

MMIS REPLACEMENT PROJECT

SUBMISSION OF EDI

TRANSACTION TIP SHEET

Step 2 - Submission of EDI Transactions

EDI Transaction Testing is conducted to verify the integrity of the format, not the integrity of the data. However, to simulate what will happen in production, Mississippi (MS) Medicaid Management Information System (MMIS) requests that Trading Partners send live transmission data to a non-production MS MMIS environment. More than one test transmission may be required depending on the number of format errors on a transmission and the relative severity of these errors. Future testing may be required to verify a) any changes made to the MS MMIS interChange system or b) any changes to the ANSI formats.

Trading Partner testing includes Health Insurance Portability and Accountability Act (HIPAA) compliance testing, as well as validating the use of conditional, optional, and mutually defined components of the transaction.

MS MMIS recommends that Trading Partners submit two successful and unique submissions and receive the associated 999 (accepted) acknowledgement in response to obtain approval from MS MMIS to promote to production.

User will need to test all ASC X12 transactions for which they have previously signed an agreement to submit/receive.

The sections below will detail creating and submitting EDI transactions to MS MMIS.

Creating Transaction(s)

1. Review the appropriate MS MMIS Companion Guides located at the following link: [EDI Technical Documents | Mississippi Division of Medicaid \(ms.gov\)](#)
 2. Select a small current production file from user records for the test.
 3. Change the environment indicator in interchange control segment 15 (ISA 15) From “P” to “T” (for “test transaction”) in submission software.
 4. Update the file based on the information in the appropriate MS MMIS Companion Guide.
- Note:** The Payer Identifier element has changed to “77032”—files will not process without this change.
5. Navigate to the [MOVEit URL](#) and the main landing page will be displayed:

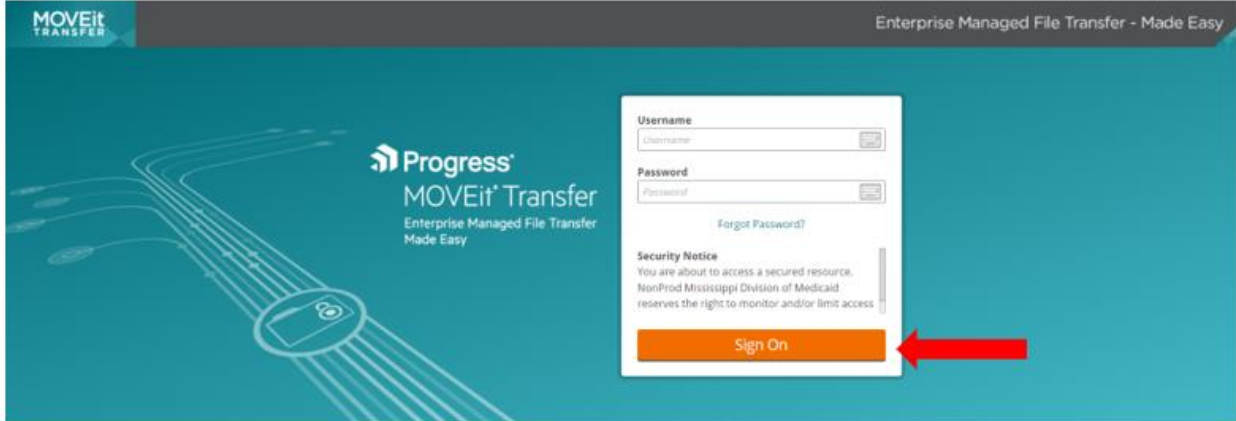
Go to: [Mississippi Replacement Project \(msxix.net\)](#)

The registration confirmation email sent to the user by Gainwell Technologies contains a username and password as well as the URL for the Mississippi (MS) Medicaid Management Information System (MMIS) SFTP Server (MOVEit).

