



CollabT User Instructions

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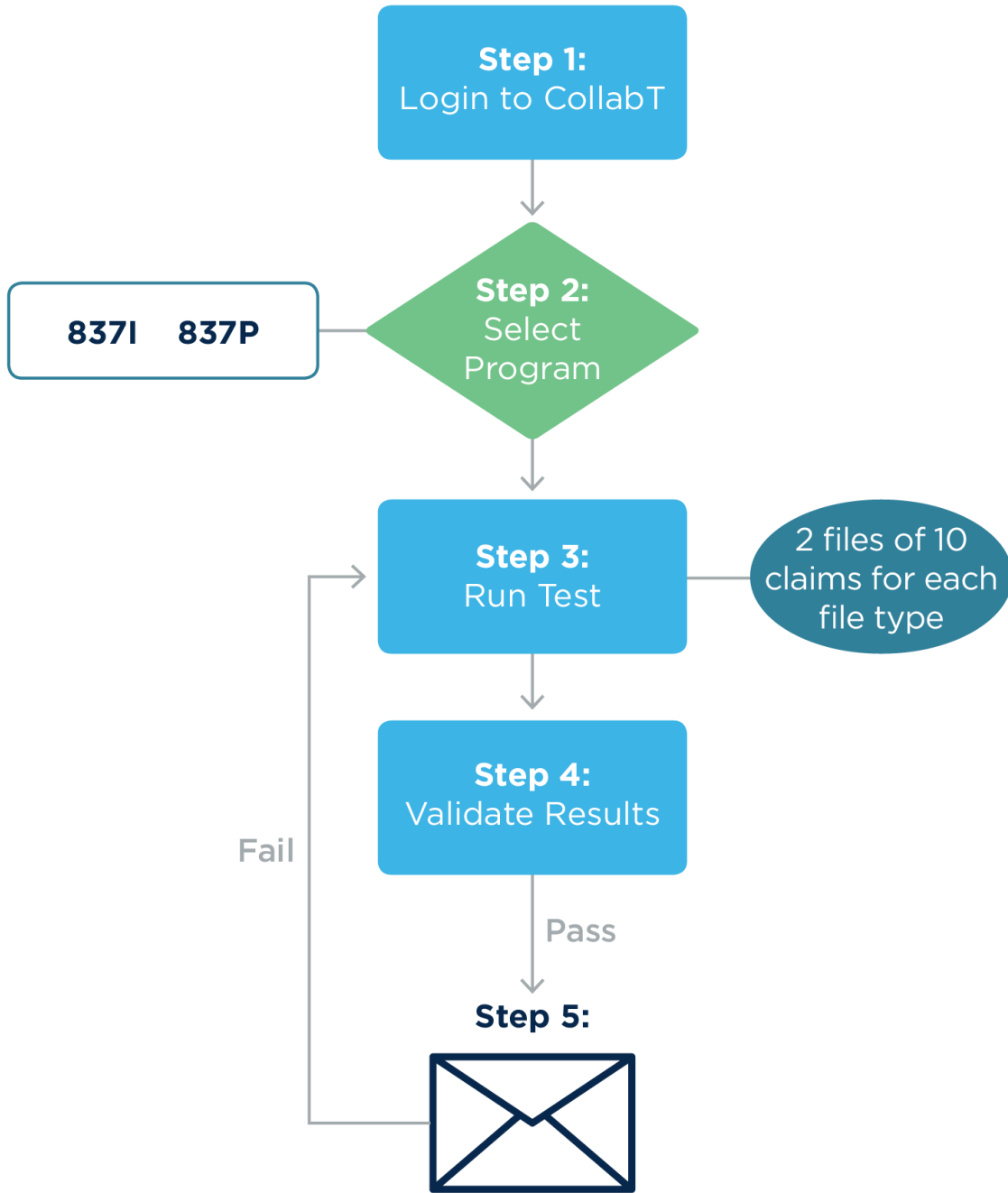
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Introduction

Beacon Health Options (Beacon) is upgrading our electronic claims submission application and is migrating users to the new platform. We have engaged with Edifecs, an industry-leader in health care EDI interactions, to provide a single gateway for submitting electronic claims and performing HIPAA-based electronic transactions. By consolidating our existing legacy applications, Beacon is ultimately improving the quality of our claims reimbursement process. We've worked hard to develop tools and solutions to minimize any business disruptions as we migrate our business trading partners to the new platform.

