HIPAA 834 Enrollment Master Manual

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Table of Contents

Foreword 0

Part I Introduction 2

1 About HIPAA Enrollment Master ... 2

Part II Getting Started 5

1 Starting the Application ... 5
2 Processing a Benefit Enrollment File ... 6
3 Working through an Entire Directory ... 13
4 Understanding Benefit Enrollment and Maintenance Records ... 15
5 Printing the Records ... 17
6 Requesting a Trial Extension ... 19

Part III Configuring the Application 26

1 Configuring Program Options ... 26
2 Using the EDI Editor ... 28
3 Selecting a Code Set ... 31
4 Accessing Logs ... 36
5 Running the Application via Scheduler ... 38

Part IV Creating Spreadsheets 46

1 Creating Spreadsheets ... 46
2 Configuring Spreadsheet Options ... 49
3 Spreadsheet Limitations ... 55

Part V Creating ASCII Files 57

1 Creating ASCII Flat Files ... 57
2 Limitations of the ASCII Flat File ... 59

Part VI Creating Image Files and PDFs 65

1 Creating Image Files ... 65
2 Adjusting Image Options ... 67
3 Viewing Images ... 71

Part VII Using the Database 75

1 Exporting the Data ... 75
2 Setting up Database Connection ... 78
3 Selecting Fields to Export ... 84
4 Creating Tables ... 88

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5 Browsing Exported Data 97
6 Troubleshooting 101

Part VIII Creating 834 EDI Files 105

1 Setting up Company 105
2 Creating Company Setup Table 108
3 Creating 834 EDI Files from the Attached Database 110

Part IX Automating 116

1 Using the Command Line Arguments 1 (CLI) 116
2 Using the Command Line Arguments 2 118
3 Creating EDI Transactions from the Database 119
4 Changing the Default Company 122
5 Running the Application via Scheduler 123

Part X EDI Exchange 131

1 Getting Started 131
About EDI Exchange 131
Requesting EDI Exchange License 133
Registering EDI Exchange 135
2 Configuring EDI Exchange (Obligatory Settings) 137
1 Setting up Database Connection 138
2 Creating Database Tables 138
2b Creating 999 File Tables 143
2c Updating Database Tables 149
3 Defining Auto-Processing Options 151
4 Defining Communications Directory 153
5 Initializing EDI Exchange 155
3 Configuring EDI Exchange (Optional Settings) 161
Setting up Email Notifications 161
Setting up Incoming and Outgoing Files Options 167
Running the Application via Scheduler 169
Using the Command Line Arguments (CLI) 171
4 Working with Trading Partners 171
Setting up Trading Partners 171
Custom File Naming Conventions 184
Using Built-in FTP Client 188
Creating a Trading Partner Automatically 192
Certificate based authentication in SFTP 193
5 Using Encryption 196
About Encrytion 196
Setting up Encryption 196
Using PGP Desktop 199
Using GnuPG 200
6 Using EDI Exchange Features 202
Accessing Inbox Manager 202
Checking EDI Files 204

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Downloading EDI Files From FTP Server 206
Processing EDI Files 208
Accessing EDI Receive Log 209
Accessing EDI Send Log 212
Listing SEF Files 214

Part XI Bug Reporting and Program Updates 217

1 Reporting an Issue 217
2 Upgrading the Program 222
3 Accessing Project History 226

Index 227

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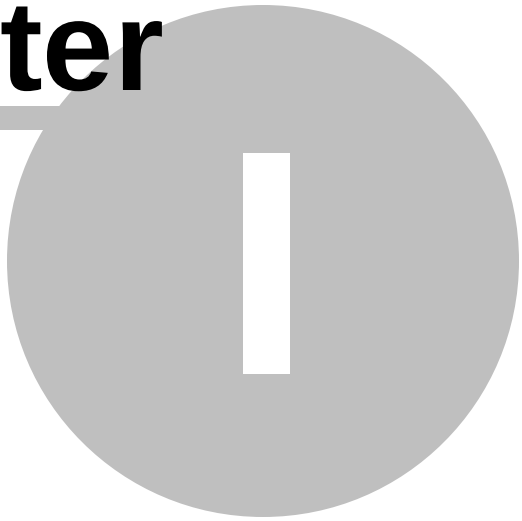
Chapter



1 Introduction

1.1 About HIPAA Enrollment Master

Electronic Data Interchange (EDI) is standardized in the USA and behind much of the economic success of this country. From ATM transactions over phone bills between carriers to Wal-Mart's supply chain, commerce relies on standardized electronic data interchange.

The HIPAA act mandates that "Benefit Enrollment and Maintenance" transactions need to be transmitted in a standardized way. The 834 standard is designated to contain benefit enrollment and personal maintenance data. Typically, such information is exchanged between a benefit sponsor such as a government program or private employer, and an insurance company or a trade union and its third party administrator (TPA). The 834 Transaction is the HIPAA-compliant Benefit Enrollment and Maintenance Transaction. Its purpose is to electronically transmit enrollment and dis-enrollment information.

The **HIPAA Enrollment Master** is a powerful tool to work with EDI 834 enrollment transaction files.

What is an EDI file?

X12 is an ASCII standard. This means that all the content of a transmission consists of ASCII characters. ASCII or text files can be viewed and edited with a regular text editor. Below you see an EDI file opened with Notepad. It opens alright but since EDI does not use line feeds and carriage returns to mark the end of a line, an EDI document is usually very hard to view.

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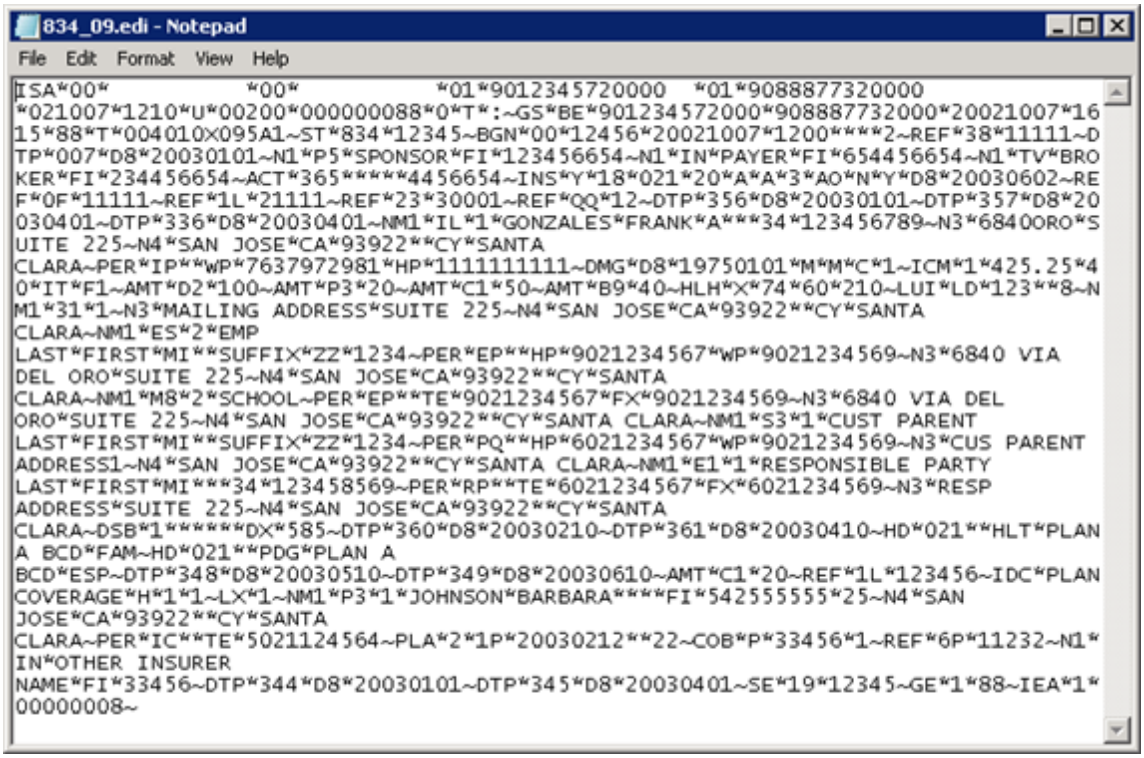

A view of raw EDI data

The HIPAA Enrollment Master parses 834 EDI files and the information for each individual transaction is extracted. Code sets are translated into their descriptions. The result can either be:

- displayed on the screen,
- printed to image, PDF and paper,
- saved as delimited ASCII file,
- saved as MS Excel spreadsheet,
- exported to any ODBC-compliant database like MS SQL Server, Oracle or IBM AS400.

Enrollment records can be viewed from the database and packaged in a new EDI 834 file.

The HIPAA Enrollment Master is a configurable EDI translator as well as it allows to view and "read" EDI information without much training and without wading through obscure EDI files. EDI files that contain Benefit Enrollment and Maintenance Records can now be parsed with the HIPAA Enrollment Master.

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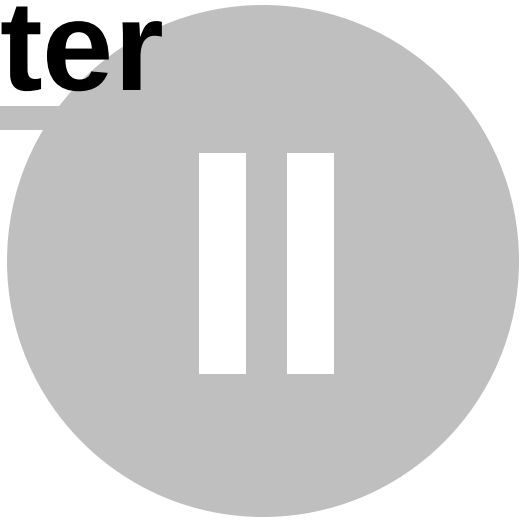
Chapter

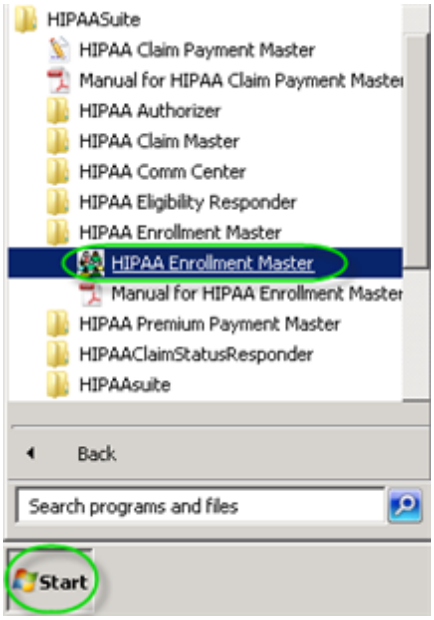


2 Getting Started

2.1 Starting the Application

Once the HIPAA Enrollment Master is installed, you can launch it from the "Start" menu:

Start ▸ *Programs* (*All Programs*) ▸ *HIPAASuite* ▸ *HIPAA Enrollment Master* ▸ *HIPAA Enrollment Master*.



The HIPAA Enrollment Master is launched from the "Start" menu

The following screen will appear:

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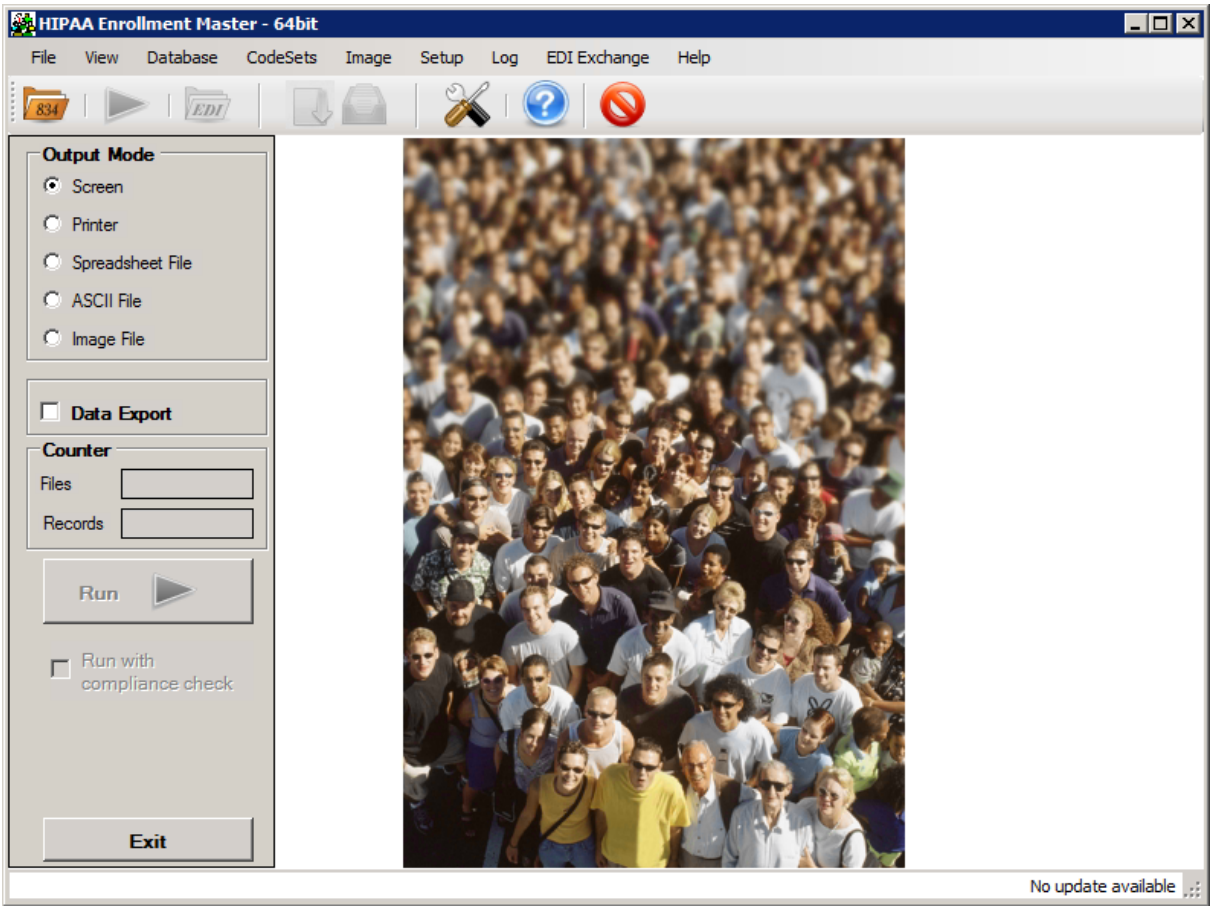

The HIPAA Enrollment Master main window

Once the main program window is opened, the normal operation now would be to open an EDI file or a folder. See:

- Processing a Benefit Enrollment File
- Working through an Entire Directory

2.2 Processing a Benefit Enrollment File

Follow the instructions below to open a single EDI 834 file, parse it and display its details on screen in easy-to-read table format.

1. Go to *File* ▸ *Open* in the main menu.

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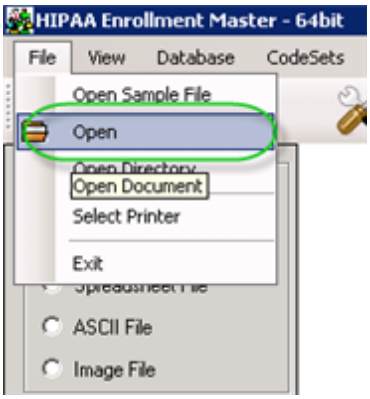
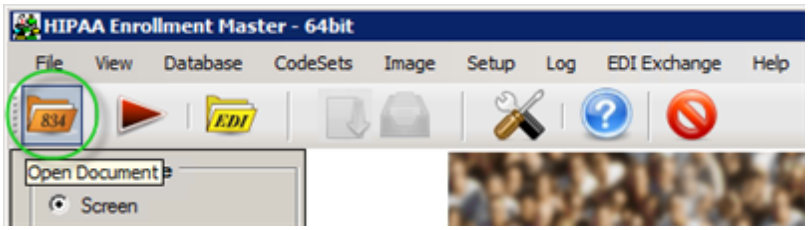


The "Open" menu

Alternatively, click on the "Open Document" icon shortcut located on the program toolbar.



The "Open" button

2. The Windows "Open File" dialog box will come up and you can select the file that you want to process. Browse through the folders and select a file with `.edi` extension. Click "Open."

> Note: Only claim files in "ANSI 834" format can be opened via the HIPAA Enrollment Master. The program will display an error message if you select a file in a different format.
>
> Reference: The 834 Transaction is the HIPAA-compliant Benefit Enrollment and Maintenance Transaction. Its purpose is to electronically transmit enrollment and dis-enrollment information.

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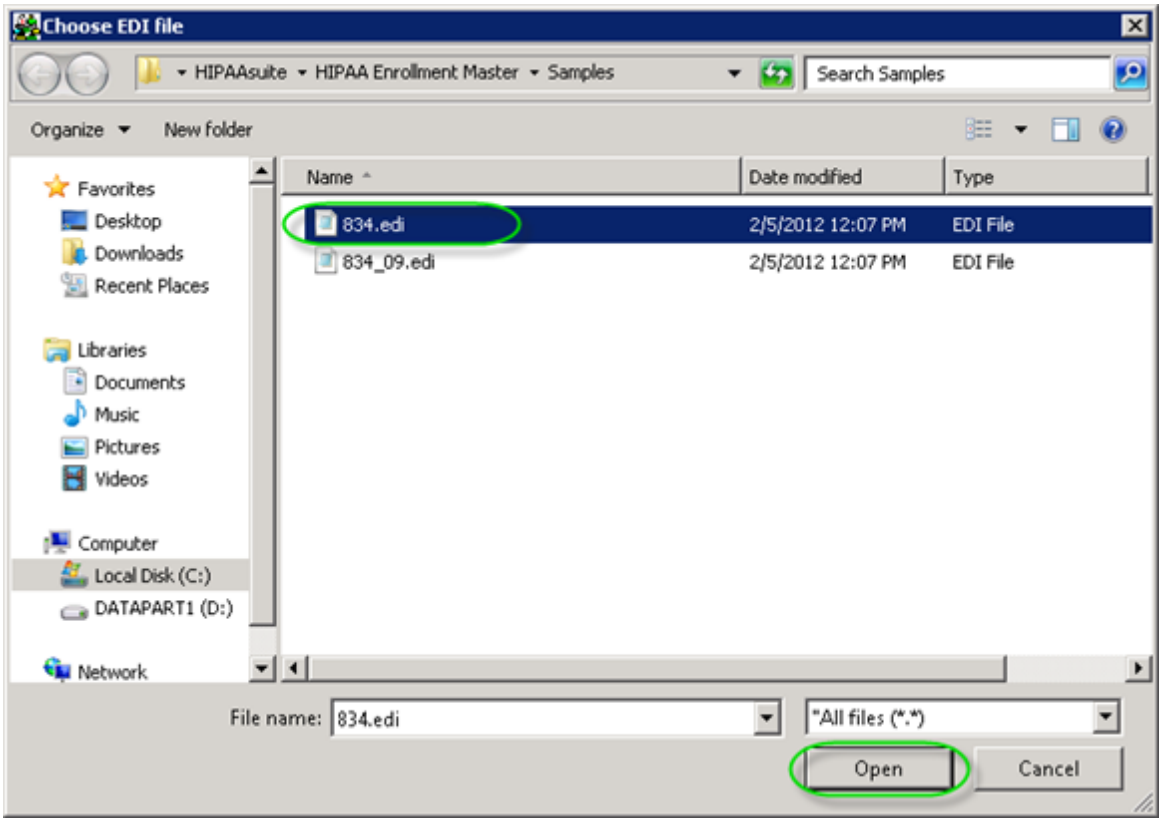

The "Choose EDI File" window

3. Make sure the program tool bar is displayed in the left area. To display the left program bar with options, select *View* ▸ *Info Bar*.

4. The filename of the opened file is displayed in the "Counter" pane.

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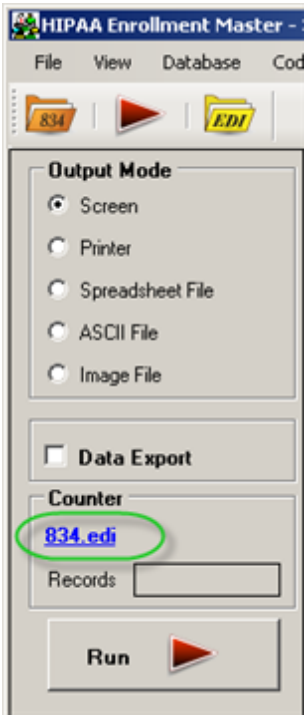

A filename displayed in the "Counter" pane

5. Select one of the following modes in the "Output Mode" box. The Output mode defines the destination where the result file will be sent to. In our example, we select the "Screen" mode.

   The HIPAA Enrollment Master goes through an 834 EDI file and puts out the individual enrollment records according to the following options:

   - **Screen** — Allows to display the records one by one on the screen in a preview window. The default output mode is "Screen." This mode is not available while working with a directory.
   - **Printer** — Allows to send the opened file(s) as batch to the selected printer. Read more in Printing the Records.
   - **Spreadsheet File** — Allows to save the opened file(s) to a spreadsheet file. Read more in Creating Spreadsheets.
   - **ASCII File** — Allows to save the opened file(s) to a tab delimited ASCII file. Read more in Creating ASCII Flat Files.
   - **Image File** — Allows to save the opened file(s) as TIFF or PDF file. Read more in Creating Image Files.
   - **Data Export** — Allows to export the opened file(s) to an external ODBC/OleDB-compliant database. This function works together with the output modes other

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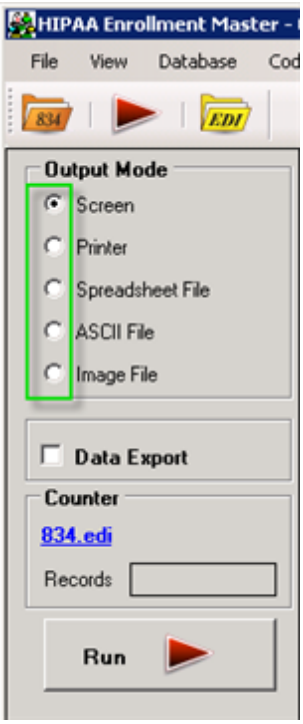
than "Screen." When you select the "Data Export" check-box, an output mode option can be selected. This allows you to print/create files and export to a database simultaneously. Read more in Exporting the Data.



The "Output Mode" options

6. Click on the "Run" button.

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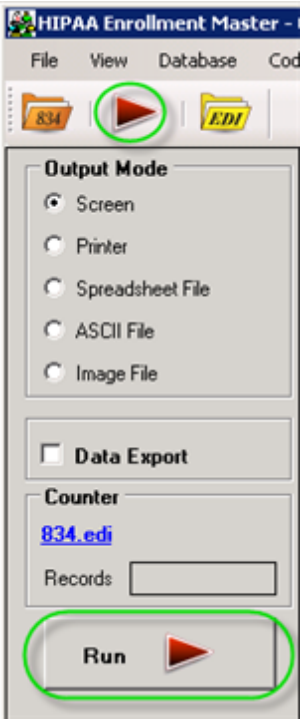

The "Run" buttons

7. When you click on the "Run" button, the file will be parsed and the information displayed. The HIPAA Enrollment Master recognizes the type of the EDI transaction and displays Benefit Enrollment and Maintenance Records. In our example where the output mode is "Screen," the Benefit Enrollment and Maintenance Transaction is displayed in a preview window.

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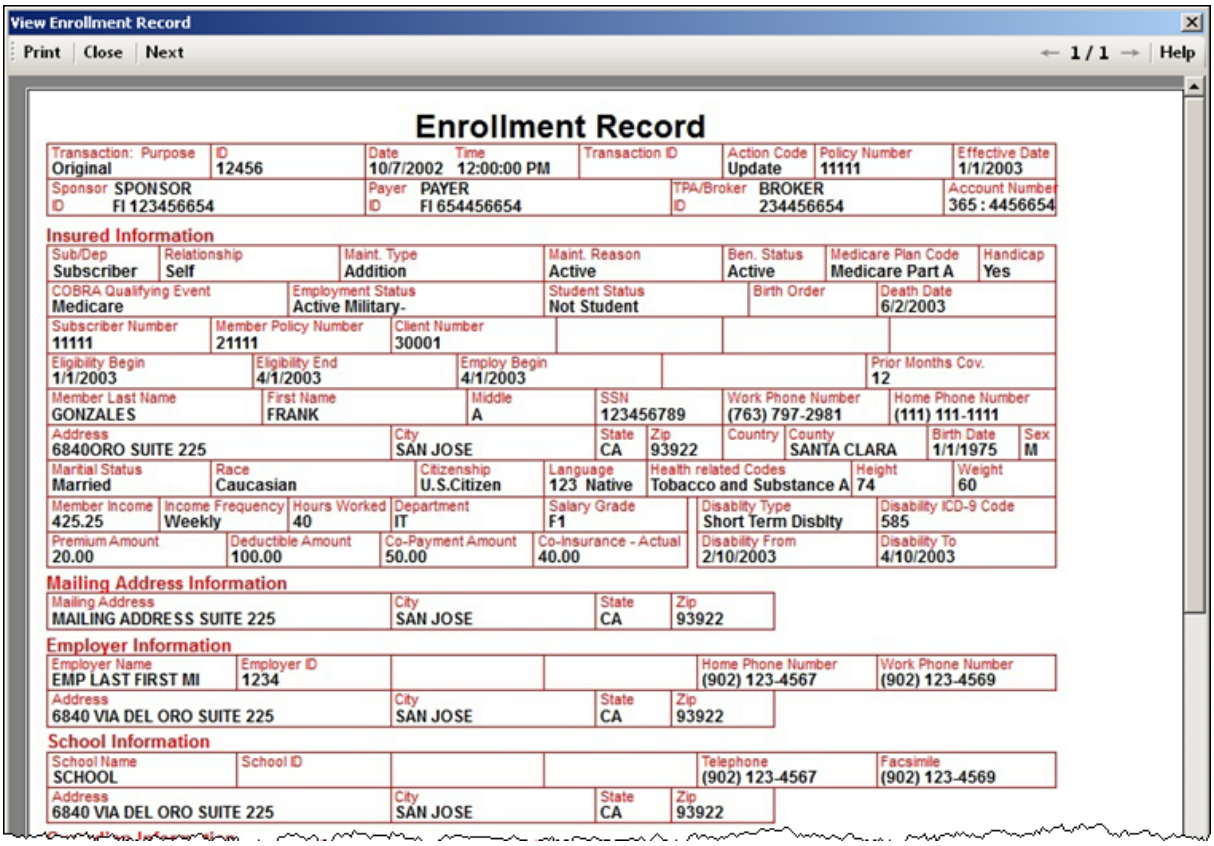
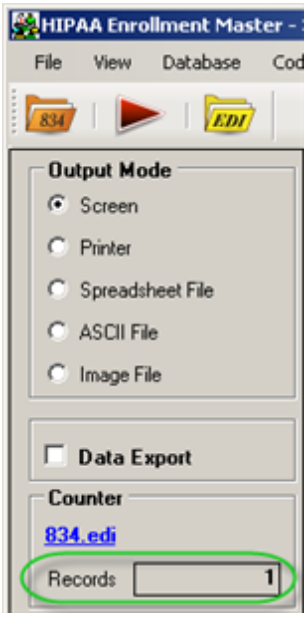


The display of a Benefit Enrollment and Maintenance Transaction

See also: Understanding Benefit Enrollment and Maintenance Records.

8. The number of records in the opened file is displayed in the "Counter" pane.



The number of records

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2.3 Working through an Entire Directory

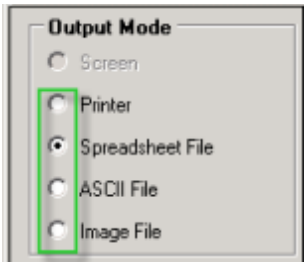
The "Open Directory" function works only when the output mode is not "Screen" as it does not make sense to open a whole directory to view a file on the screen.

> Tip: Once the EDI files have been printed or exported, it makes sense to remove the source files. It is recommended to do when the HIPAA Enrollment Master is run automatically through the Windows Scheduler. In the "Setup" window you can specify if to delete the files after processing.

Follow the instructions below to open a batch of EDI files located in one folder.

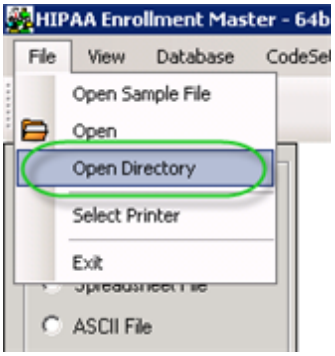
1. Make sure the "Output Mode" option is not "Screen." The Output mode defines the destination where the result file will be sent to. The output modes are described in Processing a Benefit Enrollment File.

   > Note: You cannot display a batch of EDI files on screen in a preview window, it is possible only for one file. See Processing a Benefit Enrollment File.

   The "Output Mode" options

2. Go to *File* ▸ *Open Directory* in the main menu.

   The "Open Directory" menu

3. Browse for the folder containing EDI files. Click on that folder and then click "OK."

   > Note: Only claim files in "ANSI 834" format can be opened via the HIPAA Enrollment Master. The

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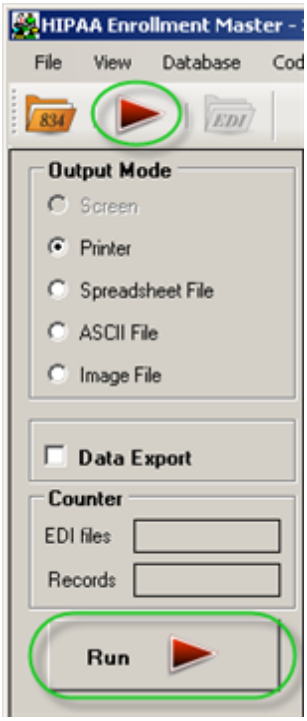
program will display an error message if you select a file in a different format.

Reference: The 834 Transaction is the HIPAA-compliant Benefit Enrollment and Maintenance Transaction. Its purpose is to electronically transmit enrollment and dis-enrollment information.

