

# Administrative Services of Kansas (ASK)

HIPAA Transaction Standard Companion Guide

Health Care Claim: Professional (837)

Based on X12 Transaction Version 005010X222A1

June 24

#### **Disclosure Statement**

This document is provided "as is" without any express or implied warranty. Note that the copyright on the underlying ASC X12 Standards is held by DISA on behalf of ASC X12. 2010 © Companion Guide copyright by Administrative Services of Kansas (ASK) dba Blue Cross and Blue Shield of Kansas (BCBSKS). All rights reserved. This document may be copied.

#### Preface

This Companion Guide to the X12N Implementation Guides clarifies and specifies the data content when exchanging electronically with ASK. Transmissions based on this companion guide, used in tandem with the X12 Implementation Guides, are compliant with both X12 syntax and those guides. This Companion Guide is intended to convey information that is within the framework of the X12 Implementation Guides. The Companion Guide is not intended to convey information that in any way exceeds the requirements or usages of data expressed in the Implementation Guides.

### EDITOR'S NOTE:

This page is blank because major sections of a book should begin on a right-hand page.

# Table of Contents

| 1. | INTRODUCTION   | .7  |
|----|--|-----|
|    | Scope  | 7   |
|    | Overview   | 7   |
|    | References   | 7   |
|    | Additional Information                                     | 7   |
| 2. | GETTING STARTED  | . 8 |
|    | Working with ASK   | 8   |
|    | Trading Partner Registration                               | 8   |
|    | Certification and Testing Overview                         | 8   |
| 3. | TESTING WITH THE PAYER                                     | . 8 |
|    | Testing Information  | 8   |
|    | Testing Guidelines for Batch Transactions                  | 8   |
| 4. | CONNECTIVITY WITH PAYER/COMMUNICATIONS                     | . 9 |
|    | Process Flows  | 9   |
|    | Transmission Administrative Procedures                     | 9   |
|    | Re-Transmission Administrative Procedures                  | 9   |
|    | Communication protocol specifications                      | 9   |
|    | Passwords  | 10  |
| 5. | CONTACT INFORMATION  | 10  |
|    | EDI Customer Service                                       | 10  |
|    | EDI Technical Assistance                                   | 10  |
|    | Provider Service Number                                    | 10  |
|    | https://www.bcbswny.com/content/wny/contact/providers.html | 10  |
|    | Applicable websites/e-mail                                 | 10  |
| 6. | CONTROL SEGMENTS/ENVELOPES                                 | 11  |
|    | ISA-IEA  | 11  |
|    | GS-GE  | 11  |
| 7. | PAYER SPECIFIC BUSINESS RULES AND LIMITATIONS              | 11  |
| 8. | ACKNOWLEDGMENTS AND/OR REPORTS                             | 12  |
|    | Report Inventory   | 12  |
| 9. | TRADING PARTNER AGREEMENTS                                 | 13  |

|     | Trad  | ing Partners1               | 3 |
|-----|-------|-----------------------------|---|
| 10. | TRANS | ACTION SPECIFIC INFORMATION | 3 |
| 11. | APPEN | IDICES1                     | 5 |
|     | 1.    | Implementation Checklist    | 5 |
|     | 2.    | Business Scenarios          | 5 |
|     | 3.    | Transmission Examples       | 5 |
|     | 4.    | Frequently Asked Questions  | 5 |
|     | 5.    | Change Summary              | 5 |
|     | 5.    | Change Summary1             | 5 |

# 1. INTRODUCTION

This document is published to provide information to trading partners to assist in implementation of the related transaction with Administrative Services of Kansas (ASK). This companion guide clarifies, supplements, and provides further definition for data content of the transaction in addition to or over and above the information included in the implementation guide.

### Scope

The transaction instruction component of this companion guide must be used in conjunction with an associated X12 implementation guide. The instructions in this companion guide are not intended to be stand-alone requirements. This companion guide conforms to all the requirements of an associated X12 implementation guide and is in conformance with X12's fair use and copyright statements.

### Overview

This companion guide is intended to supplement the 837 Health Care Claim Professional X12 Implementation Guide and any additional errata when exchanging electronically with ASK. Transmissions based on this companion guide when used in tandem with the X12 implementation guide are compliant with X12 syntax and those guides. This companion guide is intended to convey information that is within the framework of the X12 companion guide adopted for use under HIPAA. The companion guide is not intended to convey information that in any way exceeds the requirements or usages of data expressed in the implementation guide.

