



**Corporate Office:**  
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Sarah N. Stroud, CEO

## STEPS FOR 837P AND 837I TESTING AND APPROVAL

- 1) Provider or Billing agency contacts Christal Wood at [cwood@eastpointe.net](mailto:cwood@eastpointe.net) regarding the desire to submit an 837 file to Eastpointe.
- 2) Fill out and sign a Trading Partner Agreement form and send back to [cwood@eastpointe.net](mailto:cwood@eastpointe.net). Trading Partner Agreement and Companion guides can be found on the Eastpointe website at [www.eastpointe.net](http://www.eastpointe.net). Click on For Providers/Click on Medicaid 1915bc Waiver/Claims and Billing.
- 3) When ready to submit test file, send zipped and password protected test file to [cwood@eastpointe.net](mailto:cwood@eastpointe.net). Send the password in a separate e-mail.
- 4) The test file will be imported into the Faciledi software to check for HIPPA compliance.
- 5) 999 files and error files will be generated and reviewed. If there are errors, I will send an explanation of the errors along with HIPPA files back to you via e-mail.
- 6) Once a file has passed format testing, you will be provided with a secure FTP site address, user id and password for uploading your 837 files and downloading your 999 files.
- 7) You will need to review your 999 file each time you submit to ensure that it was accepted.



**Managing Behavioral Healthcare for the Citizens of Bladen, Duplin, Edgecombe, Greene, Lenoir, Robeson, Sampson, Scotland, Wayne, and Wilson Counties**