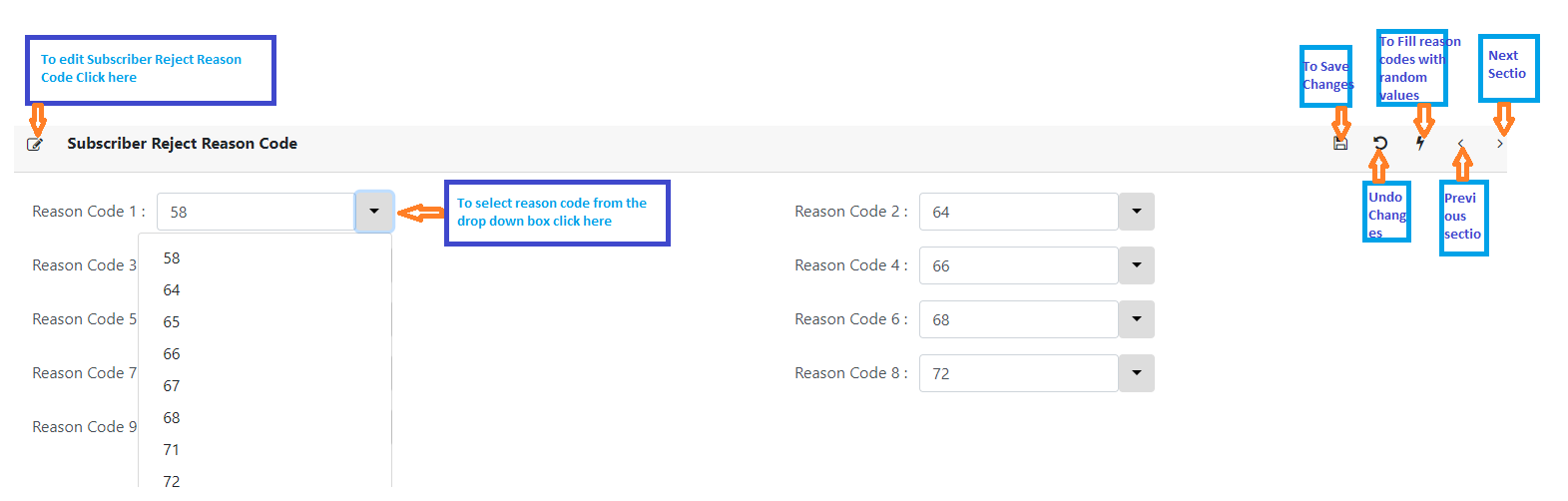
User can edit Reason Codes by clicking on the  button located to the left of Subscriber Reject Reason code and then select one of the code from the dropdown box corresponding to the reason code.



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.

