

TRANSACTION COMPLIANCE CHECKLIST

WHAT	WHEN	Complete Date
<p>Begin Education Process</p> <p>--Visit the ACC HIPAA Resource Center and Centers for Medicare and Medicaid Services (CMS) HIPAA web site (http://www.cms.gov/hipaa/hipaa2/default.asp)</p> <p>--Attend educational sessions offered by CMS and your state medical society or Professional Associations</p> <p>--Work with your state medical society , use them as a resource for information</p>	NOW	CONTINUING
<p>Assess your Practice</p> <p>--Determine which HIPAA transactions your practice is currently conducting. (Claims submission/response, status; member eligibility, etc.) .Your software vendor should be able to provide you with additional information</p> <p>--For each HIPAA standard transaction develop a testing and implementation plan.</p> <p>--Identify what impact the HIPAA transactions will have on current business processes. For example, additional data, changes in staff responsibility, etc.</p>	NOW	CONTINUING
<p>Contact Payers</p> <p>--Discuss strategies/options for transitions to HIPAA compliant transactions with those who you conduct direct transactions. (Link to questions to ask payers on ACC HIPAA website)</p> <p>--Work with payers to develop a testing plan using the Companion Guide provided by them.</p>	NOW By April 2003	
<p>Contact Vendors</p> <p>--Request a timeline from clearinghouse and billing service vendors for availability of HIPAA ready software will ready for installation.</p> <p>--Ask your vendor for their internal testing schedule and testing schedule with third party payer .</p> <p>--Determine if a Business Associate Agreement is required.</p>	NOW	
<p>Implement HIPAA Transactions and Code Sets</p> <p>--All organizations that have filed an extension must have HIPAA compliant transaction and code sets in place.</p>	By October 16, 2003	