Office Ally ICD-10 Testing Procedure for Submitters (Providers)

Office Ally is committed to supporting our customers with the upcoming transition to ICD-10 on October 1, 2015.   In order to facilitate ICD-10 testing, we have created the following testing procedure.

Prior to submitting ICD-10 test files to Office Ally, Submitters should first:

1. Complete internal ICD-10 training and verify readiness to correctly code claims using ICD-10.
2. Verify with their software vendor that the software is capable and ready to submit claims coded in ICD-10.
3. If participating in End-to-End testing with a payer, communicate directly with that payer to determine the amount, scenarios, and timing of test claims they wish to test.

SUBMITTER (PROVIDER) TO OFFICE ALLY TESTING

To test whether ICD-10 codes out of the Submitter's system will transfer over correctly and are validated properly, Submitters can transmit ICD-10 coded test claims to Office Ally. Based on feedback from our customers, ICD-10 test claims will be validated using a "fake" transition date in the past (10/1/2014). This will allow Submitters to code claims with current dates of services in ICD-10 without the claims rejecting for using ICD-10 codes before the transition date.

SUBMITTING A TEST FILE

- **Upload Users:** Submitters must include filename keyword: **OATESTICD** in the filename of their test file to indicate that an uploaded claim file contains ICD-10 test claims. This keyword will prompt our system to process the file as an ICD-10 Test File, as well as to use a transition date of **10/1/2014** for code validation purposes.

- **Approved E2E Testers Using Online Entry/Practice Mate:** Submit test claims coded in ICD-10 using Online Entry/Practice Mate as you normally would (make sure to set the ICD Indicator to ICD-10). Once they process (they will reject), send an email to ICD10@officeally.com with the File ID. An OATESTICD file with these claims will be created in your account.

  NOTE: Online Entry/Practice Mate users **not** involved in E2E testing cannot/do not need to test because both applications have already been tested thoroughly and are able to transfer the ICD-10 codes you enter successfully; therefore, no testing is needed.

Once the ICD-10 Test file is processed, the Submitter will receive a Test File Summary showing the results of processing. The Test File Summary will contain wording across the top indicating the file was processed for ICD-10 testing purposes only.

REVIEW

The Submitter (Provider and medical staff) should have first been trained on ICD-10 as well as verified their software is capable of submitting ICD-10 coded claims. The Submitter must submit test file(s) containing claims coded in ICD-10, with filename keyword **OATESTICD**, or using the OLE/PM method above. The claims will be validated with a "fake" transition date of **10/1/2014**. Finally, the Submitter will receive a Test File Summary detailing how the claims processed.

SUBMITTER (PROVIDER) TO OFFICE ALLY TO PAYER TESTING (END-TO-END)

Once a Submitter has submitted ICD-10 coded test claims to Office Ally, the payers are able to request that Office Ally forward those test claims to them for validation. Whether the payer will return reports to the Submitter for these test claims will vary by payer.

Questions? Email us at ICD10@officeally.com or call us (360) 975-7000 Option 1