The "Browse for Folder" popup

4. Click on the "Run" button to send all files from the folder to the destination.

Note: The pre-defined settings will be applied. See also: Configuring Program Options.



The "Run" buttons

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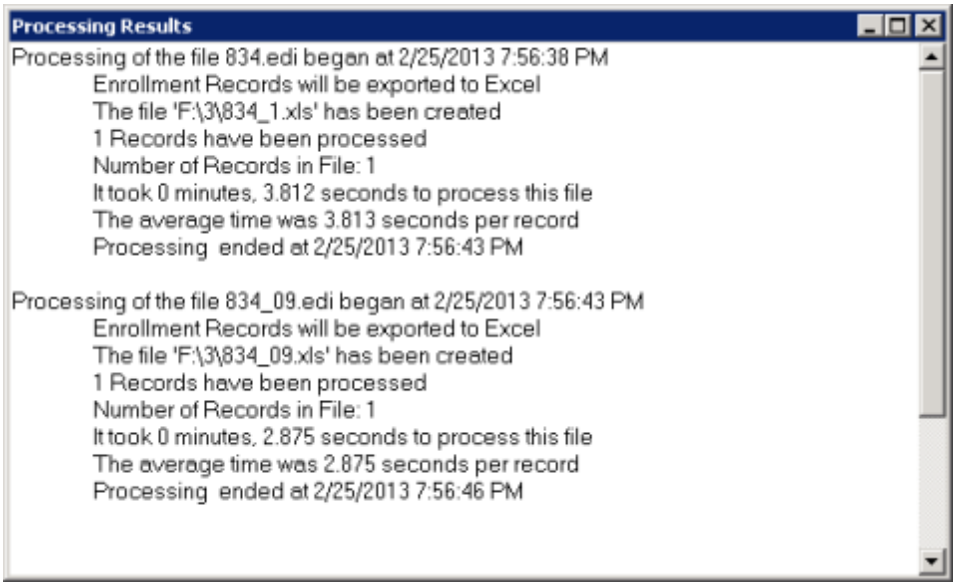
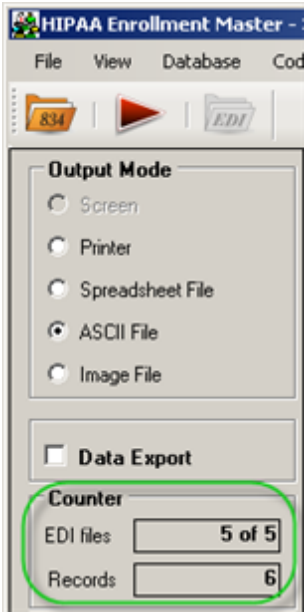
5. The displayed "Processing Results" popup will report the results of the operation.



The "Processing Results" window

6. The number of processed files and records is displayed in the "Counter" pane.



The "Counter" pane

2.4 Understanding Benefit Enrollment and Maintenance Records

Benefit Enrollment and Maintenance Records and EDI files are displayed on screen like in the form below.

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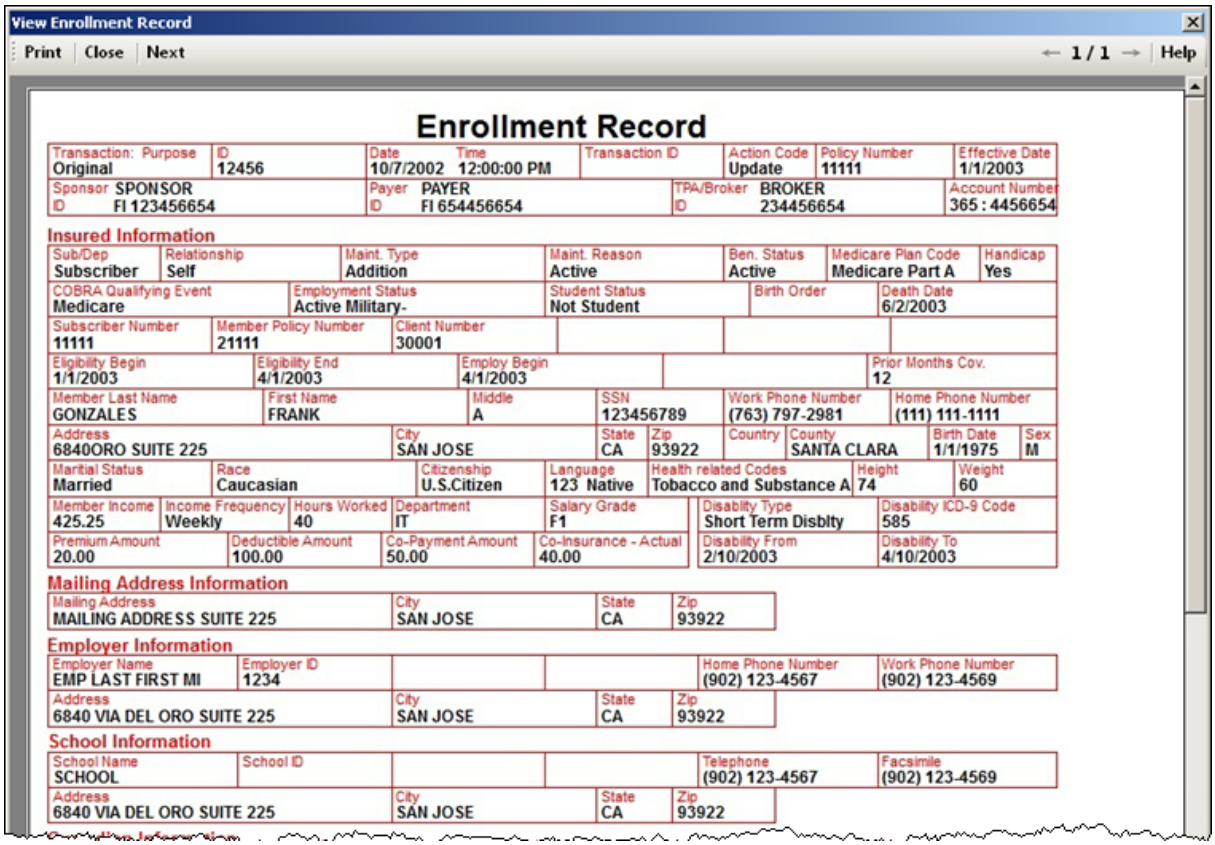


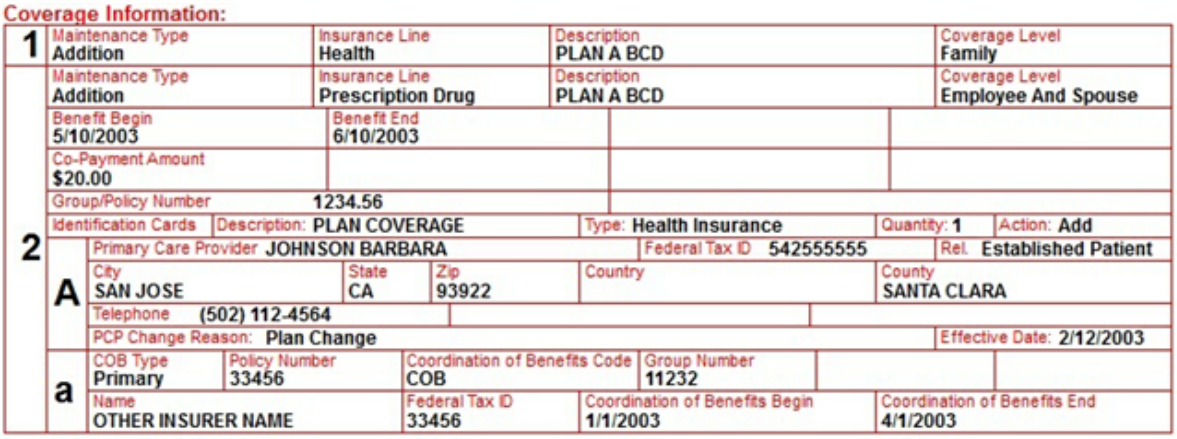
The Benefit Enrollment and Maintenance and Benefit Window, the header record

This form displays most of the possible information that an 834-transaction set can contain. Usually many of the fields are blank. If there is no "School" or no "Employer" information, the whole block on the screen will not be displayed.

Most EDI code set are translated into their descriptions, so they are easily understandable.

Each enrollment record can contain up to 99 benefit records.

Below you see the screen for 2 benefits.



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Benefit Enrollment Preview

To print this form, click on the "Print" button. Read more in Printing the Records.

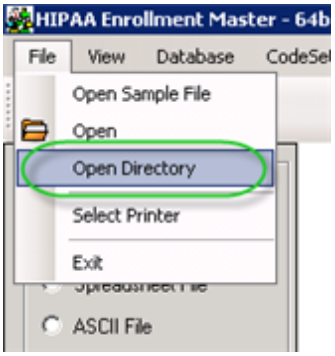
The "Print" button

2.5 Printing the Records

The same forms that you see on the screen can be printed. Files from the opened folder can be batch printed. Follow the instructions below.

1. Open an EDI file or directory containing the EDI files in the HIPAA Enrollment Master. Read more in Processing a Benefit Enrollment File, Working through an Entire Directory.

The "Open Document" button



The "Open Directory" menu

2. Select the "Printer" option in the "Output Mode" block.

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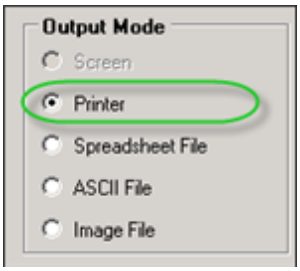
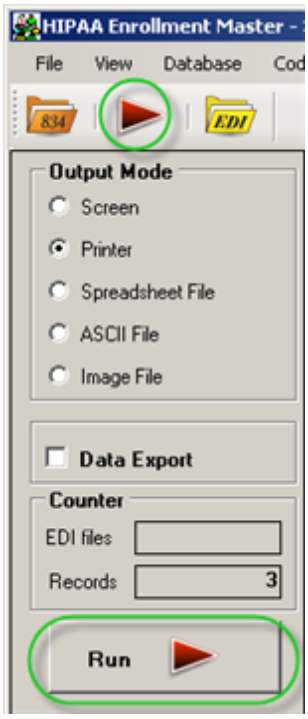


The "Printer" option

3. Click on the "Run" button.



The "Run" buttons

4. The "Save the file as" window appears. You can save file as XPS document.

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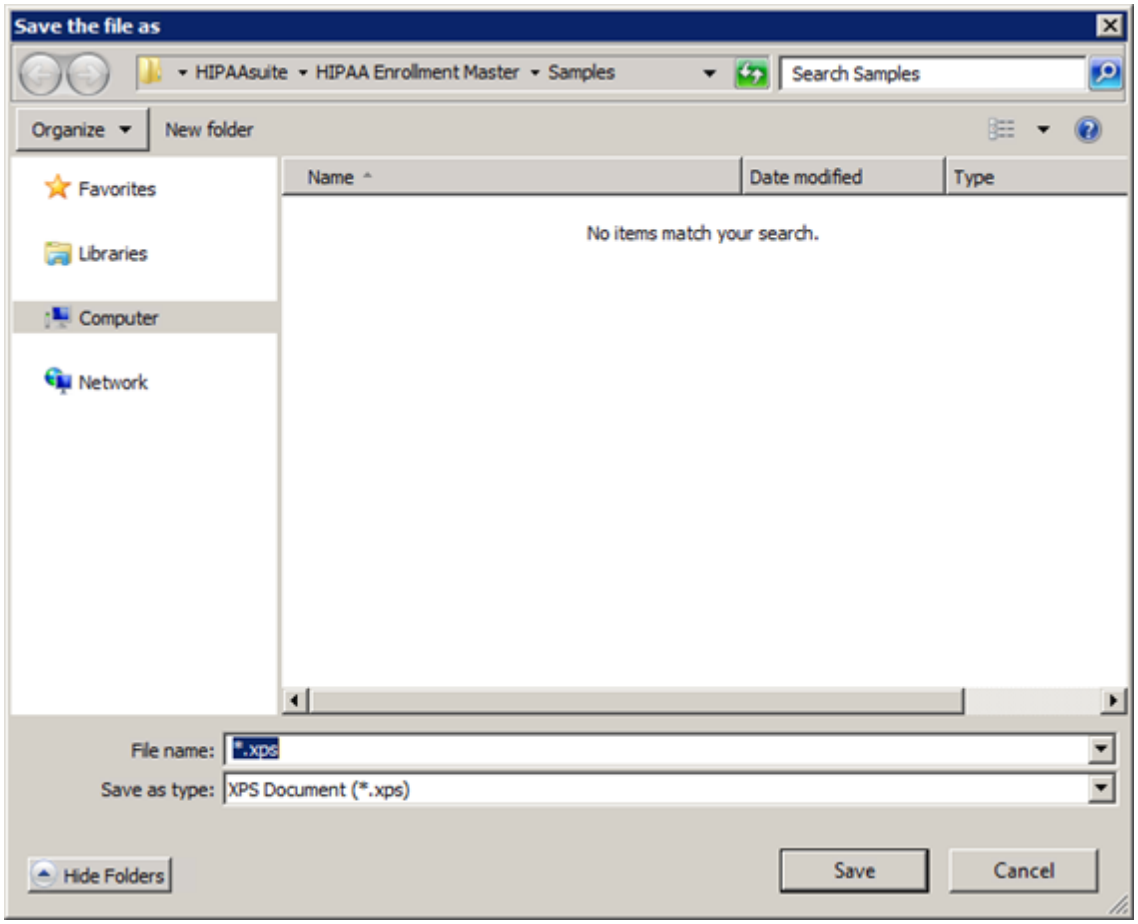
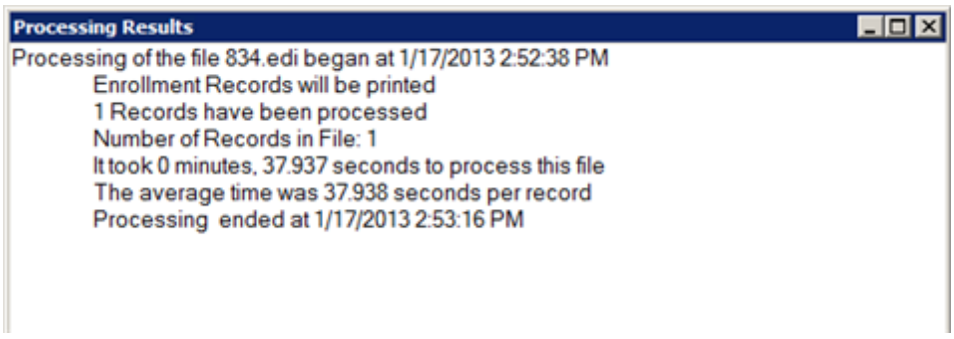


5. The records will be spooled and your selected printer will start to output the file. Be aware that some EDI files contain thousands of records.

Tip: You can choose the color of the underlying form to be red or black. See Configuring Program Options.



The "Processing Results" window

2.6 Requesting a Trial Extension

Once your trial period has expired, the application will stop working. If you want to

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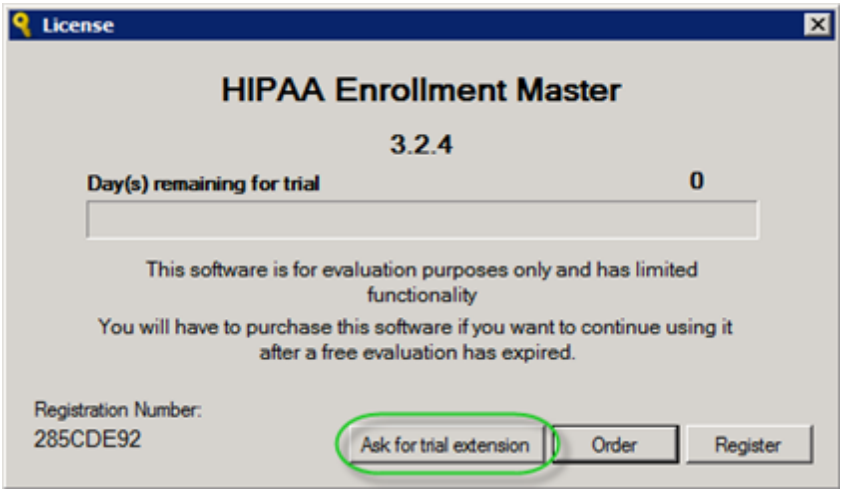
continue your trial of the product, then you will need to send your request to the support team. Follow the instructions below.

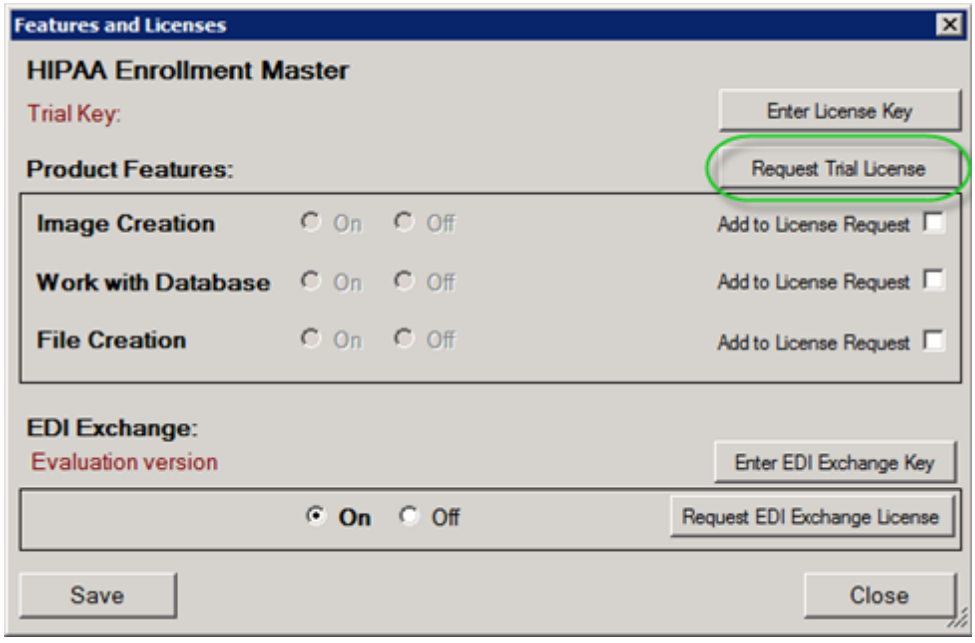
1. Launch the application. Read more in Starting the Application.

2. Click on the "Ask for trial Extension" button on the displayed window.



The "Ask for trial extension" link

3. The "Features and Licenses" window opens. Define the necessary options and click the "Request Trial License" button.



The "Features and Licenses" window with highlighted "Request Trial License" button

> Note: The "Features and Licenses" window can also be accessed via the "Features and Licenses" menu

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under the "Help" main menu.

4. The following options are available:

   - **Product Features** — The list of features that can be enabled/disabled. The "Add to License Request" checkbox allows you to request a license for the current feature. A trial license covers all these features by default. The capabilities of the software are split into licensed features. The base model allows the viewing and printing of enrollment records. Image file creation, database connectivity, and 834 creation are separately licensed features:

     - **Image Creation** — Find more information about the feature in Creating Image Files.
     - **Work with Database** — Find more information about the feature in Exporting the Data.
     - **File Creation** — Find more information about the feature in Creating ASCII Flat Files.

   - **EDI Exchange** — Find more information in the "EDI Exchange" chapter.

5. Clicking on the "Request Trial License" button will create an email to HIPAAsuite with the registration number so they can then create the extension key. For example, this will open Outlook with the following data inserted:

   - **To**: info@HIPAAsuite.com
   - **Subject**: [HIPAA Enrollment Master][123456789]: Request for trial extension key
   - **Message**:

```
Request for Trial License Extension
Product: HIPAA Enrollment Master
Volume ID: 123456789
Already licensed features:
Image Creation,
File Creation,
Work with Database
Required new features: No new features selected to request for license
Current Key:
```

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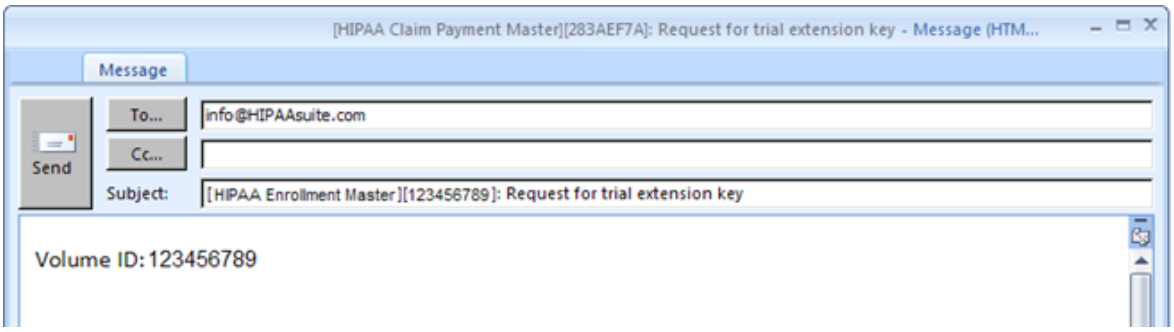
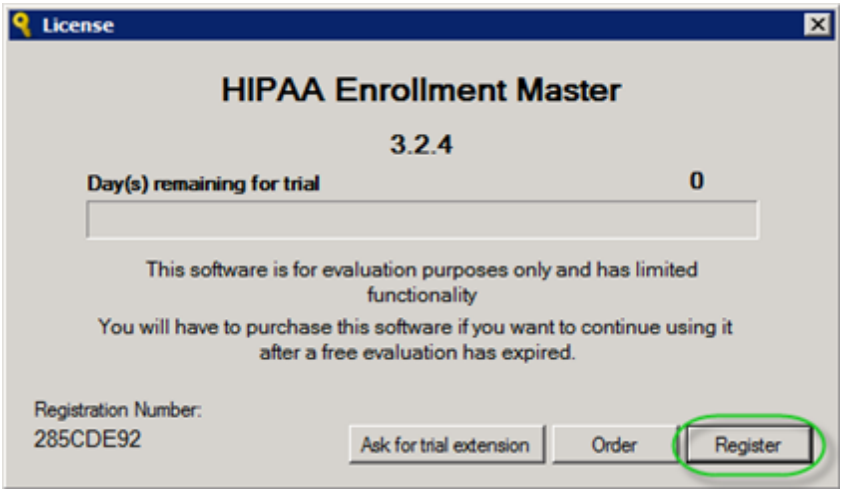


The trial extension request email

5. The response from the support team should include an activation key.
6. Once you have received the activation key, click "Register" on the program welcome window.



The "Register" button

7. Paste the activation key into the field on the Registration Form and then click "Register."

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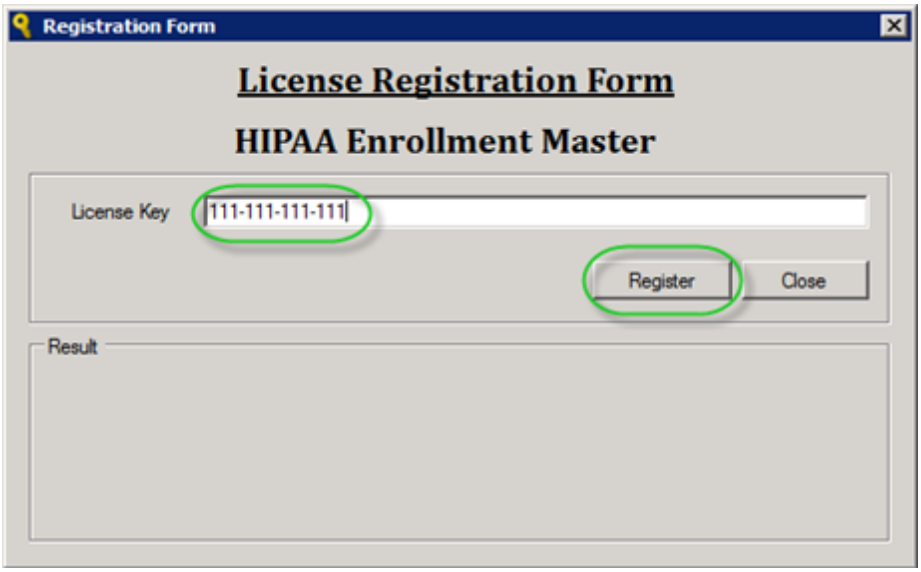
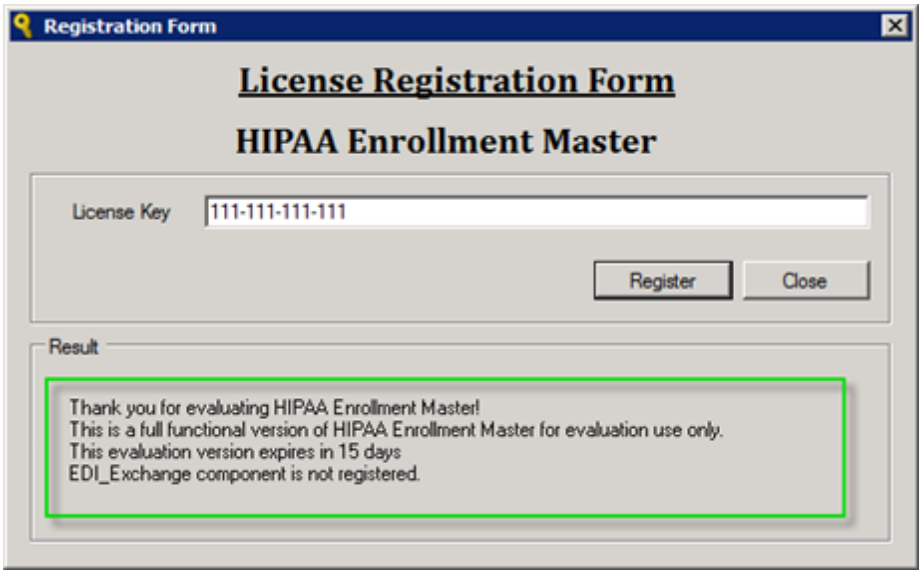


The "Registration Form" window with entered license key and highlighted "Register" button

8. The success message will appear in the "Result" border.



The license activation result

Click "Close".

9. Once the license key has been entered, click "Try" on the welcome window to continue using the program for another 15 days.

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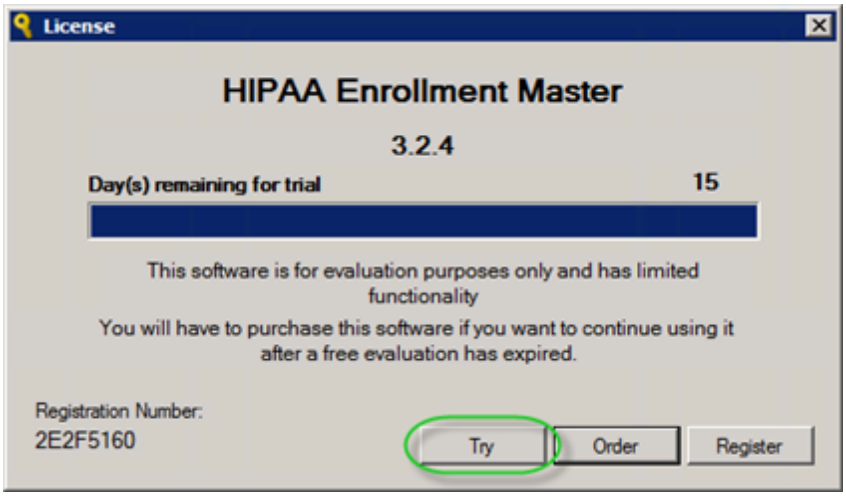

The "Try" button

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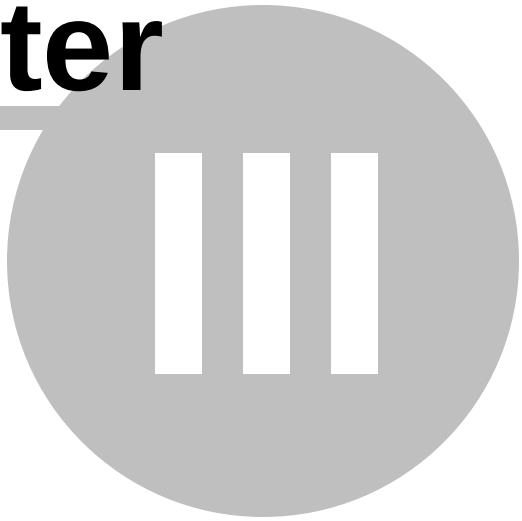
Chapter

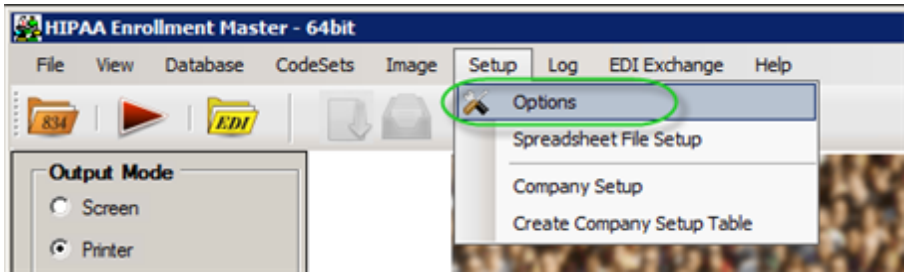


3 Configuring the Application

3.1 Configuring Program Options

The HIPAA Enrollment Master has a setup screen where you can configure the most common options.

