



This handbook provides an historical overview of the Minnesota Administrative Uniformity Committee and an illustrative overview of its current organizational structure, membership, policies, and operating procedures. It is intended for use by potential and new AUC members.

AUC eHandbook

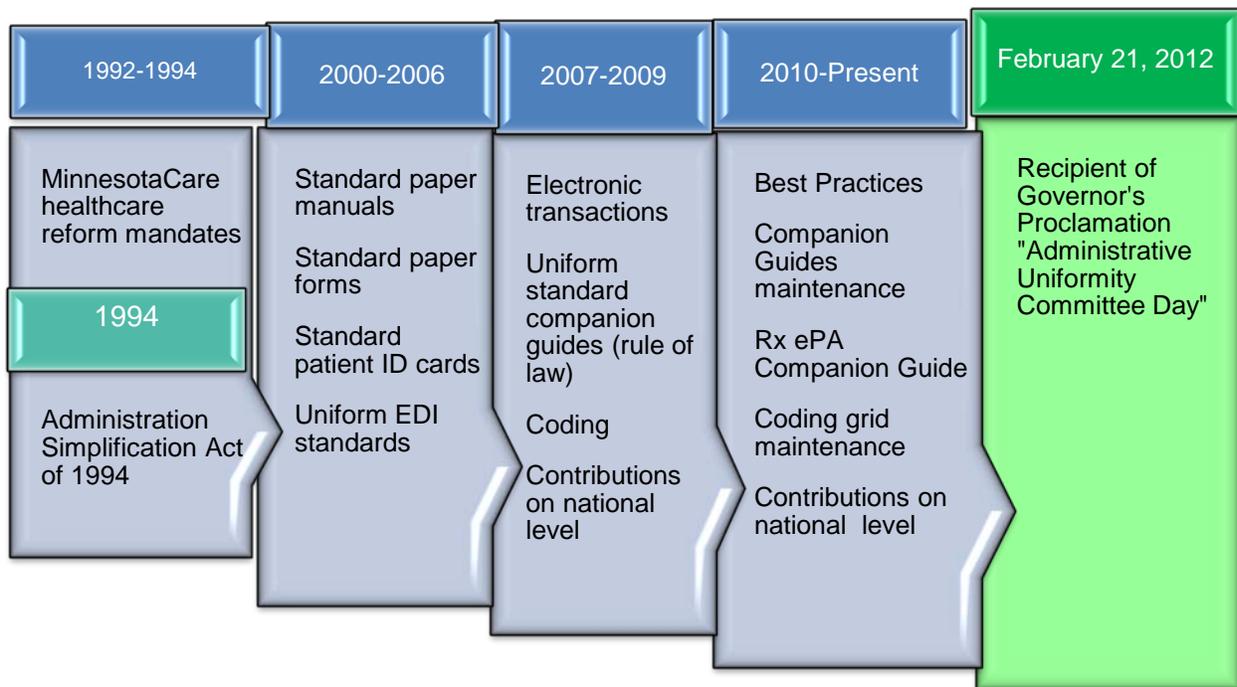
October 2014

Background and Purpose

Established as a sub-workgroup in 1992, the Administrative Uniformity Committee (AUC) is now an independent voluntary, broad-based entity representing Minnesota health care public and private payers, hospitals, health care providers and State agencies, working together to standardize, streamline, and simplify health care administrative processes.

The mission of the AUC is to develop agreement and consensus among its members in implementing consistent, uniform standards for health care business transactions, which will reduce administrative costs and increase efficiency of health care delivery for both providers and payers.