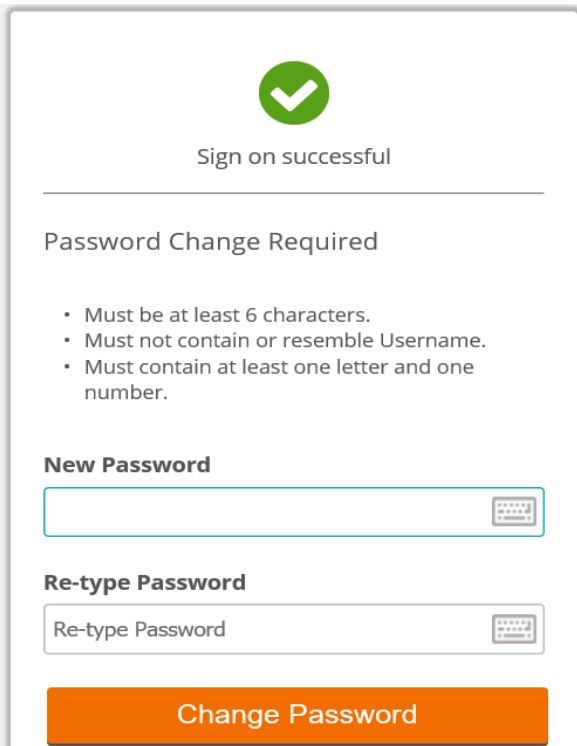
MOVEit – Logging in

1. Enter the username and password supplied on the kick-off email and click **Sign On**.

Note: When first logging in, an initial password change is required. The change password prompt will automatically display.



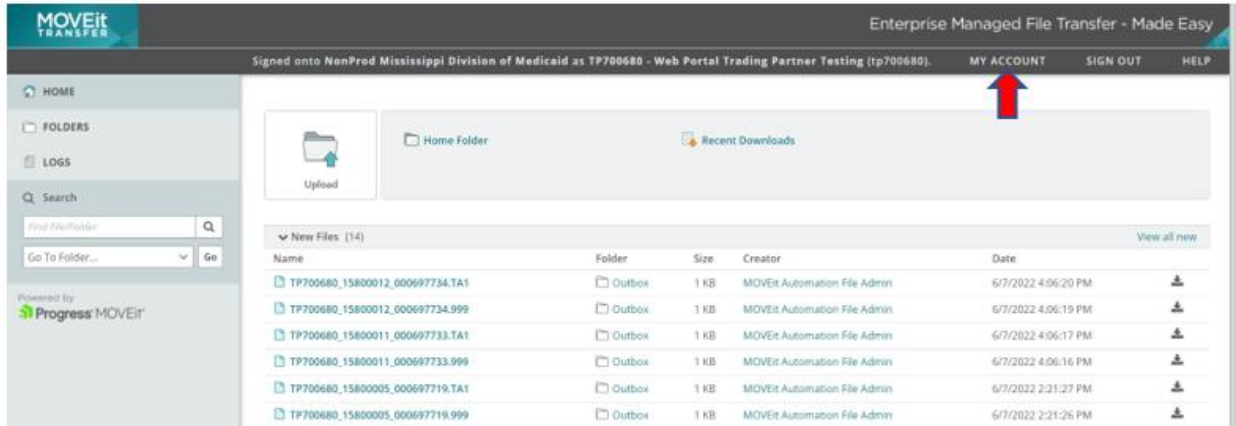
2. Enter a password that adheres to the listed restrictions.
3. Re-type the new password
4. Click **Change Password**.



MOVEit – Setting Email Address

1. After the first login, click **“My Account”** on the far right, to set the user email address.
2. Enter an email address to receive EDI notifications and click **Change Email Settings**.

Note: The MSMMIS will send emails to this email address when files have been sent.



Edit Your Email Settings...

