



270/271 Registration Instructions

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QUICK START

This document is for 270/271 registrations only. Other transactions are found at www.clearconnect.com.
Note: CLEARCONNECT WILL NOT ACCEPT REGISTRATION FORMS THAT DO NOT CONTAIN ALL OF THE REQUIRED FIELDS.

Only fill out this section for UPDATE registrations.
 See Appendix A for instructions

All items listed by the check boxes below are **required** for new registrations.

Business Information

- Type of Business
- Business Name
- Street
- City, State, Zip
- Phone
- Business Federal Tax ID

Contact Information

- Primary contact
 - Name
 - Phone
 - E-mail
- Connectivity contact (required for Direct Connectivity)
 - Name
 - Phone
 - E-mail

Connectivity Method

- Indirect** – Select this method if you are using an intermediary (i.e. clearinghouse or billing service) to transmit to ClearConnect. List the name and phone number of the intermediary.

-OR-

- Direct *** – Select this method if you will transmit claims directly to ClearConnect from your computer systems.
Note: a signed ClearConnect Trading Partner Services Agreement is required to establish direct connectivity.


*An explanation of direct connectivity options can be found on pages 5 and 6.

Projected Volume

- List the Contracting Provider ID numbers

Payers

- Currently Blue Cross Blue Shield of Minnesota is the only payer ClearConnect processes 270s for.
- List the Contracting Provider ID numbers assigned by Blue Cross Blue Shield of Minnesota



270/271 Electronic Eligibility Request & Response Transaction

Trading Partner Registration Form

For accurate completion of this form, please see registration instructions found at www.clearconnect.com.

For Registration UPDATES ONLY * (check all that apply)		
<input type="checkbox"/> Business Name	<input type="checkbox"/> Connection Method (Direct/Indirect)	<input type="checkbox"/> Connectivity Type
<input type="checkbox"/> Business Address	<input type="checkbox"/> Contracting Provider ID	<input type="checkbox"/> Payer Change
<input type="checkbox"/> Tax ID	<input type="checkbox"/> Clearinghouse or Billing Service	<input type="checkbox"/> Other

Business Information		
Type of Business: (Choose one) <input type="checkbox"/> Provider <input type="checkbox"/> Clearinghouse <input type="checkbox"/> Billing Service <input type="checkbox"/> Software Vendor <input type="checkbox"/> Central Billing Office <input type="checkbox"/> Service Bureau	Physical Address: Business Name Street (P.O. boxes are not accepted) City, State, ZIP Code Phone _____ Fax _____	Trading Partner ID (if assigned): * ID required if making UPDATES National Provider ID (NPI): Please attach separate sheet for multiple NPIs Business Federal Tax ID:
Contact Information		
Primary Contact Name _____ Phone _____ Fax _____ E-mail _____	Secondary Contact Name _____ Phone _____ Fax _____ E-mail _____	Connectivity Contact Name _____ Phone _____ Fax _____ E-mail _____
This transaction is not available through PC-ACE Connect Software until 2nd Quarter, 2006		
Connectivity Method (choose either Indirect or Direct)		
<input type="checkbox"/> Indirect - Connecting through a Clearinghouse (CH), Central Billing Office (CBO), Billing Service (BS), or Service Bureau (SB) Name of CH, CBO, BS, SB _____ Phone _____		
<input type="checkbox"/> Direct - Connecting directly to ClearConnect (A SIGNED AGREEMENT IS REQUIRED, found at www.clearconnect.com) Direct Connection Type* (Select one type under Batch and/or Real Time that you will be using to exchange 270/271s) <i>Please see 270/271 Registration Instructions for further information about connection type options</i>		
Type: Batch (Select One) <input type="checkbox"/> Internet: VPN to Client <input type="checkbox"/> Internet: VPN to VPN <input type="checkbox"/> Internet: SSH (Secure Copy) <input type="checkbox"/> Dial-Up (Required for PC-ACE)		Type: Real Time (Select One) <input type="checkbox"/> Internet: HTTPs (required for Real Time)
<small>* Additional Forms may be required when registering. Please see Registration Instructions for forms.</small>		
List the Projected Daily Volume:		
Payers: The only payers available at this time are Blue Cross and Blue Shield of Minnesota, CCStpa, and First Plan		
Contracting Provider IDs (list all IDs for which you want to exchange 270/271s) _____ <small>* Please do not list Individual Physician Numbers (IPNs) here, only Contracting Provider IDs</small>		
Send completed Registration Form via Fax: 651-662-7290 or E-mail: register@clearconnect.com , Attention: ClearConnect Registration © ClearConnect v08.2005 For Questions call 1- 866-251- 6742		

REGISTRATION PROCESS OVERVIEW

Below is a brief timeline for registering with ClearConnect. The time estimates are given in business hours/days.

