

Trading Partner Communication Information Sheet

Trading Partner: _____

Today's Date: _____ Spoke with: _____

Internal External

If Internal what Business Unit: (AAS, PMG, etc) with what application(s): _____

Main Contact

Backup Contact

Name: _____

Title/Org: _____

Phone #: _____

Alternate #: _____

e-mail: _____

EDI Transaction Information

Transaction	Version: (4010, 3051, etc)	HIPAA Transaction (Yes or No)	Certified? If yes how?	Expected Testing Date	Expected Production Date

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Translator: Commercial Software, Third Party or programmed in-house? _____

Security (Encryption/Decryption) We use PGP encryption software

Product/Software Name	Contact Person and Phone #	Exchange Public Key? Yes or No	If no in-house Encryption Software interested in Self Decrypting (Pass Phrase)?

Where do you feel your organization is in regards to meeting HIPAA requirements?

Is there a particular procedure we need to follow to get in queue for either production or testing?

Is there anything else that you can think of that I might need to know but have not asked?