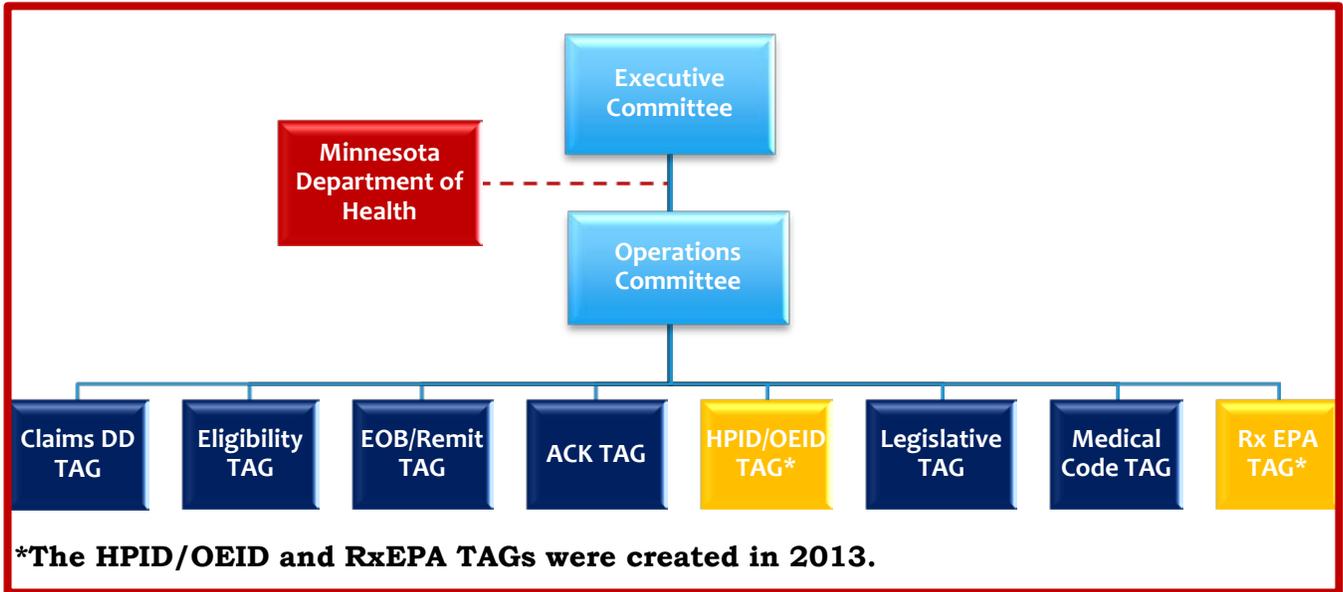
AUC Past Accomplishments



As shown above, the AUC began its work to comply with MinnesotaCare healthcare reform mandates in the early 1990's. During 2000-2006, the AUC developed standardized paper manuals, forms, patient ID cards, and uniform electronic data interchange (EDI) standards. Following the enactment of Minnesota Statutes, section 62J.536, the AUC leveraged the work and expertise of several groups and through collaboration developed rules of law (Minnesota Uniform Companion Guides) for standard X12 5010 electronic transactions for eligibility, claims, payment/advice, and acknowledgments. Minnesota Uniform Companion Guides can be accessed at: [Companion Guides](#). The AUC also developed [Best Practices](#) to be used in conjunction with the applicable 5010 transactions.