STEP	TIME	RESPONSIBLE PARTY	ACTION ITEM
Step 1	<1 hour	Registering Trading Partner	Download the latest version of the Registration form and corresponding instructions from www.clearconnect.com
Step 2	1-10 hours	Registering Trading Partner	Prepare for registration by: <ol style="list-style-type: none"> 1. Contact all payers to whom you will be sending claims. Verify that their records of your name, address, tax id, and provider IDs match what is on the ClearConnect registration form. 2. Choose the connection method you will use to send claims to ClearConnect (for Direct submitters only). Details on connectivity options are found on page 5
Step 3	<1 hour	Registering Trading Partner	Complete required form(s): <ol style="list-style-type: none"> 1. One registration form must be completed for each provider facility. 2. A signed ClearConnect Trading Partner Agreement is required for direct submitters.
Step 4	1-2 days	ClearConnect	ClearConnect will send a confirmation to the Registering Trading Partner when the registration has been RECEIVED. If issues arise when ClearConnect reviews the registration form, the Trading Partner will be contacted.
Step 5	10-15 days	ClearConnect	Send confirmation that registration is COMPLETE to the Registering Trading Partner. Connectivity setup issues may increase this timeframe.
Step 6	1-15 hours	Registering Trading Partner	Review ClearConnect documentation received with the registration complete confirmation toolkit. Prepare systems to receive the 835.
Step 7	<1hour	Registering Trading Partner	Contact ClearConnect Service Desk when registering trading partner is ready to begin testing. (1-866-251-6742)
Step 8	2 – 4 weeks	ClearConnect	An EDI Analyst will contact the Registering Trading Partner to begin testing.

Note: Please **DO NOT** contact ClearConnect to follow up on status unless the estimated completion time of the Action Item has been exceeded. For example: If you have not received a Registration COMPLETE confirmation from ClearConnect within 15 business days, then it is appropriate to contact our Service Desk to follow up.

CLEARCONNECT TRADING PARTNER SERVICES AGREEMENT

ClearConnect requires a signed Trading Partner Services Agreement of every business that wishes to establish a direct connection to us. Use this website link to download a copy of the agreement: http://www.clearconnect.com/public/pdf/Clearconnect_Trading_Partner_Services_Agreement.pdf. It is not necessary to sign a Trading Partner Services Agreement if you are a provider who is transmitting claims to ClearConnect through a clearinghouse, billing service, or other type of business.

The Trading Partner Services Agreement MUST have a signature on the last page. Please include this signed agreement when you submit the registration form. It can be sent to ClearConnect via fax or postal mail.

Fax: Attn: REGISTRATION
651-662-7290

Mailing Address:
ClearConnect
Attn: REGISTRATION, route S206
P.O. Box 64560
St. Paul, MN 55164-0560

CONNECTIVITY OPTIONS

ClearConnect currently offers four connectivity options for sending claims: VPN to Client, VPN to VPN, SSH, and Dial-up.

Option	Can use Internet?	Easily scripted or automated?	Cost to you	Long Term solution?	Real Time
VPN to VPN	Yes	Yes	High	Yes	No
VPN to Client	Yes	No	Low	Yes	No
SSH	Yes	Yes	Low	Yes	No
Dial-up	No	Yes	Medium	No	No
HTTPs	Yes	Yes	Medium	Yes	Yes

Below are brief descriptions of each of these options.

Internet: VPN to Client - and -

Internet: VPN to VPN

VPN means "Virtual Private Network". This option establishes an encrypted tunnel between your systems and ClearConnect. This VPN (encrypted tunnel) is used to send files using FTP (File Transfer Protocol). ClearConnect will provide you with the tools to establish the encrypted tunnel, but you will need to provide the means to FTP the files. **Setting up FTP**- Most operating systems, including all versions of Microsoft Windows, are capable of FTP from a command line. There are also some software packages available that enable you to FTP using a graphical user interface.

Setting up VPN to Client

ClearConnect will send you everything necessary to set up a VPN tunnel. You will receive a CD which contains VPN software to install on your PC. You will also receive an electronic "token". This token is about the size of a keychain and displays a numeric key that changes every 60 seconds. This numeric key on the token is how ClearConnect uniquely identifies your organization.

