



SAMPLE

Customer Name / Submitter Name  
Electronic Enrollment Implementation Plan / Timeline

TASK	DURATION / TARGET DATE	TASK OWNER(S)
<p>Initial Conference Call</p> <ul style="list-style-type: none"> <li>Finalize Electronic Format, Connectivity and Review Questions</li> <li>Discuss Testing Timeline and Implementation Date</li> <li>Discuss Contingency Plan Option</li> <li>Review Electronic Expectations</li> </ul> <p><i>Weekly conference calls will be scheduled to discuss format, edits, and testing results.</i></p>	<ul style="list-style-type: none"> <li>99/99/99</li> </ul>	<p>Submitter (If Applicable) Customer AHNJ</p>
<p>Preparation for Testing</p> <ul style="list-style-type: none"> <li>Set Up and Testing</li> <li>Send Timeline</li> <li>Send meeting notes</li> <li>Send EAF (if submitter is other than customer)</li> </ul> <p><i>Approximately 3 weeks needed to establish connectivity. While establishing connectivity, test files will be exchanged via email with a zipped password protected file.</i></p>	<ul style="list-style-type: none"> <li>99/99/99 – 99/99/99</li> </ul>	<p>Submitter (If Applicable) Customer AHNJ</p>
<p>Testing Cycles</p> <ul style="list-style-type: none"> <li>Phase 1 – File format/compliance</li> <li>Phase 2 – Adds/terms scenarios</li> <li>Phase 3 – Change scenarios (ex: group to group movement, employee only to family coverage) May be combined with adds/terms.</li> <li>Final Phase – Data synchronization and Production signoff</li> </ul> <p><i>Duration/target date is determined by format (ANSI, METS, HR-XML) and projected assuming test files are received on time, correct, and successful.</i></p>	<ul style="list-style-type: none"> <li>99/99/99 – 99/99/99</li> </ul>	<p>Submitter (If Applicable) Customer AHNJ</p>



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Data Synchronization / Go Live <ul style="list-style-type: none"> <li>• The 1<sup>st</sup> production file will be a full/positive file and will be used for audit purposes.</li> <li>• The Submitter will review online file results, correct discrepancies and release all production files or individual transactions for further processing.</li> <li>• Sign off with Enrollment Production Team</li> </ul>	<ul style="list-style-type: none"> <li>• 99/99/99</li> </ul>	Submitter (If applicable) Customer AHNJ
Implementation / Go Live Pilot  <i>The first three production files will be jointly reviewed by EDI team and submitter.</i>	<ul style="list-style-type: none"> <li>• 99/99/99</li> </ul>	Customer, Submitter, AHNJ