



834 Benefit Enrollment and Maintenance Companion Guide



*For use with
ACS X12N 834 Benefit Enrollment and Maintenance
Transaction Set Implementation Guides & Addenda
ASC X12N 834 (004010X095) & (004010X095A1)*

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Introduction

The Health Insurance Portability and Accountability Act (HIPAA) was passed in 1996, in an effort to reduce the administrative costs of health care across the nation. This legislation requires that health insurance payers in the United States comply with the electronic data interchange (EDI) standards for health care. For the health care industry to achieve the potential administrative cost savings with EDI, standard transactions and code sets have been developed. Sanford Health Plan has established the ANSI X12N 834 Benefit Enrollment and Maintenance version 4010A1 transaction implementation guides as the standardized data requirements to be implemented for all health care claim electronic submissions.

Purpose

This document has been designed to aid both the technical and business areas. It contains Sanford Health Plan specifications for the transactions as well as setup process with Sanford Health Plan and contact information.

The purpose of this document is to provide the information necessary to submit claims to Sanford Health Plan. This companion guide is to be used in conjunction with the ANSI X12N (version 4010) implementation guides. The implementation guides can be obtained from the Washington Publishing Company by calling 1-800-972-4334 or are available for download on their web site at www.wpc-edi.com/hippa/.

General Transaction Information

In order to submit a valid transaction, please refer to the National Electronic Data Interchange Transaction Set Implementation Guides Benefit Enrollment and Maintenance: ASC X12N 834 (004010X095) /Addenda ASC X12N 837 (004010X095A1). The implementation guides can be obtained from the Washington Publishing Company by calling 1-800-972-4334 or are available for download on their web site at www.wpc-edi.com/hippa/.

Key Points

Inbound Transaction Supported

- 834 Benefit Enrollment and Maintenance – **ASC X12N 834 (004010A1)**



Delimiters Supported

A delimiter is a character used to separate two data elements (or subelements) or to terminate a segment. The delimiters are an integral part of the data.

Delimiters are specified in the interchange header segment, ISA. The ISA segment is a 105 byte fixed length record. The data element separator is byte number 4; the component element separator is byte number 105; and the segment terminator is the byte that immediately follows the component element separator.

Once specified in the interchange header, the delimiters are not to be used in a data element value elsewhere in the interchange. Sanford Health Plan HP will implement the following delimiters:

CHARACTER	NAME	DELIMITER
*	Asterisk	Data Element Separator
:	Colon	Subelement Separator
~	Tilde	Segment Terminator

Submitter Reports

- When a compliant file is received, the submitter report will typically be available within one business day.
- Submitter reports include basic file information: submission status, submission date, reasons for file rejections, and file totals.

Connecting to Sanford Health Plan

Contact Information

If you have any questions, please contact the Sanford Health Plan EDI information desk.

E-mail: healthplan_edi@sanfordhealth.org
Telephone: 605-328-6868
Fax: 605-328-6811 Attn: EDI

Setup Process

Trading partners wishing to participate in Electronic Claims Submission must sign an agreement with Sanford Health Plan. The form is available in Appendix A or can be obtained via fax or on the SHP website at

<http://www.sanfordhealth.org/AboutSanford/HealthPlan/Providers/ElectronicDataInterchange/>

When the setup has been completed, EDI Operations will notify the submitter of the testing procedures. Once EDI Operations reviews testing procedures with the submitter, test claims can be sent to SHP.

- ftp submission

EDI Operations will setup a username and password account on SHP ftp server. Once the username and password are assigned, the submitter can start uploading claim transactions to the test environment. SHP will notify the submitter upon the successful completion of testing.

SHP is using SSL based ftp client. In order to be able to connect to SHP ftp server, submitter must install the ftp software that supports SSL connection. For a fee you can download the user friendly window version ftp voyager at:

<http://www.ftpvoyager.com/dn.asp> or a free secured ftp can be found at:

<http://www.glub.com/products/secureftp/download.shtml> (select Secure FTP).