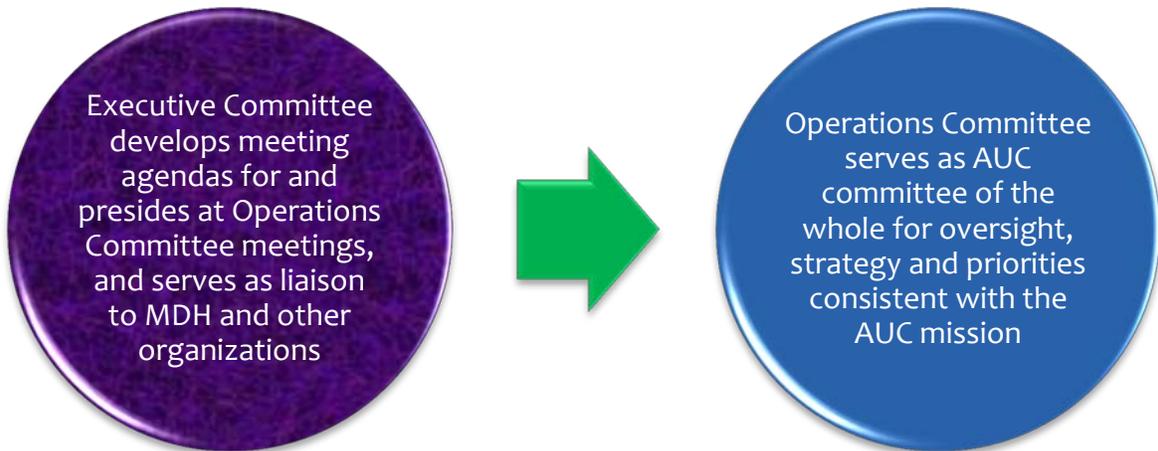
AUC Current Structure

Working in consultation with the Minnesota Department of Health (MDH), the AUC is led by an Executive Committee and accomplishes its work through technical advisory groups each assigned for developing and maintaining Minnesota rules and best practices for specific administrative transactions.



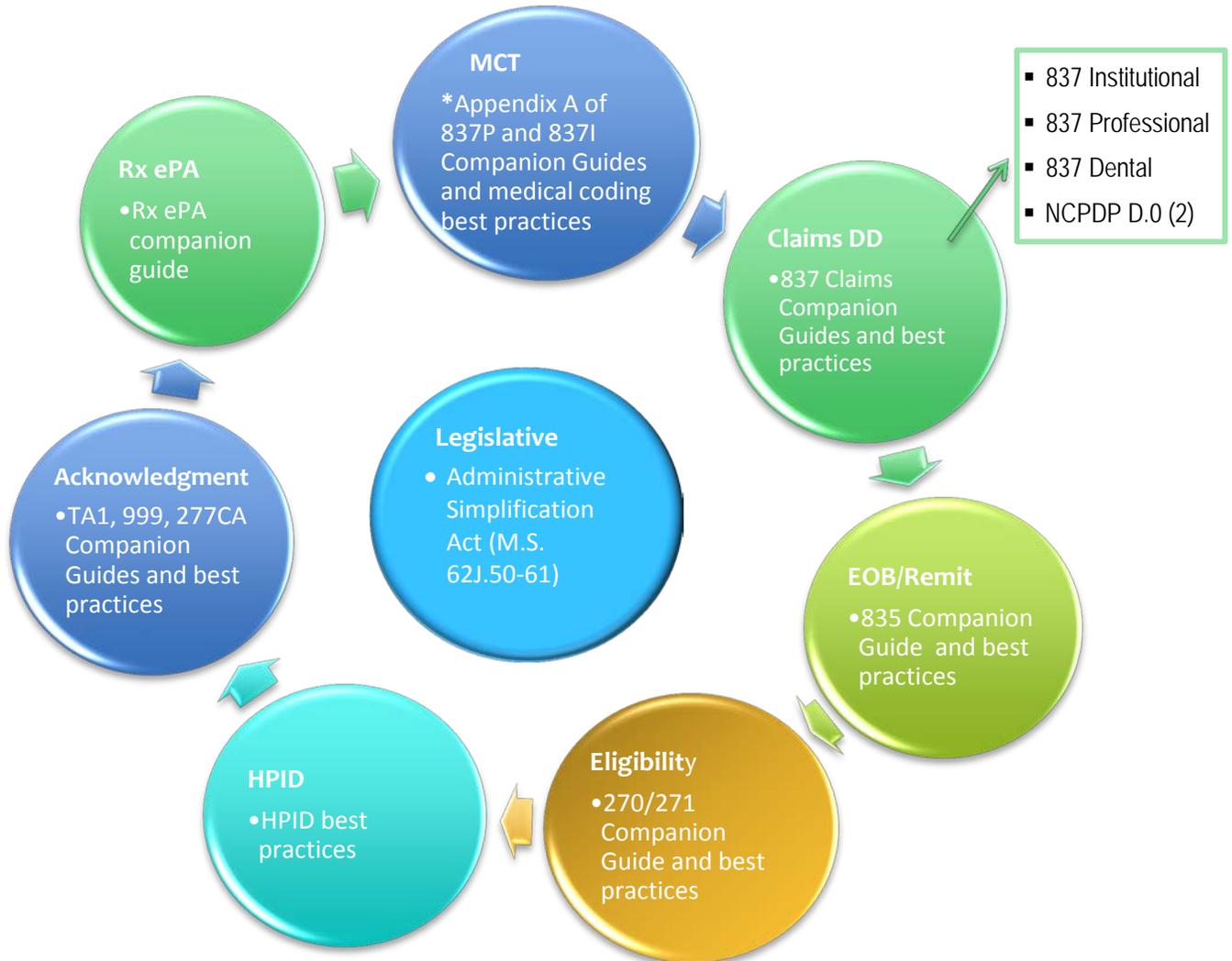
Visit the AUC website at: [AUC Mission](#) to learn more about the AUC and its work. Each of the AUC TAGs is led by subject matter experts and the primary focus of their work is to address administrative simplification issues and recommend standardized administrative processes to ensure compliance with M.S. 62J.536, HIPAA regulations, and CORE operating rules.

