



## BlueCross BlueShield of North Carolina

An Independent Licensee of the  
Blue Cross and Blue Shield Association

### ***BCBSNC Trading Partner Agreement: Instructions for Completion and Submission***

The BCBSNC Trading Partner Agreement (TPA) establishes a formal relationship that allows BCBSNC and its trading partners to exchange electronic transactions. The TPA outlines the roles and responsibilities that bind both BCBSNC and its trading partner, to ensure secure electronic transmissions.

#### **1. Who completes the BCBSNC Trading Partner Agreement?**

Any business entity that is a direct sender of batch electronic transactions to BCBSNC EDI Services must complete the BCBSNC Trading Partner Agreement. Trading partners must also complete the Electronic Connectivity Request (ECR) forms as part of this agreement (referenced as Exhibit A). Copies of ECR forms and instructions for their completion are available online at [www.bcbsnc.com/providers/edi/hipaainfo.cfm](http://www.bcbsnc.com/providers/edi/hipaainfo.cfm).

#### **2. Is a Trading Partner Agreement required by HIPAA?**

A TPA is not required by HIPAA, but the ASC Insurance Subcommittee that was charged with developing the Implementation Guides for EDI transactions strongly recommends that trading partners have binding agreements to provide security and assurance in the transfer of electronic information (See Section 1.1.1 of any ASC X12 Implementation Guide). BCBSNC has made a business decision to make trading partner agreements a requirement for EDI transmission based on this recommendation.

#### **3. How do I complete the BCBSNC Trading Partner Agreement?**

Trading partners must enter information on three pages within the BCBSNC Trading Partner Agreement:

**Opening Paragraph:** Enter the date from which you want the agreement to be effective and your company name.

**Section 9.1:** Enter the company name and address, and the name and contact information for your authorized representative to receive any notices sent by BCBSNC relating to this agreement.

**Section 10:** Enter the name and signature of the authorized representative for the trading partner. (The authorized representative has the legal authority to sign contracts on behalf of the trading partner.)



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### 4. What else do I need to do?

After BCBSNC receives an original copy of the TPA, the EDI Production Support team will contact you with information about testing transmissions via a Web-enabled application sponsored by BCBSNC. This online testing site is secure and trading partners will receive login and password information directly from BCBSNC EDI.

Trading partners also need to complete an Electronic Connectivity Request (ECR) form for each transaction type to be transmitted. For billing services, clearinghouses, and vendors transmitting on behalf of providers, an ECR needs to be completed for each unique provider group number. Depending on which type of transactions is to be transmitted, more than one ECR may need to be completed. See the [www.bcbsnc.com/providers/edi/hipaainfo.cfm](http://www.bcbsnc.com/providers/edi/hipaainfo.cfm) for copies of ECR forms, information on which forms you will need, and instructions on completing them.

### 5. Where do I send the BCBSNC Trading Partner Agreement once it is completed?

An **original, signed** copy of the BCBSNC Trading Partner Agreement should be mailed to:

Blue Cross and Blue Shield of North Carolina  
eSolutions  
PO Box 2291  
Durham, NC 27702-2291

When the Trading Partner Agreement is received, a representative for BCBSNC will sign it and return a photocopy of the original to the trading partner to retain for their records. A notification letter is also returned for any Electronic Connectivity Request form submitted. (See the online *ECR: Information and Instructions* for more information.)

### 6. What if my organization has its own Trading Partner Agreement?

BCBSNC requires the execution of its own TPA with all entities that are sending us direct transmissions. The BCBSNC Trading Partner Agreement is comprehensive and should address any issues or legal concerns of our trading partners.