### References

- <u>ASK-EDI.com</u>
- X12 Implementation Guides: <u>Glass | X12</u> (subscription required)
- X12 External Code Lists: External Code Lists | X12
- ASK Manuals/User Docs: <u>Manuals/User Docs</u>
- ASK Getting Started: <u>Getting Started</u>
- ASK Quick Start Guide provided upon trading partner enrollment
- Holiday Schedule
- Scheduled system maintenance is Sunday 4:00 am 10:00 am (Central Time)
  - Exceptions to this schedule will be communicated via <u>News | ASK-EDI</u> as well as an email to applicable mailing lists

### **Additional Information**

Assumptions regarding the reader

- ASK assumes the reader has access to the applicable X12 implementation guides and/or ERRATA
- ASK assumes the reader has obtained a trading partner number

• ASK assumes the reader has an agreement with the provider to transmit transactions on their behalf

### Advantages/benefits of EDI

- Reduce Costs
- Increase Administrative Efficiency
- Improve Accuracy
- Increase Speed
- Enjoy Automation

# 2. GETTING STARTED

### Working with ASK

Visit Getting Started for information on working with ASK

### **Trading Partner Registration**

To register as a trading partner please complete a New Trading Partner Enrollment Form

### **Certification and Testing Overview**

Visit our resource center at Resource Center for information on testing with ASK

# **3. TESTING WITH THE PAYER**

### **Testing Information**

Resource Center

### **Testing Guidelines for Batch Transactions**

### Helpful Information for Providers/Vendors testing X12 formats:

- It is suggested a minimum of 25, but no more than 50 claims/requests be submitted for each line of business you wish to test
- Test files are submitted via SFTP reference the Quick Start Guide provided upon enrollment
- The **ISA15** should equal **T**
- The trading partner is responsible for downloading and reviewing acknowledgments, which are available within 1 hour after transmission. Please refer to the <u>Acknowledgments Manual</u> for further information
- Contact the EDI Help Desk with any questions regarding testing or acknowledgments, 1-800-472-6481, opt. 1

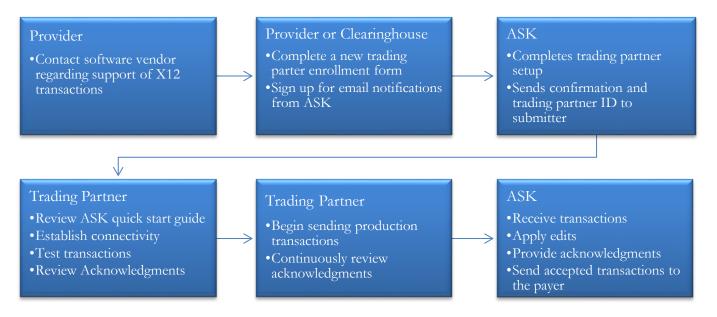
• The trading partner may request production status once a test file passes with 10% or fewer errors

#### Helpful information for Vendors:

- It is important that software vendors and providers review the <u>Companion Guides</u> before sending test files
- If you wish to test as a vendor, it will work best if you are able to test with an active NPI
- Implementation guides are maintained by X12 and can be obtained with a subscription at <u>Glass</u>
  <u>X12</u>

# 4. CONNECTIVITY WITH PAYER/COMMUNICATIONS

### **Process Flows**



### **Transmission Administrative Procedures**

Details on transmission procedures can be found in the Quick Start Guide provided to trading partners upon enrollment.

Batch SFTP – reference the Quick Start Guide
 If you have an SSH key available, please send with your first file

### **Re-Transmission Administrative Procedures**

Follow transmission procedures as outlined above.

### Communication protocol specifications

Communication protocols can be found in the Quick Start Guide.

### Passwords

Password requirements can be found in the Quick Start Guide.