SHP ftp hostname is <ftp.sanfordhealth.org>, and Port# is 990.

- Web portal submission

EDI Operations will setup a username and password account on SHP secured web portal. Once the username and password are assigned, the submitter can start uploading claim transactions to the test environment. SHP will notify the submitter upon the successful completion of testing.

SHP is using secured web portal. In order to be able to connect to SHP web, please connect to:

<https://apps.sanfordhealth.org/HealthPlanEDI>

Testing

During the testing process, Usage Indicator (ISA15) at the Interchange Control Header Segment must enter "T". SHP will examine submitted test transactions for required elements, and will also ensure that the submitter gets a response during the testing process.

When submitter is ready to send an 837 transaction to the production environment, EDI Operations at SHP must be notified. Usage Indicator (ISA15) at the Interchange Control Header Segment must enter "P". SHP will move the submitter to the production environment.

Trading Partner Testing

Trading Partner may use any EDI Gateway product, however, the gateway must support the SOAP (Simple Object Access Protocol) for real time transactions. For real time transaction processing, the communications server must be able to communicate using the SOAP.

Trading partners wishing to submit claims electronically to SHP must first submit an error free test file and receive verification from SHP that the file loaded correctly, prior to submitting a production file for processing.

834 Benefit Enrollment and Maintenance

Table 1 – Header

Loop ID	Segment ID	Segment Name	Data Element	Element Name	Usage	Description
NA	BGN	Beginning Segment	BGN08	Action Code	R	2 = change file 4 = positive file

Table 2 – Detail

Loop ID	Segment ID	Segment Name	Data Element	Element Name	Usage	Description
2000	INS	Member Level Detail	INS01	Insured Indicator	R	Y – Insured Subscriber N - Dependent
2000	INS	Member Level Detail	INS02	Individual Relationship Code	R	The insured subscriber must be first in sequence when submitting new members.
2000	INS	Member Level Detail	INS03	Maintenance Type Code	R	Sanford Health Plan requires maintenance type code. Refer to Implementation Guide for valid codes.
2000	INS	Member Level Detail	INS05	Benefit Status Code	R	Sanford Health Plan requires benefit status code. Refer to Implementation Guide for valid codes.
2000	REF	Subscriber Number	REF02	Subscriber Identifier	S	Each Sanford Health Plan member is uniquely identified (an 11 – digit number). The subscriber identification is the first 9 digits. Sanford Health Plan requires all 11-digit number if available.
2000	REF	Member Policy Number	REF02	Insured Group or Policy Number	S	This should be the Employer Group Number assigned by Sanford Health Plan. Optional if Maintenance Type Code is set to 024. Otherwise, this field is required.
2100A	NM1	Member Name	NM109	Subscriber Identifier	S	Sanford Health Plan requires member's SSN if available.
2100A	DMG	Member Demographics	DMG03	Gender Code	S	M = Male, F = Female, U = Unknown, <blank>

Loop ID	Segment ID	Segment Name	Data Element	Element Name	Usage	Description
2300	REF	Health Coverage Policy Number	REF02	Insured Group or Policy Number	S	Use "ZZ" This is Sanford Health Plan plan code within a line of business that the member has selected. Optional if Maintenance Type Code is set to 024. Otherwise, this field is required.