1. To configure the program options, select *Setup* ▸ *Options* in the main menu.

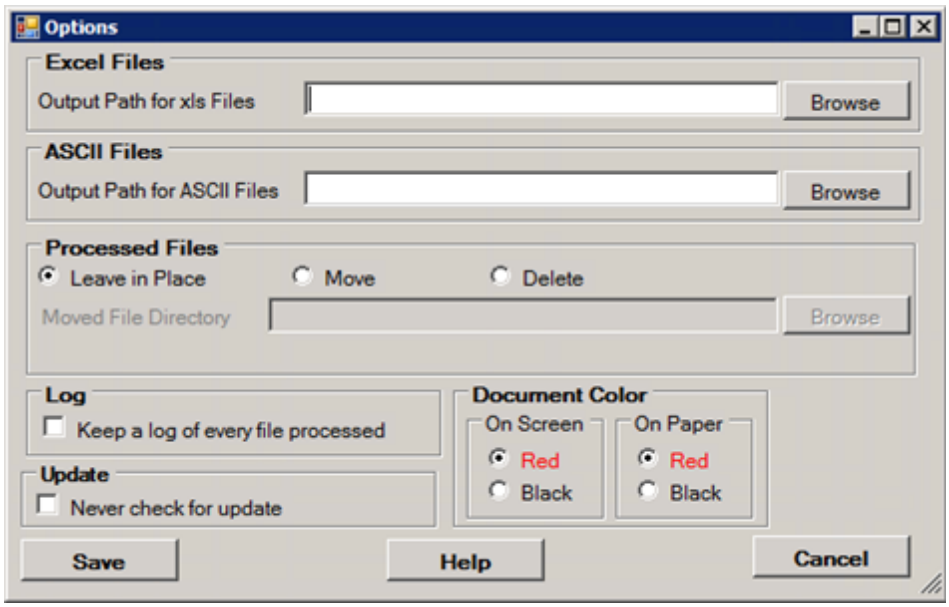


The "Options" menu

Alternatively, you can click on the "Options" button located on the main toolbar.

The "Options" button

2. The following screen will appear.



The "Options" window

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You can configure the following options:

- Set the directory to which ASCII text files will be saved
- Set the directory to which Excel files will be saved
- Determine what to do with processed files
- Determine the document background color for screen, and prints
- Set up whether you want to log every activity apart from viewing
- Check whether to suppress the update check

Read the detailed descriptions further.

3. Once you have finished editing the options, click "Save."

> Troubleshooting: The settings are saved to the Windows registry and will be retained for the next time you run the program. Check your permissions to write to the registry if you encounter any problems with saving settings. Your administrator might help you.

Excel Files

- **Output Path for XLS Files** — Define the destination folder where the Excel files will be stored. See also Creating Spreadsheets.

ASCII Files

- **Output Path for ACSII Files** — Define the destination folder where the ACSII files will be stored. See also Creating ASCII Flat Files.

Processed Files

Since the HIPAA Claim Payment Master program can be launched by the Windows scheduler (see Running the Application via Scheduler), it is important to either move or delete processed files, so that they will not be picked up again. Processed files will only be moved for output options other than "Screen." You have the choice to either do nothing, move the processed files to a specific folder or delete the files:

- **Leave in Place** — Select this option to do nothing with processed files.
  Note: Not recommended.
- **Move** — Select this option to move the processed files to a specified folder ("Moved File Directory").
- **Delete** — Select this option to delete the processed files.

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Document Color

You have the choice to render the form in red or in black. The following options may be defined:

> Note: The data values are always black.

- **On Screen** – Choose a color for the form when displaying claims on screen.
- **On Paper** – Choose a color for the form when printing claims.

Log

The HIPAA Enrollment Master has the ability to keep a log of EDI file processing. The log writing is mandatory in the program. See Accessing Logs.

The following option is available:

- **Keep a Log of Every File Processed**

Update

The following option is available:

- **Never Check for Update** – Select this option in order not to automatically connect to HIPAAsuite.com server and check for program updates. Read more in Upgrading the Program.

3.2 Using the EDI Editor

EDI files are often hard to read, especially if they have no carriage returns and line feeds to put each segment on a line of its own.

The **EDI Editor** available in the HIPAA Enrollment Master replaces all element separators with a star "*", all sub element separators with a colon ":" and all segment separators with a tilde "~" even if the original file uses different delimiters.

To Open EDI Editor

To access the EDI Editor, select the "EDI Editor" option under the "View" menu item.

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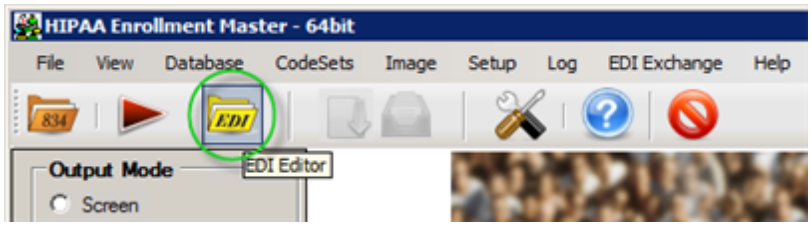
The "EDI Editor" menu

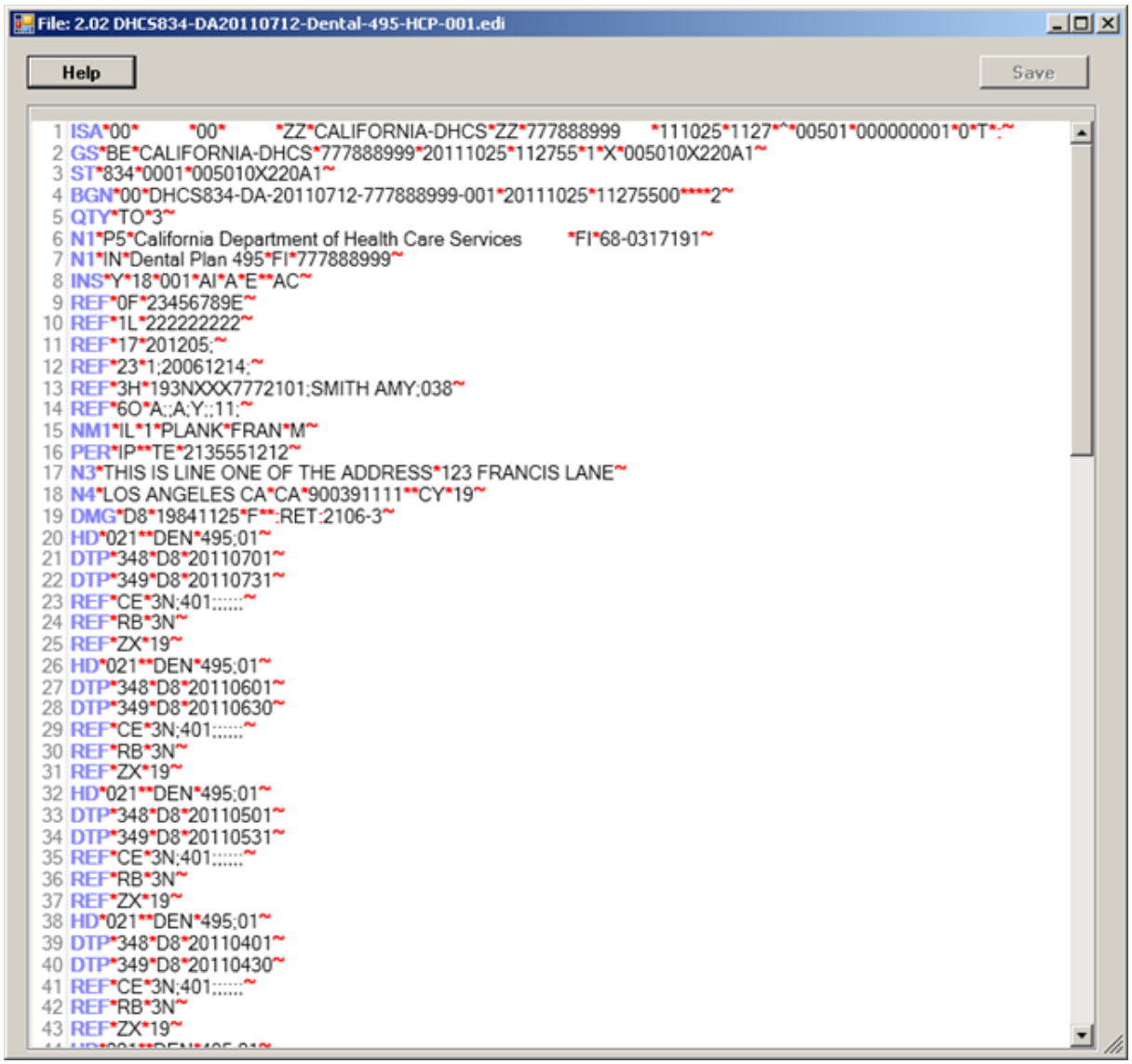
Alternatively, you can click on the "EDI" icon on the toolbar to invoke the EDI Editor.

> This option is only enabled when you have opened an EDI file.



The "EDI Editor" button

The following screen will appear:



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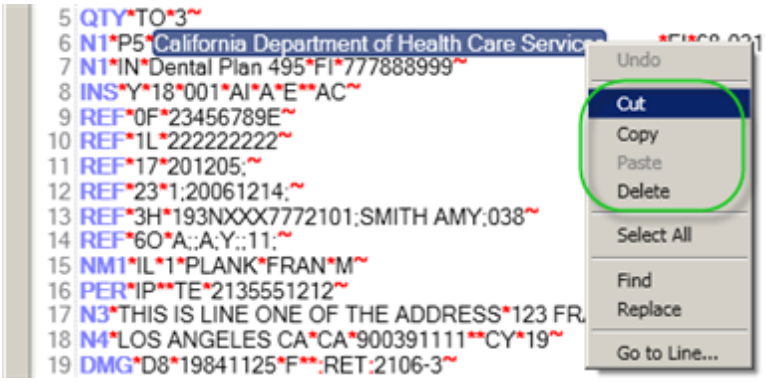
The EDI Editor window

To Cut, Copy, Paste

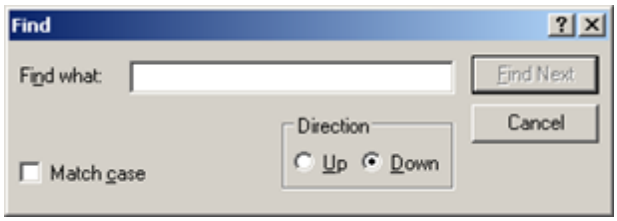
When you right-click anywhere in the text, a context menu will appear with typical text edit options such as cut, copy and paste.



Context menu

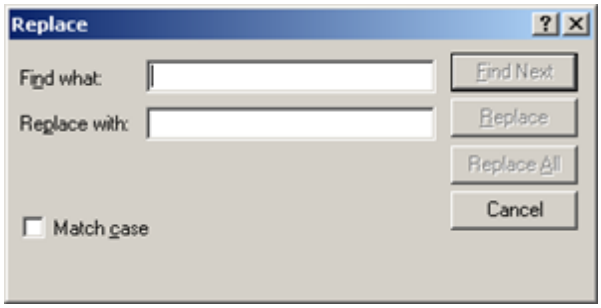
To Find and Replace

The "Find" and "Replace" utilities work as in a common text editor. To use them, right-click somewhere in the document and then from the displayed context menu select the "Find" or "Replace" command. Alternatively, you can press Ctrl F simultaneously on your keyboard to bring up the text search utility.



The "Find" pop-up

Pressing Ctrl H simultaneously will bring up the Replace utility.



The "Replace" popup

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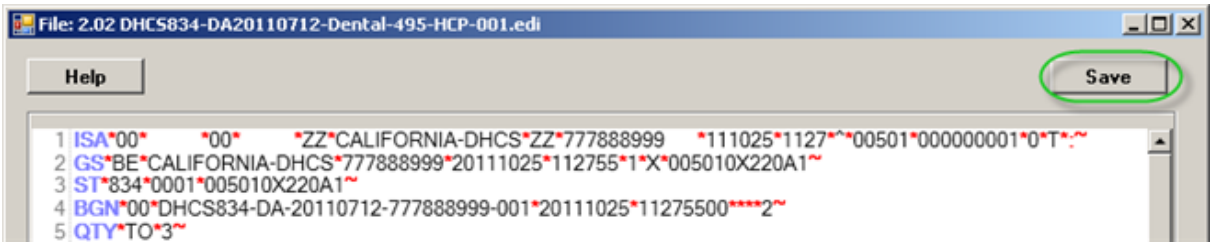
To Save the Changes

As long as you don't save, there will be no changes to the file.

If you make changes to the file, the "Save" button becomes enabled and you can save any changes. The HIPAA Enrollment Master will further on work with those changed files, so you don't have to open the original file again.

> **Notice**: Changing EDI files can be a tricky undertaking. You should be experienced in the format of the 834 and understand that an 834 claim file could be a legal document that should not be altered without the consent of the originator.



The "Save" button

3.3 Selecting a Code Set

EDI relies on transaction code sets. A transaction code is a basic EDI message type. The HIPAA Claim Payment Master translates HIPAA code sets into meaningful words (a corresponding longer explanation or description). For example, facility code "25" means a Birthing Center, gender code "M" means Male.

At the onset of EDI one of the main design ideas was to make the EDI files as short as possible and to allow different languages to use the same descriptions by reducing long verbose explanations to 2-3 byte long codes. Computer storage was incredibly expensive and making any file larger than it absolutely had to was considered wasteful.

The code sets are stored in the file **`codesets.xml`** in the **`Configuration`** subdirectory:

Windows XP: **`C:\Documents and Settings\All Users\Application Data\HIPAAsuite\HIPAA Enrollment Master\Configuration\`**
Windows 7, Vista: **`C:\DrogramData\HIPAAsuite\HIPAA Enrollment Master\Configuration\`**

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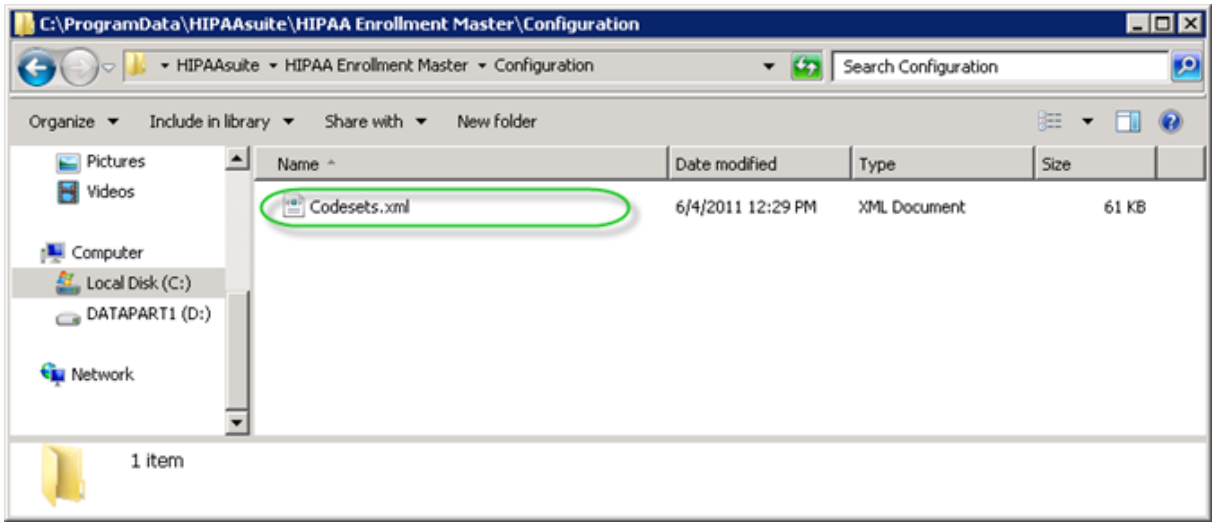
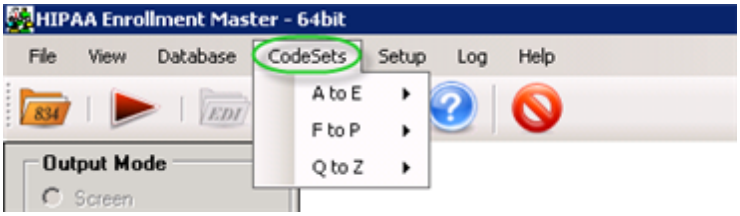


The Configuration folder in Windows XP

> Tip: The folder is hidden.

To view/edit transaction code sets in HIPAA Enrollment Master, follow the instructions below.

1. Go to the "Code Sets" item in the main menu.



The "Code Sets" menu

2. From the sub-menu select a code set name. The following menu items are available via the "Code Sets" menu:

A to E

- ActionCode
- AmountQualifierCode
- BenefitStatusCode
- CardAction
- CardType
- CitizenShipStatusCode

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- COBCode
- CobraEvent
- CoordinationBenefitsCode
- ContactCode
- CoverageLevelCode
- DisabilityTypeCode
- DTPCode
- EmployeeStatusCode
- EntityIdentifierCode

F to P

- FileTypeCode
- FrequencyCode
- GenderCode
- IDCode
- InsuranceLineCode
- HealthRelatedCauses
- LanguageUse
- LocationQualifier
- MaintenanceTypeCode
- MaintenanceReasonCode
- MaritalStatusCode
- MedicarePlanCode
- PayerSequenceCode
- ProviderRelationship
- ProviderTypeCode
- Purpose

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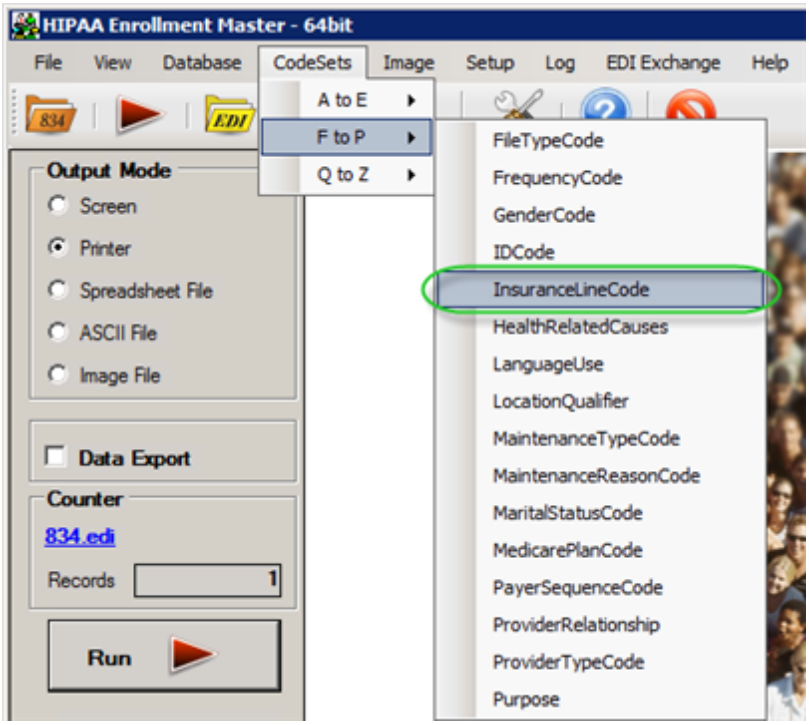
Q to Z

- RaceCode
- REFCode
- RelationshipCode
- StudentStatusCode
- YesNo

The following screen-shot illustrates how to select the "InsuranceLineCode" code set for display.



The "InsurenceLineCode" sub-menu

3. The Code Set configuration window will be displayed. Below you can see the window for InsuranceLineCode. The window displays the following fields:

- **Record Count** – The total number of codes. For example, for InsuranceLineCode it is equal to 22.
- **Codes** and their corresponding **descriptions**. The codes are indicated in the source EDI files. The descriptions are displayed instead of codes in the resultant easy-to-read files. For example, for InsuranceLineCode there are the following codes and

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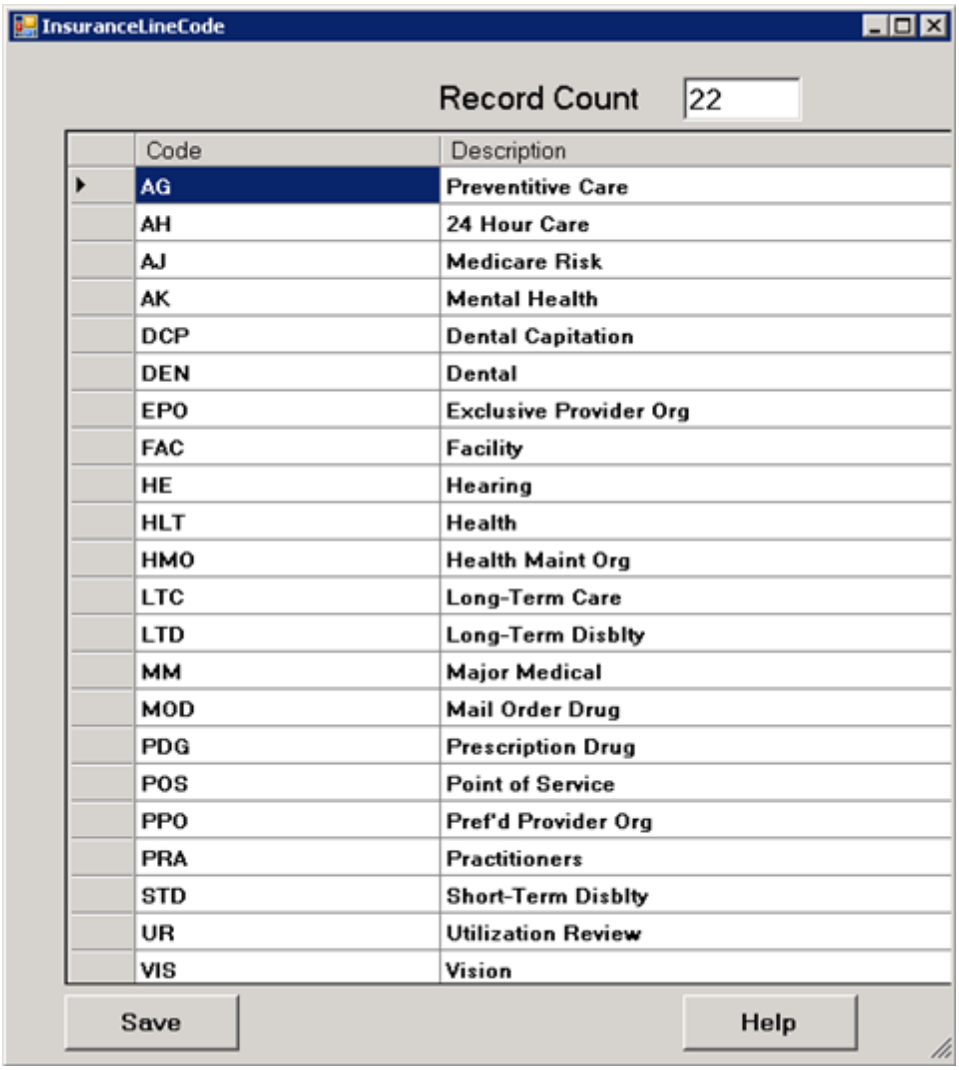
corresponding descriptions:

- AG — Preventitive Care
- AH — 24 Hour Care
- AJ — Medicare Risk



The "EnsuranceLineCode" code set configuration window

4. Click on the "Save" button to save the changes.

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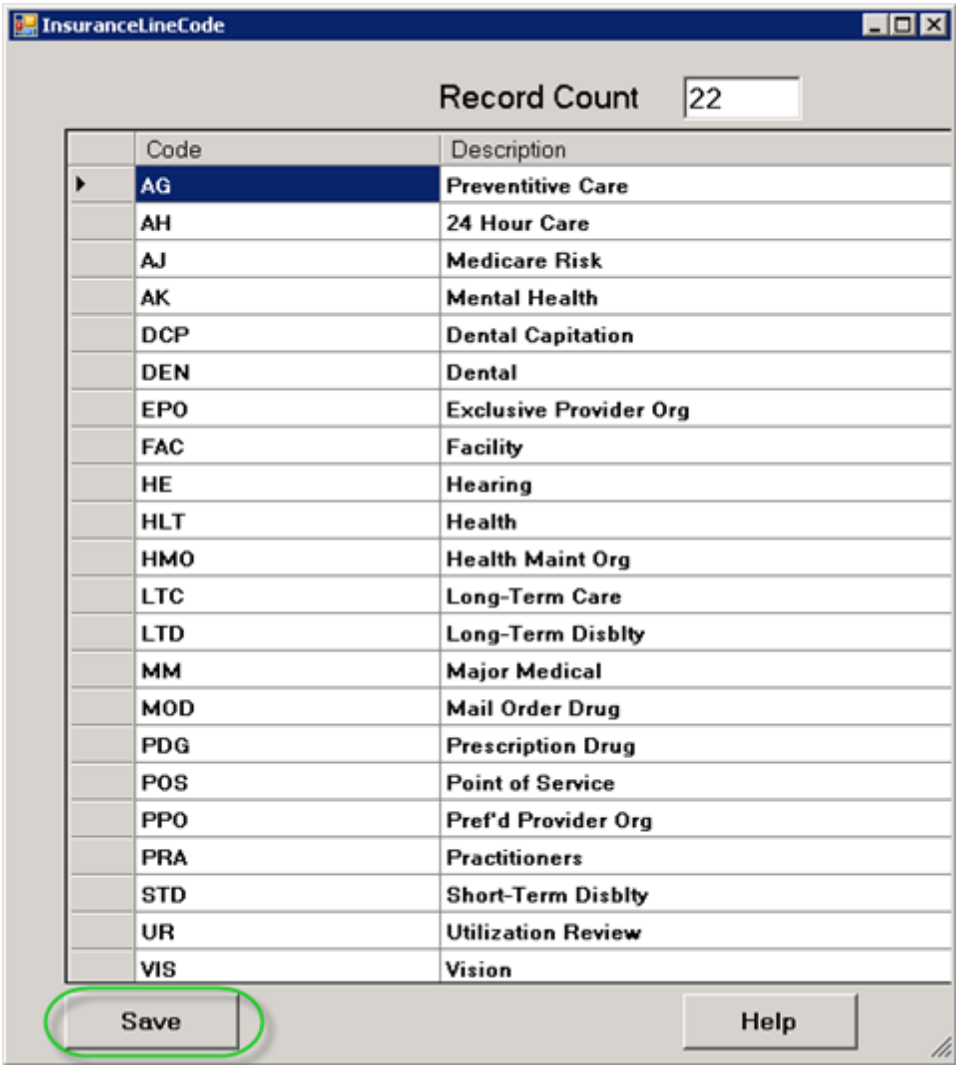

The "Save" button

3.4 Accessing Logs

The HIPAA Enrollment Master can log its activities. This is especially helpful when running the program automatically through the scheduler (see Running the Application via Scheduler).

> Notice: To start logging the activity, activate the "Log All Processing Except Viewing" option. See Configuring Program Options.

In case of any problem, the first thing is checking the log, where all actions and all error messages related to an EDI file or written down and saved.

Follow the instructions below to access the log files for your HIPAA Enrollment Master.

Click *Log* ▸ *Daily Log* in the main menu.

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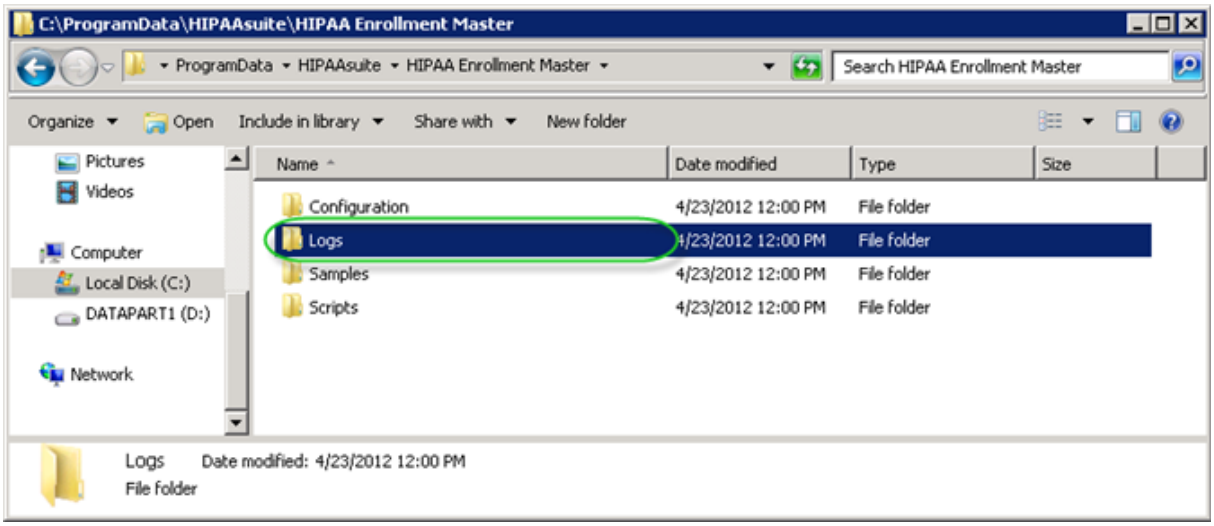
The "Log" menu

This menu allows you to see today's log if it exists. You can select other dates using the date picker or by typing in the date box.

Log files are simple text files, one for each day that are stored in date hashed folders. Alternatively, access the **Logs** folder in the following directory:

Windows XP: **C:\Documents and Settings\All Users\Application Data\HIPAAsuite\HIPAA Enrollment Master\Logs**
Windows 7, Vista: **C:\ProgramData\HIPAAsuite\HIPAA Enrollment Master\Logs**



The Logs folder in Windows XP

> Tip: The folder is hidden.
>
> Tip: The **ProgramData** folder contains all your application data, like program settings, user data, etc, for all of the installed programs on the computer. The **ProgramData** folder holds the same files that were contained in the **\Documents and Settings\All Users** and **\Documents and Settings\All Users\Application Data** folders in XP.