### 5. CONTACT INFORMATION

### **EDI Customer Service**

Email: <u>askedi@ask-edi.com</u> Phone: 1-800-472-6481 option 1

### **EDI** Technical Assistance

Email: <u>askedi@ask-edi.com</u> Phone: 1-800-472-6481 option 1

### **Provider Service Number**

#### Blue Cross and Blue Shield of Kansas (BCBSKS)

https://www.bcbsks.com/providers/professional/contact-us

### Blue Cross and Blue Shield of Kansas City (BCBSKC)

https://providers.bluekc.com/ContactUs/Index

#### Highmark Blue Cross Blue Shield of Western New York

https://www.bcbswny.com/content/wny/contact/providers.html

### Applicable websites/e-mail

EDI Help Desk: <u>askedi@ask-edi.com</u> ASK website: <u>www.ask-edi.com</u>

# 6. CONTROL SEGMENTS/ENVELOPES

Control segments and envelopes must be created following the X12 implementation guide and applicable ERRATA. The tables below outline expected qualifiers.

### ISA-IEA

| Page<br># | Reference | Name                        | Codes | Notes/Comments                            |
|-----------|-----------|-----------------------------|-------|---|
| C.3       | ISA       | Interchange Control Header  |       |   |
| C.4       | ISA05     | Interchange ID Qualifier    | ZZ    |   |
| C.4       | ISA06     | Interchange Sender ID       |       | Trading partner number assigned by ASK    |
| C.5       | ISA07     | Interchange ID Qualifier    | ZZ    |   |
| C.5       | ISA08     | Interchange Receiver ID     | ASK   |   |
| C.5       | ISA13     | Interchange Control Number  |       | Must be unique for each interchange       |
|           |           |                             |       | Files received with P in the ISA15 cannot |
| C.6       | ISA15     | Interchange Usage Indicator | Р     | be stopped from processing                |
|           |           |                             |       | Always send ISA15 = T if testing          |

### **GS-GE**

| Page<br># Reference |      | Name                        | Codes                    | Notes/Comments  |
|---------------------|------|-----------------------------|--------------------------|---|
| C.7                 | GS   | Functional Group Header     |                          |   |
| C.7                 | GS02 | Application Sender's Code   |                          | Trading partner number assigned by ASK  |
| C.7                 | GS03 | Application Receiver's Code | BCBSKS<br>BCBSKC<br>HNNY | BCBSKS = Blue Cross and Blue Shield of<br>Kansas<br>BCBSKC = Blue Cross and Blue Shield of<br>Kansas City<br>HNNY = Highmark Blue Cross Blue<br>Shield of Western New York<br>HNNY = Highmark Blue Shield of<br>Northeastern New York |

# 7. PAYER SPECIFIC BUSINESS RULES AND LIMITATIONS

- 1. ASK accepts Basic and Extended Code Sets
- 2. Transmissions submitted without a valid Trading Partner number will be rejected
- 3. Data that is not valid based on the implementation guide will cause files to be rejected
- 4. Filenames must not contain any of the following: & + , / : ; = ? @
- 5. For Internet File Transmissions: Filenames must contain only alphabetical, numeric, hyphen, or underscore characters. Hyphen and underscore are not acceptable as the first or last character
- 6. A unique filename for each transmission is encouraged i.e., 123KS837P.CCYYMMDD\*.\*

- 7. 5000 claims will be accepted per ST-SE
- 8. ASK will attempt to provide 60 days' advance notice regarding edit changes or additions, notice will be posted to <u>News | ASK-EDI</u>
- 9. All lower-case characters submitted on an inbound 837 file will be converted to upper case when sending data to the payers processing system
- Patient Control/Claims Submitter's Identifier The ASC X12 TR3 allows up to 38 characters in the 2300 Loop, CLM01; however, the 835 Claim Payment/Advice CLP01 returns a maximum of 20 characters
- 11. 277CA The Payer Claim Control Number, reported in the 2200D REF02 when REF01 = 1K, is used by the ASK Front End Processor and does not reflect a claim control number assigned by the payer. Payers will not have access to this number and cannot provide information based on the 2200D REF02
- 12. **BCBSKS**: Primary remittance advice information must be included when sending secondary claims, 2320 MOA (Medicare Outpatient Adjudication) is required
- 13. **BCBSKS**: Claims submitted for network pricing services must be submitted with the 2000B SBR03 Reference Identifier (Group Number) from the Member ID card
- 14. BCBSKC: Medicare primary information required at line level 2430
- 15. **BCBSKC**: Effective January 1, 2021, Blue Cross and Blue Shield of Kansas City (Blue KC) requires the use of Provider Taxonomy Codes on Professional (837P) and Institutional (837I) claims. Claims missing the provider's taxonomy on the claim will result in a rejection