Edifecs has provided a testing tool called CollabT. You will be testing two files for each type of file submitted to Beacon today (Professional and/or Institutional). The following document will walk you through the steps to perform and validate that testing.

Testing Process Overview



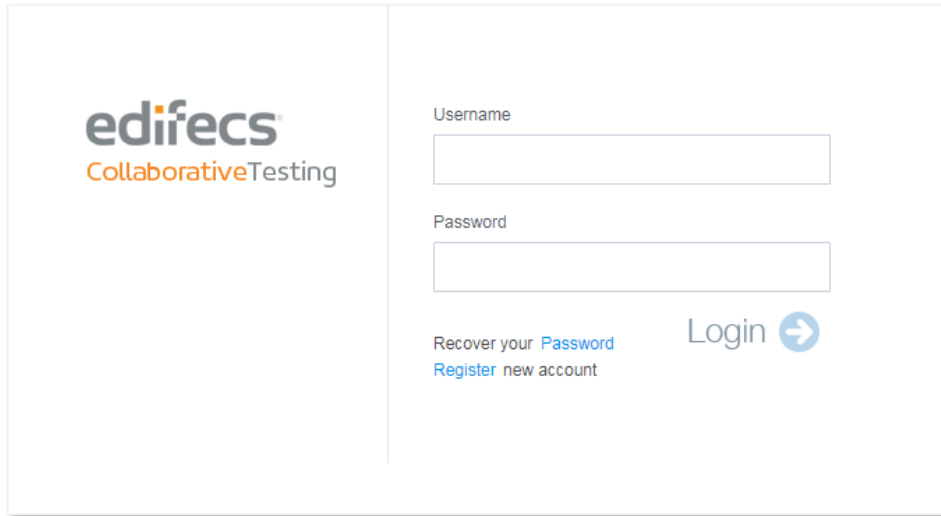
e-Supportservices@beaconhealthoptions.com

Step by Step CollabT User Instructions

Step 1: Logging in

Login in to the CollabT testing tool using the username and password you received via email.

