## **Transaction and Code Set (TCS) Checklist**

You must be compliant with the TCS provisions if you conduct electronic billing or other electronic transactions. If you do not become compliant you may experience a cash flow problem. You must contact your clearinghouses and/or billing services and begin testing your transactions as soon as possible.

The following is a checklist that will help you in assessing your progress in becoming compliant with the Transaction and Code Sets provisions:

* Contact your clearinghouse and find out what they require of you for testing of your electronic transactions.
* Identify members of your internal testing team (those that conduct billing activities and practice management members) and make sure they are informed and involved.
* Speak to your external partners (software application vendors, clearinghouses, payers) about setting up testing activities. Establish and remain in good communications with them.
* Work in close contact with your software applications vendor to make sure you are completely updated if necessary.
* Be pro-active with your clearinghouse to ensure they are committed to you to resolve your testing problems.
* In your testing, develop a broad set of testing scenarios and cases.
* Make sure you have definite dates to conduct and finish your testing.
* Document your testing progress. Include successes and problems to be addressed.
* If compliance is delayed, talk to your insurance companies that you bill about developing a contingency plan.
* Obtain companion guides from your payers (insurance companies).