# 8. ACKNOWLEDGMENTS AND/OR REPORTS

ASK will return the 999, 277CA, and TA1 as appropriate in response to 837 transactions. Trading partners are responsible for reviewing acknowledgments. Reference: <u>Acknowledgments Manual</u>

| Report                           | Purpose  |
|----------------------------------|--|
| 999 – Implementation             | Used to report syntactical errors based on the implementation guide or to    |
| Acknowledgment                   | report a functional group that complies with the implementation guide.       |
| <b>277CA</b> – Health Care Claim | A business application level acknowledgement for the ASC X12 Health Care     |
| Acknowledgment                   | Claim (837) transaction(s) which acknowledges the validity and acceptability |
| Acknowledgment                   | of the claims at the pre-processing stage                                    |
|                                  | The TA1 segment provides the capability for the interchange receiver to      |
| <b>TA1</b> – Interchange         | notify the sender that a valid envelope was received or that problems were   |
| Acknowledgement                  | encountered with the interchange control structure. The TA1 verifies the     |
|                                  | envelopes only.  |

### **Report Inventory**

| Report | File Naming Format  |
|--------|---|
| 999    | 999_input filename_internal file ID.input file extension (if present)_date-time   |
| 999    | example: 999_bstrans_123456789.dat_20170131-090725018   |
| 277CA  | 277CA_ISA13 from input file_input filename _internal file ID.input file extension (if present)_date-time example: 277CA_999999_bstrans_123456789.dat_20170131-090725018 |
| TA1    | TA1_input filename_internal file ID_date-time   |

example: TA1\_bstrans\_123456789\_20170131-105601017

# 9. TRADING PARTNER AGREEMENTS

### **Trading Partners**

A Trading Partner is defined as any ASK (provider, billing service, software vendor, employer group, financial institution, etc.) that transmits to, or receives electronic data from ASK.

EDI Trading Partner Agreements accompany the standard implementation guide to ensure the integrity of the electronic transaction process. The Trading Partner Agreement is related to the electronic exchange of information, whether the agreement is an entity or a part of a larger agreement, between each party to the agreement. To register visit - <u>ASK Enrollment Form</u>

## **10. TRANSACTION SPECIFIC INFORMATION**

This table contains one or more rows for each segment needing supplemental instruction.

Legend Shaded rows represent segments in the X12 implementation guide Non-shaded rows represent 'data elements' in the X12 implementation guide

| Page<br># | Loop<br>ID | Reference | Name   | Codes | odes Notes/Comments   |  |
|-----------|------------|-----------|--|-------|---|--|
| 74        | 1000A      | NM1       | Submitter Name                               |       |   |  |
| 75        | 1000A      | NM109     | Submitter Identifier                         |       | Trading partner number assigned by ASK  |  |
| 79        | 1000B      | NM1       | Receiver Name                                |       |   |  |
| 80        | 1000B      | NM103     | Receiver Name                                | ASK   |   |  |
| 80        | 1000B      | NM109     | Receiver Primary<br>Identifier               | ASK   |   |  |
| 98        | 2010AA     | PER       | Billing Provider Contact<br>Information      |       |   |  |
| 99        | 2010AA     | PER02     | Billing Provider Contact<br>Name             |       | Submission of the PER segment is<br>highly recommended. This information<br>will be used to contact the provider in<br>the event claims cannot be submitted to<br>the payer |  |
| 116       | 2000B      | SBR       | Subscriber Information                       |       |   |  |
| 116       | 2000B      | SBR01     | Payer Responsibility<br>Sequence Number Code |       | Must be populated accurately on<br>secondary and tertiary claims to ensure<br>accurate payment.   |  |

