



**KY Medicaid Edifecs
Ramp Manager User Instruction Manual**

*Cabinet for Health and Family Services
Department for Medicaid Services*

September 19, 2022

Document Change Log

Version	Changed Date	Changed By	Reason
2.0	5/9/2011	Martha Senn Kathy Dugan Ron Chandler	Initial Creation
2.1	5/10/2011	Martha Senn Kathy Dugan Ron Chandler	Revised and formatted to DMS specifications.
2.2	6/9/2011	Martha Senn Kathy Dugan Ron Chandler	Revised and formatted to DMS specifications.
2.3	6/14/2011	Martha Senn Kathy Dugan Ron Chandler	Revised and formatted to DMS specifications.
2.4	6/17/2011	Martha Senn Kathy Dugan Ron Chandler	Revised and formatted to DMS specifications.
2.5	6/22/2011	Martha Senn Ann Murray	Revised and formatted to DMS specifications.
2.6	6/23/2011	Martha Senn	Revised and formatted to DMS specifications.
2.7	7/7/2011	Martha Senn	Updated Ramp Manager Screen shots.
2.8	1/3/2017	Martha Senn	Updates to outdated screen shots
2.9	9/19/2022	Brianna Hicks	Updated Header Logo from Kentucky Sunrise to Team Kentucky (CO33931)

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1 Introduction

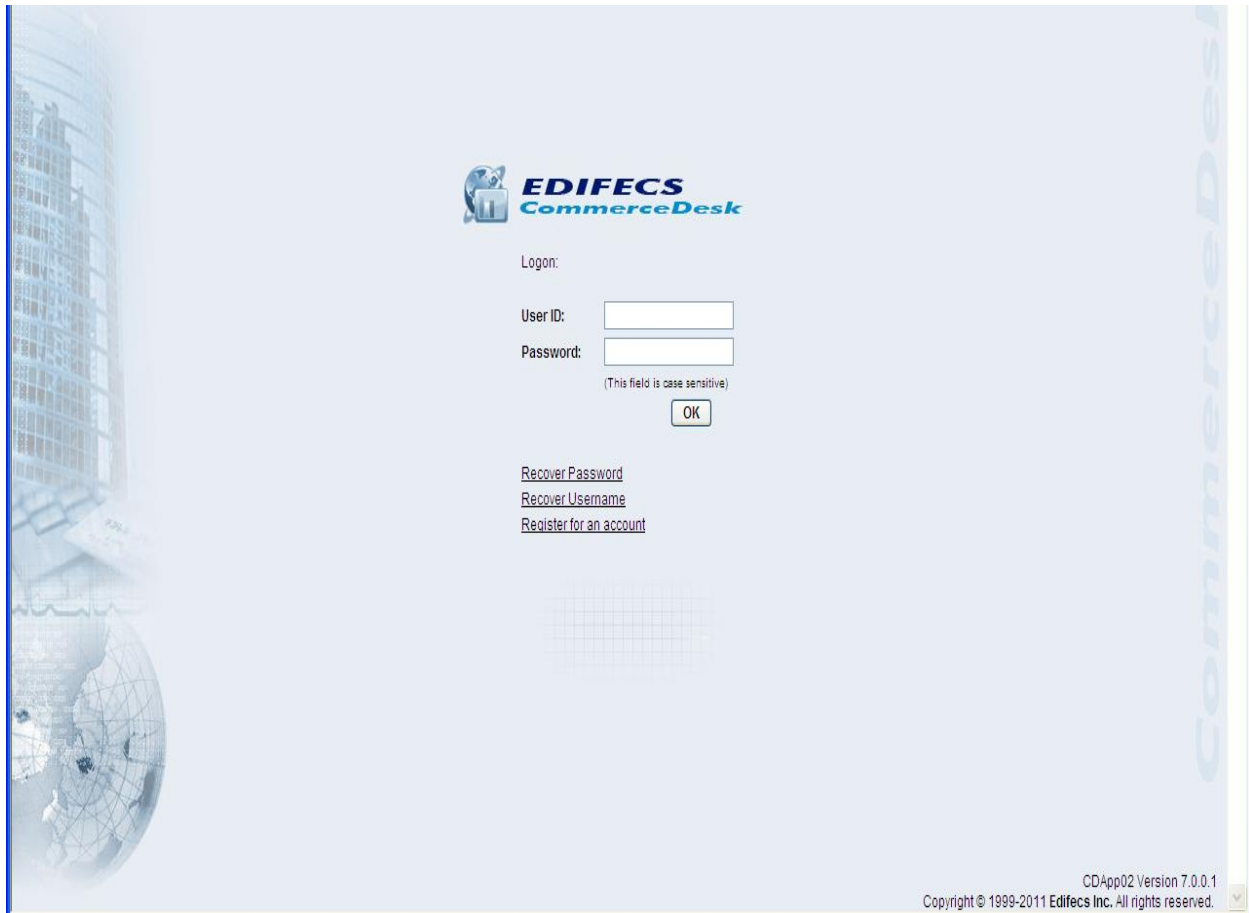
Edifecs Ramp Management provides a branded, self-service portal to onboard trading partners that reduces the resources, time and cost to integrate partners, while enhancing partner support and reducing the risk of errors in production.