Within the directory, find the folder for the year of the log you are looking for. Then find the sub-folder for the necessary month with files for each day. Double-click the file which has the name equal to the necessary date. The log will look like this:

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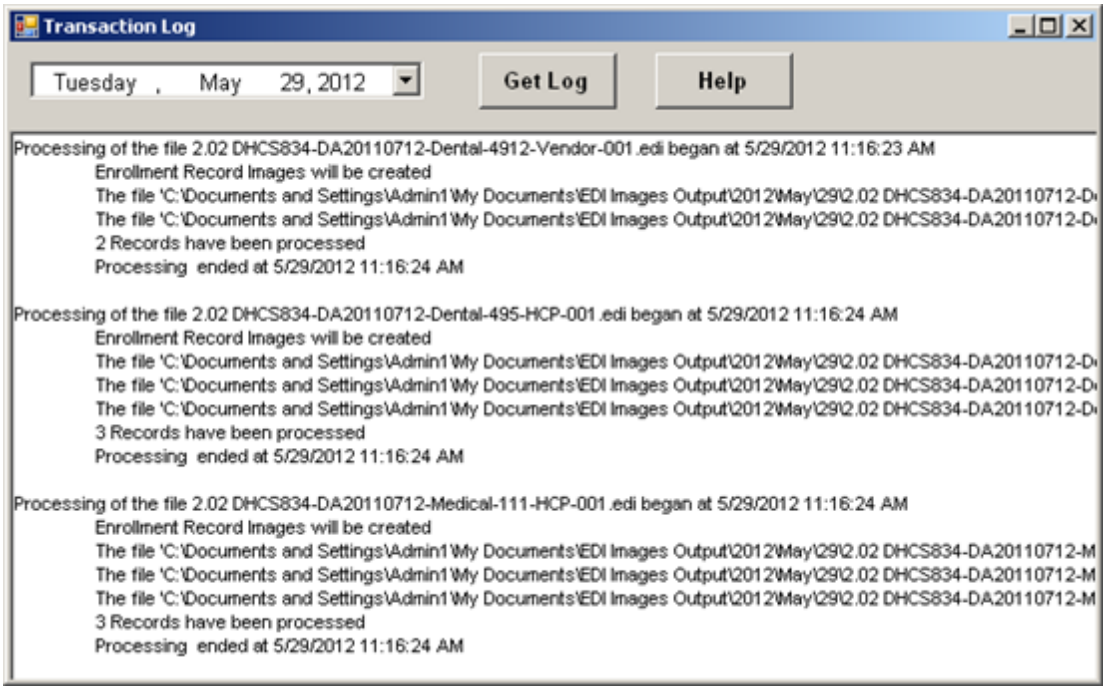

The transaction log for a specific day

3.5 Running the Application via Scheduler

The HIPAA Enrollment Master can be automated through the Scheduler. A scheduler is software that can be programmed to execute a certain task at a certain time repeatedly. Windows has such a scheduler built in.

The Windows scheduler can be used to let the HIPAA Enrollment Master execute in regular intervals without user intervention. Usually one would let the HIPAA Enrollment Master scan a directory and then print, create image files or export the data and remove the files to prevent duplicate processing.

1. If the task scheduler is installed on your system, you will find it in the "Control Panel". To open Scheduled Tasks, click *Start* ▸ *Control Panel* ▸ *Scheduled Tasks*.

> Note: In different Windows versions, the way to access the Task Scheduler can differ. Consult your Windows version documentation.

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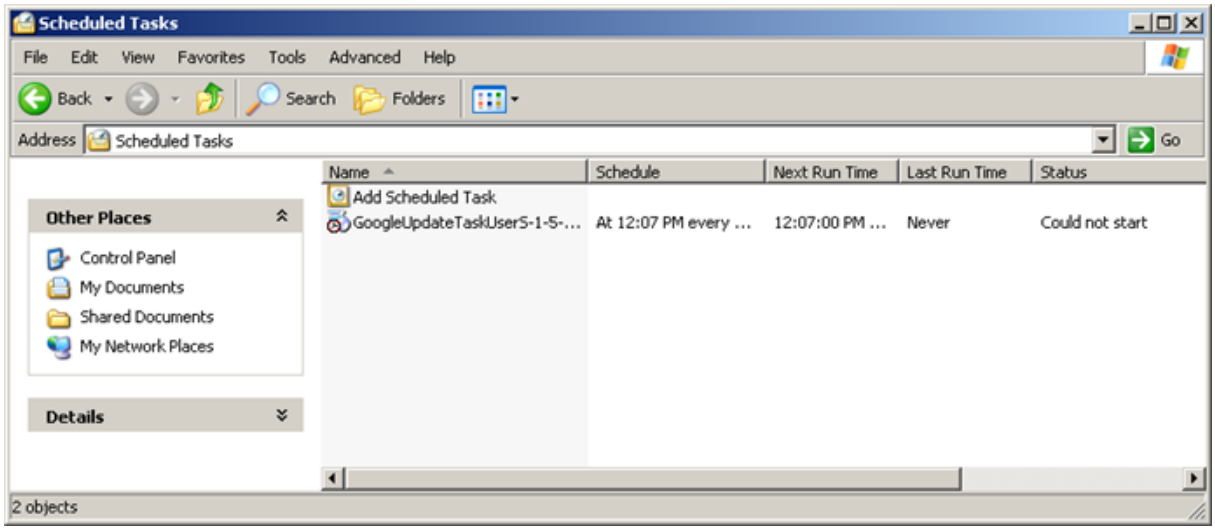
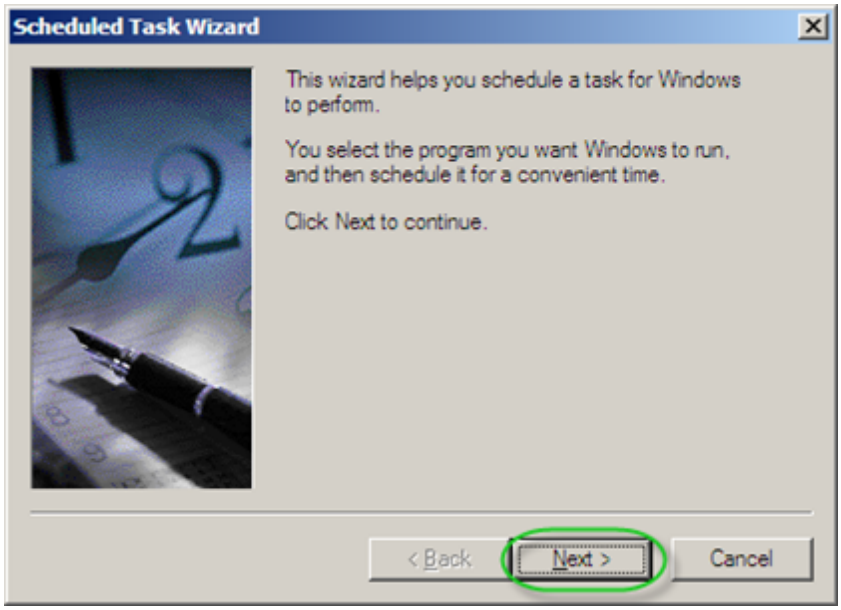


The Windows Task Scheduler

2. Click on "Add Scheduled Task" and "Scheduled Task Wizard" will guide you through the setup process.

3. In the first window, read the welcome message and click "Next."



The "Scheduled Task Wizard" window

4. Browse to the **`HIPAAEnrollmentMaster.exe`** executable file.

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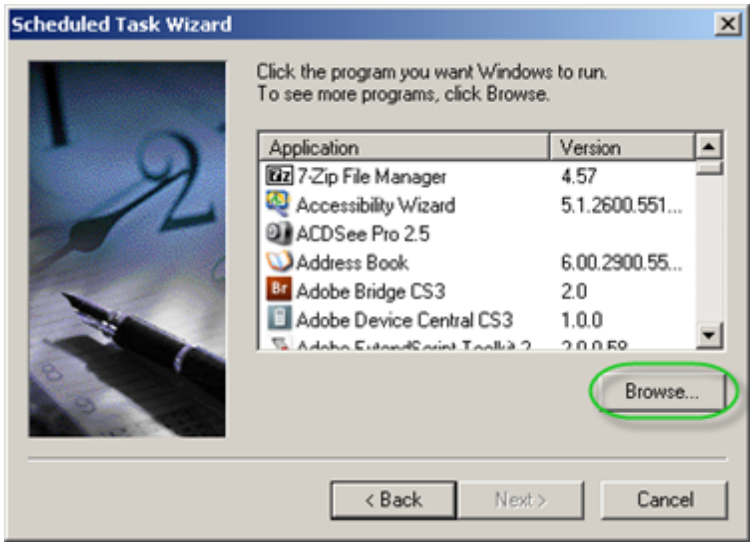
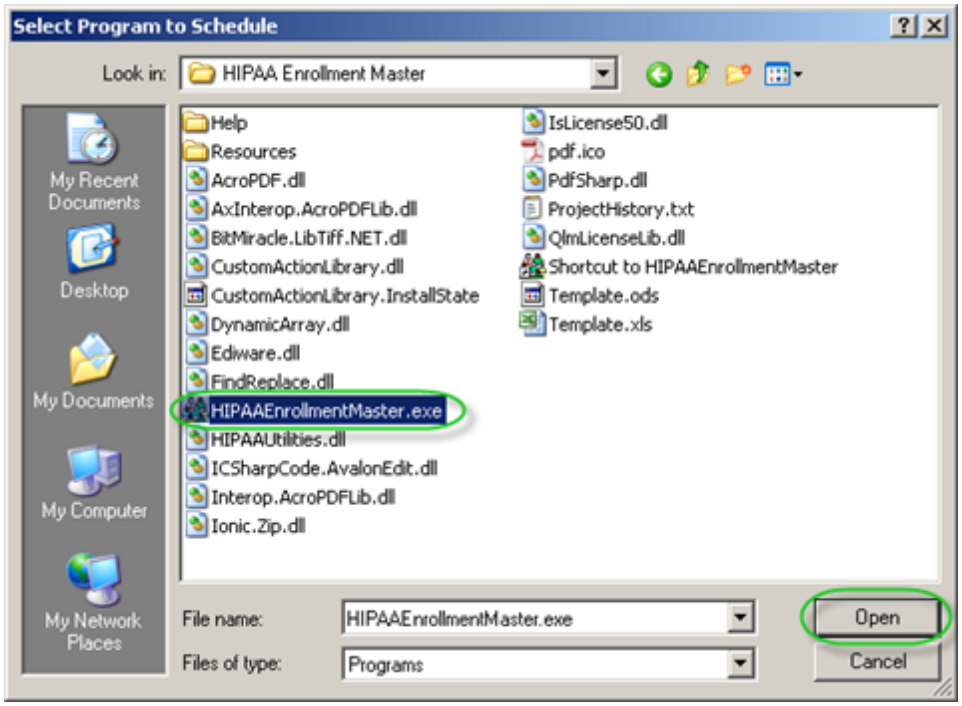


The "Scheduled Task Wizard" window

By default, the application is located in `C:\Program Files\HIPAAsuite\HIPAA Enrollment Master\HIPAAEnrollmentMaster.exe`



Selecting a program to schedule

Click "Next."

5. Type in a name for this task. Choose a time interval:

- Daily

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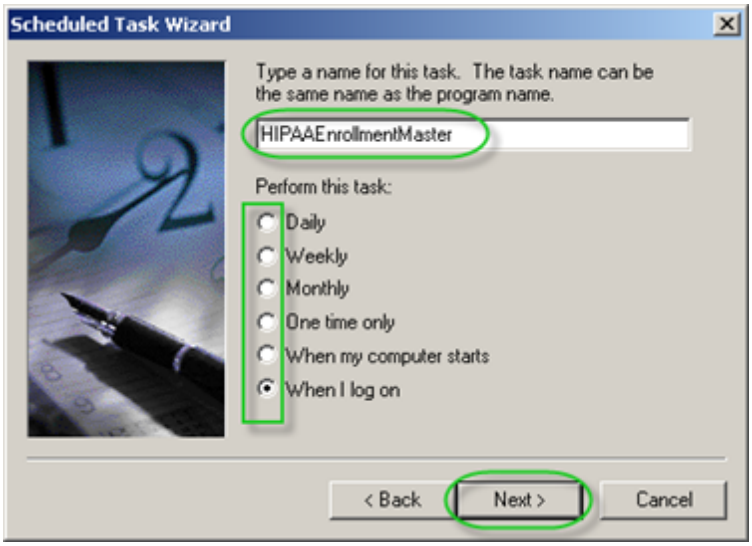
- Weekly
- Monthly
- One time only
- When my computer starts
- When I log on

Click "Next."



The "Scheduled Task Wizard" window

6. Enter the name and password of a user. The task will run as if it were started by that user. Click "Next."

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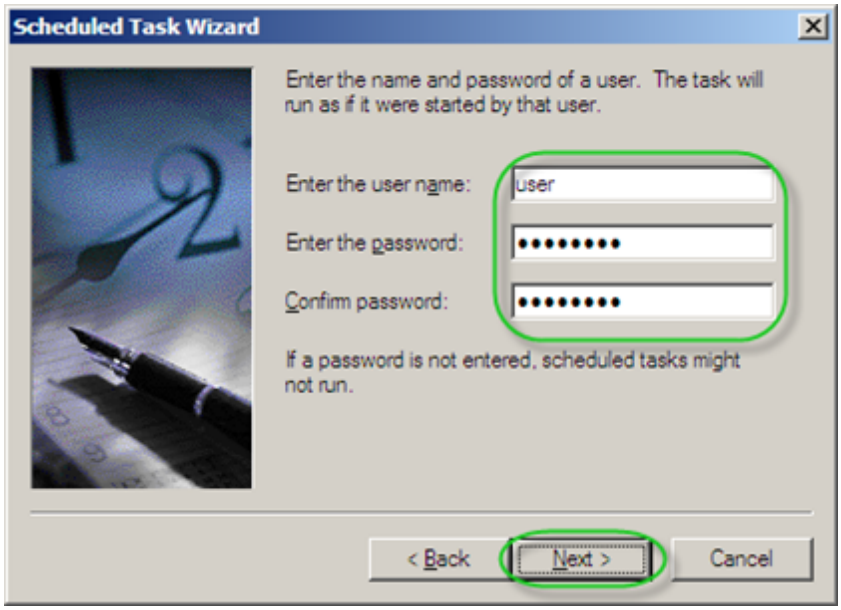
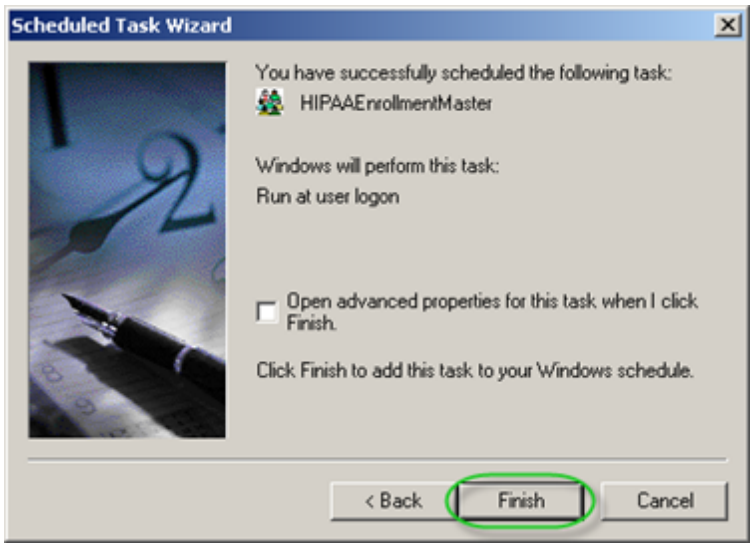


The "Scheduled Task Wizard" window

7. In the last screen, make sure you have specified all data correctly. Click "Finish" to save your task.



The "Scheduled Task Wizard" window

8. The scheduled task has been added to the system. Now let's edit the new task and add the desired command line arguments with the appropriate options. Double-click the newly created task in the "Scheduled Tasks" window.

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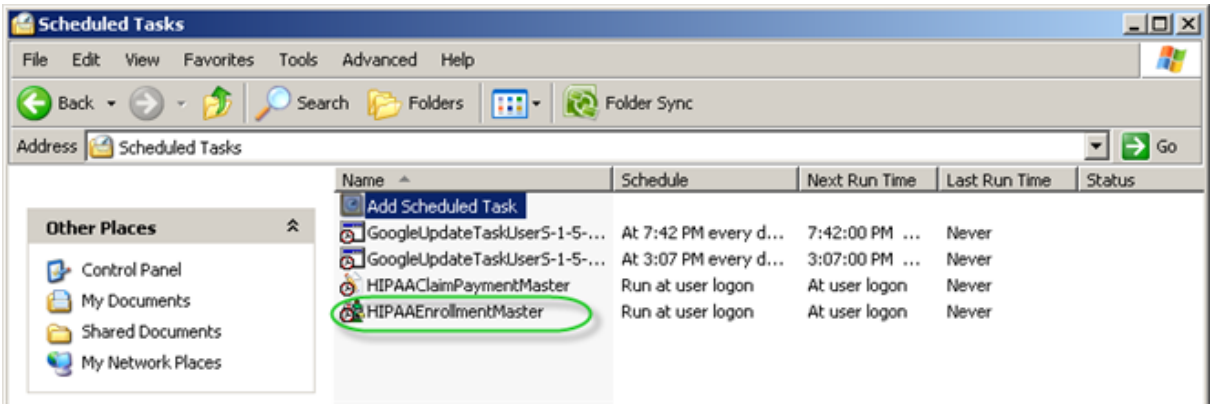
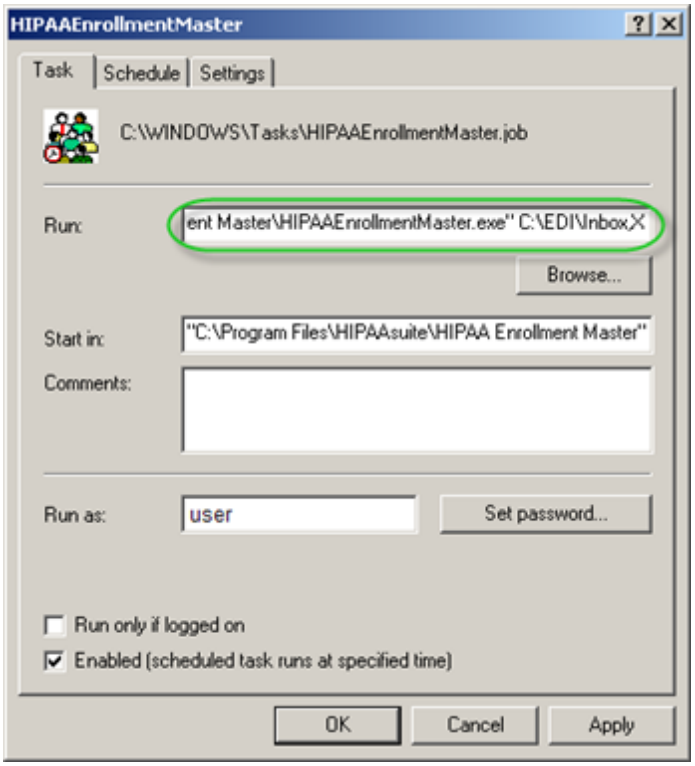


The Windows Task Scheduler

9. Enter parameters to the "Run" field after the application path and click "OK." Refer to Using the Command Line Arguments (CLI) for more information.

Example:

```
"C:\Program Files\HIPAAsuite\HIPAA Enrollment Master\HIPAAEnrollmentMaster.exe" C:\EDI
\Inbox,X
```



The "HIPAAEnrollmentMaster" task window

You can see, the path to the executable is in quotes and then the arguments follow. In this example, the directory `C:\EDI\Inbox` will be processed. The "X" option indicates that the data will be exported to the database.

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Tip: Logs may be helpful when running the program automatically through the scheduler. See Accessing Logs.

Tip: When running the HIPAA Enrollment Master through automation, either through the scheduler or through shell call from other programs, it is important to remove processed files to prevent them from running again. In the Program Options you can determine if processed files should be deleted or moved and into which directory. See Configuring Program Options.

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Chapter

4 Creating Spreadsheets

4.1 Creating Spreadsheets

The HIPAA Enrollment Master can export the enrollment data to spreadsheet file:

- Microsoft Excel `.xls` and `.xlsx` formats
- Open Document (a non-proprietary) `.ods` format.

You do not need to have Excel or Open Office installed on your computer; the Enrollment Master comes with the necessary drivers to accomplish this.

You can create spreadsheet files manually or automatically using the command line arguments and Windows Scheduler. Read more in:

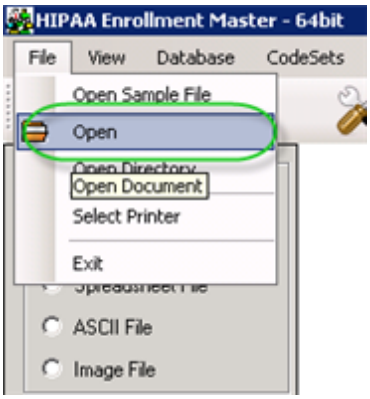
- Using the Command Line Arguments (CLI)
- Running the Application via Scheduler

Before creating spreadsheet files, make sure all settings are defined correctly. The following options can be defined:

- The directory in which to save the resulting files. See Configuring Program Options.
- File format and columns. See Configuring Spreadsheet Options.

Follow the instructions below to create spreadsheet file(s) from EDI file(s).

1. Open an EDI file or directory containing the EDI files in the HIPAA Enrollment Master. Read more in Processing a Benefit Enrollment File, Working through an Entire Directory.



The "Open" button

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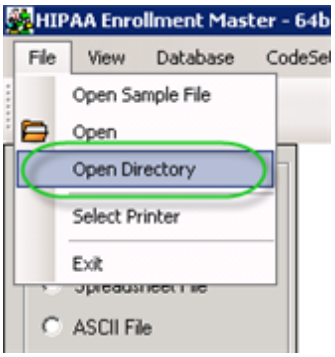
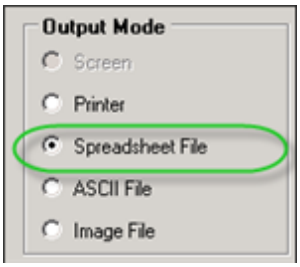


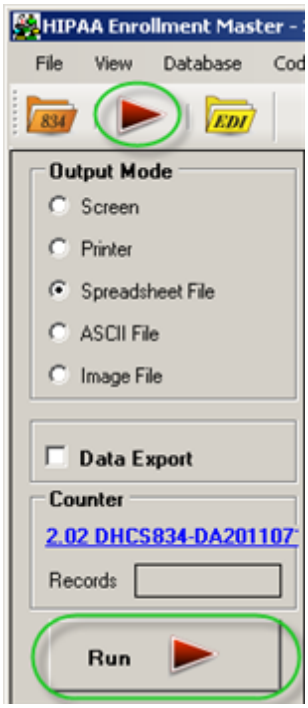
The "Open Directory" menu

2. Select the "Spreadsheet" option in the "Output Mode" block.



The "Spreadsheet" option

3. Click on the "Run" button.



The "Run" buttons

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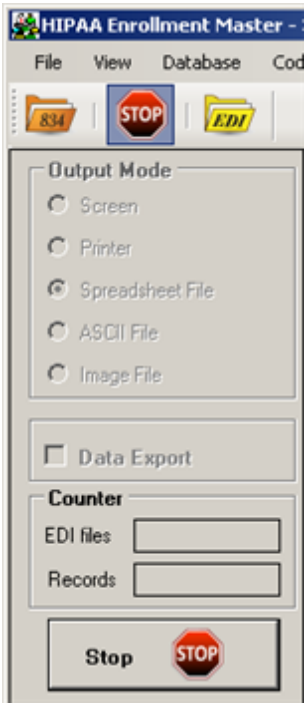
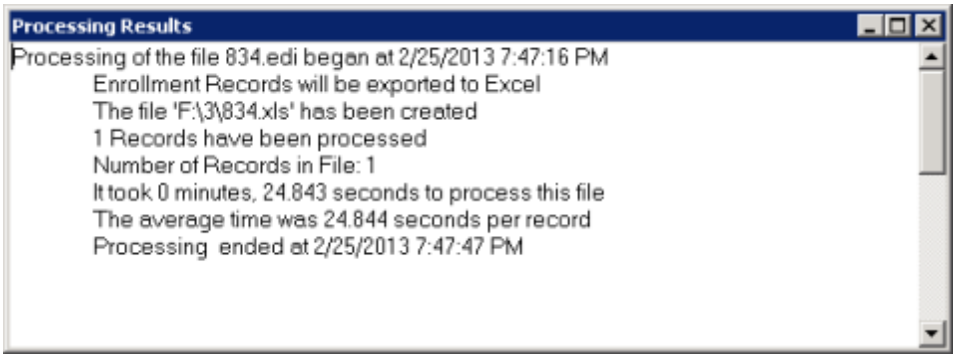
4. The process will start. While running, you will see the "Stop" button instead of "Run."



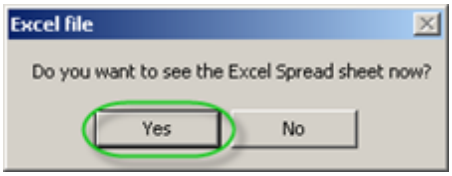
The "Stop" buttons

5. The "Processing Results" window displays the report. You can find the result XLS, XLSX or ODS files in the specified folder.



The "Processing Results" window

6. You will be asked to if to open the resulting file. Click "Yes" to view the data.



The "Yes" button in the "Excel File" popup

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7. The resulting spreadsheet will look like this.

	A	B	C	D	E	F	G
1	File Header	File Date	File Type	Policy Number	DTP01 Description	DTP01 Value	Employer Name
2	834	10/7/2002	Change (Update)	11111	Effective	1/1/2003	SPONSOR
3							
4				Member Level Benefit			
5	Subscriber Record?	Relationship	Ind. Action Code	Maintenance Reason Code	Benefit Status Code	Medicare Plan Code	Employment Status Code
6	Yes	Self	Addition	Active	Active	Medicare Part A	Active Military-
7							
8							

Excel spreadsheet example

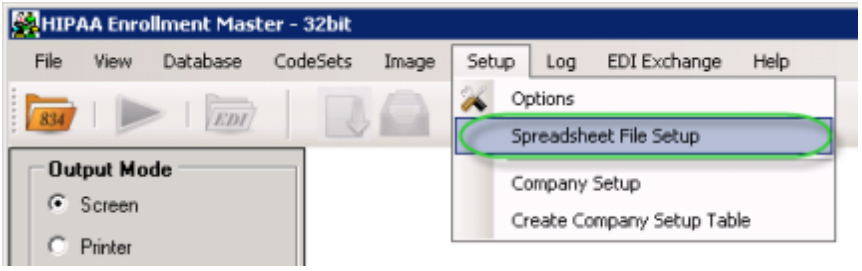
- The first two rows contain EDI file information that is applicable to all records. Row 1 has the column or field names, row 2 has the data.
- Row 4 has group headings usually representing loop identifiers in the standard such as 2010C, etc.
- Row 5 contains column or field names.
- Row 6 and beyond contain the individual records.

There are fields that have multiple lines. The information is separated with ASCII(10) characters.

4.2 Configuring Spreadsheet Options

You can select a spreadsheet format and configure the columns that you want to have in your spreadsheet. Follow the instructions below.

1. Select *Setup* ▸ *Spreadsheet File Setup* in the main menu.



The "Spreadsheet File Setup" menu

2. The following screen will appear.

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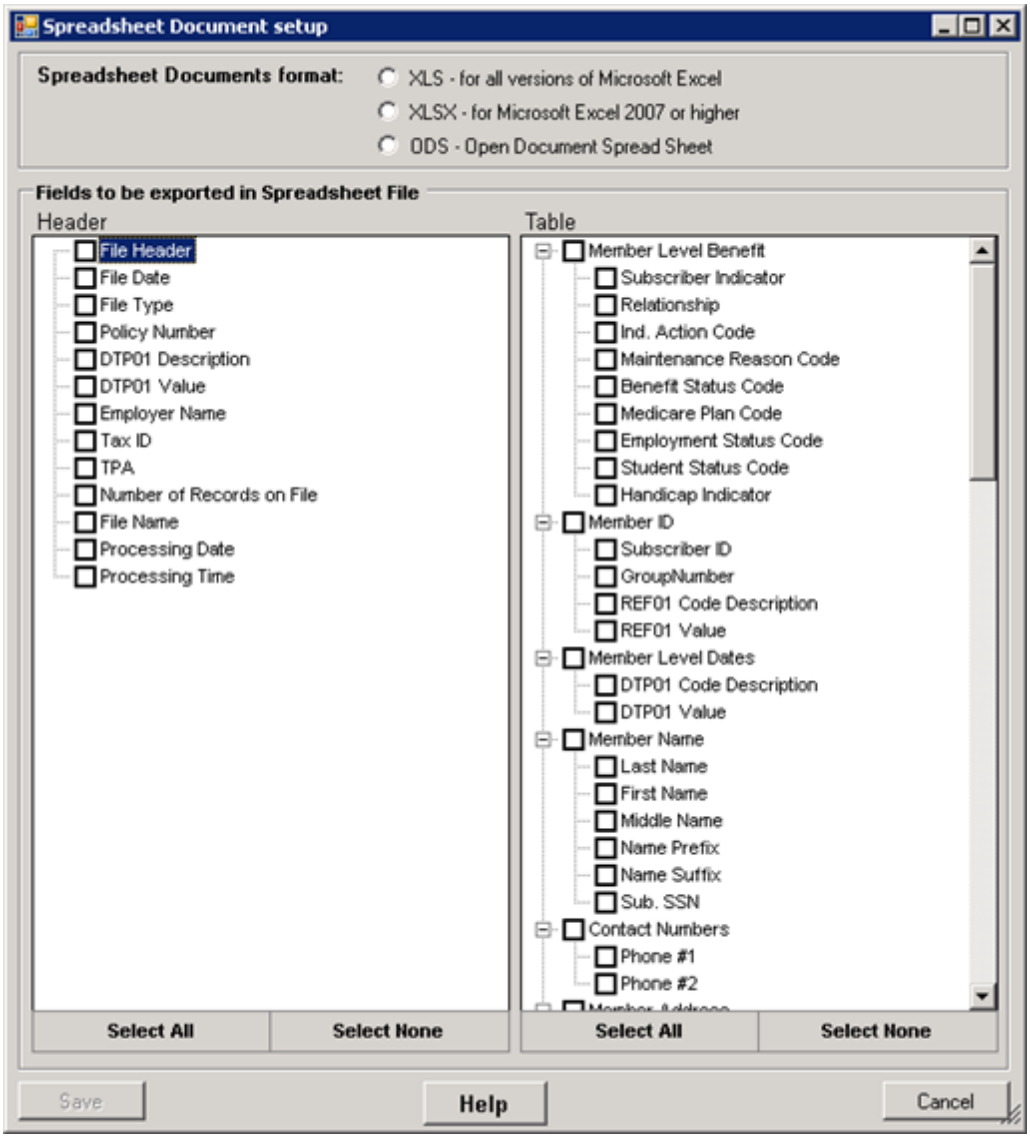

The "Spreadsheet File Setup" window

You can define the following image options:

Spreadsheet Document Format

- XLS - Suitable for all versions of Microsoft Excel
- XSLX - Suitable for Microsoft Excel 2007 or Higher
- ODS - Open Document Spreadsheet

Fields to Be Exported to Spreadsheet File

- Header
  - File Header

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- File Date
- File Type
- Policy Number
- DTP01 Description
- DTP01 Value
- Employer Name
- Tax ID
- TPA
- Number of Records On File
- File Name
- Processing Date
- Processing Time

- Table
  - Member Level Benefit
    - Subscriber Indicator
    - Relationship
    - Ind. Action Code
    - Maintenance Reason Code
    - Benefit Status Code
    - Medicare Plan Code
    - Employment Status Code
    - Student Status Code
    - Handicap Indicator
    - Birth Sequence
  - Member ID
    - Subscriber ID

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- GroupNumber
- REF01 Code Description
- REF01 Value

- Member Level Dates
  - DTP01 Code Description
  - DTP01 Value
- Member Name
  - Last Name
  - First Name
  - Middle Name
  - Name Prefix
  - Name Suffix
  - Sub. SSN
- Contact Numbers
  - Phone #1
  - Phone #2
- Member Address
  - Street Address 1
  - Street Address 2
  - City
  - State
  - Zip
  - Country
- Member Demographics
  - Birth Day
  - Gender

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    - Maritial Status
- Previous Name
    - Old Last Name
    - Old First Name
    - SSN
- Mailing Address
    - Street Address 1
    - Street Address 2
    - City
    - State
    - Zip
    - Country
- Custodial Parent Information
    - Last Name
    - First Name
    - Middle Name
    - SSN
    - Street Address 1
    - Street Address 2
    - City
    - State
    - Zip
- Disability
    - Disability Type
    - Begin Date
    - End Date

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- Hearth Coverage
  - Ind. Action Code
  - Type
  - Coverage Description
  - Coverage Level
  - Maint. Effective Date
  - Benefit Begin Date
  - Benefit End Date
  - Group ID
- PCP Information
  - Provider Number
  - Provider Type
  - Last Name
  - First Name
  - Middle Name
  - Federal Tax ID
  - Current Patient?
  - City
  - State
  - PCP Action Code
  - Effective Date
  - Reason
- COB Information
  - COB Sequence
  - COB Group/Policy Number
  - COB Code

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- SSN
- Begin Date
- End Date

> Notice: Before creating spreadsheet files, determine the directory in which you want to save the resulting files. See Configuring Program Options.