Email Address(es):

Users_email_address@tst.com

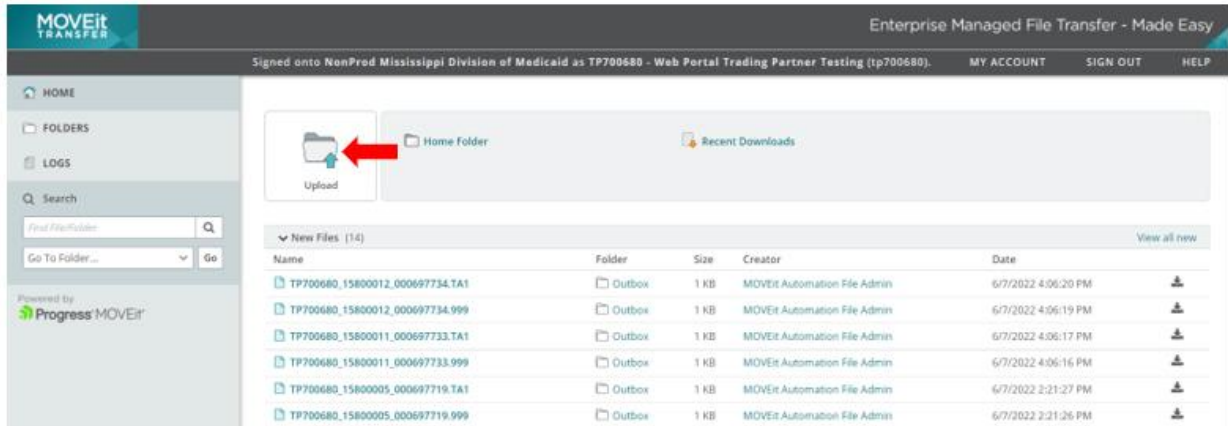
You may specify multiple email addresses - separate each address with a comma (,).

Preferred Email Format: HTML Text

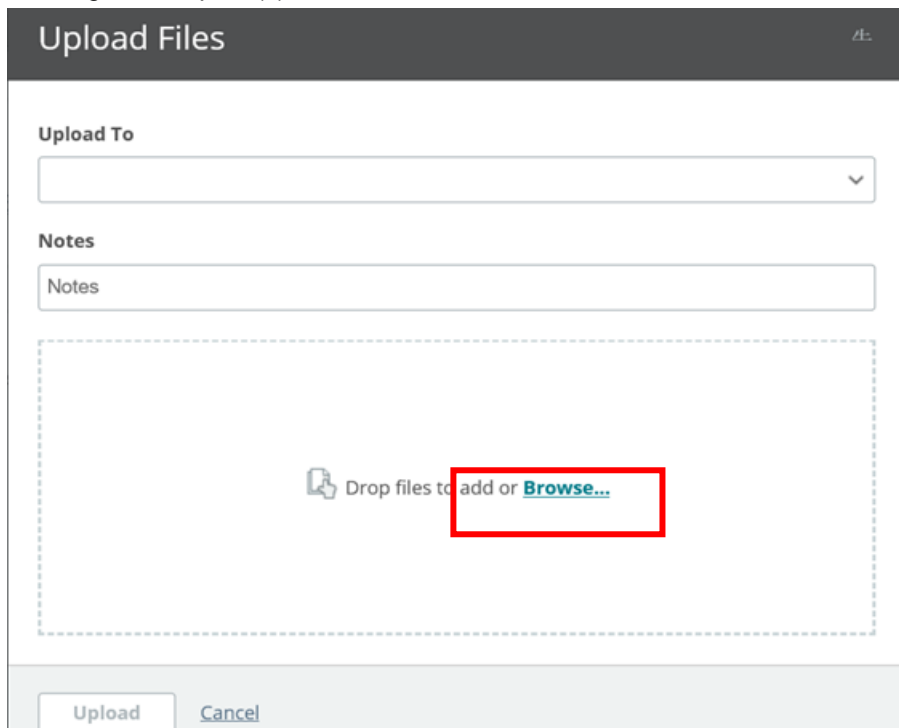
[Change Email Settings](#)

MOVEit - Uploading Files

1. Use any of the following features to upload a file to the MSMMIS:
 - Quick link **Upload Icon** (RECOMMENDED)
 - **Folders** on the far left of screen
 - **Home folder**