In addition, it provides a best-practice approach to quickly and efficiently guide partners through every step of the on-boarding process. Self-service testing and troubleshooting decrease internal technical support requirements and accelerate task completion. Partner self-service testing is supported by communication tools and a resource library that simplifies, enriches and streamlines communication with partners. Dashboards and reports provide internal managers with a comprehensive view of partner progress.

2 Purpose

- Reduce cost to on-board trading partners using guided programs for self-service testing and troubleshooting; these programs aid partners in their on-boarding tasks and reduce the testing burden on internal staff;
- Shorten lead-time to production using best-practice on-boarding and testing processes that accelerate partner task completion;
- Provide better support to trading partners with a reference library, issue management system, and a dashboard that provide a rapid, accurate and comprehensive view of partner on-boarding status; and,
- Reduce risk of errors in production using a program and task model that delivers a best practice on-boarding process to yield high-quality results in production.

3 Register an Account



EDIFECES
CommerceDesk

Lolon:

User ID:

Password:

(This field is case sensitive)

OK

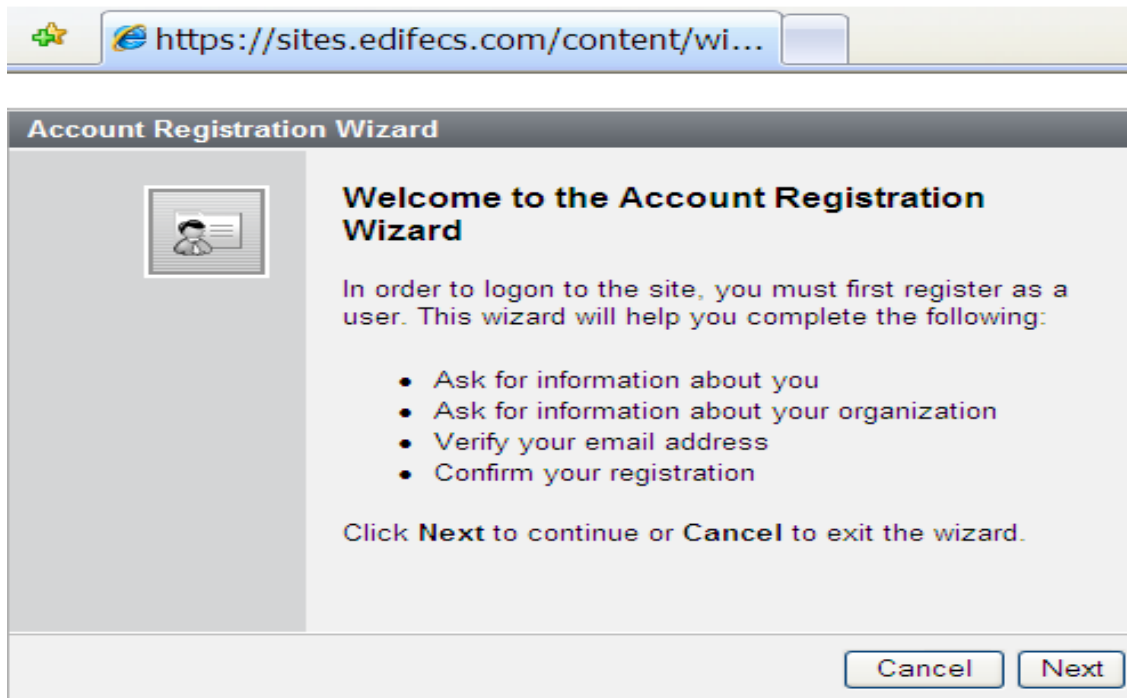
[Recover Password](#)

[Recover Username](#)