Go to <https://collabt.edifecs.com/mt3/ct/#/login>



edifecs
Collaborative Testing

Username

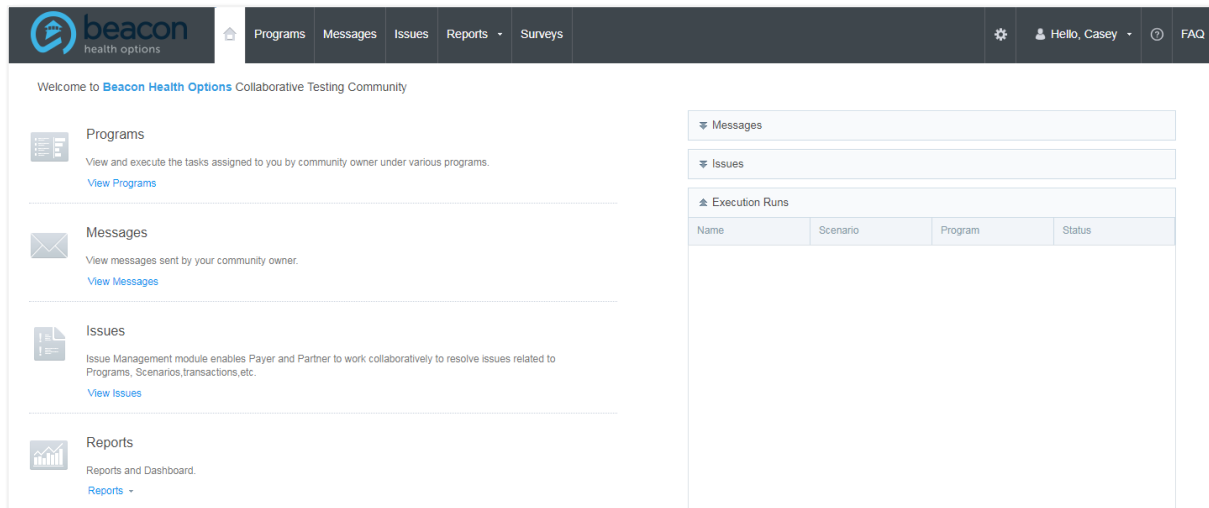
Password

Recover your [Password](#)
[Register](#) new account

Login →

Step 2: Accessing Programs

1. Select “View Programs” to access the programs you have been enrolled in.



beacon
health options

Programs Messages Issues Reports Surveys

Hello, Casey

FAQ

Welcome to **Beacon Health Options** Collaborative Testing Community

Programs
View and execute the tasks assigned to you by community owner under various programs.
[View Programs](#)

Messages
View messages sent by your community owner.
[View Messages](#)

Issues
Issue Management module enables Payer and Partner to work collaboratively to resolve issues related to Programs, Scenarios, transactions, etc.
[View Issues](#)

Reports
Reports and Dashboard.
[Reports](#)

Messages

Issues

Execution Runs

Name	Scenario	Program	Status
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2. Select the hyperlink for the program you would like to complete.

Home >
Programs

Search Name [] []

Name	Description	Purpose	Status	Enrolled On	Deadline	Completed On
X12 837 Institutional Program	Program for Beacon Trading partner to test ...	Purpose of this Program to validate the Tas...	Not Started	03/15/2018	04/13/2018	-
X12 837 Professional Program	Program for Beacon Trading partner to test ...	Purpose of this Program is to validate the T...	Not Started	03/15/2018	05/03/2018	-

Step 3: Running a Test

1. Select the box labeled "Start Performing Task."

Welcome to X12 837 Professional Program

[X I Decline Executing This Program](#) [▶ Start Performing Task](#)

Dear Casey,

The community owner has assigned the X12 837 Professional Program to you. The last date to complete the program is in 50 day(s). As part of the program requirement, complete the following tasks:

1. **Beacon 837 HCC Companion Guide Download Task**
Down load the Companion Guide and read the content. And Task will be consider as completed as consent that individual has read the companion Guide completely.
2. **X12 837 Professional File Validation Task**

2. Within the program, you will see multiple tasks you must complete. To complete the first task, you must select the task from the left hand menu, then download the Beacon 837 HCC Companion Guide.


Tasks (2) Issues (0)

Tasks

Beacon 837 HCC Companion Guide Download Task *

NOT STARTED [Comments \(0\)](#) [+ Mark Complete](#) [<](#) [>](#)

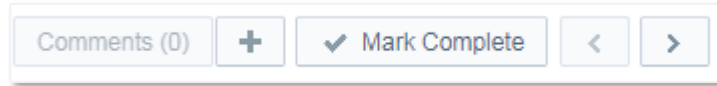
Download the Companion Guide and read the content. And Task will be consider as completed as consent that individual has read the companion Guide completely.

 Beacon 837 Health Care Claim Co...
Size: 851.9 KB

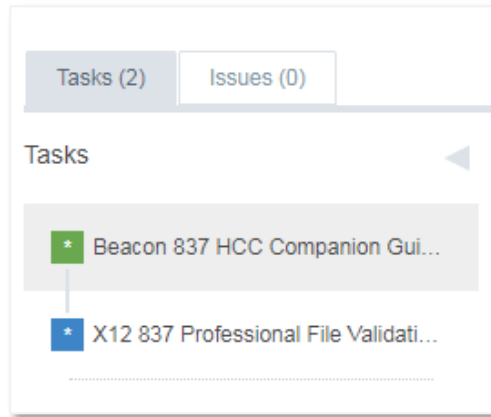
* MANDATORY TASK

Please download and read the companion guide and once read, please mark this task as completed.