2. Drag and drop file(s) to this box or use the **Browse** feature to find and select file(s).



3. Select the file(s) to upload, and click **Upload**.
 - The selected file(s) will be moved into the **inbox**.
 - Submit files to the folders displayed:
 - 837 = Dental, Institutional & Professional claim/encounter files
 - 999 = Acknowledgement file after downloading 837 file
 - INTERFACE_FILES = Some vendors will be submitting interface files
 - NCPDP = Pharmacy claim/ encounter files


Upload Files ✕




Upload To

/Home/Model Office/EDI/tp700680/Inbox

Notes

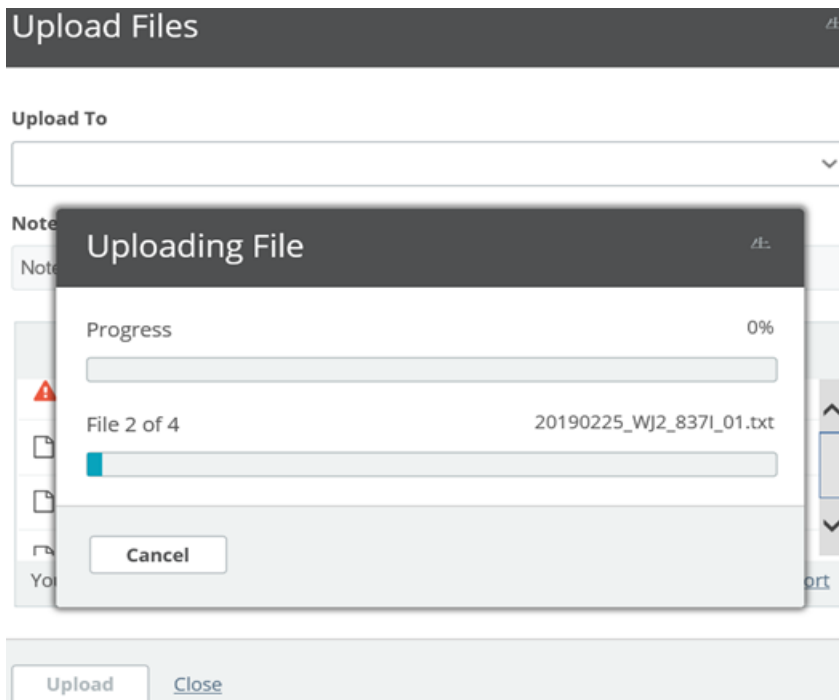
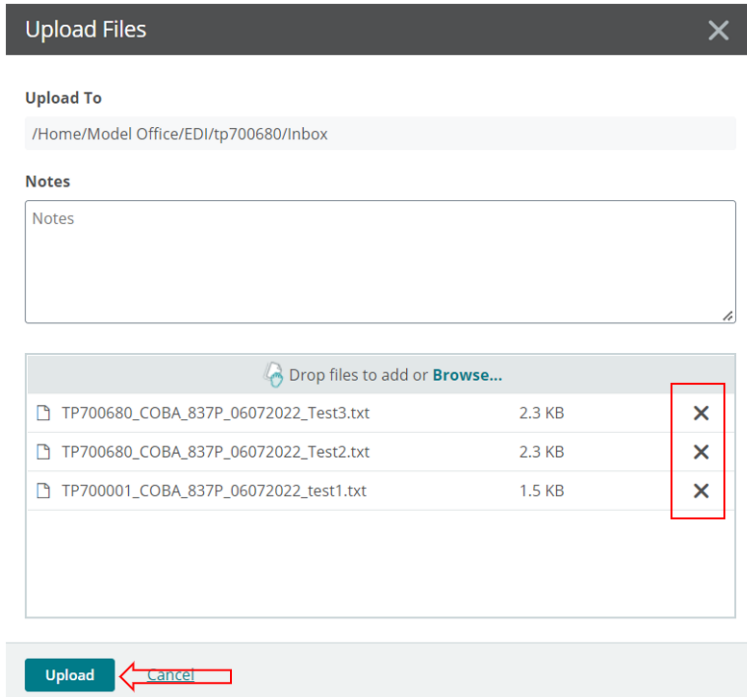
Notes