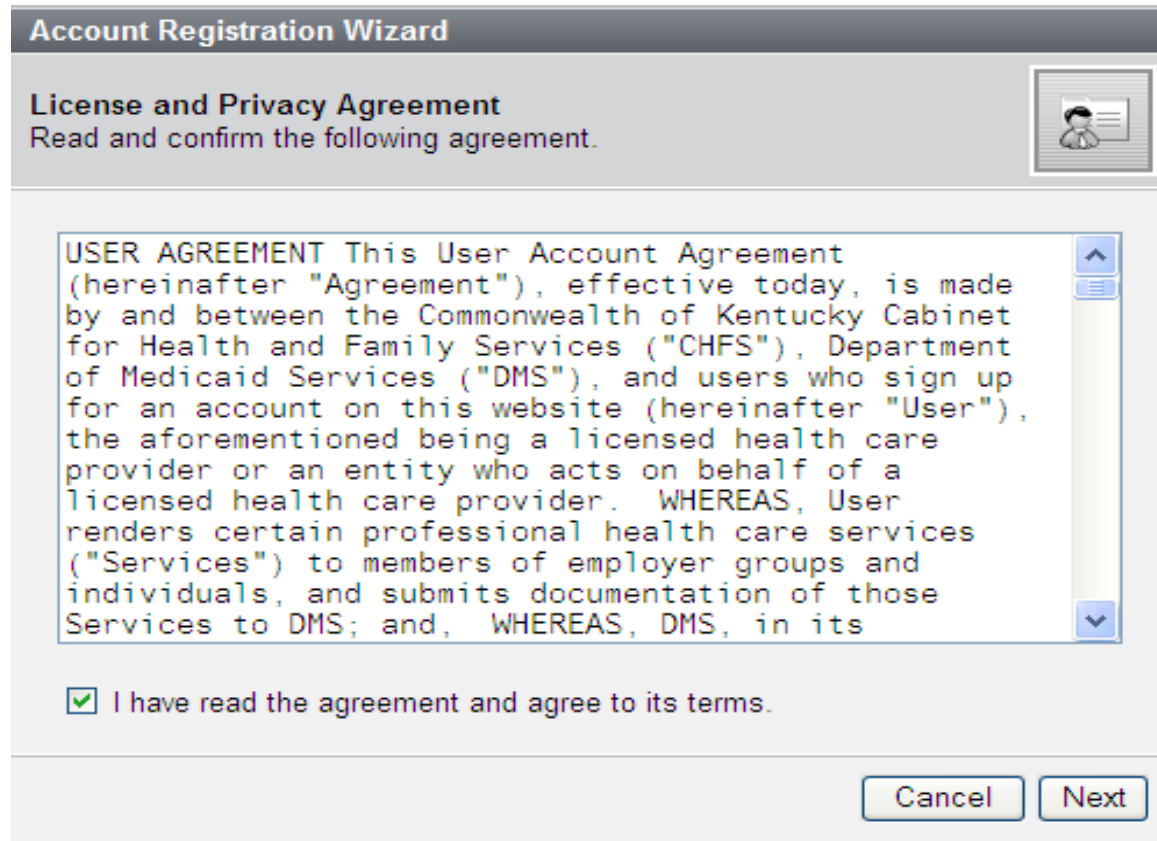
[Register for an account](#)

CDApp02 Version 7.0.0.1
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To register an Account click on the Register Link to Self-register and create a user profile account for the Kentucky Medicaid Ramp Manager System. The link to the Ramp Manager System is available at <https://sites.edifecs.com/sites/default/start.jsp?uid=tuvWi9K&SiteKey=medicaidky&UserName=>



- Click Next to continue;



Account Registration Wizard

License and Privacy Agreement
Read and confirm the following agreement.

USER AGREEMENT This User Account Agreement (hereinafter "Agreement"), effective today, is made by and between the Commonwealth of Kentucky Cabinet for Health and Family Services ("CHFS"), Department of Medicaid Services ("DMS"), and users who sign up for an account on this website (hereinafter "User"), the aforementioned being a licensed health care provider or an entity who acts on behalf of a licensed health care provider. WHEREAS, User renders certain professional health care services ("Services") to members of employer groups and individuals, and submits documentation of those Services to DMS; and, WHEREAS, DMS, in its

I have read the agreement and agree to its terms.

Cancel Next

- Read the License Agreement;
- Click Next to continue;

Account Registration Wizard

Create User Identification Name and Password
Register your account and contact information. The * denotes a required field.

Contact Name, Title and Email

First Name: * M.I. Last Name: *

Title:

Email Address: *

Confirm Email Address: *

Preferred Email Type:

Phone and Fax

Business Phone: Ext.:

Cell Phone:

Home Phone:

Business Fax:

Business Address

Address Line 1:

Address Line 2:

City: State:

Zip: Country:

User Name, Password & Security Question

User Name: *

Password: * Confirm Password: *

Choose a password that is at least eight(8) characters long.

Security Question:

Your Answer:

If you forget your password you'll need to confirm this information. To protect your account, make sure "Your Answer" is memorable for you but hard for others to guess!


- Complete User Identification Name and Password Screen;
- Click Next to continue;

NOTE: HP/EDI request that all fields be completed; the User Name of the account must be the KY Medicaid 10- digit Trading Partner ID 99XXXXXXXXX.

- Complete the Organization information;
- If prior page was completed use the Copy User Information to Auto Populate the information; and,
- Click Next to continue.

Enter New Partner Information

Enter partner name, address and identifiers.