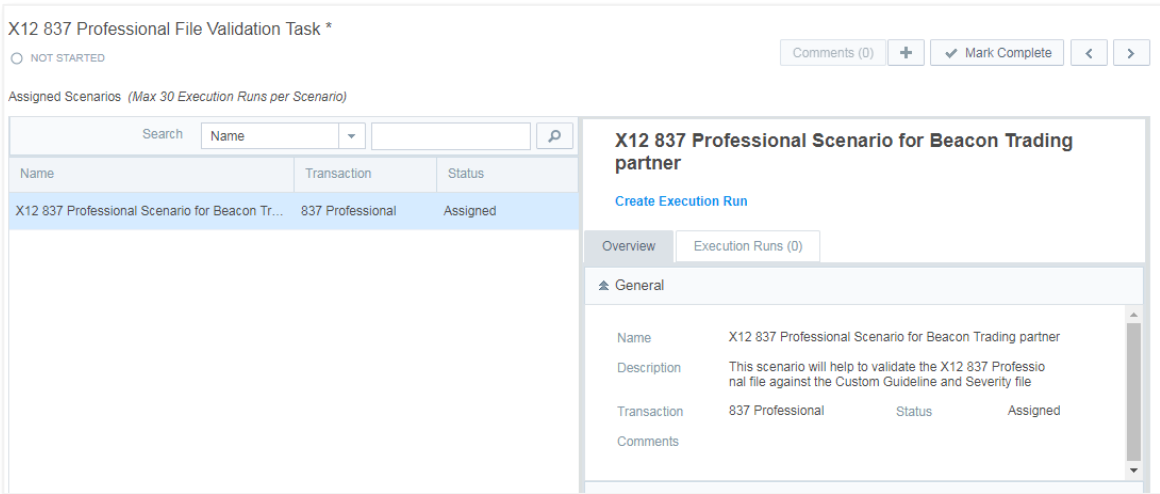
- After completing the download and reading the companion guide, select the “Mark Complete” box from the right-hand side of the screen.



- Select the second task from the right-hand task bar labeled “X12 837 Professional File Validation Task.”



- Select “Create Execution Run.”



6. Enter your execution run name, notes and upload your 837 file, then select “Save & Submit”

Transaction Type: 837 Professional
Version Number: 005010X222A1
Name *: Professional Test Run 3
Notes: Testing Beacon Health Options Compliance Tool
EDI File: [File Icon] +
CollabTTest4
Buttons: Save, Save & Submit, Cancel

Step 4: Test Validation

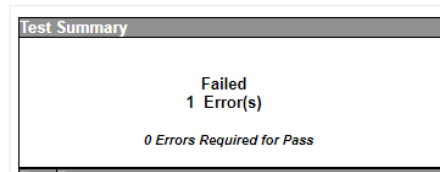
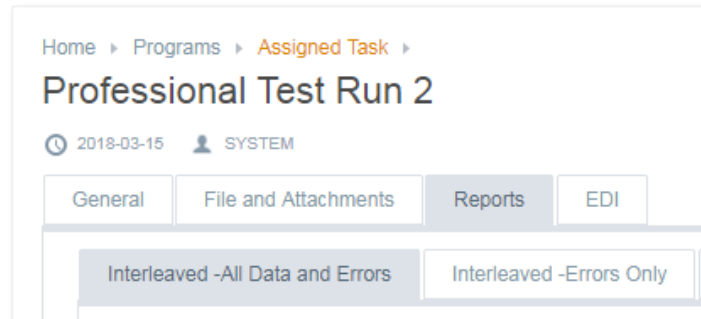
1. Confirm your test submission was received. After a few minutes, refresh your screen to confirm it was approved with no errors. If the file was rejected, select the file name to access the results.

X12 837 Professional Scenario for Beacon Trading partner
[Create Execution Run](#) | [Change Status](#)

Overview | Execution Runs (3)

Run Name	Date	User	Status	Result	Actions
Professional Test Run 3	03/15/2018	Casey Spencer	Completed	Pass	Partner Uploaded File Response
Professional Test Run 2	03/15/2018	Casey Spencer	Rejected	Fail	Partner Uploaded File Response

2. Select the “Reports” tab to view the test summary and determine the location of your error(s). Make sure to correct your submission, save the newest version and then resubmit. Continue the process until your testing is marked as passing.



Step 5: Complete Testing

After successfully submitting two files with 10 claims in each file, you can mark your program as complete. Once all applicable programs that you have been assigned are completed, you can email Beacon’s EDI Helpdesk team (e-Supportservices@beaconhealthoptions.com) and request that your Submitter ID is activated in our production environment for claims submission.