

High Level Scheduling Process

The Processor Team downloads the Set-up Instructions and the Certification Test Request Form from the RelayHealth MediFacD website (<http://medifacd.relayhealth.com>).

Part 1:

Processor CT Coordinator submits Schedule Request Form:

- Three preferred testing dates
- Business and Technical contacts
- Connectivity information

The Processor Certification Test Coordinator prepares and submits the CT Schedule Request form to the RelayHealth coordinator. The form includes information from the Processor on their test preference week, business and technical contact information and their connectivity information (IP, Ports, etc.)

RelayHealth contacts Processor CT Coordinator to confirm / negotiate scheduling within 2 business days

The RelayHealth Coordinator sends an email acknowledging the form receipt, reviews the information and requested calendar week and contacts the Processor CT coordinator within two business days with a confirmation of the test date, or, a request for additional information. If there are no test slots available during the requested week, the RelayHealth coordinator will contact the Processor CT coordinator to negotiate an appropriate date which may be earlier or later than the week requested, depending on availability.

Part 2:

Processor Configures system with data per instructions and tests internally to confirm expected values.

The Processor team reviews the instructions and data provided by the MedifacD website. The Processor team configures and internally tests their system to confirm and note the expected values.

Part 3:

Processor CT Coordinator Completes and submits Certification Test Readiness Form NO LATER THAN 5 business days prior to the test date.

- Expected Response values
- Plan and BIN/PCN List

The Processor CT Coordinator completes and submits Certification Test Readiness Form NO LATER THAN 5 business days prior to the assigned test date. The Readiness Form contains the Expected Response values and the list of Plan and BIN/PCN that the certification test applies to. RelayHealth reviews the submission. If the form is not clear or complete, the RelayHealth Coordinator will contact the Processor CT coordinator for further information. It is possible the timing of the process may require a new test date be requested and set.

Readiness not received or achieved:
Test is cancelled, the request and notification process is initiated from beginning

If the Readiness Form is not received within the timeframe or readiness is not achieved, the test is cancelled, the request and notification process is initiated from beginning.

FIR / TBT Certification Test Process Flow - Narrative

Part 4:

RelayHealth configures scheduled test and runs test during the day of the negotiated preference week.

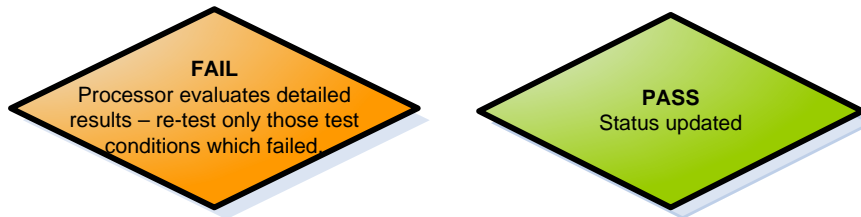
RelayHealth compiles the information provided on the readiness form, configures the scheduled test and runs test on the assigned day during negotiated preference week.

Part 5:

RelayHealth sends appropriate Pass / Fail notification to the Processor CT Coordinator and updates the appropriate CMS reports.

RelayHealth sends the appropriate Pass / Fail results notification to the Processor CT Coordinator and updates the appropriate CMS reports. The FAIL Report details the execution and values returned during the test. The PASS is communicated via a notification email .

Part 6:

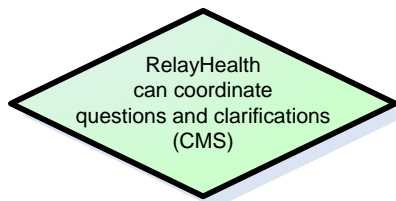


If the Processor receives FAIL report, the re-test is for only those elements that failed. If the Processor is in agreement, the Processor re-configures the System and submits a new Schedule Request and Readiness forms.

If the Processor has a PASS result, the Certification Tables are updated and the Processor is confirmed for TBT normal Operations.