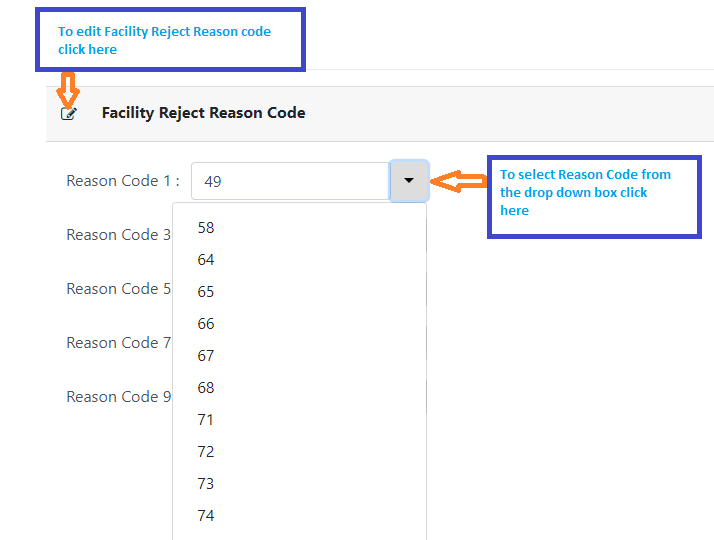




### 

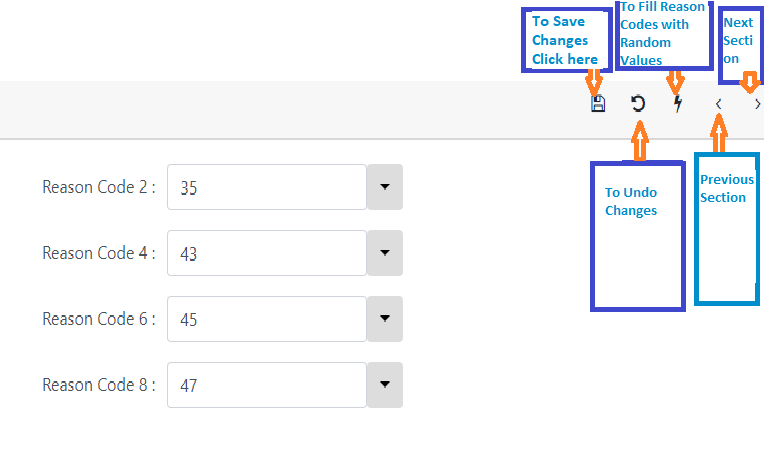
### Facility Reject Reason Code

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 box corresponding to the reason code.



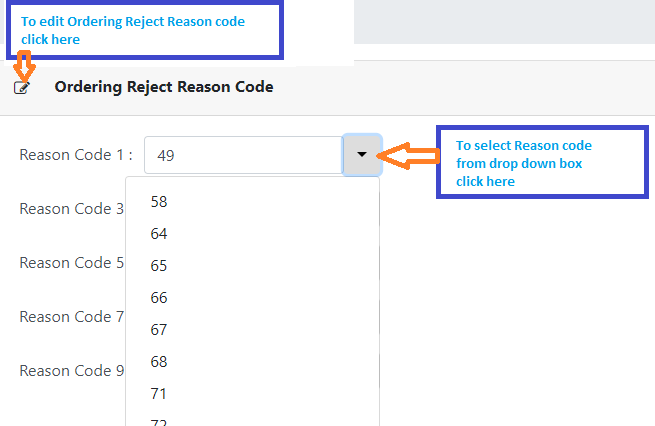
User has to click on **save** button to apply the changes if user does not want to save changes can click on **undo** button . User has a option to enter random values by clicking onand also can navigate to other tabs by clicking on .

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



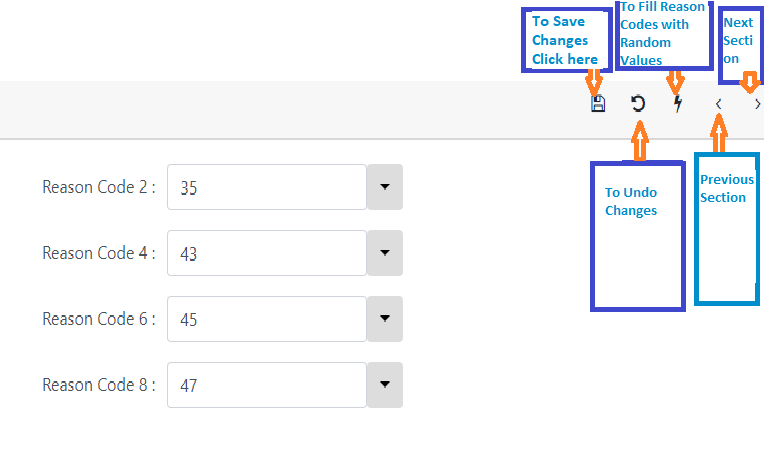
### Ordering Reject Reason Code

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 box corresponding to the reason code.