1. AUC COMMITTEES



2. AUC TAGS

Each of the TAGs, except the AUC Legislative TAG, is responsible for developing and maintaining [Minnesota Uniform Companion Guides](#) and best practices for the X12 5010 electronic transactions noted below.



Roles and Responsibilities of AUC Chairs/co-chairs

Some of the responsibilities for which the AUC Chairs/Co-chairs are accountable for are approving the TAGs annual meeting calendar; managing the work of the group to accomplish its charge; managing the distribution lists of its members; leading TAG meetings; scheduling meetings through MDH; distributing draft minutes to TAG members; reporting on TAG activities at AUC Operations meetings; and updating TAG’s webpage. Other tasks may be associated with the chair/co-chair’s responsibilities. To see the complete list of “Responsibilities of TAG Chair/Co-chair”, please review [AUC Policy #3](#). For a complete list of AUC policies regarding TAG please visit the AUC website at: [AUC Policies](#).

AUC Member Organizations

[AUC Membership](#) is free and open to any health care provider and payer doing business in Minnesota. To learn more about the AUC member organizations (listed below), visit the AUC website at: [AUC Membership Information](#) and click the name of any member organization to access their website. **Note: List below is subject to change, please visit website for current members.**

AUC meetings are open, public meetings guided by the [AUC Antitrust Statement](#) and may be attended by any interested individual(s). The AUC annual meeting calendar for all AUC committees and technical advisory groups (TAGs) can be viewed at: [AUC Annual Calendar](#). More specific and detailed meeting information for individual committees and TAGs can be found on their meeting information page and accessed from each group's link at: [AUC TAG page](#).

PROVIDERS		
<ul style="list-style-type: none"> • Aging Services of Minnesota • Allina Hospitals & Clinics • American Association of Healthcare Administrative Management • Care Providers of Minnesota • CentraCare Health System • Children's Hospitals and Clinics of Minnesota • CVS Pharmacy • Essentia Health 	<ul style="list-style-type: none"> • Fairview Health Services • HealthEast • HealthPartners Medical Group & Regions Hospital • Hennepin County Medical Center • Mayo • Minnesota Chiropractic Association • Minnesota Dental Association • Minnesota Hospital Association • Minnesota Medical Association 	<ul style="list-style-type: none"> • Minnesota Medical Group Management Association • Minnesota Pharmacists Association • Olmsted Medical Center • Park Nicollet Health Services • PrairieCare • Ridgeview Medical Center • Sanford Health • St. Luke's • University of Minnesota Physicians
PAYERS		
<ul style="list-style-type: none"> • Aetna • Blue Cross Blue Shield of Minnesota • Delta Dental of Minnesota • HealthEZ • HealthPartners Health Plan • Medica 	<ul style="list-style-type: none"> • Metropolitan Health Plan • Minnesota Council of Health Plans • Minnesota Department of Human Services • Minnesota Department of Labor and Industry • PreferredOne 	<ul style="list-style-type: none"> • PrimeWest Health • Sanford health Plan • Silverscript • UCare Minnesota • UnitedHealth Group • Wisconsin Physician Services

AUC and the Minnesota Department of Health (MDH)

The AUC serves as an advisory body to the Minnesota Department of Health in developing and implementing the provision of the Administrative Simplification Act of 1994 (ASA), [Minnesota Statutes Section 62J.50-62J.61](#). In 2007, the MN legislature amended the ASA and required the development, adoption and use of state uniform companion guides, i.e., Minnesota Uniform Companion Guides (MUCGs), which are rules of law. [Minnesota Statutes Section 62J.536](#) charges MDH to consult with the AUC in developing these guides. All health care providers and group purchasers doing business in Minnesota must comply with MUCGs (laws).