Setting up VPN to VPN

VPN to VPN requires you and the ClearConnect network team to configure hardware to establish the VPN between our companies. ClearConnect uses CISCO devices for establishing VPN. If you select this option, we will schedule a conference call between your technical people and ClearConnect's networking team to complete the setup. If you choose this option, you will be required to fill out an IPSEC Form (Appendix B) to be sent in with the registration form and Trading Partner Agreement.

Internet: SSH

SSH based file transfers utilize a protocol called SCP or secure copy. The security is dynamically established during the transfer, so there is no need to profile encryption keys.

ClearConnect's preferred file transfer method is SSH. It is preferred that authentication be done with user IDs and passwords rather than with keys.

Dial-up

This option requires an analog line and a standard V.90 modem. You cannot use dial-up over high-speed internet connections such as DSL or Cable.

Note ClearConnect is pursuing other options to offer in an effort to retire Dial-up. If you are able to use any of the internet options dial-up is not recommended.

HTTps

This option is used for real-time interactive exchanges of 270 and 271 transactions. These communication sessions are interactive in that the initiator will send a 270 transaction and the response to close out the session will be the 271 transaction. Because of the interactive nature of this transaction, it will be necessary to schedule a conference call between ClearConnect's technical staff and the Registering Trading Partner.

This is the only option offered for real time exchanges of the 270 and 271.

APPENDICIES

APPENDIX A – INSTRUCTIONS FOR UPDATE REGISTRATIONS

A Trading Partner can send in an update registration any time after they have successfully completed the registration process. When updating your registration information, you are not required to complete all the fields on the registration form. Below is a table of what information is required when completing an update registration.

Type of Update	Notes	Minimum information required
Business Name Change		Business Name (new one) Trading Partner ID Business Federal Tax ID
Business Address Change		Business Name Trading Partner ID Business Address (Street, City, State, ZIP Code) Business Phone & Fax (if changed) Business Federal Tax ID
Tax ID Change		Business Name Trading Partner ID Business Federal Tax ID (new one)
Connection Method Change	Changing from Direct to Indirect method will also need to identify the new Clearinghouse or Billing Service.	Business Name Trading Partner ID Connection Method (Direct or Indirect) Direct Connection Type (only for direct)
Connectivity Type		Business Name Trading Partner ID Connection Method (must be Direct) Direct Connection Type
Contracting provider ID		Business Name Trading Partner ID Claim Type Payer - write in Contracting Provider IDs
Clearinghouse or Billing Service	Registering Trading Partner may be contacted to verify that this change has been authorized.	Business Name Trading Partner ID Connection Method (must be Indirect) Indirect Contact Name and Phone
Contact Info		Business Name Trading Partner ID Contact Information (new contact info)
Other		Business Name Trading Partner ID List information that is changing

APPENDIX B – IPSEC Form

IPSEC VPN CONNECTION FORM

A. NEEDED INFORMATION FROM REMOTE PEER/NETWORK (To be filled in by the CUSTOMER)

#	Description	Information from Customer		
1	VPN/Firewall Device Type			
2	Remote Peer IP address			
3	Authentication method (pre-shared only)			
4	Transform set			
5	DH Group (1,2or 5)			
6	ISA Lifetime (86400...etc) e.g. IKE SA = 86400 sec; IPSEC SA= 28800 sec			
7	Contact Details Name: Phone: Email:			
8	IP address(es) and Service opened for test/connection purposes.	IP	PORT	Service

B. SUPPORTED IPSEC POLICIES/DEVICE INFORMATION (ClearConnect end details)

#	Description	ClearConnect Information		
1	VPN/Firewall Device Type	VPN 3015 concentrator		
2	Remote Peer IP address	199.199.164.25 or endpoint.vpn.clearconnect.com		
3	Authentication method (pre-shared only)	Pre-shared		
4	Transform set (see below)	ESP-3DES /MD5		
5	DH Group (1,2 or 5)	Group 2		
6	ISA Lifetime (86400...etc)	IKE SA = 86400sec; IPSEC SA=28800 sec		
7	Contact Information			
8	Network addresses that need connection from customer resources	IP	PORT	Service
		159.136.15.101	21	FTP
		159.136.15.100	80	HTTP

C. LEGEND:

#	Item	Information
2	Remote Peer IP address	Refers to the IPSEC device's registered IP address
3	Authentication method	'pre-shared' key or other similar authentication exchange Note: Pre-shared key can be shared by secure means (phone)
4	Transform set	This is a combination of the encryption methods (des,3des) and the hash algorithm (sha or md5)
5	DH Group	This is the Diffie-Hellman session key cryptography protocol
6	ISA Lifetime	The amount of time in sec's when a SA expires and needs to be re-established