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| | <input type="checkbox"/> Plan | <input type="checkbox"/> System Description | Last Reviewed: | 03/13/08 |
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Revisions: 03/13/08

Document Scope: (applies to Policy & Procedure only)

- The requirements herein apply only to the GCBH Central Office and its functions.
 - The requirements herein apply, verbatim, to GCBH and its network providers².
 - The requirements herein apply both to GCBH and its network providers². Additionally, network providers must have internal documents outlining their processes for implementing the requirements, insofar as they relate to actions for which network providers are responsible.
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PURPOSE: To update the Greater Columbia Behavioral Health (GCBH) databases in preparation for data encounter merges and data integrity checks by receiving encounter information from provider agencies.

DEFINITIONS

I. None

POLICY

- A. The encounter batches are sent to GCBH via a Cisco Solution Virtual Private Network (VPN) configuration which utilizes the approved methods dictated in the GCBH Data Dictionary (e.g. native transactions are sent in tab delimited text files, and EDI transactions are sent via the 837P standard).

PROCEDURE

Incoming Batch Process

Receive Batch notification via email from providers and retrieve files from the GCBH VPN site:

1. Native Batches (non HIPAA)
 - 1.1. Ensure proper naming convention (8alphanum.ruid).
 - 1.2. Place in Livedata directory.
 - 1.3. Run post2k Foxpro program which:
 - 1.3.1. Checks batch log and matrix data
 - Ensures only new batches are processed
 - 1.3.2. Places data in correct data repository
 - 1.3.3. Writes any errors/warnings to the suspense database
 - 1.3.4. Creates up to four pdf files
 - Matrix: list of batch processed
 - Spread: list of errors/warnings by batch, agency, and transaction
 - Change: list of number of records processed, number of errors and warnings associated with each data repository

- Detail: list by agency of each client, transaction and message associated with any error/warnings
- 1.4. Run verification program
 - 1.4.1. Verify all new client information (“scrub” data).
 - Duplicate client, PIC accuracy, missing fields - utilizing data sent by providers and the latest eligibility information
 - 1.4.2. Place above mentioned pdf files (1.3.4) and any updated information found in the MAA (Medical Assistance Administration) information in provider agency VPN folder on the GCBH network. Send email notification to appropriate provider staff that reports are in their VPN folder for their review.
 - 1.4.3. Errors in a transaction will be addressed by providers and resent to GCBH within a 30 day timeframe.
 - 1.5. Copy updated suspense database to the GCBH web site for agency use.
 - 1.6. Copy all updated databases to business for internal reporting and CIS application.
 - 1.7. Move pdf files and batches to the applicable archive folder.
2. EDI Batches (837 HIPAA)
 - 2.1. Place in EDI directory.
 - 2.2. Import and map utilizing 1EDISource program which:
 - 2.2.1. Takes the 837 transaction and creates four text files:
 - Rename header file yyddmm1.txt to yyddmm1.413
 - Rename demographic file yyddmm2.txt to yyddmm2.020
 - Rename address file to yyddmm3.txt to yyddmm3.399
 - Rename service file to yyddmm4.txt to yyddmm4.120
 - 2.3. Place in Livedata directory.
 - 2.4. Run posthippa Foxpro program which:
 - 2.4.1. Checks batch log and matrix data
 - Ensures only new batches are processed
 - 2.4.2. Places data in correct data repository
 - 2.4.3. Writes any errors/warnings to the suspense database
 - 2.4.4. Creates up to four pdf files
 - Matrix: list of batch processed
 - Spread: list of errors/warnings by batch, agency, and transaction
 - Change: list of number of records processed, number of errors and warnings associated with each data repository
 - Detail: list by agency of each client, transaction and message associated with any error/warnings

2.5. Run verification program.

2.5.1. Verify all new client information.

- Duplicate client, PIC accuracy, missing fields - utilizing data sent by providers and the latest eligibility information

2.5.2. Place above mentioned pdf files (2.4.4) and any updated information found in the MAA information in provider agency VPN folder on the GCBH network. Send email notification to appropriate provider staff that reports are in their VPN folder for their review.

- Errors will be addressed and resent to GCBH within a 30 day timeframe.

2.6. Copy updated suspense database to the GCBH web site for agency use.

2.7. Copy all updated databases to the 'Business' drive for internal reporting and CIS application.

2.8. Move pdf files and batches to the applicable archive folder.

3. Batch failure (whether native or EDI needs a review of the failure):

3.1. If batch can be fixed and re-processed at GCBH, then:

- 3.1.1. Communicate to the provider, translator, or programmer any changes you made to the batch and why (so there isn't reoccurrence of problems).

3.2. If batch can not be fixed and re-processed at GCBH, then:

- 3.2.1. Communicate to the provider, translator, or programmer the failure and ask for entire re-submittal of batch.

APPROVAL

William Wilson, DrPH
Director

03/13/08