Trading Partner

Name and Identifiers
Name: * 9900002154


Phone, URL, and Email
Primary Phone: 800-205-4696 Extension:
Primary Fax:
Email Address: ky_edi_helpdesk@hpe.c
Home Page:
Commerce Page:

Billing Address
Billing Address Line 1:
Billing Address Line 2:
City: State/Region:
Zip/Postal Code: Country: Please select a country ▼

Shipping Address
Shipping Address Line 1:
Shipping Address Line 2:
City: State/Region:
Zip/Postal Code: Country: Please select a country ▼



Account Registration Wizard

 **CONGRATULATIONS! Your registration has been successful.**

The account has been created with the following information:

Account Summary	
UserName:	9900002154
E-Mail:	ky_edi_helpdesk@hpe.com

Please make sure that you print and retain a copy of your account information. Click finish to complete registration and return to the logon page. Then enter your user name and password to enter the community.

- The account registration is complete, click on Finish.

3.1 Logging On to a Ramp Management Business Application

TO LOG ON TO A RAMP MANAGEMENT BUSINESS APPLICATION

1. Go to the KY Ramp Management Site at <https://sites.edifecs.com/sites/default/start.jsp?uid=tuvWi9K&SiteKey=medicaidky&UserName=>

2. Type your user name in the **User ID** text box.
3. Type your password in the **Password** text box.
4. Click Sign In.

- Add any additional profile information; and,
- Click Next to continue.

**The Partner Profile confirmation screen appears once on the initial log on. User can update profile information at any time. After completion select Next to confirm the Welcome screen appears.*



Click **Manage** next to your user name in the top right corner of the Ramp Management ActionBar. The View Contact screen is displayed.

3.2 Logging Off from a Ramp Management Business Application



TO LOG OFF

- Click **Logoff** on the ActionBar, located in the top right corner of the screen. The Ramp Management Login screen is displayed.

3.3 Compliance Report

Ramp Management Welcome **Manage**
KY trading partner **Manage**

Home Programs **KY 5010 Validation P...** Help Logoff

Validation Error Report

Select Report Layout: Simple List

Compliance Report
Layout: Simple List
Submitted: Tuesday, January 03, 2017 07:58:18 PM (GMT) State of Kentucky Medicaid Community

This report shows the results of a submitted data file validated against a guideline. To achieve compliance, the error count must be zero. If there are errors, you must fix the application that created the data file and then generate and submit a new data file.

Test Summary	Page Information
<p>Passed 0 Error(s) <i>0 Errors Required for Pass</i></p>	<p>Program Name: KY 5010 Validation Program V3 - Edifecs v8.x Task Name: Test 837 Professional Claims Guideline Name: 837P_5010.ecs Data File Name: 9900002154.001 Preprocessed Data File Name: 9900002154.001.processed Data Submitted By: KY trading partner</p>

#	Error	Error Data	Guideline Properties
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Compliance Report Summary by Transaction

Click on **Report** to achieve this view; screen print into a word document along with the Validation Certificate. Send the document to the KY Medicaid EDI Helpdesk at KY EDI Helpdesk@hpe.com.

3.4 Creating a Validation Certificate

When a partner completes an EDI data validation task against an ECS guideline, a validation certificate can be generated in Ramp Management.

To create a validation certificate

1. Click the **Programs** tab, and then click the name of the program containing the EDI data validation task you have completed.
2. Click **Tasks** on the NavigationBar. A list of program tasks is displayed.
3. Click the name of the EDI validation task. Select Test History, details of the task are displayed.
4. Click **Create Certificate**. A certificate is automatically generated.
5. Click **View Certificate** to view the generated certificate in a new screen.
6. Click **Close**

Ramp Management

Home Programs **KY 5010 Validation P...**

Start
Reference Material
Tasks
Inbox
Issues
Participants

View Test Record
Below are the details for this test file submission. Reports are generated by XEngine validator.

1 Test Summary

Submitted By: EDI Helpdesk
Submitted Date: 01/03/2017
Status: **Passed**
Notes: Test passed.
Task: Test 837 Professional Claims
Guideline: 837P_5010.ecs

Deblocking settings
Type: Auto Detected Deblocking
Removed Chars: 0A0D
Record Terminator: 7E
Block Size:

Certification
Create Certificate: [Click here to recreate Certificate](#)
View Certificate: [Click here to view Certificate](#)

2 Attachments (Physical files for this test, including the uploaded data and generated compliance report.)

File Name	Created	Size
9900002154.001 - A Data file in a plain text format.	January 3, 2017	1 KB
CERT_01032017_Test 837_4018839.jpg - The image file containing the Certificate for the Test	January 3, 2017	37.9 KB
9900002154.001.processed - Test Data that was cleaned up by preprocessing it	January 3, 2017	0.9 KB
results.html - The HTML version of the compliance report created by the XEngine validator.	January 3, 2017	3.4 KB
results_print_version.html - The printer friendly HTML version of the compliance report created by the XEngine validator.	January 3, 2017	3.8 KB
9900002154.001_report.xml - The XML version of the compliance report created by the XEngine validator.	January 3, 2017	6.7 KB
SummarySimpleErrorReport.html	January 3, 2017	6.3 KB
SummaryInterleavedErrorReport.html	January 3, 2017	17 KB
InterleavedErrorReportWithData.html	January 3, 2017	42.3 KB
InterleavedErrorReportWithoutData.html	January 3, 2017	18.5 KB

Select the Cert by date, in the example 01032017 Test 837P has the image of the validation test certificate.