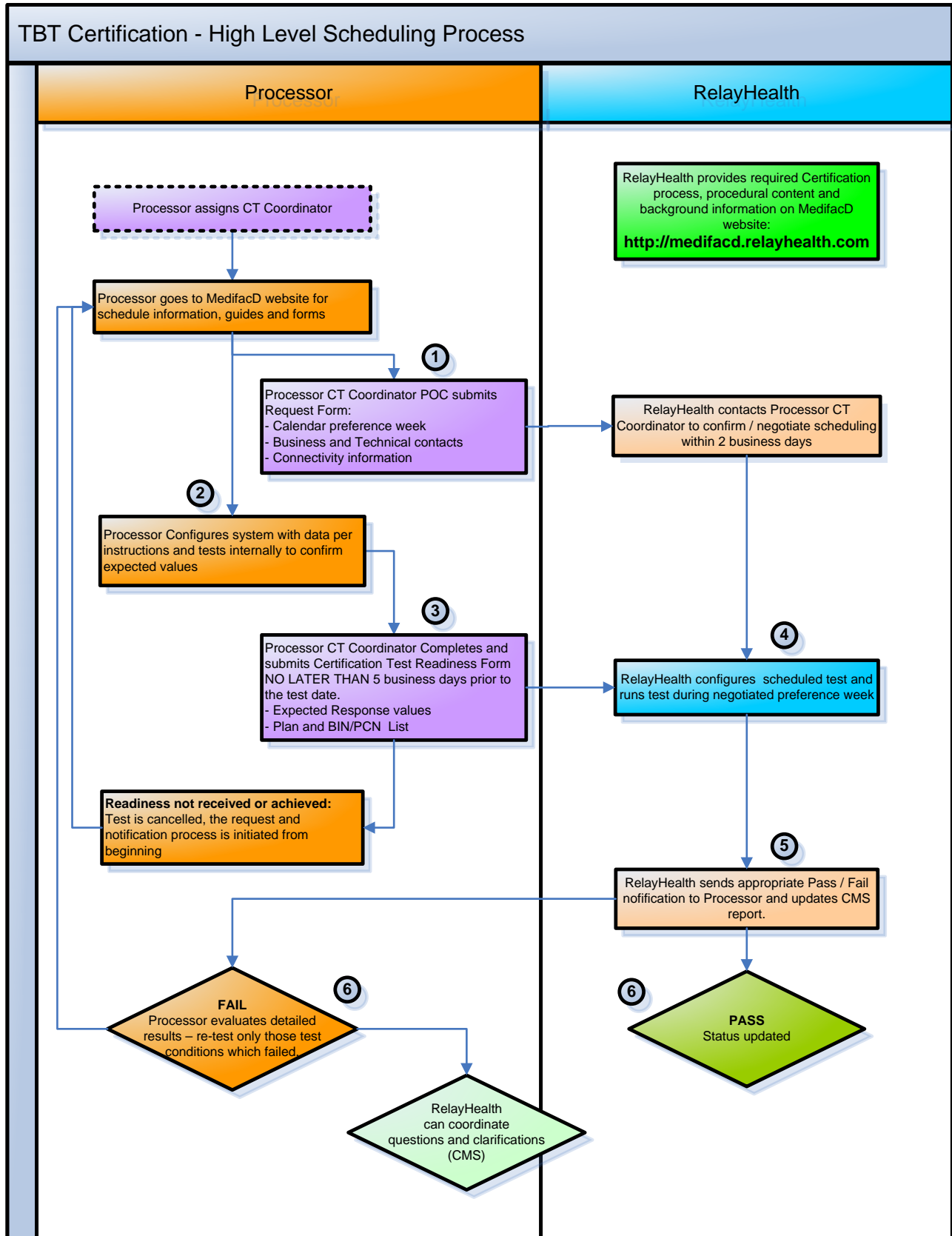
The RelayHealth coordinator updates the Test Status report for CMS.

Part 7:



If the Processor FAIL Report raises sufficient question, the Processor Team and RelayHealth Coordinator can escalate the items to the Sub Group of the Work Group 1 FIR Task Group for discussion and clarification. An informal tracking of 'Fail' conditions will be monitored by RelayHealth.

FIR / TBT Certification Test Process Flow - Narrative



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