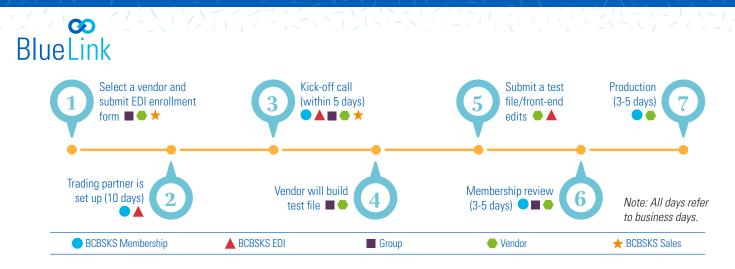# BlueLink Implementation Process Overview

Electronic enrollment 834 BlueLink implementation with Blue Cross and Blue Shield of Kansas

BlueLink

1 Select a vendor and submit EDI enrollment form ■ ⬡ ★

2 Trading partner is set up (10 days) ● ▲

3 Kick-off call (within 5 days) ● ▲ ■ ⬡ ★

4 Vendor will build test file ■ ⬡

5 Submit a test file/front-end edits ⬡ ▲

6 Membership review (3-5 days) ● ■ ⬡

7 Production (3-5 days) ● ⬡

Note: All days refer to business days.

● BCBSKS Membership   ▲ BCBSKS EDI   ■ Group   ⬡ Vendor   ★ BCBSKS Sales

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1 Coordinate with your BCBSKS sales representative, select a vendor and submit an EDI enrollment form ■ ⬡ ★

For a list of common vendors, please go to https://www.ask-edi.com/edi-employer-groups, then click on 834 vendor listing.

Work with your BCBSKS sales representative to select a vendor. If you already have a vendor, ensure that the vendor you selected can comply with the ANSI X 12 HIPAA Compliant 834 transaction.

Complete and submit the EDI enrollment form located at https://www.ask-edi.com/edi-employer-groups, then click on enrollment form BCBSKS 834.

2 Employer group is set up as a trading partner (10 days) ● ▲

Once the electronic form has been received:

» EDI will set up the employer group in the system and assign a trading partner number.

» Membership will create a matrix/account structure.

» The employer group will receive a confirmation email containing the data matrix, URL for acknowledgements, companion guides and connectivity information.

3 Kick-off call (within 5 days) ● ▲ ■ ⬡ ★

Within five days of receiving the confirmation email, a kick-off call will need to take place to further discuss the implementation process with both the vendor and the employer group. Representatives from EDI, and the BCBSKS sales and membership departments will be present on the call.

4 Vendor will build the test file ■ ⬡

Once the kick-off call is complete, the vendor can build the test file with production data. The employer group and vendor will review the file data for "common errors" (discussed during the kick-off call) prior to submitting a test file.

5 Submit a test file/EDI Front End edits ⬡ ▲

Once the file has been built, it can be submitted as a test file for review. The EDI system will complete front-end edits. Once the file passes EDI Front End edits, the file will be sent to membership for review.

6 Membership review (3-5 days) ● ■ ⬡

Membership will review the file for enrollment discrepancies, and will provide a list of necessary changes. Once the employer group and vendor make the updates, the vendor will submit a new test file for review. Test file interactions generally average three to five test files.

7 Production (3-5 days) ● ⬡

Once a test file can process through the membership system with no discrepancies, the file will be approved for production. BCBSKS system coding for production takes three to five business days.

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