



---

## ***Setting Up Batch File Transmission through NEHEN***

### ***Document Revision History***

<b>Version</b>	<b>Date</b>	<b>Author</b>	<b>Description</b>
1	October 2, 2003	Laurance Stuntz	Initial Documentation
2	October 7, 2003	Laurance Stuntz	Minor updates to the check list order, added examples for HIPAA Release 1
3	October 31, 2003	Laurance Stuntz	Added Payer Claim Processing Guidelines to FAQ

---

## Table of Contents

<b>Introduction</b>	<b>3</b>
<b>Checklist</b>	<b>3</b>
<b>Recommended Standards</b>	<b>5</b>
Folder Naming Standards	5
File Naming Standards	5
Payer Delivery	6
<b>Samples</b>	<b>6</b>
Claim Delivery	6
File Pickup	7
<b>Frequently Asked Questions</b>	<b>8</b>

## Introduction

This document enumerates the steps required to set up a new batch file trading partner and transmission through the NEHEN eGateway. In order to use the eGateway for batch file transfer, you must have eGateway version 5.0 or greater and NEHENEDI.dll version 8.0 or greater.

Note, the version of the samples to use is dependent on whether your site has NEHEN HIPAA Release 1 or 2 in production. The difference is that after the “Production Indicator” in the mapping line, HIPAA Release 1 sites should have “,N,N” while this is not needed for HIPAA Release 2 sites.

## Checklist

### Setup for the first batch submissions:

Task	Responsible	Done
Work with Networking to decide on the site approach for delivery and receipt of files. See the FAQ for details of the decisions to be made	Site NEHEN Administrator, Site Network Support	
Setup FTP server – only needed if others will be pushing files to you	Site IT	
Create Batch folder structure – [NEHEN Install]\eGateway\Batch	Site NEHEN Administrator	
Create Batch registry entries for the eGateway – see the NEHEN HIPAA Release Notes for details on appropriate values	Site NEHEN Administrator	

### Setup for each new outbound trading partner (folks you send batch files to):

Task	Responsible	Done
Get User ID and Password for the remote FTP server	Site NEHEN Administrator, Remote Trading Partner	
Setup folder for the new trading partner. See the recommended Folder Naming Standards below	Site NEHEN Administrator	
Decide whether the connection will be Passive or Active, typically Passive should be the default	Site Network Support, Site NEHEN Administrator	
Setup Mapping.txt entry for the new file transmission	Site NEHEN Administrator	
Setup Partners.txt entry for the new file transmission – this is the IP Address and port for the FTP server you will be sending to	Site NEHEN Administrator	

**Setup for each new inbound trading partner (folks who send you batch files):**

<b>Task</b>	<b>Responsible</b>	<b>Done</b>
Setup User ID and Password for the remote trading partner to use	Site NEHEN Administrator or Site IS	
Give User ID and Password to the remote trading partner	Site NEHEN Administrator, Remote Trading Partner	
Setup folder for the new trading partner. See the recommended Folder Naming Standards below	Site NEHEN Administrator	
Limit access so that the new user only has access to the folder where they will drop off and pick up files.	Site IS or Site NEHEN Administrator	
Setup new virtual directory on the FTP server to be used by the new user. The virtual directory should be named the same as the User ID and folder	Site IS or Site NEHEN Administrator	
Setup Mapping.txt entry for the new file transmission – to tell the eGateway to expect the new file and describe what (if anything) to do with the new file	Site NEHEN Administrator	
Setup Partners.txt entry for the new file transmission – this is only needed if you will be forwarding the new file to an internal system	Site NEHEN Administrator	

**Setup for each new file pickup job (batch files you go get on a scheduled basis):**

<b>Task</b>	<b>Responsible</b>	<b>Done</b>
Get User ID and Password for the remote FTP server	Site NEHEN Administrator, Remote Trading Partner	
Setup folder where retrieved files will be stored. See the recommended Folder Naming Standards below	Site NEHEN Administrator	
Decide whether the connection will be Passive or Active, typically Passive should be the default	Site Network Support, Site NEHEN Administrator	
Setup Jobs.txt entry for the new file transmission. See the Sample below.	Site NEHEN Administrator	
Setup Partners.txt entry for the new file transmission – this is the IP Address and port for the FTP server you will be sending to. You can reuse an existing Trading Partner.	Site NEHEN Administrator	

## Recommended Standards

### Folder Naming Standards

NEHEN Program Management recommends using either the remote trading partner's NEHEN ID (NEHEN003, NEHEN012, etc) or an English name for the entity (HPHC, Childrens, THP, etc) to setup the batch folders and the user IDs.