Interchange Control Header Segment (ISA)

HEADER					
Data Element	Element Name	Size	Usage	Expected Value	Comments
ISA01	Authorization Information Qualifier	2	R	00	No Authorization Information Present.
ISA02	Authorization Information	10	R	[Submitter-specific ID number, or ten-space placeholder]	If no Authorization Information number is present, simply enter 10 spaces in this field.
ISA03	Security Information Qualifier	2	R	00	No Security Information Present.
ISA04	Security Information/Password	10	R	[Submitter-specific ID number, or ten-space placeholder]	If no Authorization Information number is present, simply enter 10 spaces in this field.
ISA05	Interchange ID Qualifier/Trading Partner Qualifier	2	R		Refer to the implementation guide for a list of valid qualifiers
ISA06	Interchange Sender ID/Trading Partner ID	15	R		Refer to the implementation guide specifications
ISA09	Interchange Date	6	R	The date (ISA09) is expected to be no more than 7 days before the file is received. Any date that does not meet this criterion may cause the file to be rejected.	Date format: YYMMDD
ISA10	Interchange Time	4	R		Refer to the implementation guide specifications. Time format: HHMM
ISA11	Interchange Control Standards ID	1	R	'U'	Use the value specified in the implementation guide
ISA12	Interchange Control Version Number	5	R	'00401'	Use the current standard approved for the ISA/IEA envelope. Other standard will not be accepted
ISA13	Interchange Control Number/Last Control Number	9	R	[Sender-specific control number]	Assigned and maintained by the interchange sender, must be identical to the associated Interchange Trailer, IEA02. Must increment by one number at the end of the value with each file submitted within the same business day (12:00 am to 11:59 pm).

HEADER					
Data Element	Element Name	Size	Usage	Expected Value	Comments
ISA14	Acknowledgement Request	1	R	'0'	Use '0' No Acknowledgement Requested. Sanford Health Plan will not be generating the TA1 Interchange Acknowledgement or the 997 Functional Acknowledgement.
ISA15	Usage Indicator/ Acknowledgment Test Indicator	1	R	'P' = Production 'T' = Test	The Usage Indicator should be set appropriately. The value in this element will be verified against the accounts "test" status in ETS and rejected if they do not match
ISA16	Component Element (Sub-Element) Separator	1	R		The delimiter must be a unique character not found in any of the data included in the transaction set. This element contains the delimiter that will be used to separate component data elements within a composite data structure. This value must be different from the data element separator and the segment terminator.

Interchange Control Trailer Segment (IEA)

TRAILER					
Data Element	Element Name	Size	Usage	Expected Value	Comments
IEA01	Number of Included Functional Groups	1/5	R		<p>Count of the number of functional groups in the interchange.</p> <p>Multiple functional groups may be sent in one ISA/IEA envelope. This is the count of GS/GE functional groups included in the interchange structure.</p> <p>Limit the ISA/IEA envelope to one type of functional group i.e. functional identifier code 'BE' Benefit Enrollment (834).</p>
IEA02	Interchange Control Number	9	R		<p>The interchange control number in IEA02 must be identical to the associated interchange header value sent in ISA13.</p> <p>The interchange control number in IEA02 will be compared to the number sent in ISA13. If the numbers do not match the file will be rejected.</p>

Functional Group Header Segment (GS)

HEADER					
Data Element	Element Name	Size	Usage	Expected Value	Comments
GS01	Functional Identifier Code	2	R	'BE' = Benefit Enrollment and Maintenance	Use the value specified in the implementation guide
GS02	Application Sender's Code	2/15	R		Sanford Health Plan will work with the sender to define a unique submitting code.
GS03	Application Receiver's Code	2/15	R	'Sanford Health Plan'	This field will identify how the file is received by Sanford Health Plan. Use "Sanford Health Plan"
GS04	Date	8	R		Refer to the implementation guide specifications. Date format: CCYYMMDD
GS05	Time	4/8	R		Refer to the implementation guide specification. Time format: HHMM
GS06	Group Control Number/Last Control Number	1/9	R		The group control number in GS06, must be identical to the associated group trailer GE02. This value is defined by the sender's system. If Sanford Health Plan eventually implements the 997, this number will be used to identify the functional group being acknowledged.
GS07	Responsible Agency Code	1/2	R	'X' = Accredited Standards Committee X12	Use the value specified in the implementation guide
GS08	ANSI Version/Release Industry ID Code	1/12	R	Institutional Addenda Approved for Publication by ASCX12: '004010X095A1'	Use the current standard approved for publication by ASCX12. Other standards will not be accepted.

