Ramp Manager Overview

Ramp Manager is an application that provides interactive, self-service tools for trading partners (TP) to test X12N transactions against the Florida Medicaid Companion Guides. Ramp Manager is hosted by EDIFECs in an environment customized for Florida Medicaid transaction activities. Using Ramp Manager, you can:

- Create an account for testing purposes
- Submit test transactions against the Florida Medicaid processing specifications, consistent with the rules outlined in the Companion Guides
- Review detailed information on errors for correcting files
- Resubmit test transactions, as needed
- Keep track of testing activity with online tracking utilities for historical submissions

This information sheet provides a review of the steps to follow when using the Ramp Manager application.

In order to access the Ramp Manager testing site, log on to: https://sites.edifecs.com/index.jsp?flmedicaid
Step 1: Select Register for an account and complete the Registration Wizard. Create a user name and password (used exclusively with Ramp Manager).

Step 2: After completing the registration process, log in to the Ramp Manager application by entering the user name and password created. In the event a username or password is forgotten, click "Recover". A system-generated password is emailed to the address listed in the user's profile.
Step 3: Once successfully logged on to the testing site, the “Home” tab displays. This tab displays welcome messages or updates and information.
Step 4: From the Home tab, select the Programs tab for test options. There are two options available: 4010 – Testing Program and 5010 – Testing Program. Select the desired format by clicking the appropriate link.
Step 5: Once the format is selected, a My Program Dashboard page will appear, showing a list of the test options available for each format that cover the standard X12 transaction types (i.e. 837 claim files, 270 eligibility, 276 claim status). Select the transaction type of the file you wish to test.

The My Program Dashboard page provides a number of pieces of information. Many of the items can be used to customize activities for the user. The items in the “Activity” area of the page are not required to complete testing activities, rather available for the user as desired.

1. Description - details the program selected. In the example above, the user selected the 837 Dental Testing Program. This program allows you to send the 837 X12N HIPAA transaction and validate it against the Florida Medicaid Companion Guide.

2. The Activity section provides details of the user’s activity in the current program. All items are optional and available at user discretion.
   a. Target Start Date – Select an option from the drop-down list to specify when the organization plans to begin working on the program. For example, choose, now, next week, in two (2) weeks, etc.
   b. Current Target – The date on which the organization plans to start work on the program. This date is calculated by Ramp Manager. For example, if ’In One Month’ was selected from the Target Start Date list on January 1st, the Current Target Date is calculated as February 1st. The name of the user who last changed the Target Start Date and the date on which it was changed also display.
   c. Deadline – The date by which the organization selects to complete all required program tasks.
   d. Last Accessed Date – The date that the program was last accessed.
e. Joined Date – The date the organization was enrolled in the program.
f. Completion Date – The date the organization completed the program.
Step 6: To begin testing a transaction, select the transaction listed under the Task Name. After selecting the Task Name for the Program (or transaction) you want to test, the **Complete a Validation Task** page displays.

Step 7: Click **Run Test** and follow the testing wizard.

**NOTE:** The **View Guideline** button provides access to the specifications for the applicable transaction.
Step 9: The wizard assists with uploading a data file to be validated against Florida’s Companion Guide specifications. To upload a data file, click Next.
Step 10: Select **Browse**... and locate the data file to upload and test. The data file uploads when the user clicks **Next**. This may take several minutes depending on the size of the file.
**Step 11:** The *Complete the Validation Test Wizard* page provides a summary of what is being tested, and projects approximately how long it will take to validate the file. Click *Finish* to run the test.
Once the file has been analyzed, the results will be available for review. Also available on the page displaying results, users look under the Test History heading to view and review error reports for previous file submissions.
Clicking on any of the listed submitted files will open a screen that shows the detailed results of a previously performed file test.

Reports can be printed, or saved to disk. There are five (5) views available to assist Florida trading partners assess the processing of a file:

1. Split view – This view is the most dynamic of the five. It visibly shows the data file, and links the error within the data, to the error code, and then to the Implementation Guide itself.
2. Errors View – This view only gives the semantic listing of the error.
3. Data View – This view provides a wrapped view of the data file used for validation.
4. Guide View – This view provides the Implementation Guide only.
5. Report View – This view breaks down the report by error, data, and Implementation Guide. This view is the best and most suggested view to save and print for exchange.

**Questions?**

The HP / FLMMIS EDI staff is available to assist with questions. You can reach the EDI staff Monday-Friday between 8AM and 5PM at 1 (866) 586-0961.