

## **5010 File Submission and Testing Instructions**

To submit successful files, Providers and trading partners will need to follow the ValueOptions companion guide. The most recent version of the ValueOptions 5010 Companion Guide can be found at:

[http://www.valueoptions.com/providers/Compliance/ValueOptions\\_5010\\_Companion\\_Guide.pdf](http://www.valueoptions.com/providers/Compliance/ValueOptions_5010_Companion_Guide.pdf)

Please note that CMS has announced an extension to the discretionary period for compliance with the new HIPAA Transaction standards. Please read the CMS announcement using the following link:

<http://www.cms.gov/ICD10/Downloads/EnforcementDiscretionAnnouncement.pdf>

**ValueOptions will accept 4010 and 5010 production files until the conclusion of this extension.**

### **ProviderConnect Instructions**

- Login to ProviderConnect using your User ID and password. There is no new user ID and password for 5010 submissions (test or production). In order for the system to differentiate between a test and production batch you will access ProviderConnect and select the dropdown indicating whether the submission is a production or test file and if it is I (institutional) or P (professional). You will access the same screens you do today to upload your file.
- Note: 4010 and 5010 production submissions use the same dropdown. See page 3 and 4 for screenshots of the application.

### **File Submission Requirements for 5010 test claims**

- Create the file using recent claims – our testing environment is current as of claims submitted by 9/1/11.
- Limit your batch to 5 claims. If you do not receive any compliance errors your next submission can be 10-25 claims.
- You will receive an e-mail notifying you the file was received. The e-mail will include your submission ID. If your file fails, you will receive an e-mail indicating the file failed.
- You can have both rejected files and rejected claims. Only claims that fail need to be resubmitted. Do not resubmit the same batch after making the claim level corrections as this will cause any claims that have passed validation from the previous submission to duplicate in the system. If the entire file fails, the entire file will need to be resubmitted.
- The following pages show the step by step process to follow when submitting a 5010 test file. The drop down for file selection will include “5010837iTEST” or “5010837pTEST”. Select the file that corresponds to the institutional or professional file you are submitting. Upload your file.
- After the initial file has been submitted successfully without any compliance errors; additional files may be submitted. Subsequent file submissions should contain a typical variety of claims including COB; replacements; voids etc.

## Select the Link to the EDI Home Page

PROVIDERCONNECT  
VALUEOPTIONS

ValueOptions Home Provider Home Contact Us

Home  
Specific Member Search  
Register Member  
Authorization Listing  
Enter an Authorization Request  
View Clinical Drafts  
Claim Listing and Submission  
**EDI Homepage**  
Enter Member Reminders  
On Track Outcomes  
Reports  
My Online Profile  
My Practice Information  
Provider Data Sheet  
Compliance  
Handbooks  
Forms  
Network Specific Information

Welcome Thank you for using ValueOptions ProviderConnect.

YOUR MESSAGE CENTER

INBOX SENT

Your Recent Inquiries box is empty

WHAT DO YOU WANT TO DO TODAY?

- Eligibility and Benefits
  - Find a Specific Member
  - Register a Member
- Enter or Review Authorization Requests
  - Enter an Authorization Request
  - Review an Authorization
  - View Clinical Drafts
- Enter or Review Claims
  - Enter a Claim
  - Review a Claim
  - View My Recent Provider Summary Vouchers
- View My Recent Authorization Letters

## Select the button to Submit Batch Files

PROVIDERCONNECT  
VALUEOPTIONS

ValueOptions Home Provider Home Contact Us Log Out

Home  
Submit Batch File  
Search Files  
Exit

### EDI Transactions

**Batch Submission.** To submit files, select the "Submit Batch File" button below.

**Search Files.** To find and review the status of submitted files, select the "Search Files" button below.

Submit Batch File Search Files

**\*Note:** In order to activate your Provider account, please complete the [Account Request Form](#) and return it to ValueOptions.  
**\*\*Signature must be on file.**

Reopen Claims File Batch Submissions

Step 1 of 4: The user will select the appropriate form/file type from the dropdown and choose “Next”.

Select from the appropriate form type. Choose the testing drop down if you wish to submit a test file or 837i/837p if you wish to submit a production file in 4010 or 5010 format.

### Submit Batch File - Step 1 of 4

To submit a claims batch file, begin with step 1 below.

Required fields are denoted by an asterisk ( \* ) adjacent to the label.

\* Form Type

- 837i
- 837p
- 5010837iTEST
- 5010837pTEST

Next

Cancel

Step 2 of 4: The user will be prompted to enter the number of claims and dollar amount in the file. After inputting this information, select “Next”.

### Submit Batch Claim - Step 2 of 4

Next, enter information in the fields below. This information will be used to validate the actual file that is received in Step 3 of this process. Required fields are denoted by an asterisk ( \* ) adjacent to the label.

\* How many claims are in this file?

(ex. "35889")

\* What is the total dollar amount?

(ex. "35889.00")

Next

Cancel

Step 3 of 4: The user will upload their file and select “Submit”.

**Submit Batch Claim - Step 3 of 4**

Enter the batch file to upload or click Browse to search your local hard drive. Click Upload to begin batch file transfer. This file should be formatted in the [pre-defined](#) format.

Required fields are denoted by an asterisk ( \* ) adjacent to the label.

\* Upload file

(Select a file from your local hard drive)

**Note:**

- only text and Zip files may be uploaded.
- All files must be at least 50 bytes in size.
- Compressed files may be uploaded and can contain uncompressed text files up to 1GB in size.
- Compressed files cannot be password protected.

For more information on compressing your files using ZIP, please visit the [WinZip](#) site if you are using a PC or the [MacZip](#) site if you are using an Apple computer.

Step 4 of 4: The user will receive a confirmation that the file was successfully uploaded.

**Submit Batch Claim - Step 4 of 4**

Your file has been submitted successfully.  
The Submission Number assigned for this submission will be sent to the registered internet e-mail address shortly.

\*Note: Passing the format verification process is not a guarantee of claim(s) payment.  
Claim(s) payment is contingent upon the accuracy of the data submitted.  
You may receive an explanation of benefits (EOB) denying payment if actual claim data is invalid or if the member is ineligible.