The only constraint with the user ID setup to allow a site to push files to your site is that the user ID **must** match the folder name. For example in this situation:

Children's wants to setup their eGateway to allow Tufts Health Plan to push remittance advice transactions from Tufts Health Plan to Children's Hospital.

#### Setup needed at Children's:

- ◆ Setup a user ID for THP to use. Recommended value: THP or 170558746 (the THP DUNS number used in the claim files)
- ◆ Setup folders for THP to use. Must match the user ID. For example if the user ID is THP, Children's would create a \THP folder under eGateway\Batch
- ◆ Optional: Setup folders to further manage files. For example,

```

eGateway
  Batch
    THP
      Outbound
        SentItems
      Inbound
        835s
        997s
        Reports
  
```

### File Naming Standards

**For all the NEHEN payers, delivered claim files should be named as follows:**

*[value from ISA06]\_[value from GSO2]\_[I or P depending on claim type]\_[timestamp].837*

**This is implemented in the Mapping file with a file name of:**

*[NEHENID]\_[GS Sender ID]\_[I or P]\_\$.837 or  
\$i\_\$g\_[I or P]\_\$.837 (needs NEHENEDI 8.1 or greater)*

## Payer Delivery

The payers expect each provider to deliver batch files to or pickup from the following locations:

Payer	Transaction Type	Delivered To/Picked Up From
HPHC	837	837\ToHPHC
HPHC	997 for a submitted 837	837\FromHPHC (can be pushed to the provider)
HPHC	Delayed Response Report	837\FromHPHC (can be pushed to the provider)
HPHC	835	835\FromHPHC (can be pushed to the provider)
NHP	837	In
NHP	997 for a submitted 837	Out (can be pushed to the provider)
NHP	Submitter response report	Out (can be pushed to the provider) – Available on [need date]
NHP	835	Out (can be pushed to the provider) – Available on [need date]
THP	837	837\ToTHP
THP	997 for a submitted 837	Not currently available
THP	Submitter response report	837\FromTHP (must be picked up)
THP	835	837\FromTHP – Available on [need date]

## Samples

### Claim Delivery

#### HIPAA Release 1 Mapping.txt entries for Professional and Institutional Claims to THP from Children's

```
837,004010X096A1,NEHEN012,170558746,?,N,N,Log*Claim*N,Transport*Batch*THP_I_Claims*user_ID*password*837\ToTHP\NEHEN012_0000003B_I_$d.837*P*THPeGateway*NEHEN*Y
```

```
837,004010X098A1,NEHEN012,170558746,?,N,N,Log*Claim*N,Transport*Batch*THP_P_Claims*user_ID*password*837\ToTHP\NEHEN012_00000013B_P_$d.837*P*THPeGateway*NEHEN*Y
```

#### HIPAA Release 2 Mapping.txt entries for Professional and Institutional Claims to THP from Children's

```
837,004010X096A1,NEHEN012,170558746,?,Log*Claim*N,Transport*Batch*THP_I_Claims*user_ID*password*837\ToTHP\NEHEN012_0000003B_I_$d.837*P*THPeGateway*NEHEN*Y
```

*837,004010X098A1,NEHEN012,170558746,?,Log\*Claim\*N,Transport\*Batch\*THP\_P\_Claims\*user\_ID\*password\*837\ToTHP\NEHEN012\_00000013B\_P\_\$d.837\*P\*THPeGateway\*NEHEN\*Y*

**Partners.txt entries for Professional and Institutional Claims to THP from Children's**

*THP Institutional Claims,THP\_I\_Claims,[THP IP Address],[FTP Port – typically 21]*

*THP Professional Claims,THP\_P\_Claims,[THP IP Address],[FTP Port – typically 21]*

**File Pickup**

**Jobs.txt entry to pickup 997s from Medicare**

*Medicare 997s,Schedule~9~12,Source~Medicare Claims~user id~password~P~subdirectory~\*.997,Destination~e: \Program Files\NEHEN\Gateway\Batch\Medicare\Inbound\997s ~\$d\_ \$1~Y*

**Partners.txt entries for Medicare 997 pickup**

*Medicare Batch Files,Medicare Claims,[Medicare IP Address],[FTP Port – typically 21]*