3. Once the options have been configured, click "Save."

4.3 Spreadsheet Limitations

Excel basically has a two-dimensional display of the data: columns and rows. EDI data is hierarchical and nested which does not allow a true two-dimensional representation.

HIPAAsuite tries to accommodate this using multiple values. For example, REF and DTP segments are translated into multi-line cells. In this way the spreadsheet displays multiple Benefits that a record might contain. For each Benefit, an Excel spreadsheet displays only one COB record and only one Provider.

			Health Coverage
Ind. Action Code	Type	Coverage Description	Coverage Level
Addition	Health	PLAN A BCD	Family
Addition	Prescription Drug	PLAN A BCD	PLAN A BCD

Multi-line cells in Excel

> Note: The record separator in Excel is ASCII 10 or Linefeed.

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Chapter V

5 Creating ASCII Files

5.1 Creating ASCII Flat Files

You can create ASCII flat files manually or automatically using the command line arguments and Windows Scheduler. Read more in:

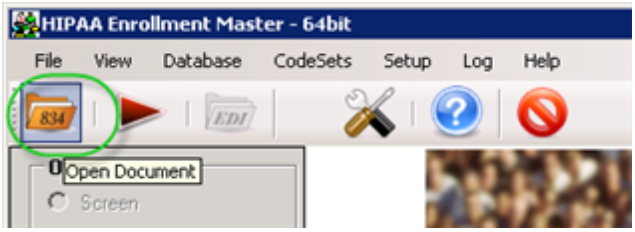
- Using the Command Line Arguments (CLI)
- Running the Application via Scheduler

Before creating ASCII flat files, make sure all settings are defined correctly. The following options can be defined:

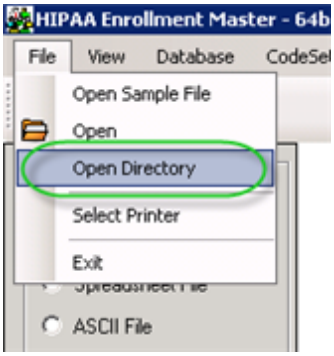
- The directory where you want to save the resulting files. See Configuring Program Options.

Follow the instructions below to create ASCII flat file(s) from EDI file(s).

1. Open an EDI file or directory containing the EDI files in the HIPAA Enrollment Master. Read more in Processing a Benefit Enrollment File, Working through an Entire Directory.



The "Open" button



The "Open Directory" menu

2. Select the "ASCII" option in the "Output Mode" block.

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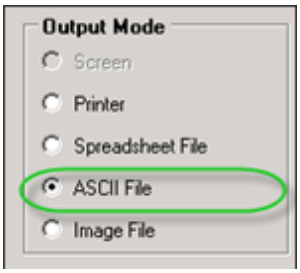
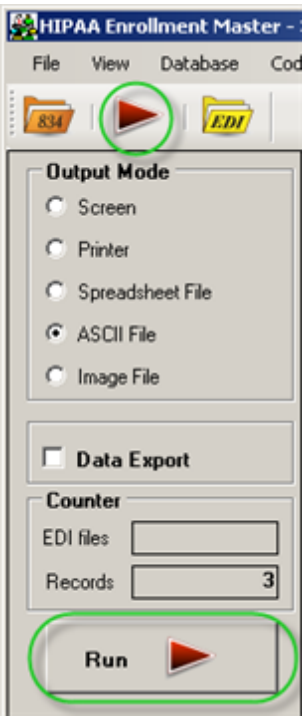


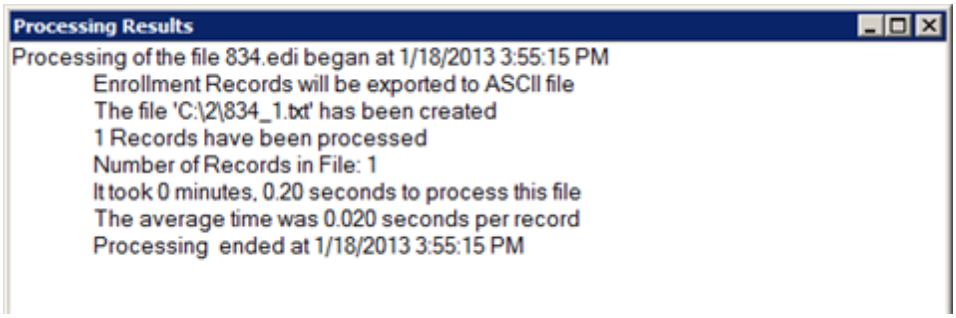
The "ASCII File" option

3. Click on the "Run" button.



The "Run" buttons

4. The "Processing Results" window displays the report. You can find the resulting XLS, XLSX or ODS files in the specified folder.



The "Processing Results" window

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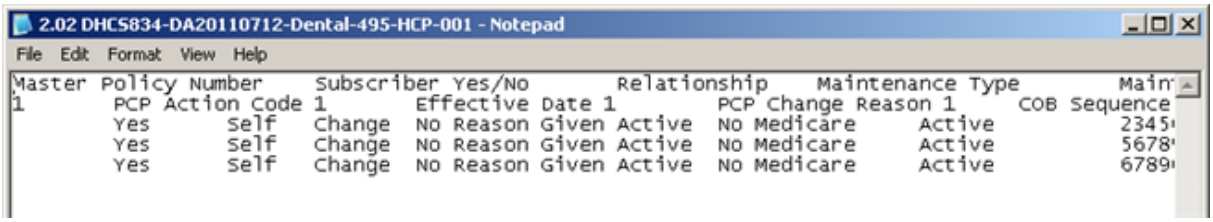
5. Open the resulting file to view the data.



A single record as ASCII flat file

The HIPAA Enrollment Master uses a tab ASCII(9) delimited flat file with CarriageReturn/ Linefeed ASCII(10) and ASCII(13) as line end. The first line contains column names, the second and all following lines list the information.

5.2 Limitations of the ASCII Flat File

Not all the information that can be contained in the 834 transaction set is written to the file. The following limitations apply.

- Loop 2300: "Health Coverage"; only three different coverages are listed. The standard allows 99. The IDC segment, "Identification Card", is disregarded.
- Loop 2310: "Provider Information"; only 1 provider per health coverage is displayed. 30 are allowed in the 834.
- Loop 2320: "Coordination of Benefits"; only one COB payer is listed. 5 are allowed under the standard.

HIPAAsuite believes that we display the most common elements that fit on a single page. If you need additional information, please contact us so that we can make necessary changes.

Below is a list of the exported fields.

Header Information

- Subscriber Yes/No
- Relationship
- Maintenance Type
- Maintenance Reasaon

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- Benefit Status
- Medicare Plan Code
- Employment Status
- Student Status
- Subscriber Number
- Group Number

Additional Identifiers

- ID Type 1"
- ID 1"
- ID Type 2"
- ID 2"
- ID Type 3"
- ID 3"
- Dates
- Date Type 1"
- Date 1"
- Date Type 2"
- Date 2"
- Date Type 3"
- Date 3"

Member Info

- Member Last Name
- Member First Name
- Member Middle Name

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- Member NM1_09
- First Comm Number
- Second Comm Number
- Address 1
- Address 2
- City
- State
- Zip
- Birthdate
- Gender
- Marital Status

Incorrect Information

- Incorrect Last Name
- Incorrect First Name
- Incorrect ID

Mailing Address

- Mailing Address 1
- Mailing Address 2
- Mailing City
- Mailing State
- Mailing Zip

Custodian

- Custodian Last Name

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- Custodian First Name
- Custodian Middle Name
- Custodian ID
- Address 1
- Address 2
- City
- State
- Zip

Disability

- Disability Type"
- Disability Begin"
- Disability End"

Coverage

> Note: Three Benefits maximum in ASCII file.

- Maintenance Type
- Insurance Type
- Description
- Coverage Level
- Effective Date
- Benefit Begin
- Benefit End
- Policy Number
- Provider Type
- Provider Last Name

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- Provider First Name
- Provider Middle Name
- Provider ID
- Relationship
- Provider City
- Provider State
- PCP Action Code
- Effective Date
- PCP Change Reason
- COB Sequence
- Group Number
- First Ref Value
- COB From
- COB To

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Chapter VI

6 Creating Image Files and PDFs

6.1 Creating Image Files

The HIPAA Enrollment Master displays the EDI document in a page that makes it easy to read the 834 transactions. Sometimes it might be useful to have an image of an enrollment record stored for later retrieval. You can create image files containing the data that you see in Screen mode. The following formats are supported:

- TIFF
- PDF

No third party software is needed as this feature is integrated into the software.The image file name comes either from the EDI file name or the subscriber's ID which is mandatory and unique within a file.

You can create image files manually or automatically using the command line arguments and Windows Scheduler. Read more in:

- Using the Command Line Arguments (CLI)
- Running the Application via Scheduler

Before creating image files, make sure all settings are defined correctly. The following options can be defined:

- Put all the images into a single file with multiple pages or have an image file for each enrollment record.
- The form or background color.
- The image format, TIFF or PDF.
- The image file directory. In order to avoid having all images in one folder, the images can hashed across folders based on the date.

Read more in:

- Configuring Program Options
- Adjusting Image Options

Follow the instructions below to create an image file from EDI file.

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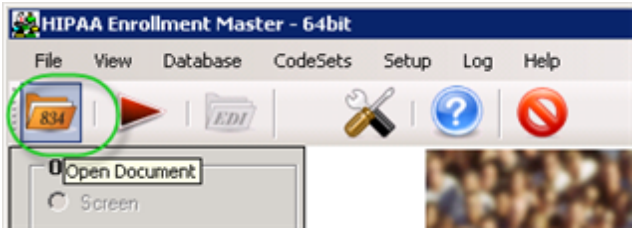
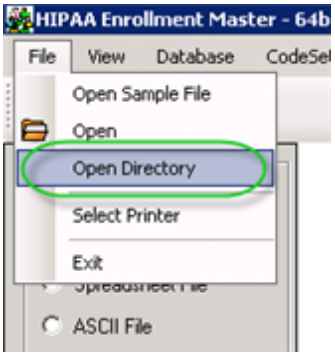
> Notice: The image file will be created based on the pre-defined settings. Read more in Configuring Program Options, Adjusting Image Options.

1. Open an EDI file or directory containing the EDI files in the HIPAA Enrollment Master. Read more in Processing a Benefit Enrollment File, Working through an Entire Directory.

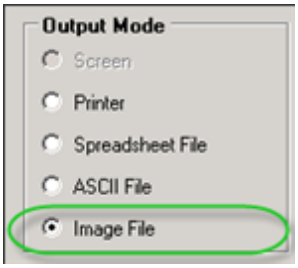


The "Open" button



The "Open Directory" menu

2. Select the "Image File" option in the "Output Mode" block.



The "Image File" option

3. Click on the "Run" button.

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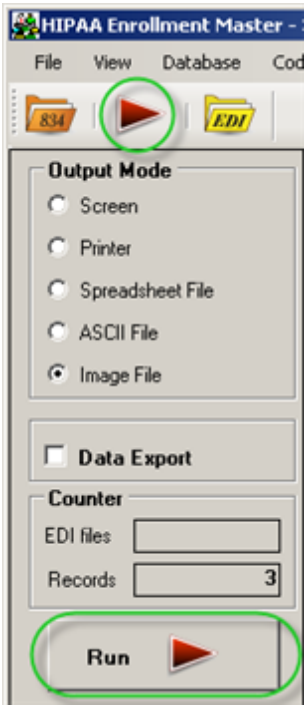
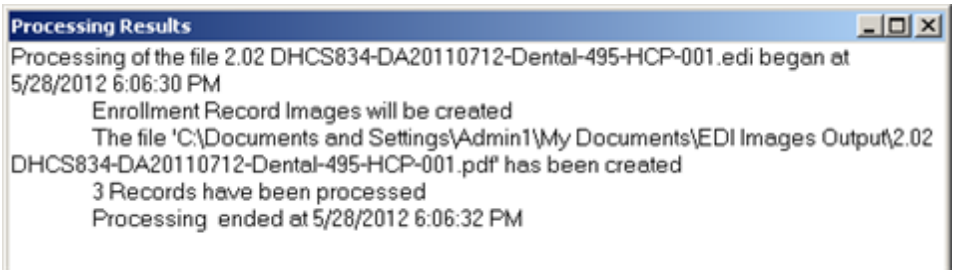


The "Run" buttons

4. The "Processing Results" window displays the report. You can find the result TIFF or PDF files in the specified folder.



The "Processing Results" window

6.2 Adjusting Image Options

The HIPAA Enrollment Master allows you to predetermine the most common image file options.

1. To configure the image options, select *Image* ▸ *Image File Options* in the main menu.

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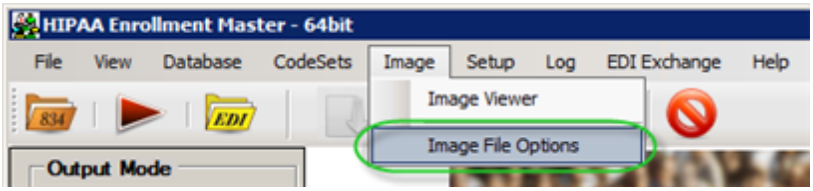
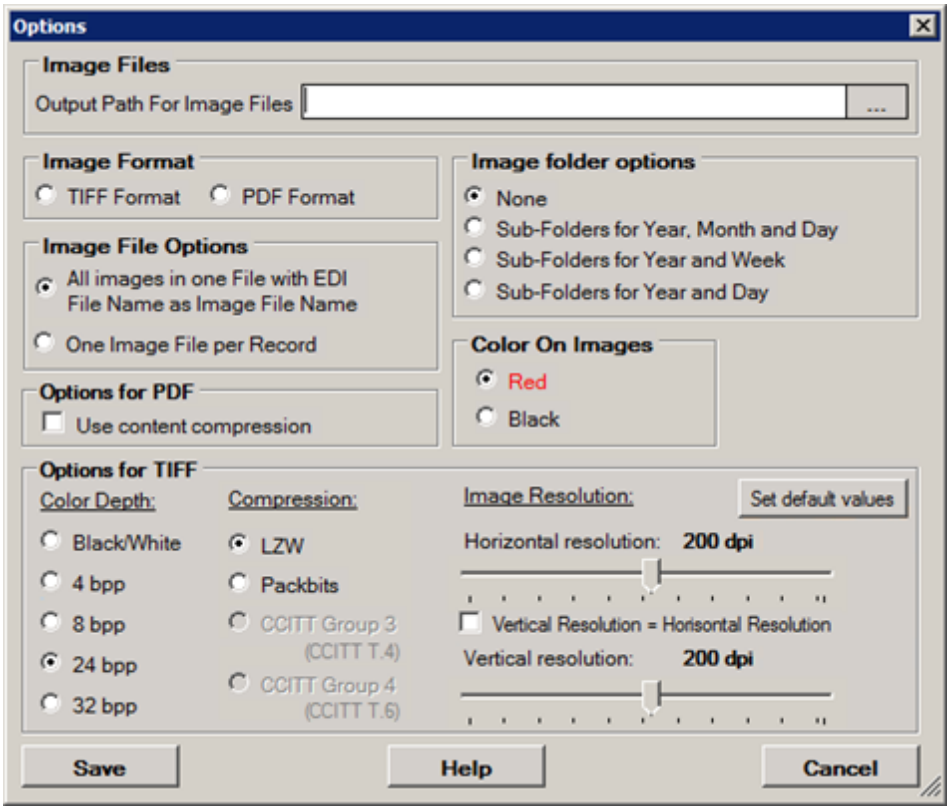


The "Options" menu

2. The following screen will appear.



The "Options" window

You can configure the following options:

- Set the directory where image files will be saved
- Set image file and folder options
- Determine image format
- Determine options for PDF and TIFF files
- Determine the document background color for images

Read the detailed descriptions further.

3. Once you have finished editing the options, click "Save."

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The settings are saved to the Windows registry and will be retained for the next time you run the program. Check your permissions to write to the registry if you encounter any problems with saving settings. Your administrator might help you.

Image Files

- **Output Path for Image Files** — Define the destination folder where the images will be stored. See also Creating Image Files.

Image Format

Choose whether to create PDF or TIFF files.

> **Notice**: You will need the Peernet image printers installed.

- **TIFF**
- **PDF**

Image File Options

The following options are available:

- **All Images in One File with EDI File Name as Image File Name**
- **One Image File per Enrollment Record**

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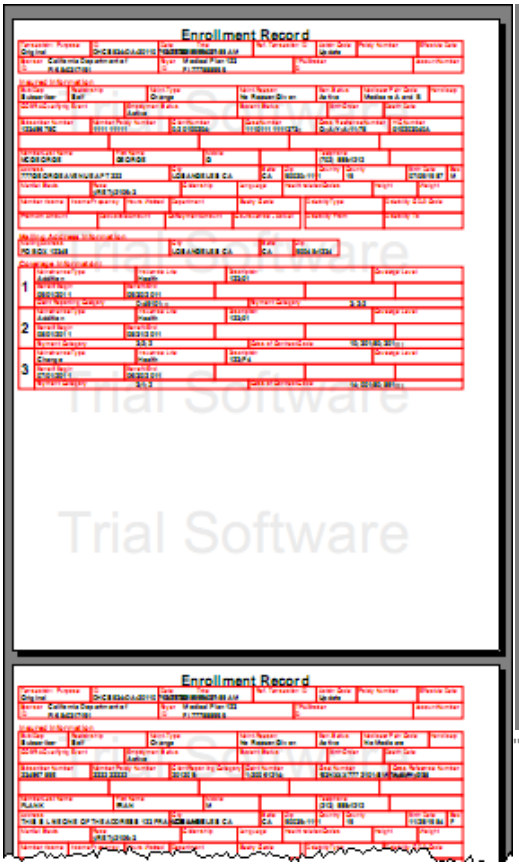
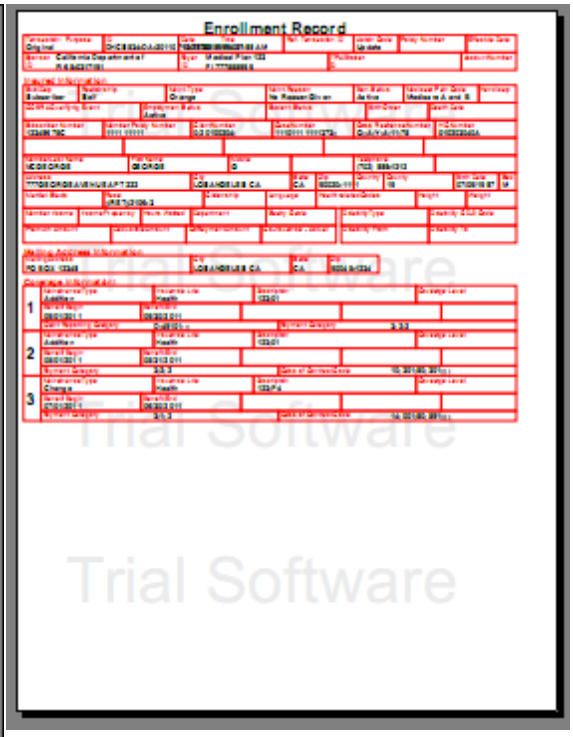


"All Images in One File" mode

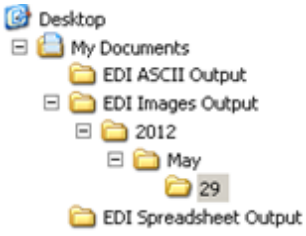


"One Image File per Enrollment Record" mode

Image Folder Options

When you create a lot of images, it is important not to place them all in the same folder. Microsoft Windows has issues handling more than 1000 files in a folder. That is the reason why the HIPAA Claim Payment Master can hash the image files over many sub-folders. You have the following choice to use:

- **None** — Default value.
- **Sub-folders for Year-Month and Day** — The sub-folders will be created within the Image File Location. Example: `\2012\February\29\`.



The folder structure in "Year, Month and Day" mode

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- **Sub-folders for Year and Week** — The sub-folders will be created within the Image File Location. Example: `2012\9\`.
- **Sub-folders for Year and Day** — The sub-folders will be created within the Image File Location. Example: `2012\20120229\`.

Color on Images

- Choose a color for the form when saving claims to image files. You have the choice to render the form in red or in black.

> Note: The data is always black.

Options for PDF

- **Use Content Compression** — Checking this option does result in considerably smaller files.

Options for TIFF

- **Color Depth** — You can change color depth of the image (black / white, 4 bpp / 8bpp / 24bpp / 32bpp).

> Note: TIFF in Window's GDI library does not work with 16 bpp (bits per pixel). Color depths set lower than 16 bpp results in some losses in image quality.

- **Compression Algorithm** — You can use compression with TIFF files: LZW and Packbits is used for all Colors, CCITT4 for black and white.
- **Image Resolution** — You can change the resolution of image from 96 to 300 dpi (dots per inch).

> Note: Theoretically we could use even higher resolutions, but it will slow down processing significantly and result in approximately the same result in quality.

6.3 Viewing Images

HIPAA Enrollment Master Image Viewer allows you to view images stored in the output folder, defined in the image options. See Adjusting Image .

Follow the instructions below to view images.

1. To access Image Viewer, select the "Image Viewer" option under "Image" menu item.

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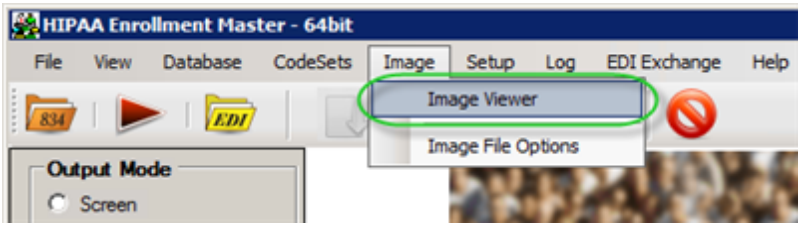

The "Image Viewer" menu

Alternatively, you can select the "Image Viewer" option under "View" menu item.

The "EDI Editor" button

2. The "Image Viewer" window will open.

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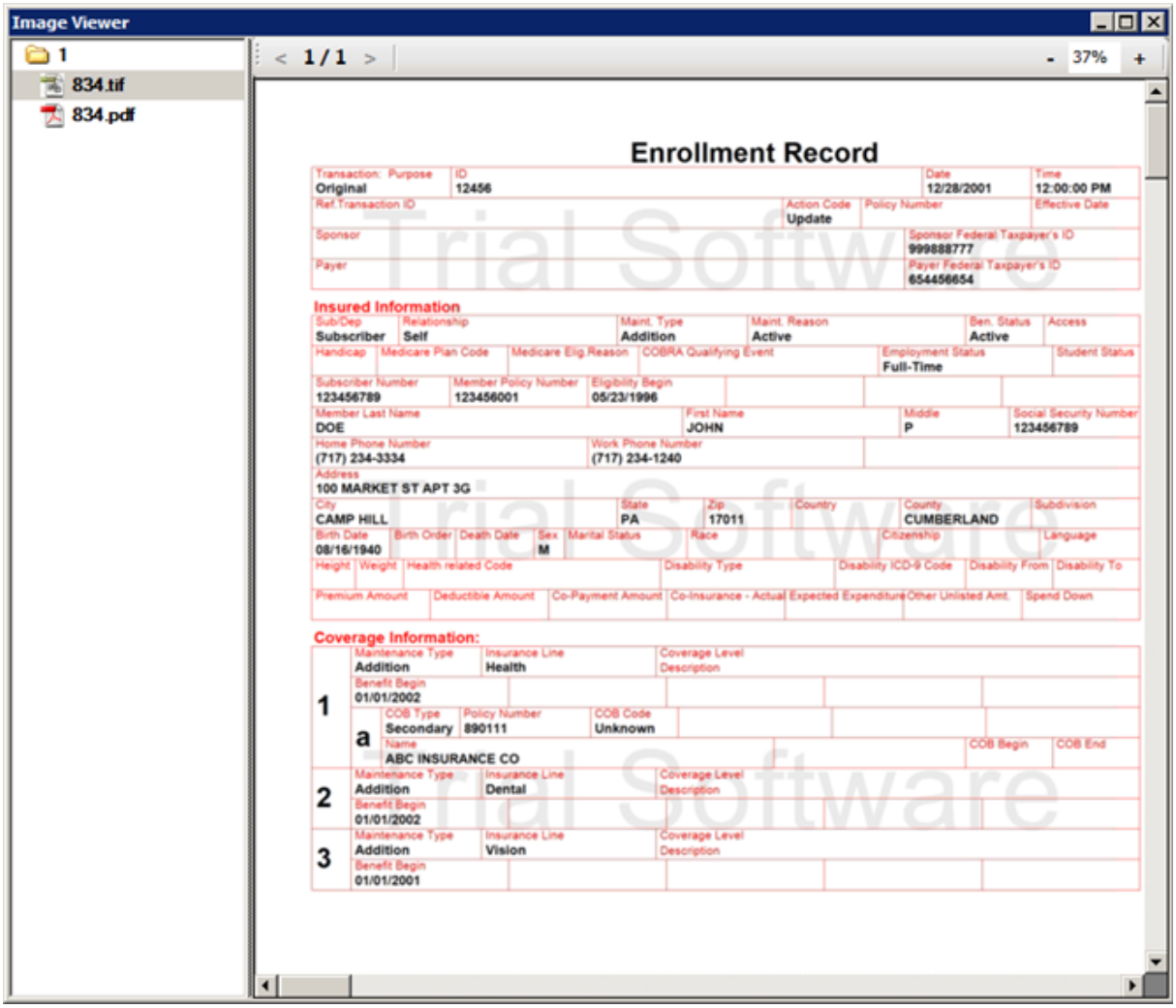
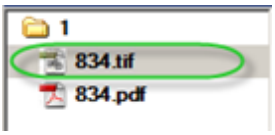
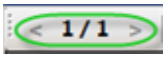


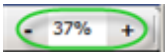
3. Select the necessary image in the left navigation pane.



4. For pages navigation, use the arrow buttons.



5. To scale the image, use "+" or "-" buttons or define the percent manually.



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Chapter

7 Using the Database

7.1 Exporting the Data

The HIPAA Enrollment Master can export enrollment records into any ODBC- or OleDB-compliant database. Exchanges with Microsoft SQL Server and IBM AS400 have been successfully demonstrated. The HIPAA Enrollment Master uses two tables, **`EDI_Enrollment`** and **`EDI_Benefits`**, that serve as staging tables for your own system. We recommend that you establish these two tables and process the data from these staging tables into your system and apply your business rules. Once you have the data in a format that is legible to your specific system and experts, you can easily work from those tables.

The HIPAA Enrollment Master relies on Open Database connectivity (ODBC) or in the case of Microsoft SQL Server on OleDB to connect to a database. This means that any database that adheres to the standards of ODBC is suitable to interact with the HIPAA Enrollment Master. ODBC connections have to be set up in Windows first, before you can use this feature. Typically, ODBC connection is established in the Windows Control Panel, with newer versions having the ODBC Data Source Setup under the "Administrative Tools."

OleDB connections use a database specific data access object or **`dll`**. The Enrollment Master comes by default with MS SQL Server's data access object. Contact us for a modification if you have a different OleDB provider.

The following setting need to be configured before the database export can be run:

- Creating Tables
- Setting up Database Connection
- Selecting Fields to Export

See also: Creating Company Setup Table.

Follow the instructions below to export the data to a database.

1. Open an EDI file or directory containing the EDI files in the HIPAA Enrollment Master. Read more in Processing a Benefit Enrollment File, Working through an Entire Directory.