Ramp Management

Home Programs **KY 5010 Validation P...**

Start Validation Test Certificate

Reference Material Close

Tasks

Inbox

Issues

Participants

Validation Test Certificate

COMMUNITY: State of Kentucky
PROGRAM: KY 5010 Validation Program V3 - Edifecs v8.x
TASK: Test 837 Professional Claims

Test 837 Professional Claims **PASSED**

Organization/Company:
KY trading partner

Certified File:
Name: 9900002154.001
Size: 985 bytes
Submitted: 2017-01-03
ID: 4018839

What Certification Means: www.edifecs.com

The specified file has been certified as HIPAA Compliant on Edifecs ComplianceOnline. This means that the file passed the WED/SNP & X12 rules defined for the transaction. Certification indicates that the submitter was able to generate a valid HIPAA file. It does not guarantee that future data generated from the same application will be compliant.

4 What to Do If You Forget Your User Name

If you have forgotten your Ramp Management user name, you can use the User Name Recovery Wizard to request that it be sent to your email address.

4.1 To recover your USER NAME

1. Type the URL of the Ramp Management community in your web browser Address Bar, and then press Enter. The Ramp Management Login screen is displayed;



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CommerceDesk

Logon:

User ID:

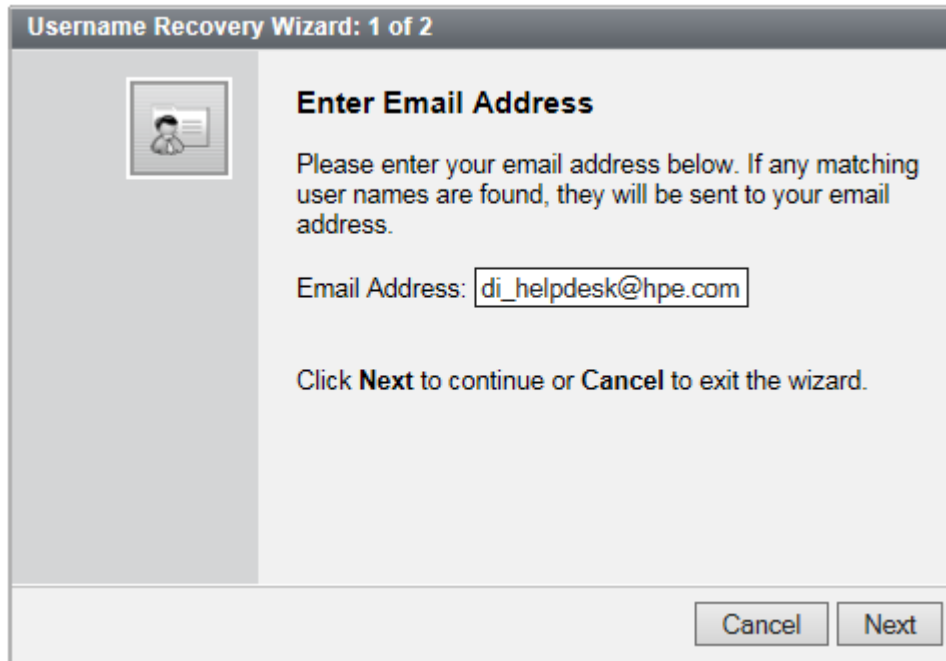
Password:

(This field is case sensitive)


OK

[Recover Password](#)
[Recover Username](#)
[Register for an account](#)