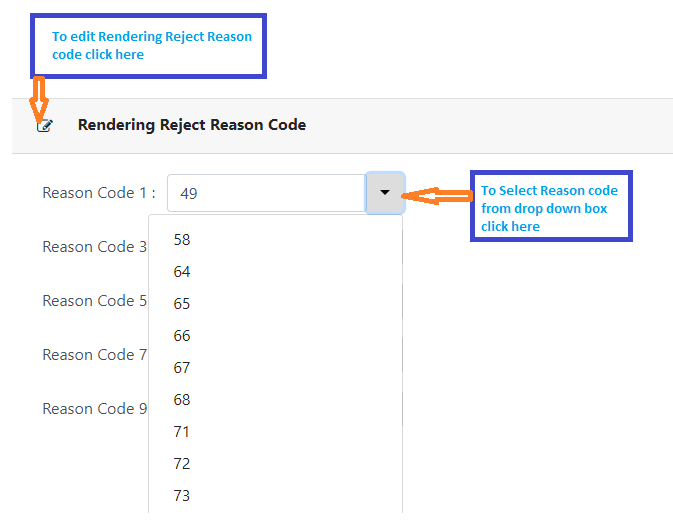
User has to click on **save** button to apply the changes if user does not want to save changes can click on **undo** button . User has a option to enter random values by clicking onand also can navigate to other tabs by clicking on .

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



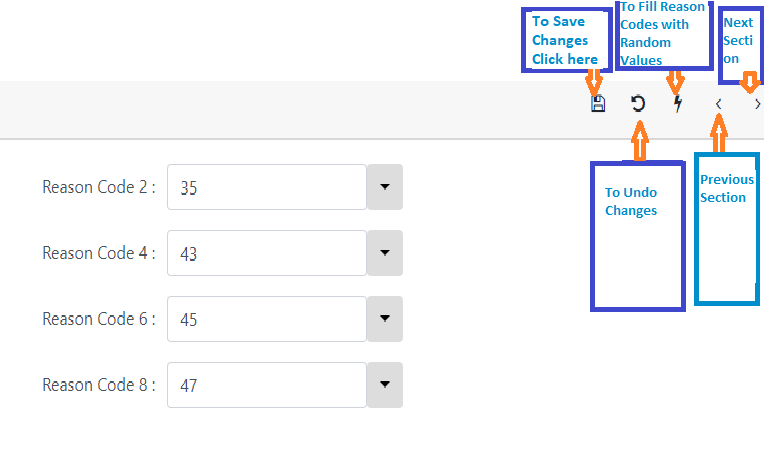
### Rendering Reject Reason Code

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 box 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.