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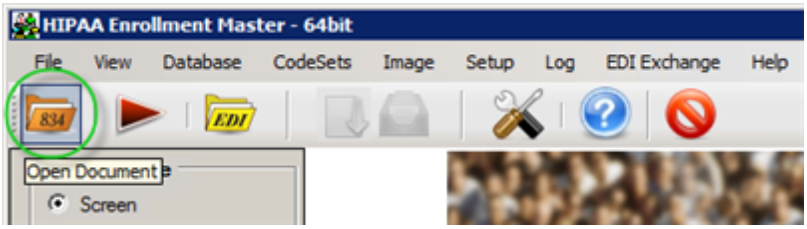
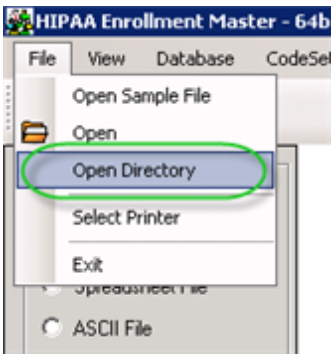
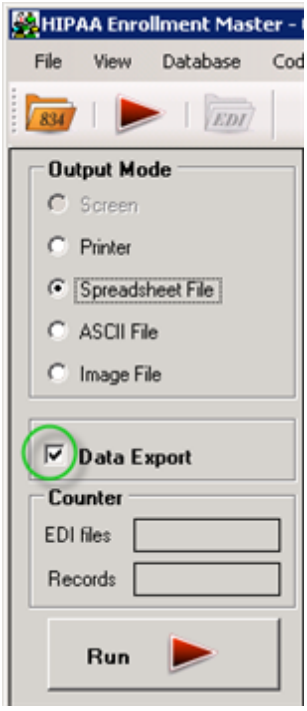


The "Open" button



The "Open Directory" menu

2. Select the "Data Export" checkbox.



The "Data Export" option

3. Click on the "Run" button.

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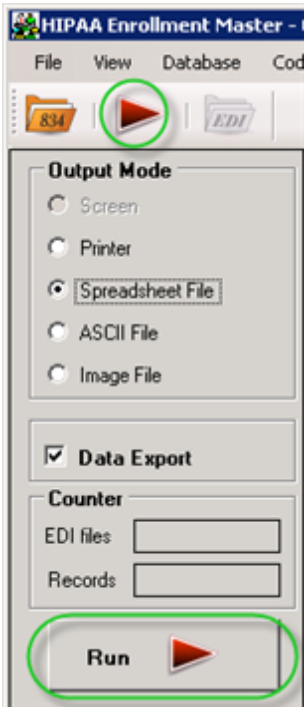

The "Run" buttons

4. The "Processing Results" window displays the report.

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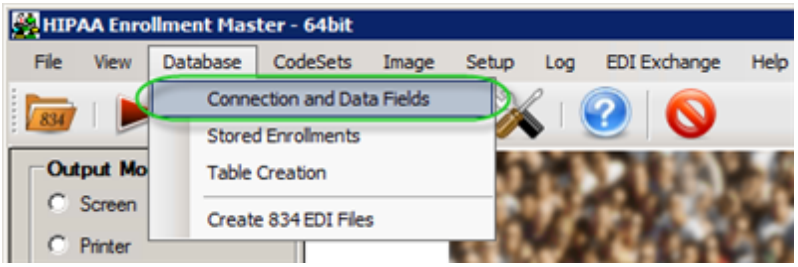
The "Processing Results" window

7.2 Setting up Database Connection

The HIPAA Enrollment Master can translate and export data into any ODBC-compliant database such as Microsoft SQL Server, Oracle, etc.

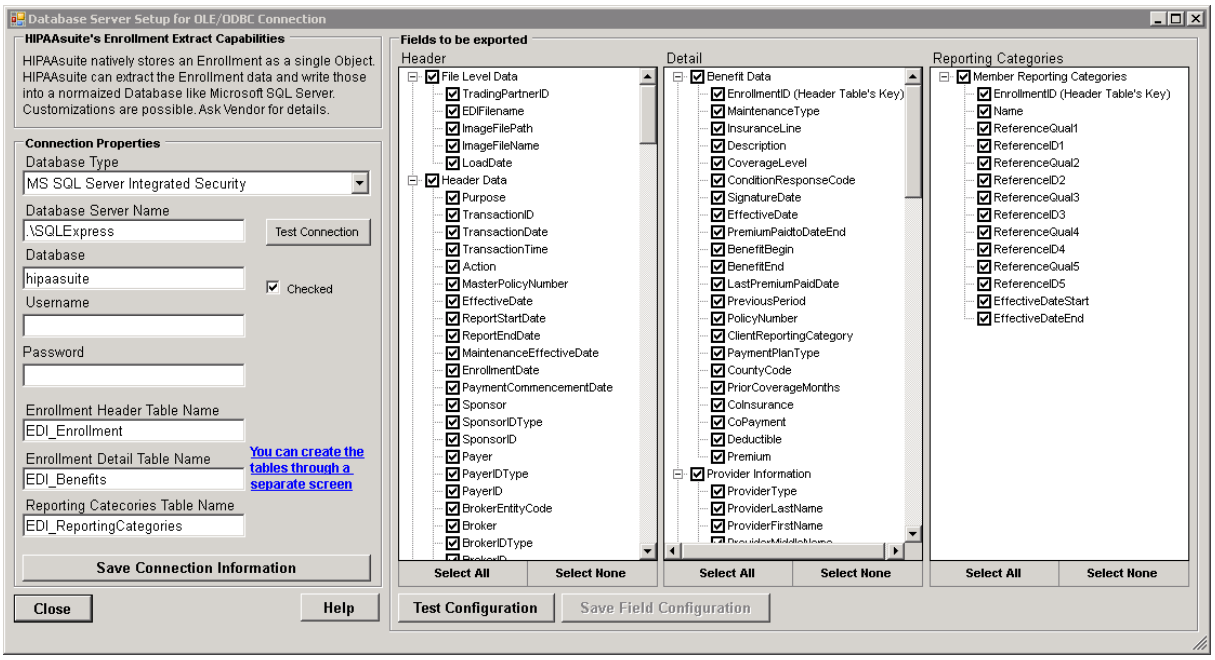
> Tip: The default fields that come with the product can be extended; customizations are possible.

1. Select *Database* ▸ *Connection and Data Fields* in the main menu.



The "Connection and Data Fields" menu

2. You will be confronted with the following screen where you can set up the database connection and enter the names of the database tables.



The "Data and Field Setup" window

Connection Properties

> Tip: If you use ODBC for the connection, you will need to set up the ODBC connection first in the Windows ▸ Control Panel ▸ Administrative Tools ▸ Data Sources (ODBC) setup screen. Setting up the

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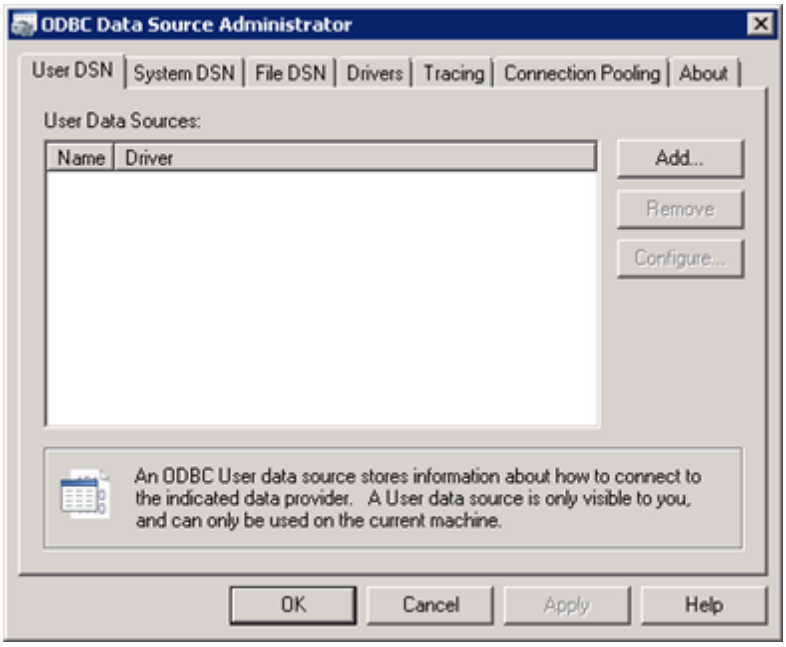
ODBC connection varies from database to database.



The ODBC Administration screen in Windows

Define the database connection properties:

- **Database Type** — Select ODBC or Microsoft SQL Server type:

  Note: If you need other types, please contact us for customizations.

  - **MS SQL Server**
  - **MS SQL Server Integrated Security**
  - **ODBC Connection**
  - **ODBC Connection for Oracle**

- **Database Server Name or DSN** — If you use SQL Server, then enter the IP address or the name of the database server. If you use ODBC, then specify the Data Source Name (DSN) that is defined through the ODBC in the Control Panel of Windows. Latest MySQL ODBC driver can be downloaded on http://dev.mysql.com/downloads/connector/odbc/.
- **Database** — Define the database under the above connection. For Microsoft SQL Server Integrated Security, leave the field empty.
- **Username** — A defined user that has privileges to the database. For Microsoft SQL Server Integrated Security, leave the field empty.
- **Password** — Enter the user's password. Not required for Microsoft SQL Server

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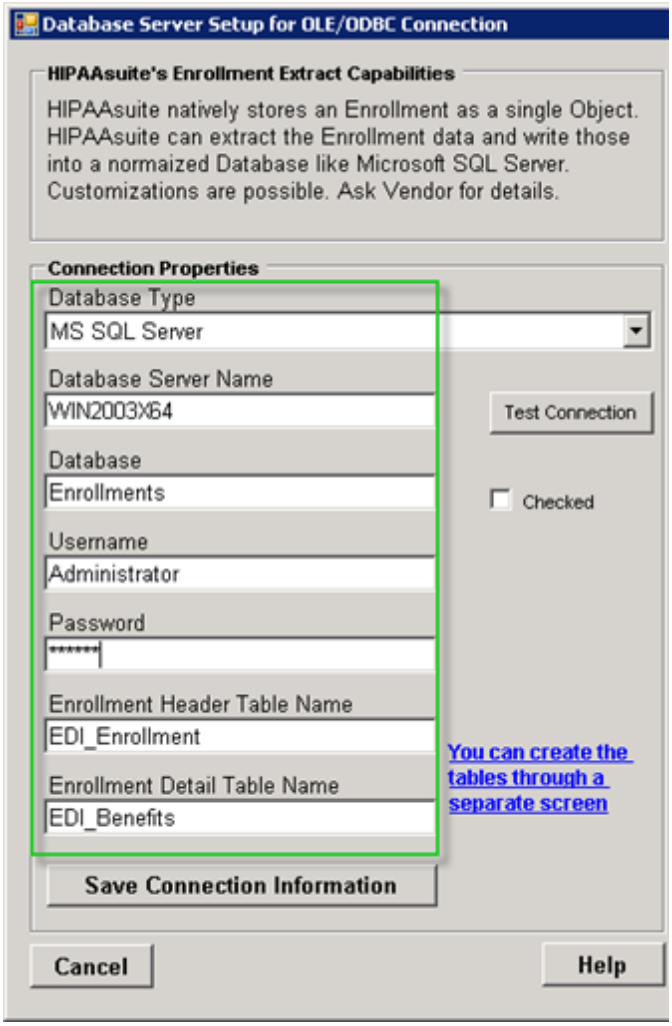
Integrated Security.

> Tip: Normally, database, username and password are configured in the Windows Data Sources (ODBC) Manager and are not required to be provided in these fields.

- **Enrollment Header Table Name** – Enter the name that you give to your Claim header table. A default name is suggested, you can overwrite it.
- **Enrollment Detail Table Name** – Define the name of the table that contains the line information. A default name is suggested, you can overwrite it.



The connection properties fields

> Note: Consult Windows Help or the internet on specific data source setups.

To create tables in your database, click on the "You can create the tables through a separate screen" link. For instructions, refer to Creating Tables.

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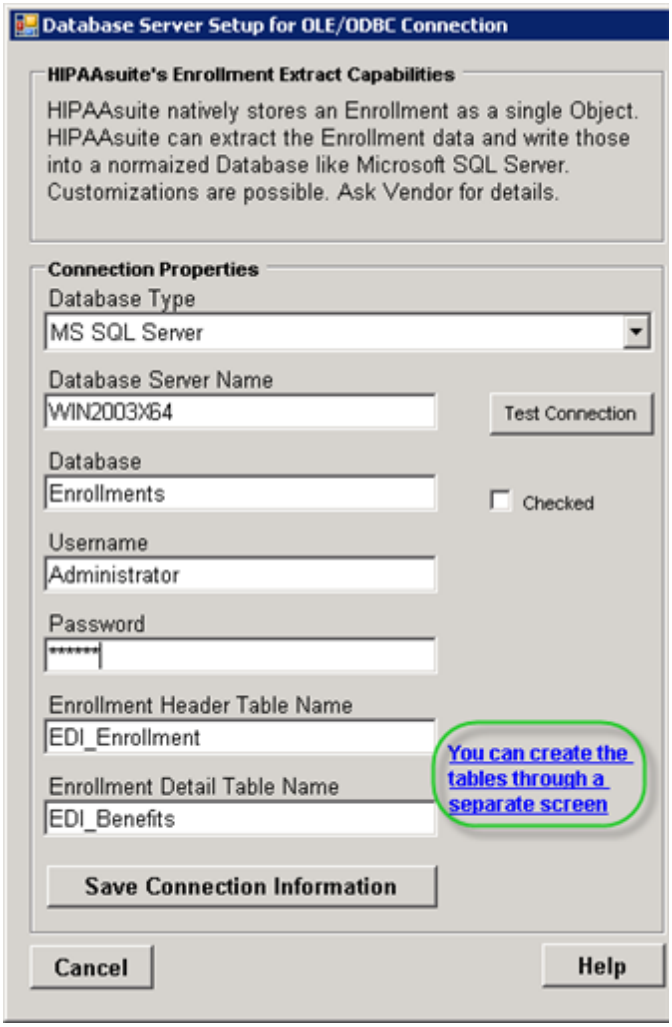

A link to create tables

Once the connection parameters have been entered, click "Save Connection Information."

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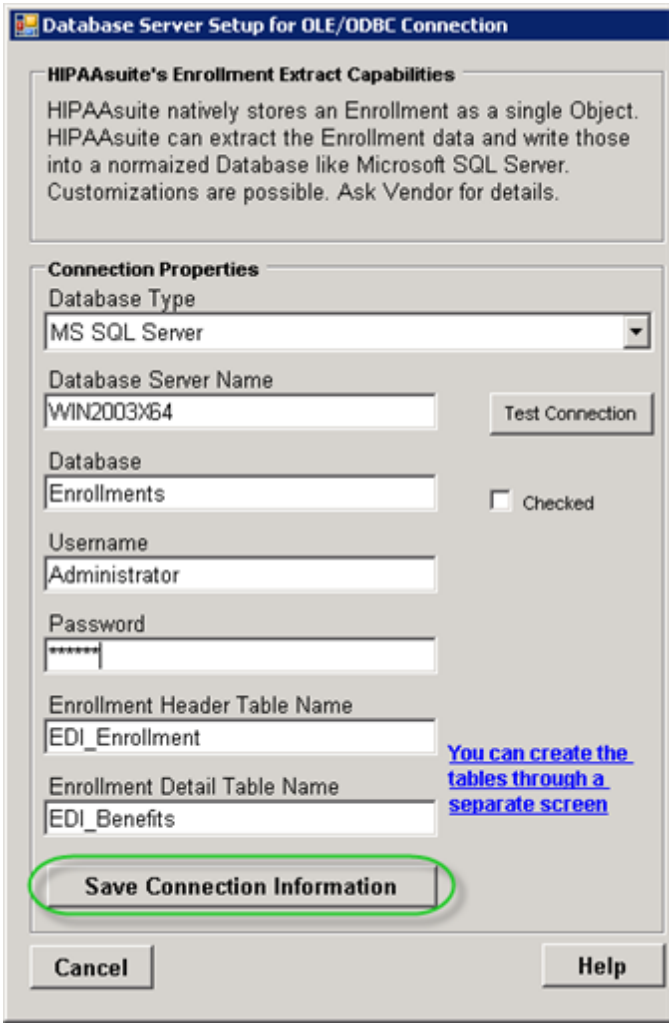

The "Save Connection Information" button

To verify if the entered parameters are correct, click on the "Test Connection" button.

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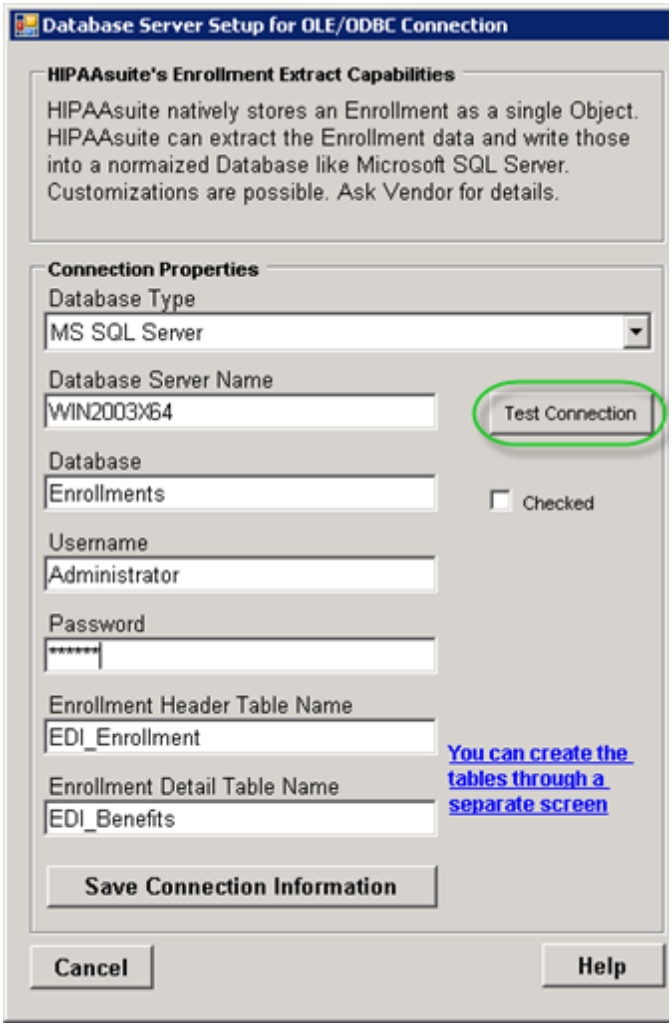
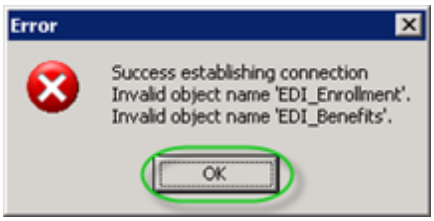


The "Test Connection" button

If the test has passed successfully, you will see the following notification:



The success message

Once the test has passed successfully, the "Connection not checked" message changes to "Connection checked."

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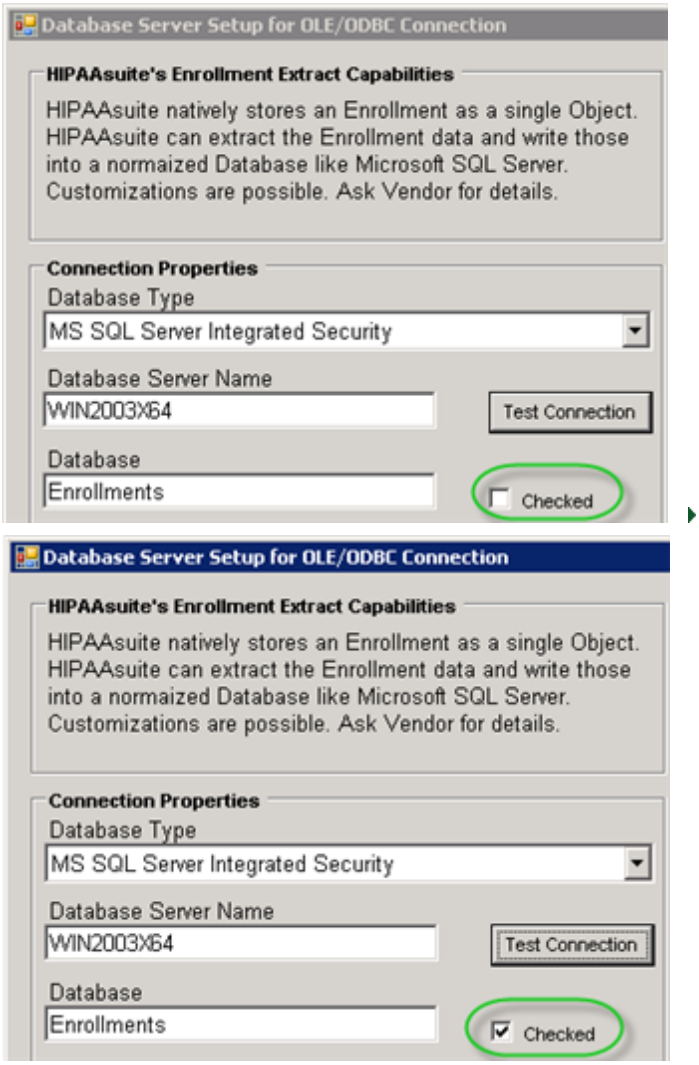

The "Connection not checked" checkbox

Once you have the database connection defined and tested, you can enter the table names. See Selecting Fields to Export.

If you need to create the tables first, then see Creating Tables.

7.3 Selecting Fields to Export

Once you have created your tables and tested connection and table names, you can select which fields to export. The HIPAA Enrollment Master can export most of the elements in an 834 file.

Follow the instructions below.

1. Select *Data Export* ▸ *Connection and Data Fields* in the main menu.

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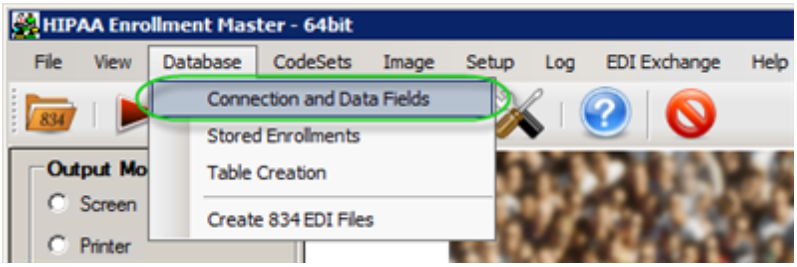
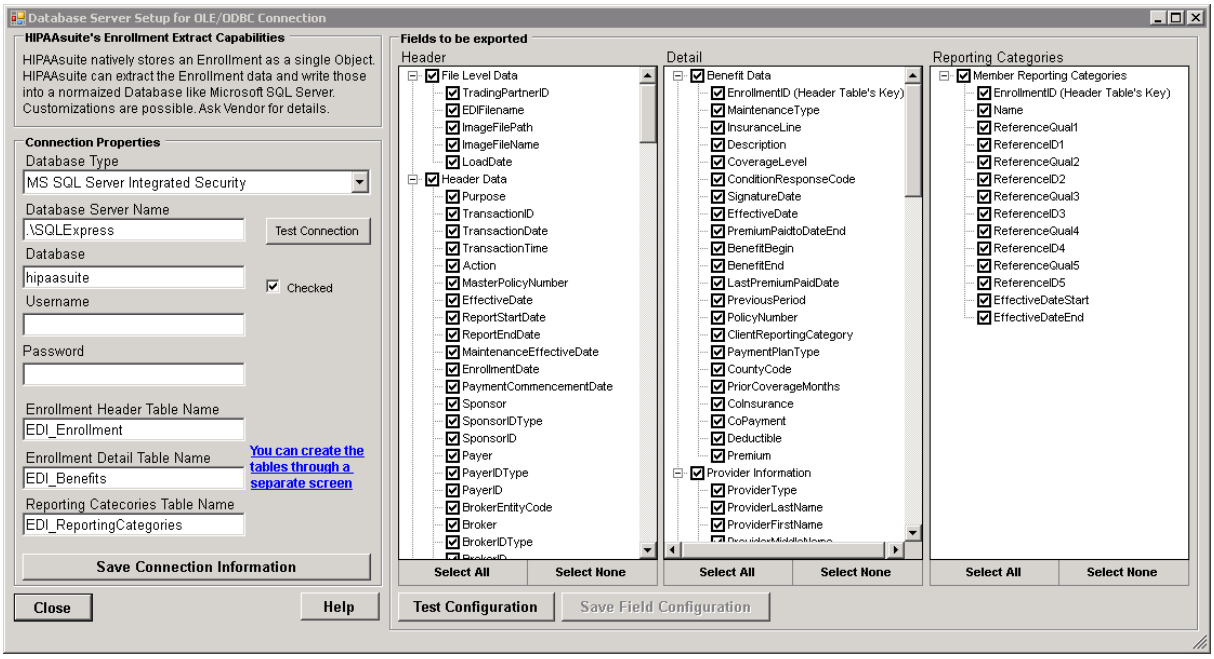


The "Connection and Data Fields" menu

2. You will be confronted with the following screen where you can set up the database connection and enter the names of the database tables.



The "Database and Field Export" window

3. Choose the fields to be exported by selecting checkboxes in front of the fields.

> Tip: We recommend selecting all fields. This will ensure that the individual enrollment record can be re-created and displayed or the proper EDI file can be created from the database.
>
> Tip: Make sure that you have that field in the database. Otherwise a database error will occur.

Header

- File Level Data
- Header Data
- Insured Information
- Incorrect Information

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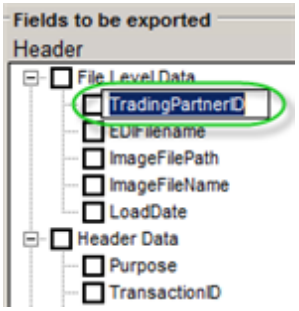
- Mailing Address
- Employer Information
- School Information
- Custodian Information
- Responsible Party Information
- Drop off Location
- Disability Information

Detail

- Benefit Data
- Provider Information
- COB Information

Tip: Sometimes it might be necessary to rename a field or fields. Some legacy databases want upper case only or lower case only field names. The HIPAA Enrollment Master allows you to rename any field in any table. Click twice (not double-click) on a field to enter to the "Edit" mode.



The field selection list in "Edit" Mode

Reporting Categories

- Name
- Other identifiers and reports
- Effective Dates

4. Once you have made your selection or selected all you have to test your setup. Click on the "Test Configuration" button. The program will go through each table and check if the selected field exists.

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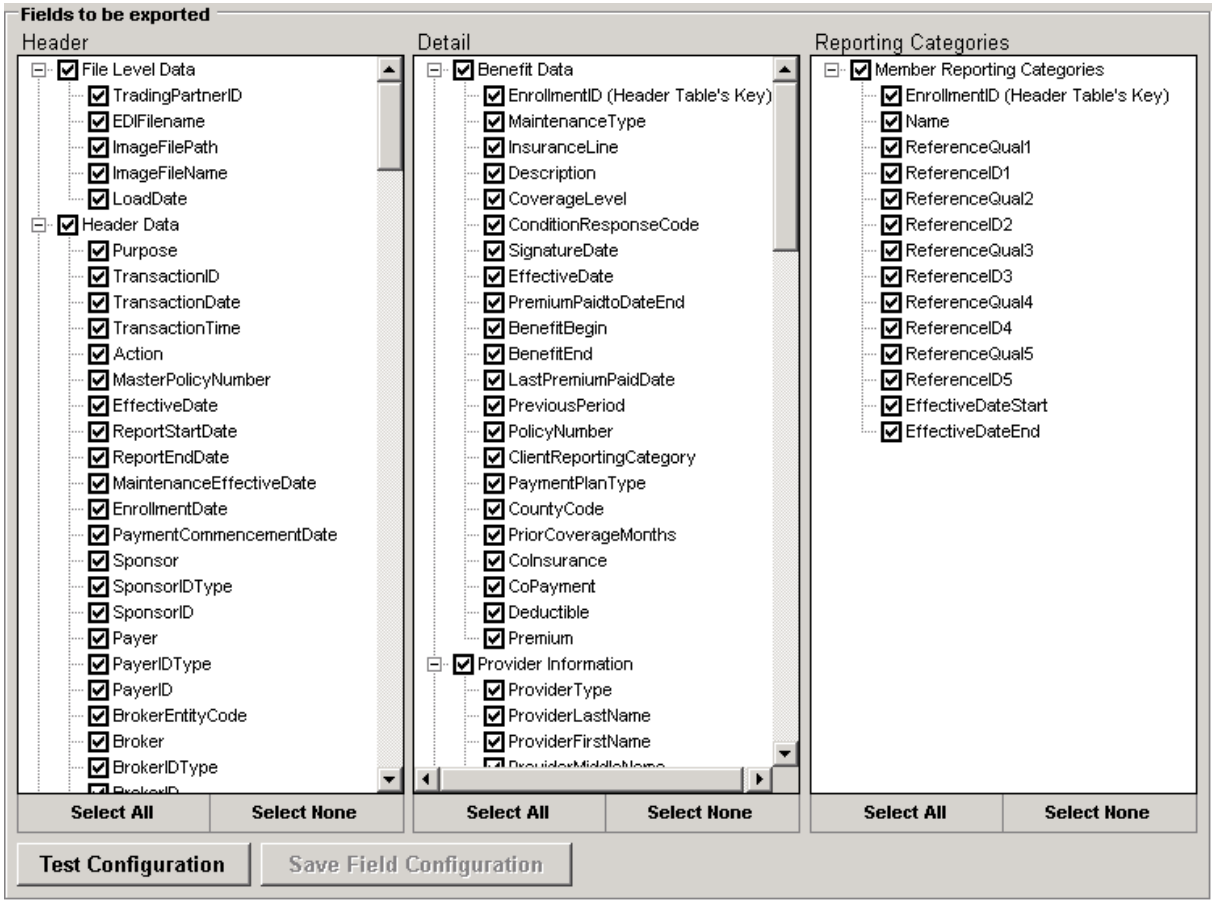
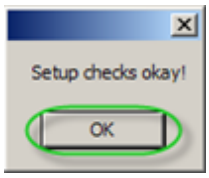


The "Test Configuration" button

5. You should receive this message. Click "OK."



The success message

If you have any errors, refer to Troubleshooting.