2. Click the Recover Username link;



Username Recovery Wizard: 1 of 2



Enter Email Address

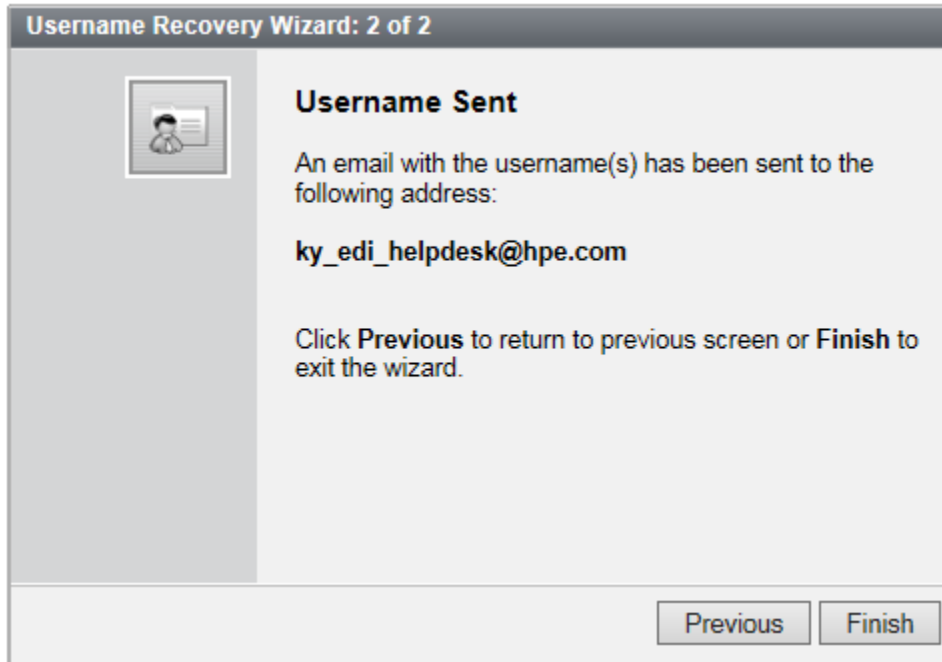
Please enter your email address below. If any matching user names are found, they will be sent to your email address.

Email Address:

Click **Next** to continue or **Cancel** to exit the wizard.

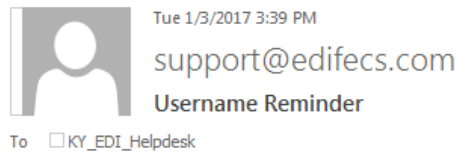
Cancel Next

3. Type your Email Address, and then click "Next". This must be the email address specified in your Ramp Management community contact profile; and,



4. Click Finish. Your user name is sent to your email address.

4.1.1 Example Email for Username Reminder



Dear User,

Following your on-line request, this e-mail contains the list of usernames that you can use to logon to the State of Kentucky site:

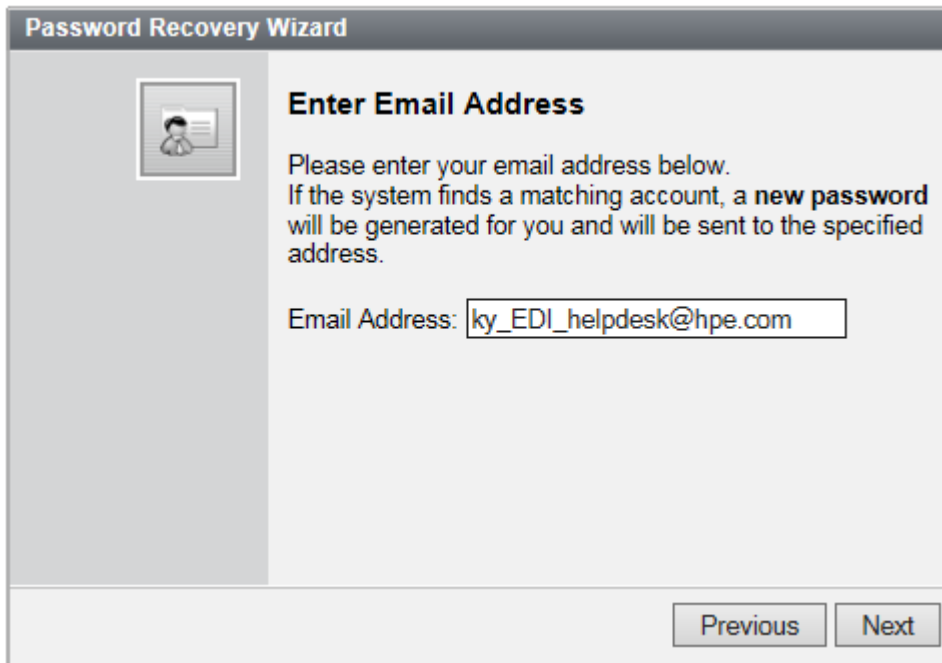
9900002154

5 What to Do If You Forget Your Password

If you have forgotten your password, you can use the Password Recovery Wizard, accessed from the Ramp Management application Logon screen, to request a new password.