 Drop files to add or **Browse...**

 TP700680_COBA_837P_06072022_Test3.txt	2.3 KB	✕
 TP700680_COBA_837P_06072022_Test2.txt	2.3 KB	✕
 TP700001_COBA_837P_06072022_test1.txt	1.5 KB	✕

Upload← Cancel

- Click **Upload** to send the file(s) to MSMMIS.
 - MOVEit displays a pop-up window with the file's progress.
 - Click **Cancel** to start over.
- Click **X** to delete the file.



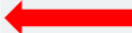
- A successful upload displays a green check before the file's name – if there was an issue during the upload, a red check is displayed.
4. Click **Close** when finished reviewing the uploaded results.

Upload Files ✕

Upload To
/Home/Model Office/EDI/tp700680/Inbox

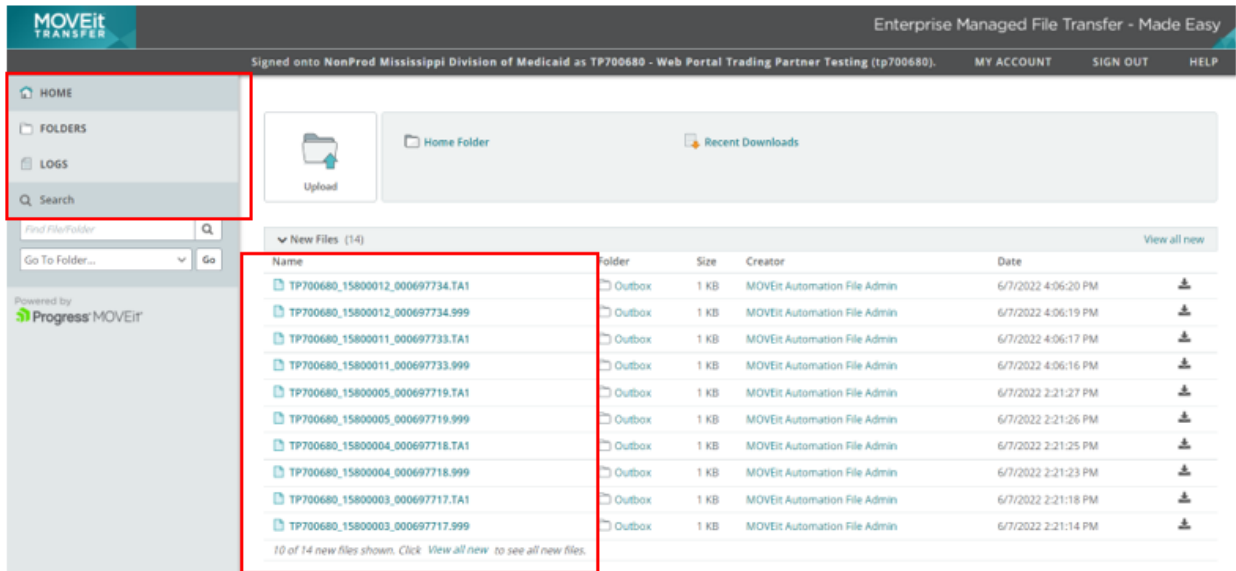
Notes
Notes

✔ TP700680_30300003_000697578.271	1.5 KB
✔ TP700680_COBA_837P_06072022_Test3.txt	2.3 KB
✔ TP700680_COBA_837P_06072022_Test2.txt	2.3 KB
✔ TP700680_COBA_837P_06072022_Test1.txt	1.6 KB

Close 

MOVEit - Downloading Files

1. The **Home** page displays the file(s) available for download.
2. To download file(s) translated by MSMMIS, use the following features:
 - Quick file **download** from the home page