6. Only after the configuration checks out are you allows to save it. Click the "Save Field Configuration" button.

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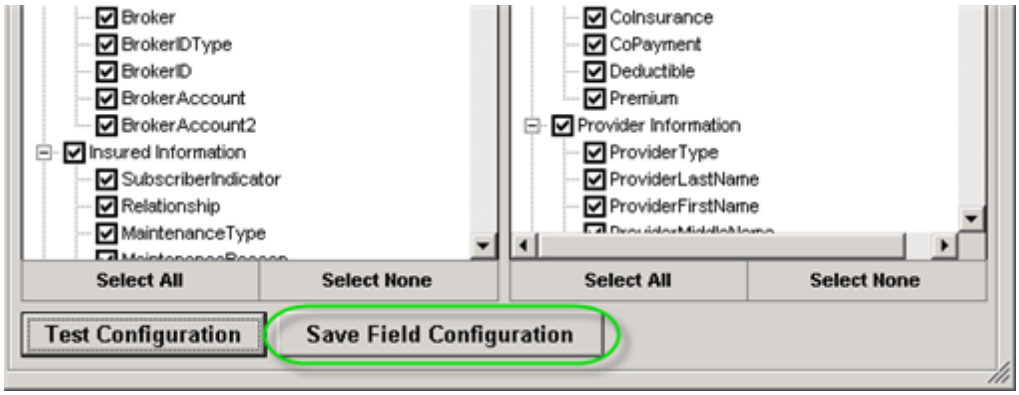


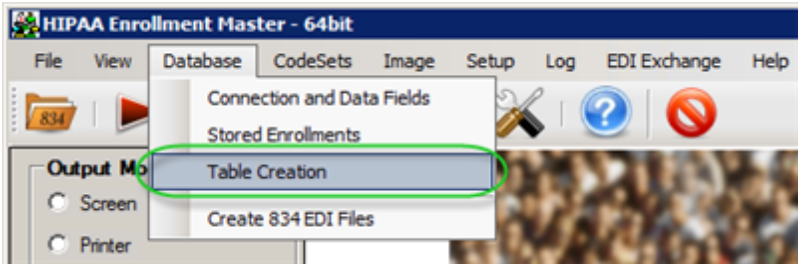
The "Save Field Configuration" button

7.4 Creating Tables

Before data export, you need to create the database tables to which the application will export the enrollment data. You can create the tables using the built-in function of the HIPAA Enrollment Master.

After you have defined the connection parameters and tested that the data connection works (see Setting up Database Connection), you can create the tables. Follow the instructions below.

1. Select the *Database* ▸ *Table Creation* in the main menu.



The "Table Creation" menu

2. The following window will be displayed.

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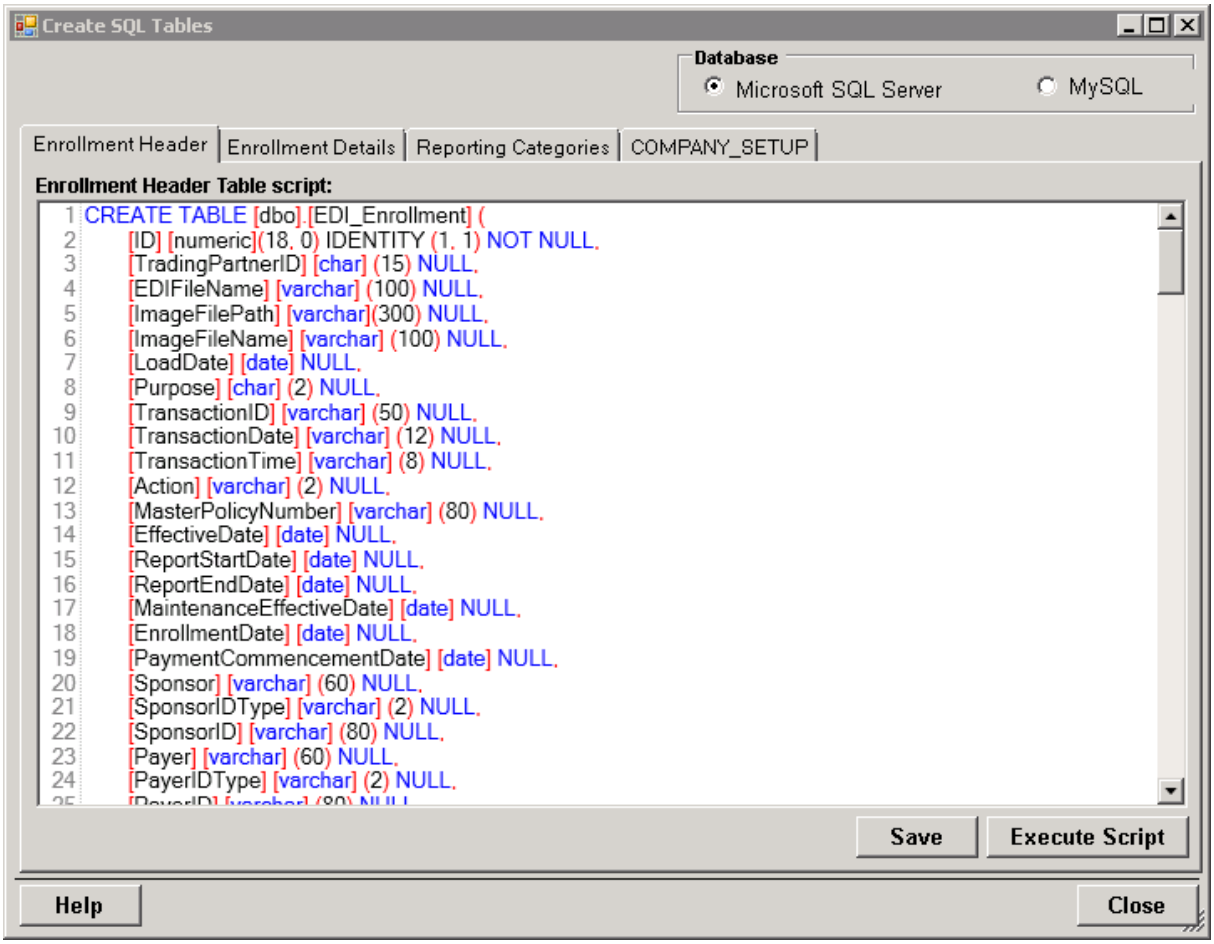

The "Create SQL Tables" window

This window allows you to edit, save and run the table scripts.

3. Define the following options:

- **Database**
  - **Microsoft SQL Server**
  - **MySQL**
- **Enrollments Table Script** — SQL statements to create the Enrollment table in your database.
- **Benefits Table Script** — SQL statements to create the Benefits table in your database.
- **Reporting Categories Script** - SQL statement to create the Reporting Categories table

> Tip: You can modify the scripts so that they run on your specific database.

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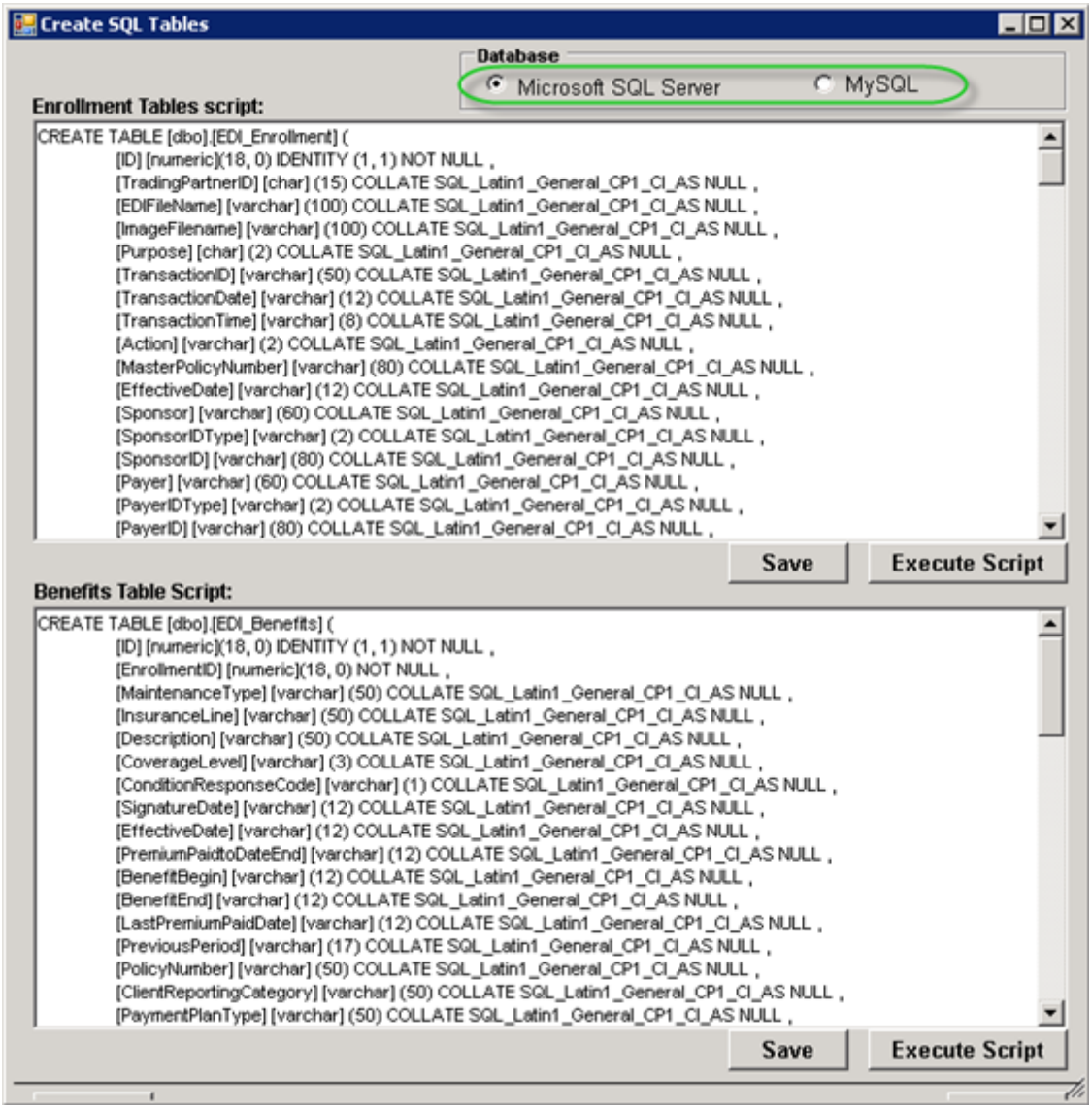
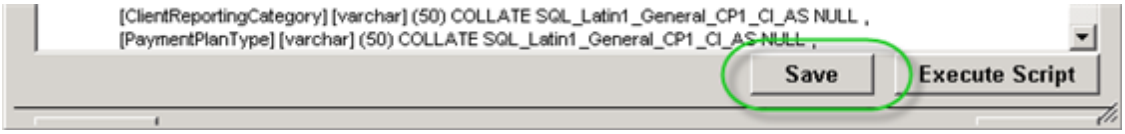


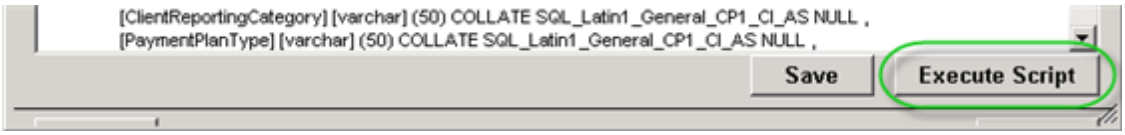
The "Create SQL Tables" window

Once you have modified the script, click "Save."



The "Save" button

For each script, click "Execute Script" to create the corresponding table in the database.



The "Execute Script" button

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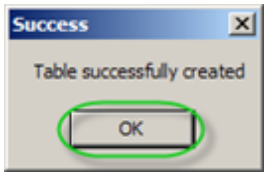
Once the table has been created successfully, you will see the following notification:



The success message

> **Warning: Executing the scripts will wipe out any previous tables that you created. Remove the script files once you are satisfied so nobody can destroy the tables by accident.**

Make sure there are no any error messages for successful table creation.

Understanding and Altering the Scripts

The scripts come from two files (**`EDI_Enrollment.sql`** and **`EDI_Benefits.sql`**) that are distributed with the application.

Scripts for two databases are supplied:

- MS SQL Server
- MySQL - The open source database.

Below are the scripts for Microsoft SQL Server. The supplied SQL script files can be modified to conform to your database specific SQL syntax. If you have other databases, modify the supplied scripts to conform to the specific database syntax. Please, contact HIPAAsuite if you need help with the database setup.

The tables are created using the SQL "CREATE TABLE" statement. Both tables have an **`ID`** column that is self incrementing. The field **`EnrollmentID`** in the child table is the foreign key and points to the ID in the header table.

```
CREATE TABLE [dbo].[EDI_Enrollment] (
       [ID] [numeric](18, 0) IDENTITY (1, 1) NOT NULL,
       [TradingPartnerID] [char] (15) NULL,
       [EDIFileName] [varchar] (100) NULL,
       [ImageFilePath] [varchar](300) NULL,
       [ImageFileName] [varchar] (100) NULL,
       [LoadDate] [date] NULL,
       [Purpose] [char] (2) NULL,
       [TransactionID] [varchar] (50) NULL,
       [TransactionDate] [varchar] (12) NULL,
       [TransactionTime] [varchar] (8) NULL,
       [Action] [varchar] (2) NULL,
       [MasterPolicyNumber] [varchar] (80) NULL,
       [EffectiveDate] [date] NULL,
       [ReportStartDate] [date] NULL,
```

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```
[ReportEndDate] [date] NULL,
[MaintenanceEffectiveDate] [date] NULL,
[EnrollmentDate] [date] NULL,
[PaymentCommencementDate] [date] NULL,
[Sponsor] [varchar] (60) NULL,
[SponsorIDType] [varchar] (2) NULL,
[SponsorID] [varchar] (80) NULL,
[Payer] [varchar] (60) NULL,
[PayerIDType] [varchar] (2) NULL,
[PayerID] [varchar] (80) NULL,
[BrokerEntityCode] [char] (3) NULL,
[Broker] [varchar] (60) NULL,
[BrokerIDType] [varchar] (2) NULL,
[BrokerID] [varchar] (80) NULL,
[BrokerAccount] [varchar] (35) NULL,
[BrokerAccount2] [varchar] (35) NULL,
[SubscriberIndicator] [varchar] (1) NULL,
[Relationship] [char] (2) NULL,
[MaintenanceType] [char] (3) NULL,
[MaintenanceReason] [char] (3) NULL,
[BenefitStatus] [char] (1) NULL,
[MedicarePlanCode] [char] (1) NULL,
[MedicareEligibilityReason] [char] (1) NULL,
[COBRACode] [char] (2) NULL,
[EmploymentStatus] [char] (2) NULL,
[StudentStatus] [char] (1) NULL,
[HandicapIndicator] [varchar] (1) NULL,
[DeathDate] [varchar] (12) NULL,
[ConfidentialityCode] [char] (1) NULL,
[BirthSequence] [varchar] (3) NULL,
[IncomeFrequency] [char] (1) NULL,
[WageAmount] [numeric](8, 2) NULL,
[HoursWorked] [numeric](3, 0) NULL,
[WorkLocation] [varchar] (30) NULL,
[SalaryGrade] [varchar] (5) NULL,
[SubscriberNumber] [varchar] (50) NULL,
[PolicyNumber] [varchar] (50) NULL,
[MemberIDType1] [char] (3) NULL,
[MemberID1] [varchar] (50) NULL,
[MemberIDType2] [char] (3) NULL,
[MemberID2] [varchar] (50) NULL,
[MemberIDType3] [char] (3) NULL,
[MemberID3] [varchar] (50) NULL,
[MemberIDType4] [char] (3) NULL,
[MemberID4] [varchar] (50) NULL,
[MemberIDType5] [char] (3) NULL,
[MemberID5] [varchar] (50) NULL,
[MemberIDType6] [char] (3) NULL,
[MemberID6] [varchar] (50) NULL,
[MemberIDType7] [char] (3) NULL,
[MemberID7] [varchar] (50) NULL,
[MemberIDType8] [char] (3) NULL,
[MemberID8] [varchar] (50) NULL,
[MemberIDType9] [char] (3) NULL,
[MemberID9] [varchar] (50) NULL,
[MemberIDType10] [char] (3) NULL,
[MemberID10] [varchar] (50) NULL,
[MemberIDType11] [char] (3) NULL,
[MemberID11] [varchar] (50) NULL,
[MemberIDType12] [char] (3) NULL,
[MemberID12] [varchar] (50) NULL,
```

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```
[MemberIDType13] [char] (3) NULL,
[MemberID13] [varchar] (50) NULL,
[PriorCoverageMonths] [varchar] (50) NULL,
[DateType1] [varchar] (3) NULL,
[Date1] [varchar] (12) NULL,
[DateType2] [varchar] (3) NULL,
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[CommunicationNumber2] [varchar] (80) NULL,
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[MemberMaritialStatus] [varchar] (50) NULL,
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[MemberRaceCollection] [varchar] (30) NULL,
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[CoPayment] [money] NULL,
[Deductible] [money] NULL,
[Premium] [money] NULL,
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[Weight] [varchar] (10) NULL,
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[IncorrectMiddleName] [varchar] (25) NULL,
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[IncorrectSex] [varchar] (1) NULL,
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[MailingZip] [varchar] (15) NULL,
[MailingCountry] [varchar] (3) NULL,
[MailingSubdivision] [varchar] (3) NULL,
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```

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```
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[CustodianAddress2] [varchar] (55) NULL,
[CustodianCity] [varchar] (30) NULL,
[CustodianState] [varchar] (2) NULL,
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[ResponsibleMiddleName] [varchar] (25) NULL,
[ResponsibleIDType] [varchar] (2) NULL,
[ResponsibleID] [varchar] (30) NULL,
[ResponsibleCommQual1] [varchar] (3) NULL,
[ResponsibleCommNumber1] [varchar] (50) NULL,
[ResponsibleCommQual2] [varchar] (3) NULL,
[ResponsibleCommNumber2] [varchar] (50) NULL,
[ResponsibleAddress1] [varchar] (55) NULL,
[ResponsibleAddress2] [varchar] (55) NULL,
[ResponsibleCity] [varchar] (30) NULL,
[ResponsibleState] [varchar] (2) NULL,
[ResponsibleZip] [varchar] (10) NULL,
[ResponsibleCountry] [varchar] (3) NULL,
[ResponsibleSubdivision] [varchar] (3) NULL,
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[DropOffLocationFirstName] [varchar] (35) NULL,
[DropOffLocationMiddleName] [varchar] (25) NULL,
[DropOffLocationAddress1] [varchar] (55) NULL,
[DropOffLocationAddress2] [varchar] (55) NULL,
```

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```
	[DropOffLocationCity] [varchar] (30) NULL,
	[DropOffLocationState] [varchar] (2) NULL,
	[DropOffLocationZip] [varchar] (10) NULL,
	[DropOffLocationCountry] [varchar] (3) NULL,
	[DropOffLocationSubdivision] [varchar] (3) NULL,
	[DisabilityType] [varchar] (3) NULL,
	[DisabilityDiagnosisQual] [varchar] (2) NULL,
	[DisabilityDiagnosis] [varchar] (20) NULL,
	[DisabilityBegin] [varchar] (12) NULL,
	[DisabilityEnd] [varchar] (12) NULL,
	CONSTRAINT [PK_EDI_Enrollment] PRIMARY KEY CLUSTERED
	(
		[ID] ASC
	)WITH (PAD_INDEX  = OFF, STATISTICS_NORECOMPUTE  = OFF, IGNORE_DUP_KEY = OFF, ALLOW_ROW_LOC
) ON [PRIMARY]



CREATE TABLE [dbo].[EDI_Benefits] (
	[ID] [bigint] IDENTITY (1, 1) NOT NULL,
	[EnrollmentID] [numeric](18, 0) NOT NULL,
	[MaintenanceType] [varchar] (50) NULL,
	[InsuranceLine] [varchar] (50) NULL,
	[Description] [varchar] (50) NULL,
	[CoverageLevel] [varchar] (3) NULL,
	[ConditionResponseCode] [varchar] (1) NULL,
	[SignatureDate] [varchar] (12) NULL,
	[EffectiveDate] [varchar] (12) NULL,
	[PremiumPaidtoDateEnd] [varchar] (12) NULL,
	[BenefitBegin] [varchar] (12) NULL,
	[BenefitEnd] [varchar] (12) NULL,
	[LastPremiumPaidDate] [varchar] (12) NULL,
	[PreviousPeriod] [varchar] (17) NULL,
	[PolicyNumber] [varchar] (50) NULL,
	[ClientReportingCategory] [varchar] (50) NULL,
	[PaymentPlanType] [varchar] (50) NULL,
	[CountyCode] [varchar] (50) NULL,
	[PriorCoverageMonths] [varchar] (50) NULL,
	[CoInsurance] [varchar] (10) NULL,
	[CoPayment] [varchar] (10) NULL,
	[Deductible] [varchar] (10) NULL,
	[Premium] [varchar] (10) NULL,
	[ProviderType] [varchar] (50) NULL,
	[ProviderLastName] [varchar] (60) NULL,
	[ProviderFirstName] [varchar] (35) NULL,
	[ProviderMiddleName] [varchar] (25) NULL,
	[ProviderIDType] [varchar] (2) NULL,
	[ProviderID] [varchar] (30) NULL,
	[ProviderRelationship] [varchar] (2) NULL,
	[ProviderAddress1] [varchar] (55) NULL,
	[ProviderAddress2] [varchar] (55) NULL,
	[ProviderCity] [varchar] (30) NULL,
	[ProviderState] [varchar] (2) NULL,
	[ProviderZip] [varchar] (15) NULL,
	[ProviderCountry] [varchar] (3) NULL,
	[ProviderLocationQualifier] [char] (2) NULL,
	[ProviderLocation] [varchar] (30) NULL,
```

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```
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[Provider2FirstName] [varchar] (35) NULL,
[Provider2MiddleName] [varchar] (25) NULL,
[Provider2IDType] [varchar] (2) NULL,
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[Provider2Relationship] [varchar] (2) NULL,
[Provider2Address1] [varchar] (55) NULL,
[Provider2Address2] [varchar] (55) NULL,
[Provider2City] [varchar] (30) NULL,
[Provider2State] [varchar] (2) NULL,
[Provider2Zip] [varchar] (15) NULL,
[Provider2Country] [varchar] (3) NULL,
[Provider2LocationQualifier] [char] (2) NULL,
[Provider2Location] [varchar] (30) NULL,
[Provider2Subdivision] [varchar] (3) NULL,
[Provider2Phone] [varchar] (20) NULL,
[PCP2_ChangeReason] [varchar] (2) NULL,
[PCP2_ChangeDate] [varchar] (12) NULL,
[COB_Sequence] [varchar] (1) NULL,
[COB_Policy] [varchar] (30) NULL,
[COB_Code] [varchar] (1) NULL,
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[COB_GroupNo] [varchar] (50) NULL,
[COB_Type] [varchar] (2) NULL,
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[COB_Address2] [varchar] (55) NULL,
[COB_City] [varchar] (30) NULL,
[COB_State] [varchar] (2) NULL,
[COB_Zip] [varchar] (15) NULL,
[COB_Country] [varchar] (3) NULL,
[COB_Subdivision] [varchar] (3) NULL,
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[COB2_City] [varchar] (30) NULL,
[COB2_State] [varchar] (2) NULL,
[COB2_Zip] [varchar] (15) NULL,
[COB2_Country] [varchar] (3) NULL,
[COB2_Subdivision] [varchar] (3) NULL,
[COB2_CommQual] [varchar] (3) NULL,
[COB2_CommNum] [varchar] (50) NULL,
```

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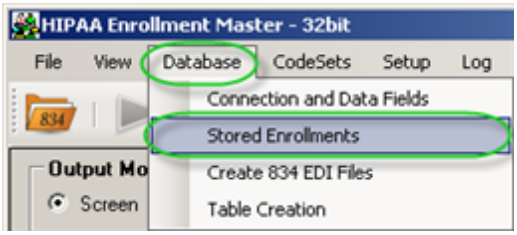
```
	[COB2_Begin] [varchar] (12) NULL,
	[COB2_End] [varchar] (12) NULL,
	CONSTRAINT [PK_EDI_Benefits] PRIMARY KEY CLUSTERED
	(
		[ID] ASC
	)WITH (PAD_INDEX  = OFF, STATISTICS_NORECOMPUTE  = OFF, IGNORE_DUP_KEY = OFF, ALLOW_ROW_LOC
) ON [PRIMARY]



CREATE TABLE [dbo].[EDI_ReportingCategories] (
	[ID] [bigint] IDENTITY (1, 1) NOT NULL,
	[EnrollmentID] [numeric](18, 0) NOT NULL,
	[Name] [varchar](60) NULL,
	[ReferenceQual1] [char](3) NULL,
	[ReferenceID1] [varchar](50) NULL,
	[ReferenceQual2] [char](3) NULL,
	[ReferenceID2] [varchar](50) NULL,
	[ReferenceQual3] [char](3) NULL,
	[ReferenceID3] [varchar](50) NULL,
	[ReferenceQual4] [char](3) NULL,
	[ReferenceID4] [varchar](50) NULL,
	[ReferenceQual5] [char](3) NULL,
	[ReferenceID5] [varchar](50) NULL,
	[EffectiveDateStart] [date] NULL,
	[EffectiveDateEnd] [date] NULL,
	CONSTRAINT [PK_EDI_Categories] PRIMARY KEY CLUSTERED
	(
		[ID] ASC
	)WITH (PAD_INDEX  = OFF, STATISTICS_NORECOMPUTE  = OFF, IGNORE_DUP_KEY = OFF, ALLOW_ROW_LOC
) ON [PRIMARY]
```

7.5 Browsing Exported Data

You can access the enrollment records in the database. Follow the instructions below.

1. Select *Database* ▸ *Stored Enrollments* in the main menu.



The "Stored Enrollments" menu option

2. The "Stored Enrollments" window opens. The application immediately accesses all the records in the database and selects the first record of the set to display. The window allows you to navigate through the records; to create queries and select a certain

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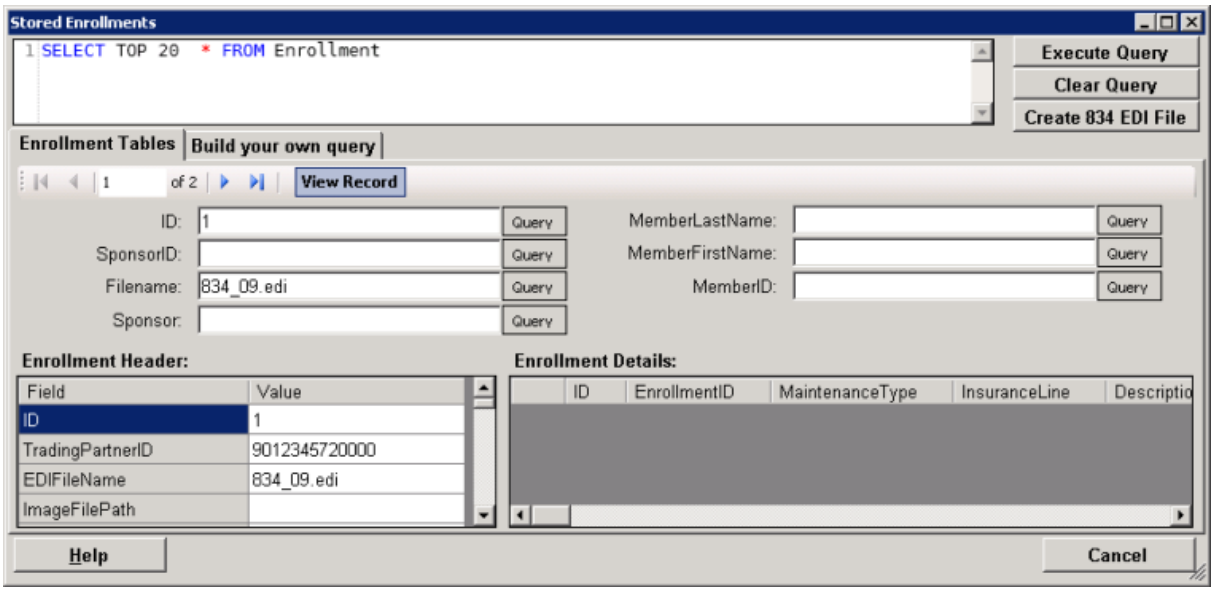
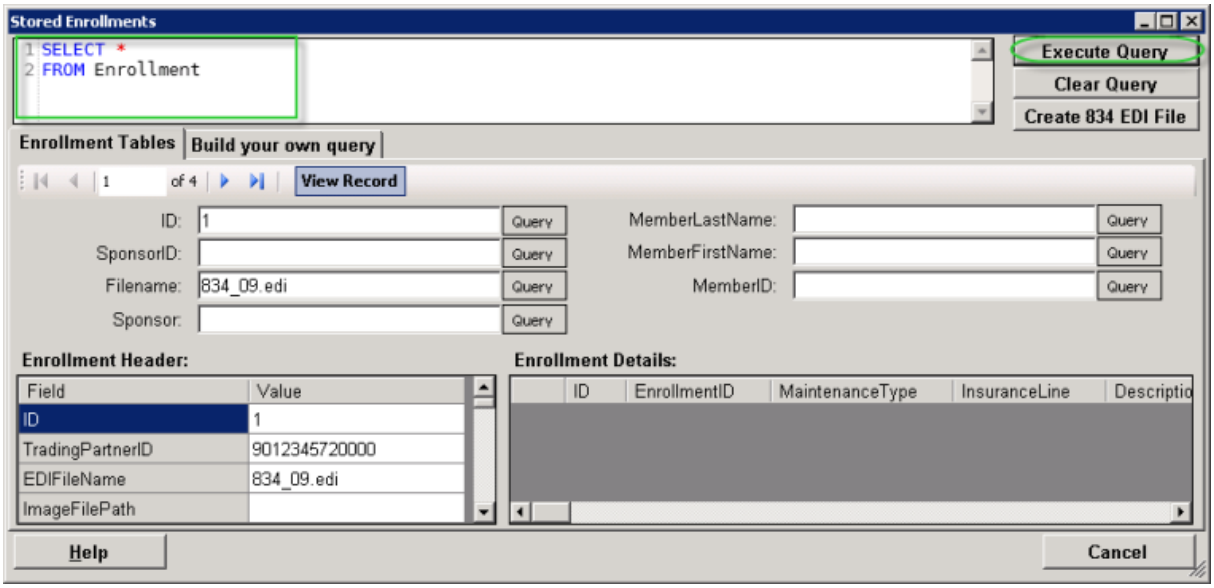
subset of your records.