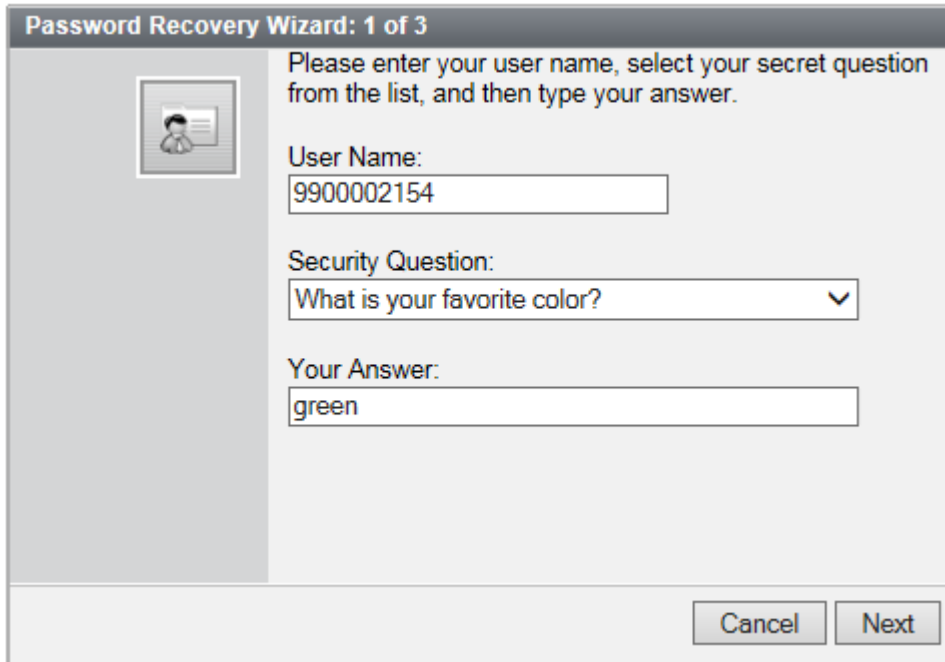
5.1 To recover your password

1. Type the URL of the Ramp Management application's web site in your web browser Address Bar, and then press Enter. The application Logon screen is displayed;
2. Click the Recover Password link;



The screenshot shows a web browser window titled "Password Recovery Wizard". On the left side, there is a small icon of a person at a computer. The main content area has the heading "Enter Email Address" and the following text: "Please enter your email address below. If the system finds a matching account, a **new password** will be generated for you and will be sent to the specified address." Below this text is a text input field with the label "Email Address:" and the value "ky_EDI_helpdesk@hpe.com". At the bottom right of the form, there are two buttons: "Previous" and "Next".

3. Type your Email Address;
4. Click Next. An email message containing a unique password code is automatically sent to your email address; and,
5. At the Ramp Management Logon screen, log on with your new password.
6. Click Next to continue



The screenshot shows a dialog box titled "Password Recovery Wizard: 1 of 3". The dialog has a dark grey header bar with the title. Below the header, on the left, is a small icon of a person with a speech bubble. To the right of the icon, the text reads: "Please enter your user name, select your secret question from the list, and then type your answer." Below this text are three input fields: "User Name:" with the value "9900002154", "Security Question:" with a dropdown menu showing "What is your favorite color?" and a downward arrow, and "Your Answer:" with the value "green". At the bottom right of the dialog are two buttons: "Cancel" and "Next".

Note

- Password recovery codes are sent to the email address specified in your Ramp Management community contact profile.

7. Click Next to continue.

5.1.1 Example Email for Password Recovery Code



Dear EDI Helpdesk

Following your request for password recovery a unique code has been generated to further verify your identity

Code: rf8qXKb

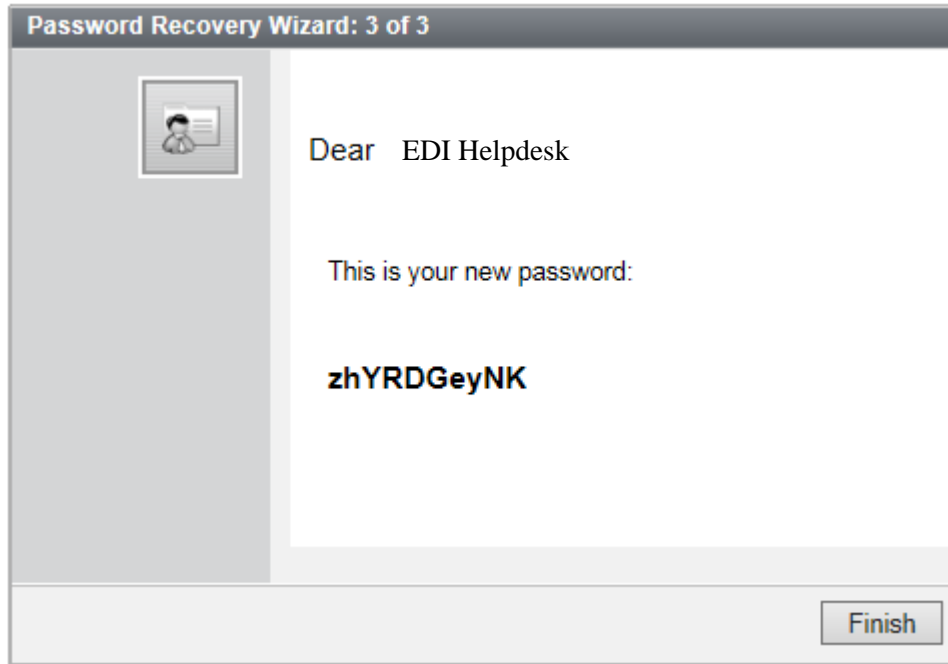
Please enter this code now in the password recovery wizard.