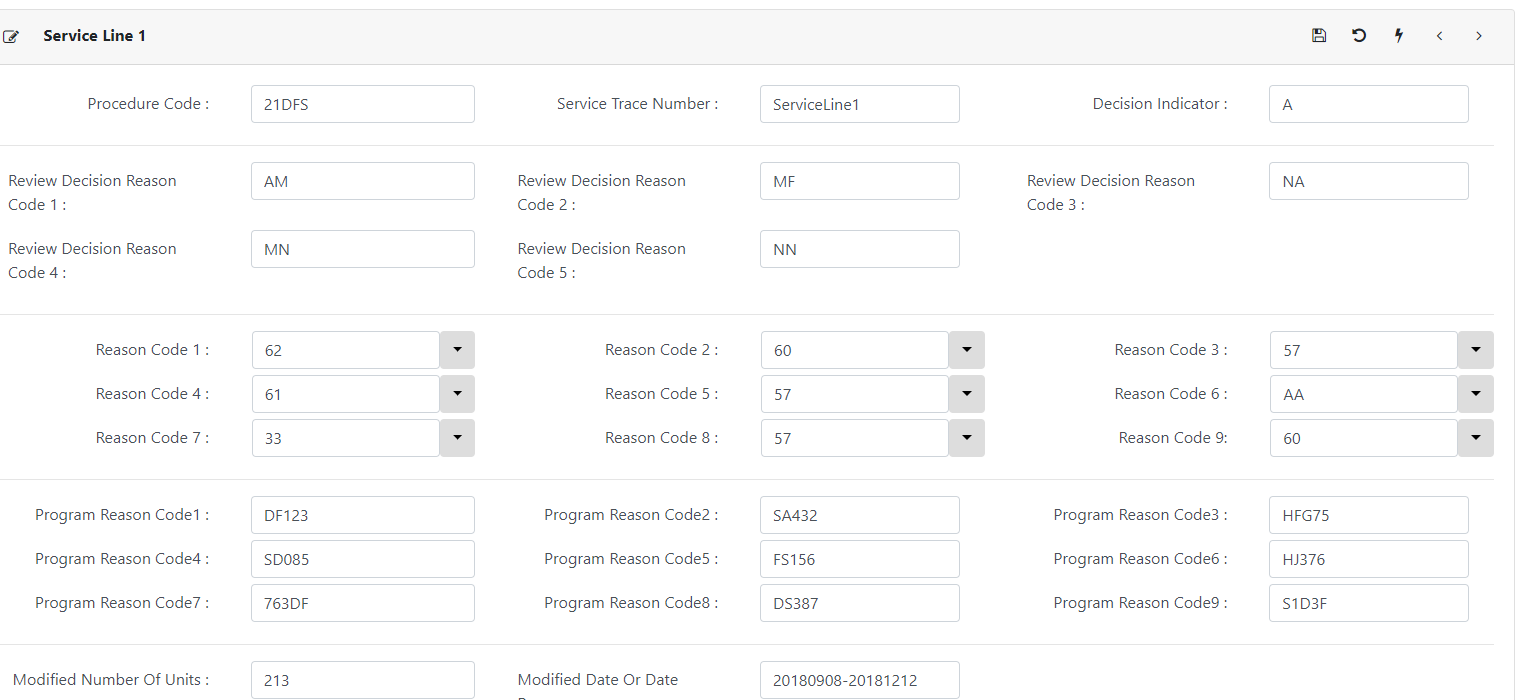
### Service Lines

Transaction ID Different services

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

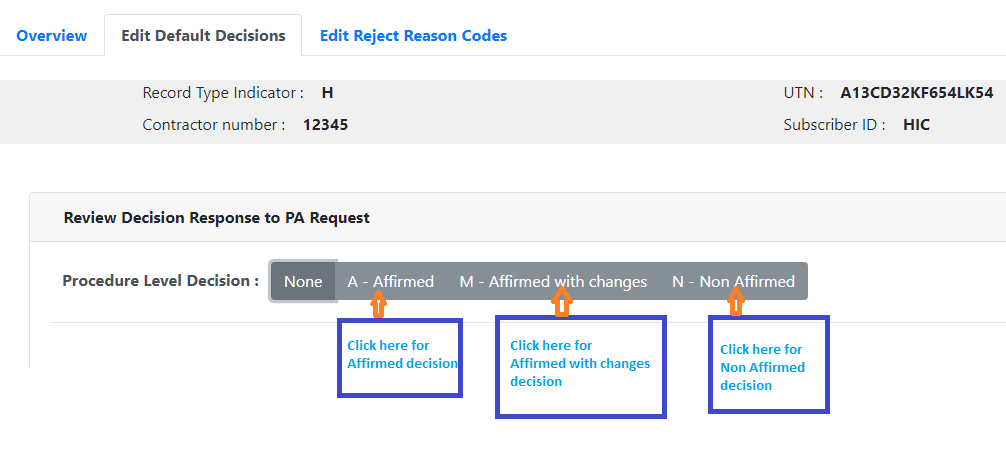
User has to click on **save** button to apply the changes if user does not want to save changes can click on **undo** button . User has a option to enter random values by clicking onand also can navigate to other tabs by clicking on .