Functional Group Trailer Segment (GE)

TRAILER					
Data Element	Element Name	Size	Usage	Expected Value	Comments
GE01	Number of transaction Sets Included	1/6	R		<p>Count of the number of transaction sets in the functional group.</p> <p>Multiple transaction sets may be sent in one GS/GE functional group. Only similar transaction sets may be included in the functional group.</p>
GE02	Group Control Number	1/9	R		<p>The group control number in GE02 must be identical to the associated functional group header value sent in GS06.</p> <p>The group control number in GE02 will be compared to the number sent in GS06. If the numbers do not match the entire file will be rejected.</p>

AGREEMENT
between
SANFORD HEALTH PLAN
and
TRADING PARTNER
(Clearing House/Direct Submitter)

1.0 IDENTITY OF PARTIES

- A. Sanford Health Plan is the issuing agency for this Agreement. It will be referred as “SHP” in this Agreement. Sanford Health Plan EDI Department is referred as “EDI Operations”. Sanford Health Plan and EDI Department’s address is: 300 Cherapa Place Suite 201, Sioux Falls, SD 57103. To contact EDI Department, please send your e-mail to healthplan_edi@sanfordhealth.org.
- B. Trading Partner is defined as all entities wishing to establish EDI transaction with Sanford Health Plan. This includes Clearing Houses, individual physicians or health care providers. It is referred as “Trading Partner” or “submitter”.

2.0 DURATION OF AGREEMENT

This Agreement is effective _____ and will remain in effect unless a written notice from either party is issued wishing to terminate the Agreement. This Agreement may be modified at any time upon mutual consent of the parties.

3.0 SCOPE OF SERVICES

- A. Upon signing this Agreement, EDI Operations at SHP will setup a userID and password account on SHP ftp server for the Trading Partner wishing to upload data electronically. SHP will also accept other agreed upon media.
- B. SHP and the Trading Partner must go through a testing phase. During the testing process, Usage Indicator (ISA15) at the Interchange Control Header Segment must enter “T”. SHP will examine submitted test transactions for required elements, and will also ensure that the submitter gets a response during the testing process.
- C. When submitter is ready to send a transaction to the production environment, EDI Operations at SHP must be notified. Usage Indicator (ISA15) at the Interchange Control Header Segment must enter “P”. SHP will move the submitter to the production environment.

- D. The submitted file will be processed the same day it is received. Acknowledgement will not be sent to the submitter unless submitter chooses to have this option available.

4.0 TECHNICAL SPECIFICATION

- A. SHP is using SSL based ftp client. In order to be able to connect to SHP ftp server, Trading Partner must install the ftp software that supports SSL connection. It is up to the Trading Partner to get this software package.
- B. Please refer to the applicable SHP Companion Guide for transaction requirements.

5.0 PRIVACY

SHP and EDI Operations shall comply with all applicable federal and state laws and regulations regarding maintaining the confidentiality of all Trading Partners’ records and the information contained therein. SHP and EDI Operations shall not use confidential information for any purpose other than carrying out EDI obligations under this Agreement. SHP and EDI Operation shall establish and enforce policies and procedures for safeguarding the confidentiality of such data. SHP and EDI Operation may be held civilly or criminally liable for improper disclosure.

SHP shall comply with the security of medical data provisions of the Health Insurance Portability and Accountability Act of 1996 and the accompanying regulations. SHP shall comply with the privacy of medical data provision of the Health Insurance Portability and Accountability Act of 1996, including the use of standard transactions in any electronic transactions performed.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement this _____ day of _____, 200 .

Date: _____

Date: _____

BY: _____

BY: _____

Company:

Company:

SHP/EDI Operation