Please note that if you close the browser window prior to entering this code it will automatically become invalid.

You will have to run the Password Recovery Wizard again.

8. Enter Code provided in email;
9. Click Next to continue;

The image shows a screenshot of a software dialog box titled "Password Recovery Wizard: 2 of 3". On the left side, there is a small icon of a person at a computer. The main text area contains the following message: "An e-mail has just been sent out to the e-mail associated with your account that contains a unique code. Please enter this code now. Note that if you close the browser window that code will no longer be valid and you will need to run the Password Recovery Wizard again." Below this text is a text input field labeled "Code:" containing the text "rf8qXKb". At the bottom right of the dialog box, there are two buttons: "Cancel" and "Next".



10. Click Finish to return to the logon screen; and,
11. Enter user name and new password.

6 How to access Help

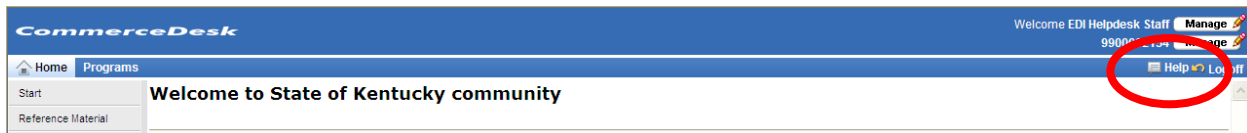
6.1 Using Help

Ramp Management business applications include comprehensive Help designed to provide a step-by-step guide to using the features of the installed system.

Most application screens contain brief instructions for performing pertinent tasks. In addition, a Help button provides help with the fields in the current screen.

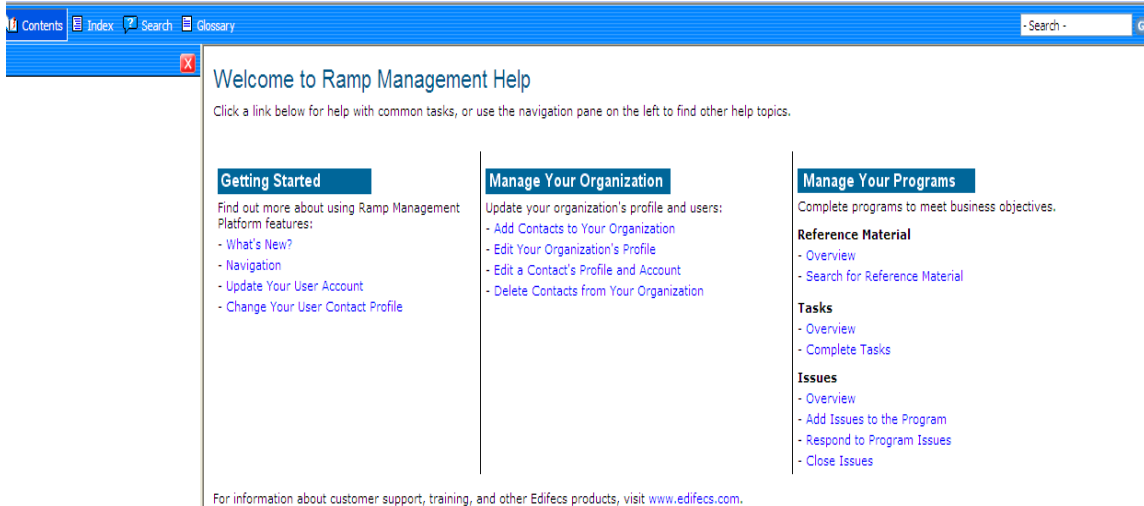
To get help with the current screen

- Click the **Help** button on the screen ActionBar. A new browser window opens, containing help for each field in the current screen.



To open the Application Help file

- Click the **Help** button on the application ActionBar, located in the top right corner of the application window.



- Help is displayed in a new browser window. Click Contents, Index, or Search to find the relevant Help topic.

7 Contact Information

7.1 Helpful links

- KY Ramp Manager at <http://www.kymmms.com/kymmms/Electronic%20Claims/5010provoutreach.aspx>;
- KYMMIS page at www.kymmms.com;
- Centers for Medicare and Medicaid Services at <http://www.cms.gov>;
- Washington Publishing Company at <http://www.wpc-edi.com>;
- Workgroup for Electronic Data Interchange at <http://www.wedi.org>; and,
- KY Department for Medicaid Services at <http://chfs.ky.gov/dms>.

7.2 Contact Information

- If you have questions, contact the EDI Helpdesk by email at ky_edi_helpdesk@hp.com or by phone at 800-205-4696; and,
- If you have technical questions regarding the KY Ramp Management System contact support@edifecs.com.