Links to AUC Information and Resources for Administration Simplification

Link	Description
AUC Home	Main AUC website
AUC About	Provides information about AUC, its mission, history, membership criteria, member organizations, policies, leadership and antitrust statement
AUC Calendar	Provides calendar information for all AUC Ops and TAG meetings, including time, date, location, meeting info and meeting minutes
AUC TAGs Home Page	Information about AUC’s Technical Advisory Committees and the focus of each committee
Minnesota Uniform Companion Guides	Rules of law developed by the AUC as required by MN Statutes section 62J.536 and related rules.
AUC Best Practices	Information on AUC’s best practice documents which are consensus recommendations of the AUC to further standardize and harmonize health care administrative transactions for providers and group purchasers. The best practices are for use with the applicable version 5010 transactions.
AUC Coding	Provides clarification and answers to frequently asked questions about recommended ways to code for health and medical services and also addresses new code standards pertaining to administrative simplification uniformity in Minnesota. Note: Coding recommendations are for medical treatment and services applicable to the 837 Professional and 837 Institutional companion guides
HIX Grace Period Best Practices	Provides three best practices for Health Insurance Exchange (HIX) 90-day grace period notifications for use with the applicable version 5010 transactions: Acknowledgment (277CA), Eligibility Response (270) and Payment/Advice (835)

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Link	Description
ICD-10	Information regarding ICD-10 implementation, including a link to the Minnesota ICD-10 Collaborative webpage.
AUC Forms	Required forms for submitting appeals; claims attachments; prior authorization requests for a prescription drug(s); and requests seeking clarification of medical coding issues, coding for new services/treatments, or other uniform administrative simplification issues
Minnesota's Health Care Administrative Simplification Initiative	Fact sheet developed by Minnesota Department of Health Center for Health Care Purchasing Improvement providing background information regarding HIPAA of 1996 regulations, routine administrative health care transactions, and Minnesota's three-pronged approach to health care administrative simplification

APPENDIX

URL ADDRESSES FOR DOCUMENT LINKS

LINK	URL ADDRESS
Companion Guides	http://www.health.state.mn.us/auc/guides.htm
AUC Mission	http://www.health.state.mn.us/auc/mission.pdf
AUC Policy #3	http://www.health.state.mn.us/auc/policies/policy003.pdf
AUC Policies	http://www.health.state.mn.us/auc/policies.htm
AUC Membership	http://www.health.state.mn.us/auc/mission.pdf (See Section 5 for membership criteria)
AUC Membership Information	http://www.health.state.mn.us/auc/memborg.htm
AUC Antitrust Statement	http://www.health.state.mn.us/auc/antitrust.pdf
AUC Annual Calendar	http://www.health.state.mn.us/auc/calendar.htm
AUC TAGs page	http://www.health.state.mn.us/auc/activity.htm
Minnesota Statutes Section 62J.50-62J.61	https://www.revisor.mn.gov/statutes/?id=62J.50 (Access to M.S. 62J.50 only)
Minnesota Statutes Section 62J.536	https://www.revisor.mn.gov/statutes/?id=62J.536
AUC Home	http://www.health.state.mn.us/auc/index.html
AUC About	http://www.health.state.mn.us/auc/about.htm
AUC Best Practices	http://www.health.state.mn.us/auc/bp.htm
AUC Coding	http://www.health.state.mn.us/auc/coding.htm
HIX Grace Period Best Practices	http://www.health.state.mn.us/auc/hixindex.html (Can also be accessed from AUC Best Practices page above)
ICD-10	http://www.health.state.mn.us/auc/icd10/icd10index.html
AUC Forms	http://www.health.state.mn.us/auc/forms.htm
Minnesota's Health Care Administrative Simplification Initiative	http://www.health.state.mn.us/asa/factsheetadminsimp.pdf