

AGREEMENT
between
SANFORD HEALTH PLAN
and
TRADING PARTNER
(Clearing House/Direct Submitter)

1.0 IDENTITY OF PARTIES

- A. Sanford Health Plan is the issuing agency for this Agreement. It will be referred as “SHP” in this Agreement. Sanford Health Plan EDI Department is referred as “EDI Operations”. Sanford Health Plan and EDI Department’s address is: 300 Cherapa Place Suite 201, Sioux Falls, SD 57103. To contact EDI Department, please send your e-mail to healthplan_edi@sanfordhealth.org.
- B. Trading Partner is defined as all entities wishing to establish EDI transaction with Sanford Health Plan. This includes Clearing Houses, individual physicians or health care providers. It is referred as “Trading Partner” or “submitter”.

2.0 DURATION OF AGREEMENT

This Agreement is effective _____ and will remain in effect unless a written notice from either party is issued wishing to terminate the Agreement. This Agreement may be modified at any time upon mutual consent of the parties.

3.0 SCOPE OF SERVICES

- A. Upon signing this Agreement, EDI Operations at SHP will setup a userID and password account on SHP ftp server or web portal for the Trading Partner wishing to upload data electronically. SHP will also accept other agreed upon media.
- B. SHP and the Trading Partner must go through a testing phase. During the testing process, Usage Indicator (ISA15) at the Interchange Control Header Segment must enter “T”. SHP will examine submitted test transactions for required elements, and will also ensure that the submitter gets a response during the testing process.
- C. When submitter is ready to send a transaction to the production environment, EDI Operations at SHP must be notified. Usage Indicator (ISA15) at the Interchange Control Header Segment must enter “P”. SHP will move the submitter to the production environment.

- D. The submitted file will be processed the same day it is received. Acknowledgement will not be sent to the submitter unless submitter chooses to have this option available.

4.0 TECHNICAL SPECIFICATION

- A. SHP is using SSL based ftp client. In order to be able to connect to SHP ftp server, Trading Partner must install the ftp software that supports SSL connection. It is up to the Trading Partner to get this software package.
- B. SHP is also using secured web portal. In order to be able to connect to SHP web portal, Trading Partner must have internet connection.
- C. Please refer to the applicable SHP Companion Guide for transaction requirements.

5.0 PRIVACY

SHP and EDI Operations shall comply with all applicable federal and state laws and regulations regarding maintaining the confidentiality of all Trading Partners' records and the information contained therein. SHP and EDI Operations shall not use confidential information for any purpose other than carrying out EDI obligations under this Agreement. SHP and EDI Operation shall establish and enforce policies and procedures for safeguarding the confidentiality of such data. SHP and EDI Operation may be held civilly or criminally liable for improper disclosure.

SHP shall comply with the security of medical data provisions of the Health Insurance Portability and Accountability Act of 1996 and the accompanying regulations. SHP shall comply with the privacy of medical data provision of the Health Insurance Portability and Accountability Act of 1996, including the use of standard transactions in any electronic transactions performed.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement this _____ day of _____, 200 .

Date: _____

Date: _____

BY: _____

BY: _____

Company:

Company:

SHP/EDI Operation