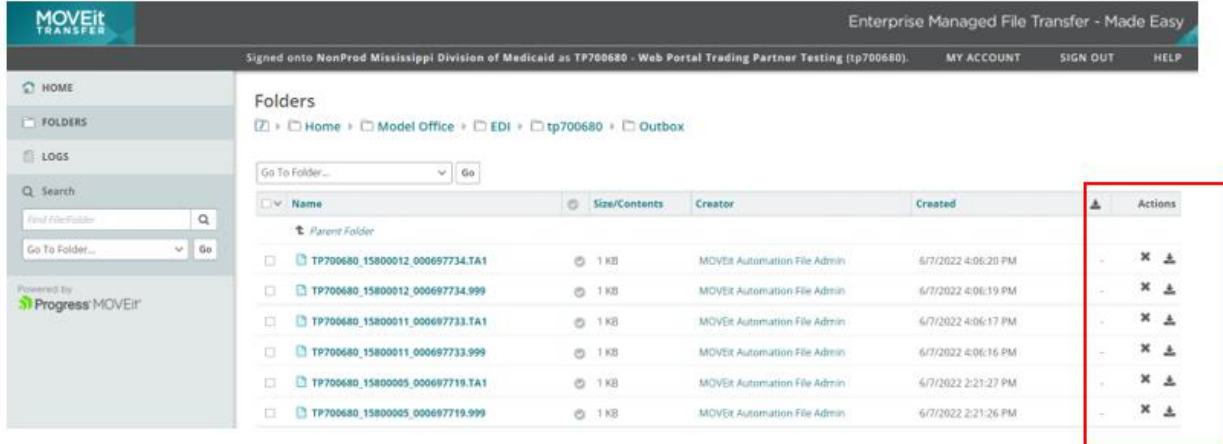
The Outbox folder displays all X12 acknowledgement (TA1/999).

- Outbox Folder accessed through the following:
 - **Folders** from the left side of the screen
 - **Home folder** link
 - **Outbox** link under the folder header



Note: Possible “**Actions**” that can be done on files within Outbox Folder (displayed on the right side of the outbox folder’s file(s)):

-  - Will allow user to delete files from the folder
-  - Will allow user to download files to desktop



The screenshot shows the MOVEit Transfer web interface. The user is signed into the NonProd Mississippi Division of Medicaid as TP700680. The breadcrumb path is Home > Model Office > EDI > tp700680 > Outbox. A table lists files in the Outbox folder, with columns for Name, Size/Contents, Creator, Created, and Actions. The Actions column is highlighted with a red box, showing a minus sign, a delete icon (X), and a download icon (down arrow).

Name	Size/Contents	Creator	Created	Actions
Parent Folder				
TP700680_15800012_000697734.TA1	1 KB	MOVEit Automation File Admin	6/7/2022 4:06:20 PM	- X ↓
TP700680_15800012_000697734.999	1 KB	MOVEit Automation File Admin	6/7/2022 4:06:19 PM	- X ↓
TP700680_15800011_000697733.TA1	1 KB	MOVEit Automation File Admin	6/7/2022 4:06:17 PM	- X ↓
TP700680_15800011_000697733.999	1 KB	MOVEit Automation File Admin	6/7/2022 4:06:16 PM	- X ↓
TP700680_15800005_000697719.TA1	1 KB	MOVEit Automation File Admin	6/7/2022 2:21:27 PM	- X ↓
TP700680_15800005_000697719.999	1 KB	MOVEit Automation File Admin	6/7/2022 2:21:26 PM	- X ↓

MOVEit – Locate file **logs** by clicking the link in the upper left corner of the screen.

The screenshot shows the MOVEit Enterprise Managed File Transfer interface. The top navigation bar includes the MOVEit logo, the text "Enterprise Managed File Transfer - Made Easy", and user information: "Signed onto Mississippi Replacement Project as Paul UAT EDI 1 (paul_uat_edi_1)". There are links for "MY ACCOUNT", "SIGN OUT", and "HELP".