**Jobs.txt entry to pickup submitter reports from Tufts Health Plan:**

*THP Claims Submitter Reports,Schedule~9~10,Source~NEHEN002\_837~NEHENUSER~NEHENPASS~837\FromTHP~\*,Destination~D: \Program Files\NEHEN\Gateway\Batch\NEHEN002\_BATCH~\$d\_ \$1.rpt~Y*

**Explanation of what all of this means:**

**Name of the Job:**

*"THP Claims Submitter Reports"*

**Schedule for when to start and stop looking:**

*"Start at 9, stop at 10"*

**Source = Where to find the file:**

*"NEHEN002\_837" - use the IP Address and Port defined in the Partners file for this trading partner*

*"NEHENUSER" - use this user ID to log in*

*"NEHENPASS" - use this password*

*"837\FromTHP" - go down to this directory after logging in*

"\*" - get all files

**Destination = Where to put the file:**

"D:\Program Files\NEHEN\eGateway\Batch\NEHEN002\_BATCH" - stick the file(s) in this directory

"\$d\_\$1" - name the files [timestamp]\_[original file name].rpt

"Y" - delete the file after retrieving it

---

## Frequently Asked Questions

**I'm sending Professional and Institutional claims to a trading partner and they should end up with different naming conventions, but they always use the naming convention defined first in the Mapping.txt file.**

*The naming convention is tied to the remote trading partner name, so you need to define a new trading partner in Partners.txt and use that one in the second Mapping.txt configuration. For example, in the sample mapping and partners entries above, there are two trading partners set up (THP\_I\_Claims, and THP\_P\_Claims) but both use the same IP address and port.*

**What network changes/configurations do I need to allow for batch transmission?**

*To accept batch transmissions, the network and firewall must allow inbound FTP from the remote NEHEN eGateway servers to a designated port on the local NEHEN eGateway. Typically, this is port 21, but FTP servers can be configured to use a different port if desired by the site.*

**What are Active and Passive FTP and why should I care?**

*FTP works by establishing two connections between the client (sender) and server (receiver) machines. These two connections are the Control and the Data connection. Under the default connection, known as an Active connection, the client establishes the Control connection and then the server establishes the Data connection. However, many client firewalls are configured to block the returning Data connection from the server to the client. In this case, Passive mode can be used where the client establishes both Control and Data connections – however in this case the server's firewall must be configured correctly.*

**What are the Payer claim processing guidelines?**

<b>Question</b>	<b>Harvard Pilgrim</b>	<b>Neighborhood HP</b>	<b>Tufts HP</b>
When are claim files accepted?	24/7	24/7	24/7
When are claims loaded through pre-processing?	Monday through Thursday and once on the weekend	Daily	Monday through Friday
When are claims processed through adjudication system?	Sunday through Thursday	Adjudicated Mon – Sat, posted weekly. Claims not auto-adjudicated finalized w/in 30 days	Adjudicated every Friday night
More than one file per day per node accepted?	Yes	Yes	Yes – <b>Note:</b> Submitters should increment interchange control number (ISA13) for each file submitted within same business day (12 am –11:59pm )
# of files restricted?	No	No	No – as long as the interchange control number (ISA13) is incremented
Claredi or other compliance check in production?	No	Translator is Claredi certified. Will check compliance on all incoming and outgoing files.	Translator checks 1&2 structural compliance
997 generated? How long after submission?	Yes/1- 4 hours unless submitted on Friday or Saturday, then Monday am	Yes/ upon receipt	No – in development. Submitter notified upon failure
Response	For files received before	No later than next business	Same business

Question	Harvard Pilgrim	Neighborhood HP	Tufts HP
Report - timeframe	3:00pm - next day unless submitted on Friday or Saturday then Monday am	day	day as claims processed.
Using Unsolicited 277?	No – evaluating	No - developing	No – evaluating
835 sent via NEHEN eGateway? /timeframe	Yes - Wednesdays	Planned – not in production at this time	Not via eGateway at this time
Contact if issue w/ 837, 997, or 835	EDI Huntline Phone: 888-4742 x38998	NHP eCommerce Phone: 617 772 5500 Toll free: 800 433 5556 and ask for eCommerce Email: Ecomm@nhp.org	EDI Operations Phone: 888 880 8699 x4042 Email: EDI_Operations@tufts-health.com