

## Medicare Administrative Contractor Jurisdiction 4 Provider Checklist for a Successful J4 Transition

1. Browse and bookmark the J4 Web site, [www.trailblazerhealth.com/J4](http://www.trailblazerhealth.com/J4). This is your best resource for provider updates and news.
2. Register to receive the [J4 MAC Implementation News](http://www.trailblazerhealth.com/Tools/ListServ.aspx?DomainID=4) and your state-specific segment listservs at <http://www.trailblazerhealth.com/Tools/ListServ.aspx?DomainID=4>. This will ensure that you receive news as it happens concerning the J4 transition and information specific to your segment's cutover.
3. Visit and review the J4 Frequently Asked Questions (FAQs) page regularly at <http://www.trailblazerhealth.com/Tools/FAQs.aspx?DomainID=4>. This page shows responses to the most common issues providers have shared.
4. If you have a question that is not addressed in a posted FAQ, please feel free to submit that question for consideration by e-mailing your concern to [J4MAC@trailblazerhealth.com](mailto:J4MAC@trailblazerhealth.com).
5. Review the Calendar of Events, which shows all training of interest to J4 partners. You can register online for any of our upcoming events. Pay special attention to the "Talk to TrailBlazer" (TTT) schedule and plan to attend the TTT that is specific to your segment. If you miss a TTT, you can always review the minutes from that meeting. Meeting minutes are posted under "What's New" and under the state-specific Web pages. Classes will be offered on Electronic Data Interchange (EDI), Local Coverage Determinations (LCDs) and navigating the J4 Web site. All of these classes can be found on the Calendar of Events at <http://www.trailblazerhealth.com/Calendar/Default.aspx?DomainID=4>.
6. Complete and return your Electronic Funds Transfer (EFT) agreements. Although the EFT letters indicate a specific deadline for each segment, TrailBlazer encourages providers to submit the agreements one month prior to the planned cutovers. The EFT letters sent to providers can be viewed at:
  - Part A providers – [http://www.trailblazerhealth.com/Publications/Job%20Aid/J4PartA\\_EFT\\_Letter.pdf?DomainID=4](http://www.trailblazerhealth.com/Publications/Job%20Aid/J4PartA_EFT_Letter.pdf?DomainID=4).

- Part B providers –  
[http://www.trailblazerhealth.com/Publications/Job%20Aid/J4PartB\\_EFT\\_Letter.pdf?DomainID=4](http://www.trailblazerhealth.com/Publications/Job%20Aid/J4PartB_EFT_Letter.pdf?DomainID=4).

**NOTE: Providers currently processing claims with TrailBlazer do not need to resubmit EFT forms.**

7. As the cutover date approaches, watch for and document your Submitter IDs and passwords when they are sent to you by EDI.
8. Part A providers may participate in the Electronic Remittance Advice (ERA) “early boarding” process. If you are currently receiving ERAs, you will continue to do so under TrailBlazer. You will be assigned new receiver IDs and passwords. Watch for and document them for use after crossover.
9. Review the new J4 MAC LCDs, as they will affect all outgoing contractors’ providers. Presently, they can be viewed as draft LCDs by visiting  
<http://www.trailblazerhealth.com/Tools/Local%20Coverage%20Determinations/DraftLCD.aspx?DomainID=4>.
10. As the cutover date approaches, review the main TrailBlazer Web site and enroll in provider-specific listservs based on your provider/supplier needs. After cutover, these provider-specific listservs will keep you up-to-date on CMS changes and TrailBlazer enhancements that may affect your unique provider types.