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



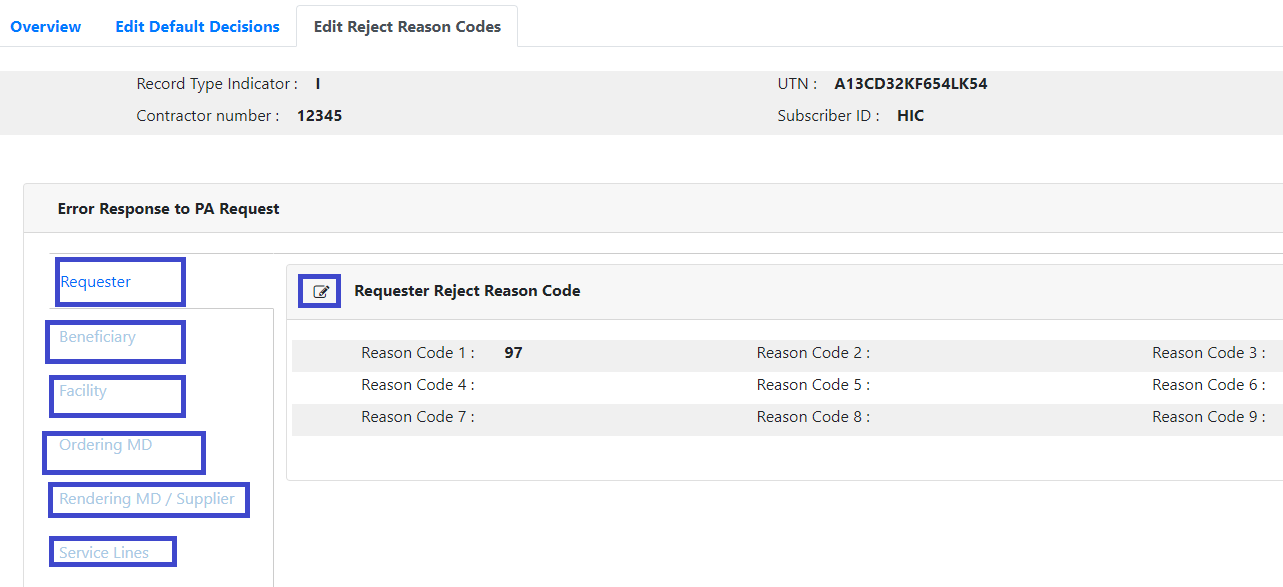
**Edit Default Sessions:**

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 .