| 117 | 2000B  | SBR03 | Subscriber Group or<br>Policy Number                   |                | <b>BCBSKS</b> : Network Pricing claims<br>must be submitted with the Group<br>Number that appears on the subscriber<br>ID card for proper processing   |
|-----|--------|-------|--|----------------|--|
| 118 | 2000B  | SBR09 | Claim Filing Indicator<br>Code                         | BL<br>CI<br>16 | BCBSKS = BL<br>BCBSKC = BL<br>Highmark Blue Cross Blue Shield<br>of Western New York = BL or CI<br>Highmark Blue Shield of<br>Northeastern New York = BL or CI<br>Highmark Western and<br>Northeastern New York = BL, CI,<br>or 16 |
| 133 | 2010BB | NM1   | Payer Name   |                |  |
| 134 | 2010BB | NM108 | Identification Code<br>Qualifier                       | Ы              |  |
| 134 | 2010BB | NM109 | Payer Identifier                                       |                | BCBSKS = 47163<br>BCBSKC = 47171<br>Highmark Blue Cross Blue Shield<br>of Western New York = 00301,<br>00801, or 55204<br>Highmark Blue Shield<br>Northeastern New York = 00800 or<br>55204  |
| 202 | 2300   | REF   | Claim Identifier for<br>Transmission<br>Intermediaries |                |  |
| 203 | 2300   | REF02 | Value Added Network<br>Trace Number                    |                | <b>DO NOT USE THIS FIELD</b><br>ASK, Highmark Western and<br>Northeastern New York, and<br>BCBSKC will use this field to<br>exchange information.  |
| 295 | 2320   | SBR   | Other Subscriber<br>Information                        |                |  |
| 298 | 2320   | SBR09 | Claim Filing Indicator<br>Code                         |                | Code that most accurately describes<br>the Other Subscriber Information.<br>Medicare should be submitted as MB<br>or 16.   |
| 305 | 2320   | AMT   | Coordination of Benefits<br>(COB) Payer Paid<br>Amount |                |  |
| 305 | 2320   | AMT02 | Payer Paid Amount                                      |                | Negative values not accepted   |

| 351 | 2400 | SV1   | Professional Service               |                              |
|-----|------|-------|------------------------------------|------------------------------|
| 354 | 2400 | SV102 | Line Item Charge Amount            | Negative values not accepted |
| 355 | 2400 | SV104 | Service Unit Count                 | Negative values not accepted |
| 368 | 2400 | CR1   | Ambulance Transport<br>Information |                              |
| 369 | 2400 | CR102 | Patient Weight                     | Negative values not accepted |
| 370 | 2400 | CR106 | Transport Distance                 | Negative values not accepted |
| 415 | 2400 | PS1   | Purchased Service<br>Information   |                              |
| 415 | 2400 | PS102 | Purchased Service Charge<br>Amount | Negative values not accepted |

### 11. APPENDICES

### 1. Implementation Checklist

- Contact your software vendor regarding the support of these X12 transactions
- Batch Transaction Enrollment visit <u>ASK Enrollment Form</u>
- Sign up for email notifications: <u>Email List/Sign Up</u>
- Test transactions (optional)
- Review the acknowledgments returned as referenced in the Acknowledgments Manual

#### 2. Business Scenarios

Please contact ASK to discuss your specific EDI related business needs, should they not be covered in this guide.

### 3. Transmission Examples

Please contact ASK for any question regarding transmission examples.

### 4. Frequently Asked Questions

Is testing required before submitting in production?

BCBSKS (47163) recommended but not required

BCBSKC (47171) recommended but not required

Highmark Blue Cross Blue Shield of Western and Northeastern New York (00301, 00800, 00801, 55204) recommended but not required

5. Change Summary

15

**Date Updated** 

| 7                  | Removed 4. Compression of files is supported between the submitter and    | 03/08/2017 |
|--------------------|---|------------|
|                    | receiver.   |            |
| 5                  | Updated URL   | 03/10/2017 |
| 5                  | Updated Production URL  | 04/11/2017 |
| 5                  | Removed Test URL  | 04/11/2017 |
| 5                  | Updated ASK Resources URL   | 12/27/2017 |
| 8                  | Updated Acknowledgement URL   | 12/27/2017 |
| All                | Updated URLs  | 03/01/2019 |
| 8                  | Added Network Pricing Information   | 03/12/2019 |
| 1                  | Removed WPC-EDI URL link and replaced with https://x12.org/codes          | 11/25/2020 |
| All                | New Template  | 04/13/2023 |
| 7                  | Removed 28 character file maximum   | 6/29/2023  |
| 4                  | Removed password requirement details as they are in the quick start guide | 6/29/2023  |
| 4                  | Removed the link for the Connectivity Guide/Quick Start Guide             | 10/05/2023 |
| <b>6 &amp; 1</b> 0 | Removed PHP from Control Segments/Envelopes and Transaction Specific      | 10/05/2023 |
|                    | Information (effective 1/1/2024)  |            |
| <b>6 &amp; 1</b> 0 | Removed EDIM from Control Segments/Envelopes and Transaction Specific     | 06/12/2024 |
|                    | Information   |            |