The left sidebar contains navigation options: "HOME", "FOLDERS", "LOGS" (highlighted with a red arrow), "Search", and "Go To Folder...". Below the sidebar is the "Powered by MOVEit ipswitch" logo.

The main content area displays a "Logs" section with a "Welcome to Mississippi Replacement Project! Please watch this area for important messages." notification. Below the notification are buttons for "Customize View", "Edit Filter", "Favorite Filters", and "Save Current View To Favorites". The "Current Filter(s)" section shows "Date is between 6/15/2020 12:00:00 AM and 6/15/2020 11:59:59 PM".

The "Log Entries" section contains a table with the following data:

Date and Time	Action	User Full Name	File Name	File ID	Folder Name	IP Address
6/15/2020 11:53:15 AM	Download File	Paul UAT EDI 1	Test Document 12.docx	667625141	/Home/UAT/EDI/paul_uat_edi_1/Outbox	11.4.0.7
6/15/2020 11:16:17 AM	Upload File (integrity OK)	Paul UAT EDI 1	Test document 2.txt	680188428	/Home/UAT/EDI/paul_uat_edi_1/inbox	11.4.0.4
6/15/2020 11:16:16 AM	Upload File (integrity OK)	Paul UAT EDI 1	Test Document 2.docx	680136080	/Home/UAT/EDI/paul_uat_edi_1/inbox	11.4.0.4
6/15/2020 11:12:34 AM	Upload File (integrity OK)	Paul UAT EDI 1	Test document 1.txt	680148043	/Home/UAT/EDI/paul_uat_edi_1/inbox	11.4.0.4
6/15/2020 11:12:34 AM	Upload File (integrity OK)	Paul UAT EDI 1	Test Document 1.docx	680160921	/Home/UAT/EDI/paul_uat_edi_1/inbox	11.4.0.4

At the bottom right of the table, it says "Page 1 of 1 (Log Entries 1 to 5 of 5 total)" and "Go to Page: First | Prev | Go | Next | Last".

MOVEit – Password Criteria

- User passwords are good for 120 days. When it is time to change a user password, click [My Account](#) on the far right of the MOVEit main landing page.

Note: The default is to use the “[Suggested Password](#).”

- After populating the “[Old Password](#),” click the “[Type Custom Password](#)” radio button.
- Enter a new password and click [Change Password](#).

The screenshot shows the MOVEit web portal interface. At the top right, there are links for 'MY ACCOUNT' and 'SIGN OUT'. The main content area is titled 'My Account (TP700680 - Web Portal Trading Partner Testing)' and contains a 'Change Your Password...' section. This section includes a form with the following elements:

- Enter Your Old Password:** A text input field with a clear button.
- Suggested Password:** A display of the suggested password: 8j | 69gw.
- New Password:** Two radio buttons: 'Use Suggested Password' (selected) and 'Type Custom Password'.
- Requirements:** A list of password requirements:
 - Must be at least 8 characters.
 - Must not contain or resemble Username.
 - Must contain at least one letter and one number.
 - Must not contain dictionary words.
 - Must contain both upper- and lower-case letters.
 - Must contain at least one non-alphanumeric character.
 - Must not match any of the previous 6 passwords.
- Enter Your New Password:** A text input field with a clear button.
- Enter Your New Password Again:** A text input field with a clear button.
- Change Password:** A blue button at the bottom of the form.

Step 3 - Certification

All MS MMIS Trading Partners will be required to be “certified” through the completion of authorization testing. Completion of the testing process must occur prior to electronic submission of production transactions.

Upon successful completion of testing, the user’s Trading Partner ID will be set to “production” status and transactions will be accepted via the production MOVEit.

Note: Users will need to register in the production Provider Portal after the testing phase. At that time, the user will register with a current submitter ID. The user ID will not contain the prefix “UAT”.

Certification occurs internally in MS MMIS. The EDI team checks 835 claim inquiries and emails the trading partner confirmation of successful transactions and approves certification.