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

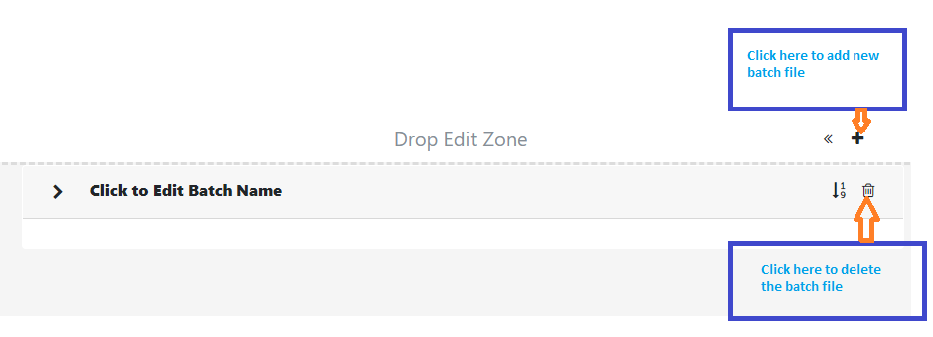


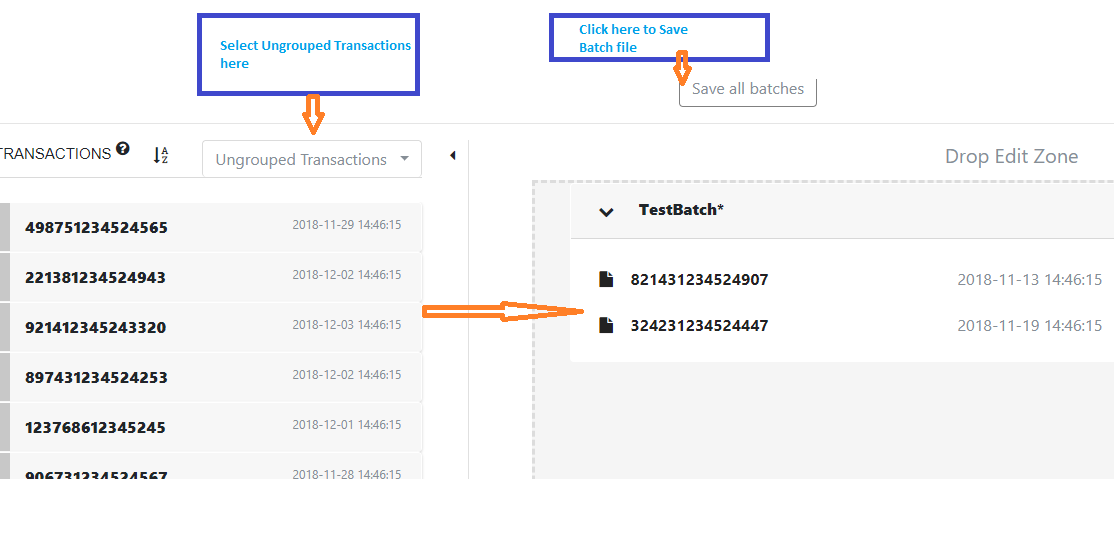
## Manage Batches

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

Create New Batch File:

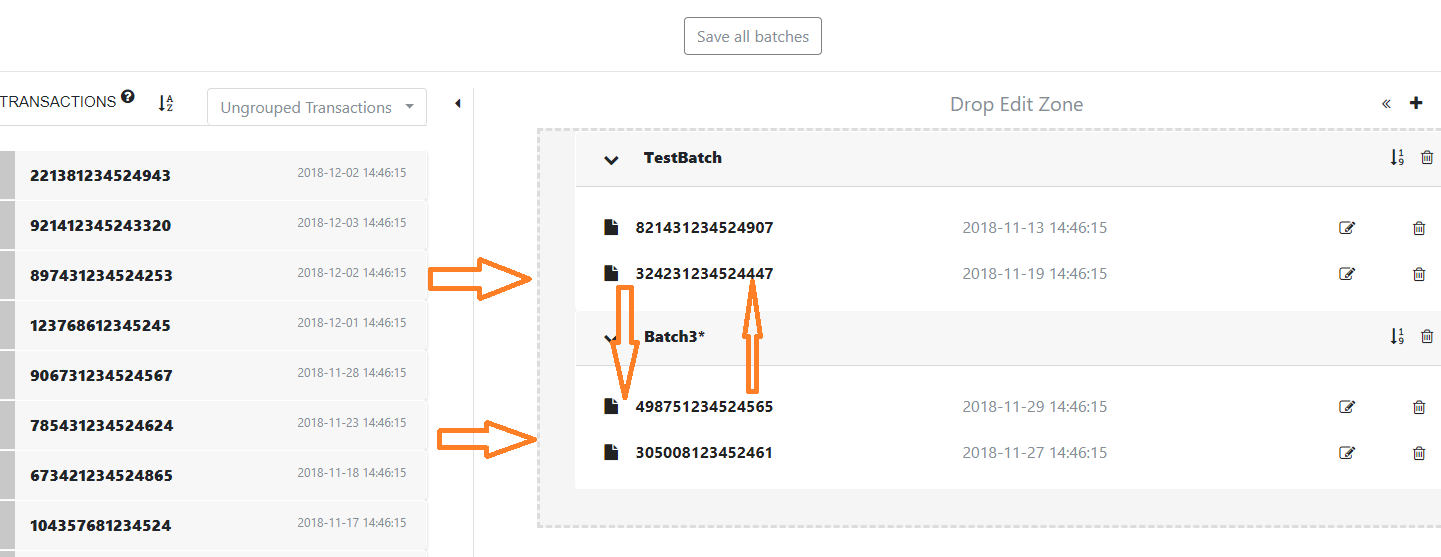
Click on + to add batch file as shown in below figure and add Transactions from Ungrouped Transactions by click and drag.





Edit Batch Files:

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



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, select one of the batch file and click on .