The "Stored Enrollments" window

3. To access only the records that you want to see or work with, you can enter a SQL query into the text box on top and click "Execute Query."



The query field and the "Execute Query" button

Alternatively, type a desired value in the text boxes below and click on "Query".

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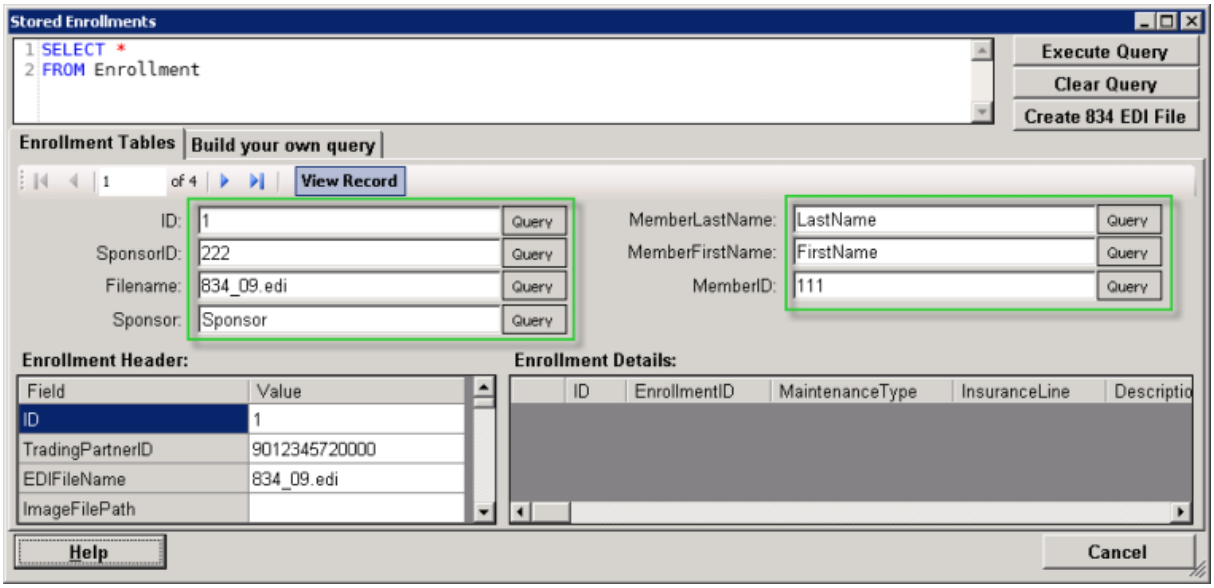
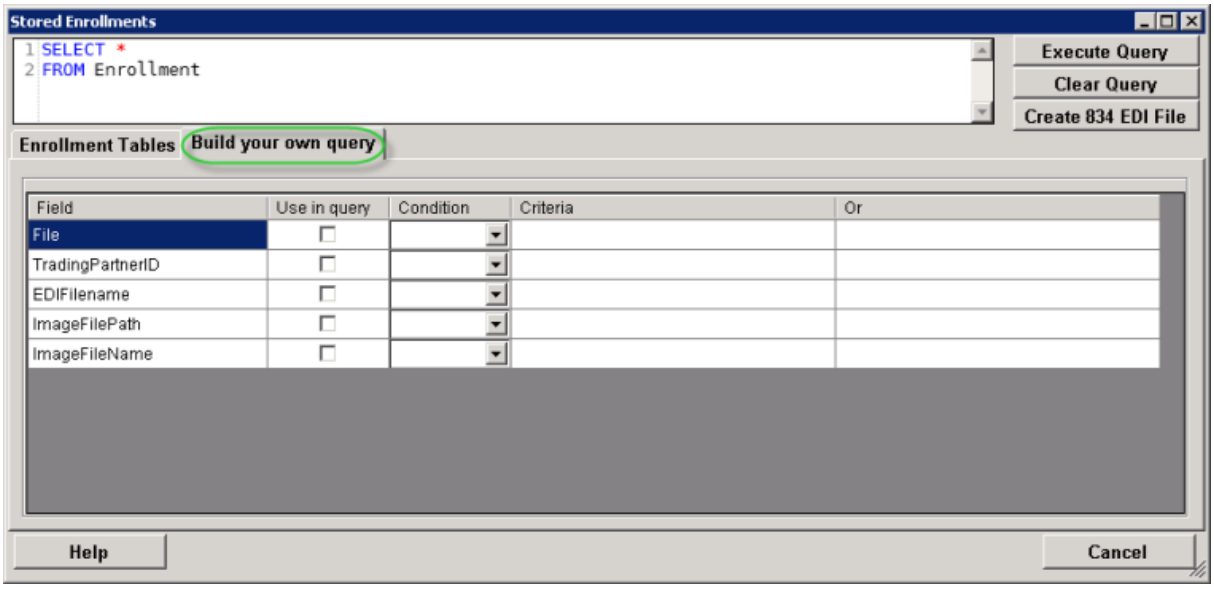


Specify values in the fields and click "Query"

You can also use the "Build your own query" tab.



The "Build your own query" tab

4. To preview a record in a separate window, click on the "View Record" button.

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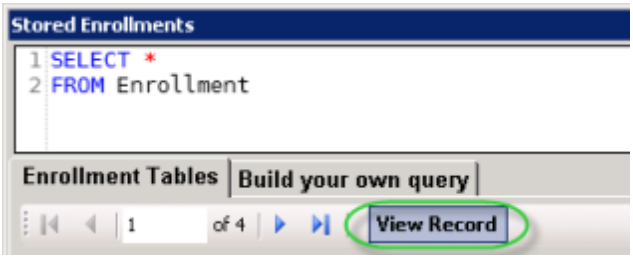
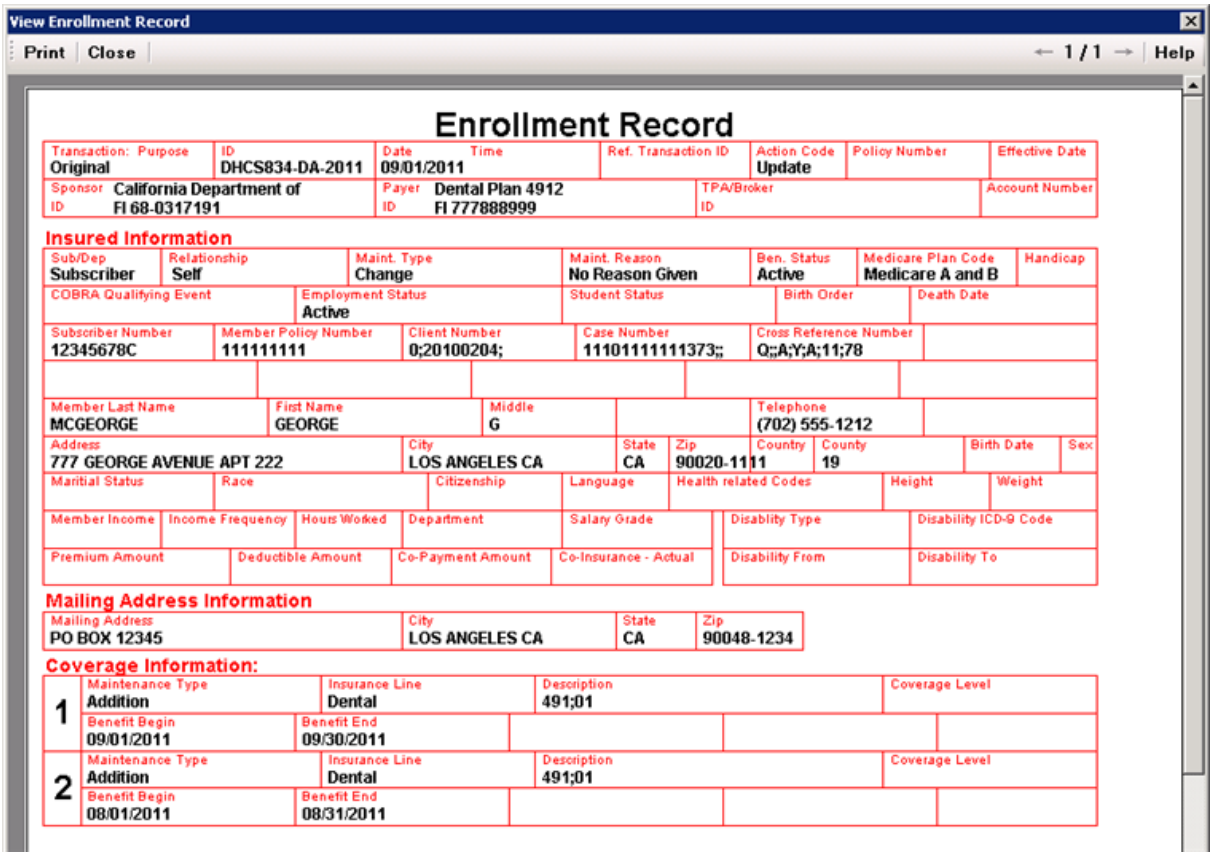


The "View Record" button

A preview window will open.



The "View Enrollment Record" window

Clicking on the "Create 834" button is described in Creating 834 EDI Files from the Attached Database.

The "Create 834 EDI File" button

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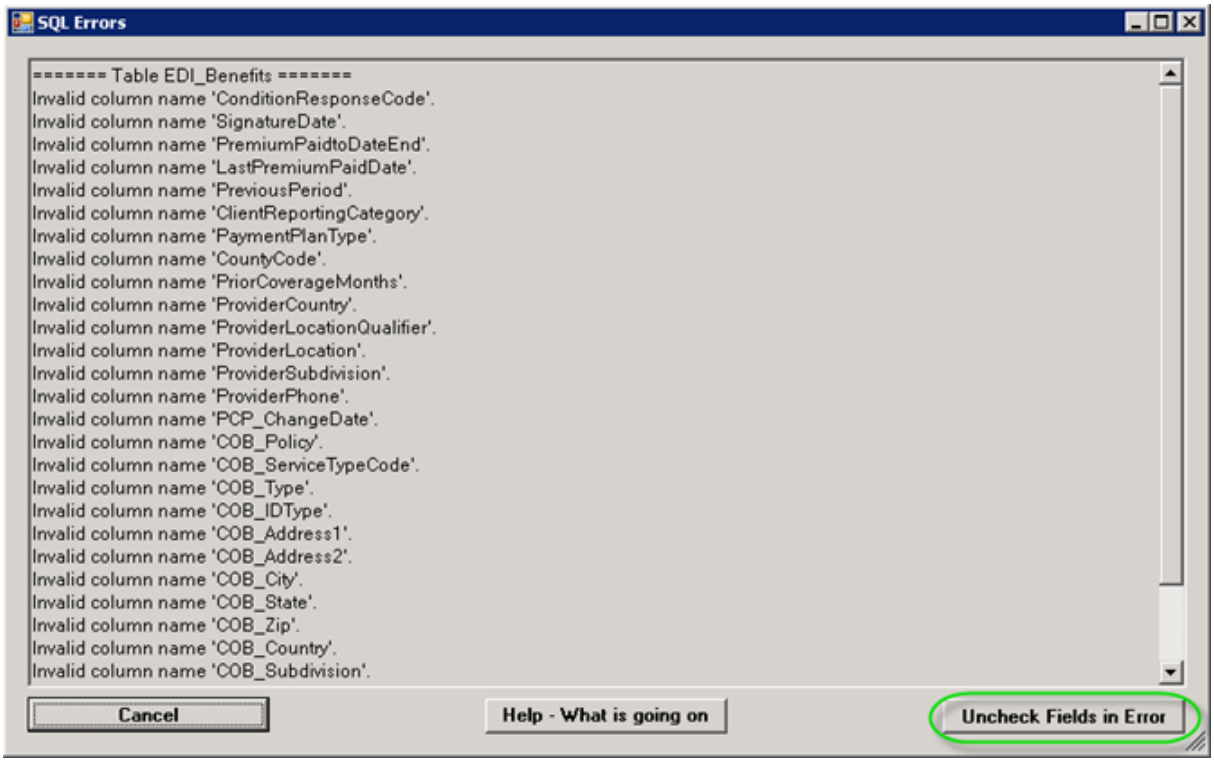
7.6 Troubleshooting

Errors while Configuring Database

Study the errors in detail and see what went wrong.

Fields do not exist

This error means the fields do not exist in the database that you specified.



The error screen you will see if the field selection contains non-existing fields

In our example, our best option is to click the "Uncheck the Fields in Error" button and return to the field selection screen.

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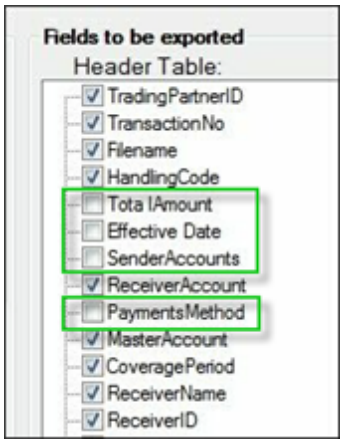
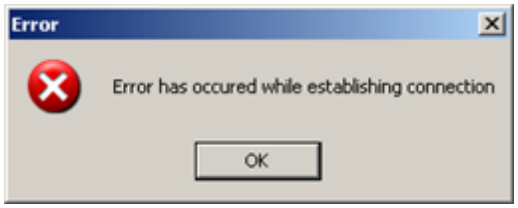


The fields in error are now unchecked

Error while establishing connection

If the ODBC connection is not set properly, you can receive an error message like this:



Errors while Data Export

When you start exporting claims into the staging tables, you might encounter errors at first. This usually results from table definition issues. The HIPAA Enrollment Master displays a detailed error message that tells you which claim failed, at what field and if applicable which line. This information should help you to troubleshoot the problems.

By carefully analyzing the message, you can clearly identify the problem and eliminate those errors quickly. Feel free to consult with support if you run into problems.

Below you can find a number of typical error messages.

Error writing to a table

Below is an error message. It tells that the Table **`EDI_Enrollment`** is missing the column "MaintenanceType."

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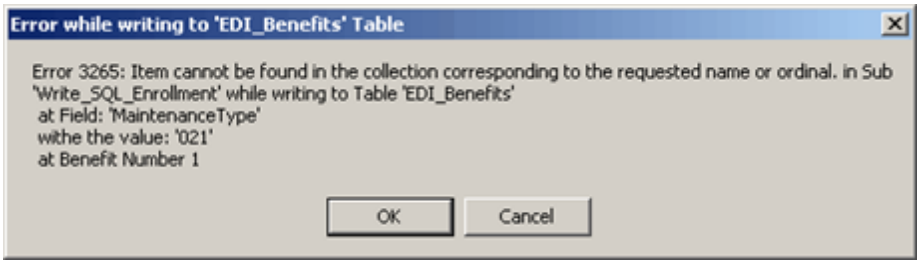
Error in the Header Table



Error in the Detail Table

Error: The data type in the target database does not allow certain characters or nulls

Error: The column width is too small for the data

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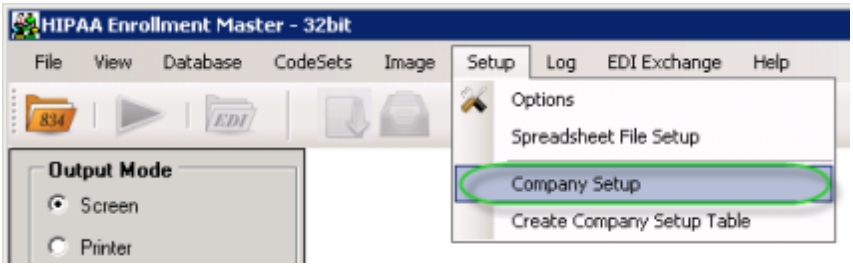
Chapter VIII

8 Creating 834 EDI Files

8.1 Setting up Company

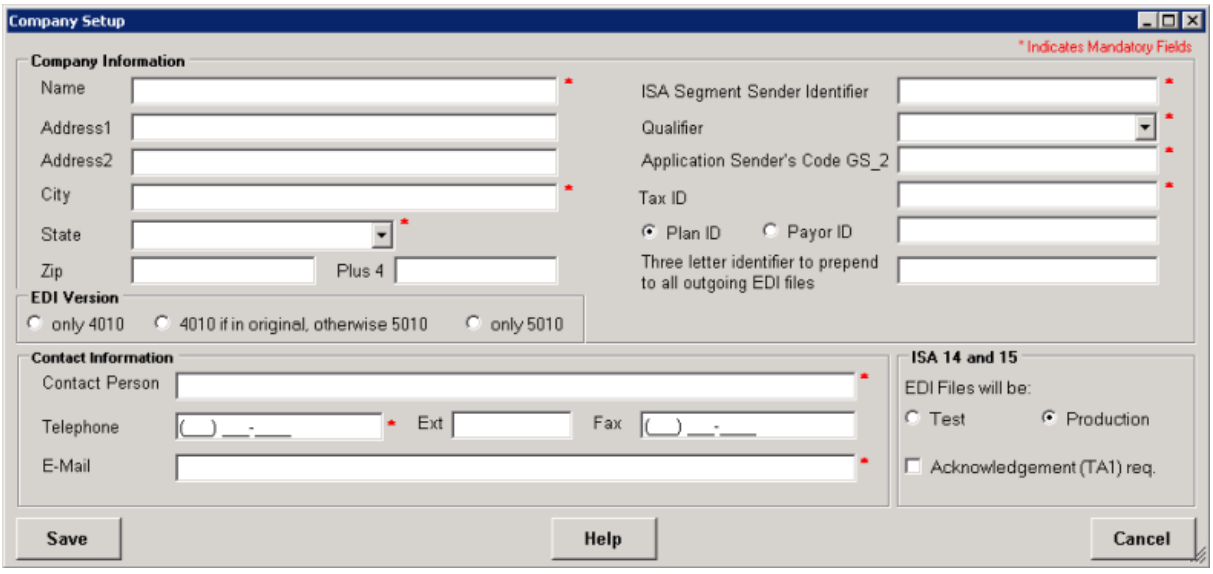
When you create EDI files there are a few elements needed to identify your company as the sender, the producer of this EDI file. For this matter we have the company setup screen. You can specify your company information and other setting related to your company in the HIPAA Enrollment Master's Company Setup.

1. To configure the program options, select *Setup* ▸ *Company Setup* in the main menu.



The "Company Setup" menu

2. The following screen will appear.



The "Company Setup" window

You can configure the following options:

- **Company Information**
- **EDI Version**
- **Contact Information**

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- **ISA 14 and 15**

Read the detailed descriptions further.

3. Once you have finished editing the options, click "Save."

The "Save" button

Company Information

- **Name** — Company name. Obligatory option.
- **Address 1**
- **Address 2**
- **City** — Obligatory option.
- **State**
- **ZIP** — Obligatory option.
- **ISA Segment Sender Identification** — Important option. It identifies your organization for all EDI transactions. Most commonly the Qualifier is "ZZ" and a free form ID up to 15 character. Obligatory option.
- **Qualifier** — Unique key to the trading partner database file. The qualifier has to be 2 bytes. Obligatory option. Approved qualifiers are:
  - 01 Duns (Dun & Bradstreet)
  - 14 Duns Plus Suffix
  - 20 Health Industry Number (HIN)
  - 27 Carrier Identification Number as assigned by HCFA
  - 28 Fiscal Intermediary Identification Number as assigned by HCFA
  - 29 Medicare Provider and Supplier Identification Number as assigned by HCFA
  - 30 U.S. Federal Tax Identification Number
  - 33 National Association of Insurance Commissioners Company Code (NAIC)
  - ZZ Mutually Defined

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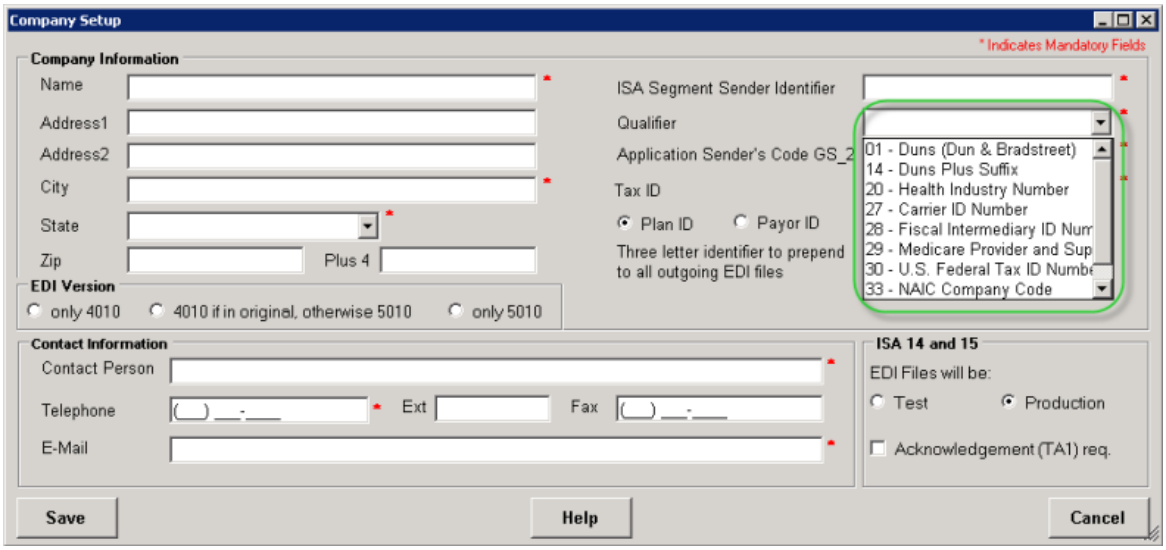

The "Qualifier" drop-down menu

- **Application Sender's Code GS_2** — The option represents the program or machine that created the file. Usually the same as the ISA Segment Sender Identification. You can select other ID if you need. Obligatory option.
- **Tax ID —** Obligatory option. Also called an Employer Identification Number (EIN).
- **Plan ID / Payor ID** — Fill in your Payer ID and Plan ID if you have one; this is only important for the 271 and 277 transactions. Optional setting.
- **Three letter identifier to prepend to all outgoing EDI files** — Optional setting. Makes your files easily identifiable.

EDI version

Specify EDI version:

- **only 4010**
- **4010 if in original, otherwise 5010**
- **only 5010**

Contact Information

The contact information goes into the PER segment of outgoing transactions:

- **Contact Person**
- **Telephone**
- **Ext**

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- **Fax**
- **E-mail**

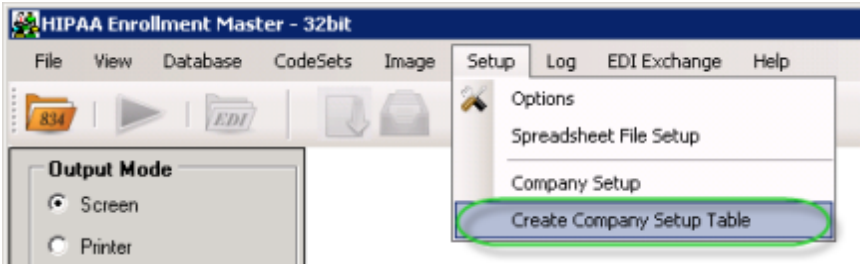
ISA 14 and 15

- **EDI files will be** — ISA element 14 determines if the resultant file contains test or production data:
  - **test**
  - **production**
- **Acknowledgement (TA1) req.** — ISA element 15 indicates whether you want a TA1 acknowledgement for files that you send out.

8.2 Creating Company Setup Table

You can create the Company Setup Table by following the steps below in the HIPAA Enrollment Master.

1. To configure the program options, select *Setup* ▸ *Create Company Setup Table* in the main menu.



The "Create Company Setup Table" menu

2. The following screen will appear.

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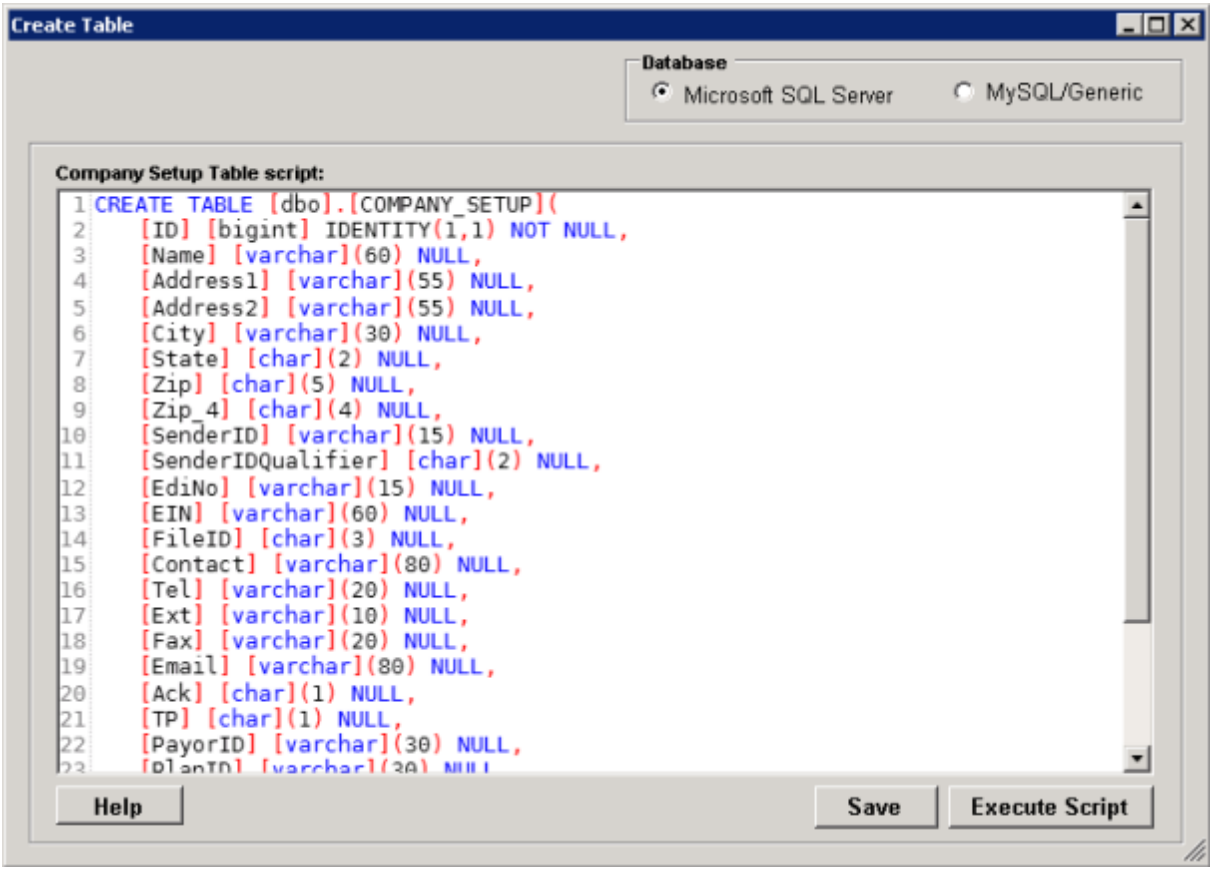

The "Create Table" window

3. This window allows you to edit, save and run the table scripts.
4. Define the following options:
   - **Database**
     - **Microsoft SQL Server**
     - **MySQL/Genetic**
   - **Company Setup Table Script** — SQL statements to create the Company table in your database.

> Tip: You can modify the scripts so that they run on your specific database.

5. Once you have you modified the script, click "Save."

The "Save" button

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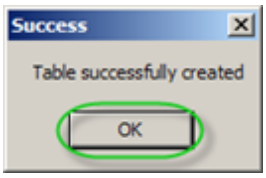
6. Click "Execute Script" to create the table in the database.

The "Execute Script" button

7. Once the table has been created successfully, you will see the following notification:



The success message

> **Warning: Executing the script will wipe out any previous table you have created. Remove the script files once you are satisfied so nobody can occasionally destroy the database table.**

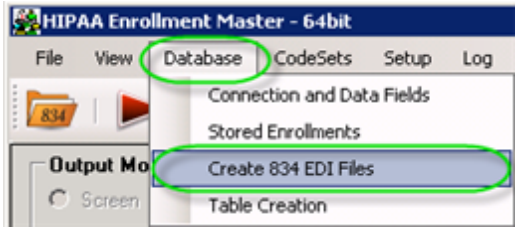
Make sure there are no any error messages for successful table creation.

8.3 Creating 834 EDI Files from the Attached Database

The HIPAA Enrollment Master has the capability to create 834 EDI files from the records in the attached database. In general, any enrollment record that has been imported by the HIPAA Enrollment Master can be exported as EDI file.

Records that have been added through other processes outside of the HIPAA Enrollment Master have to be vetted for completeness. One way to do this is to create the records and let the HIPAA Enrollment Tool generate the EDI file. Now you can test the EDI file for compliance with a free tool such as Softshare's EDI Notepad or full-fledged HIPAA compliance tools. If you use the EDI Exchange module, you can check outgoing EDI files on the fly and even withhold individual records that generate warning messages.

1. Select *Database* ▸ *Create 834 EDI Files* in the main menu.



The "Create 834 EDI Files" menu

Alternatively, access the "Stored Enrollments" window. For details, see Browsing Exported Data. Then click on the on the "Create 834" button.

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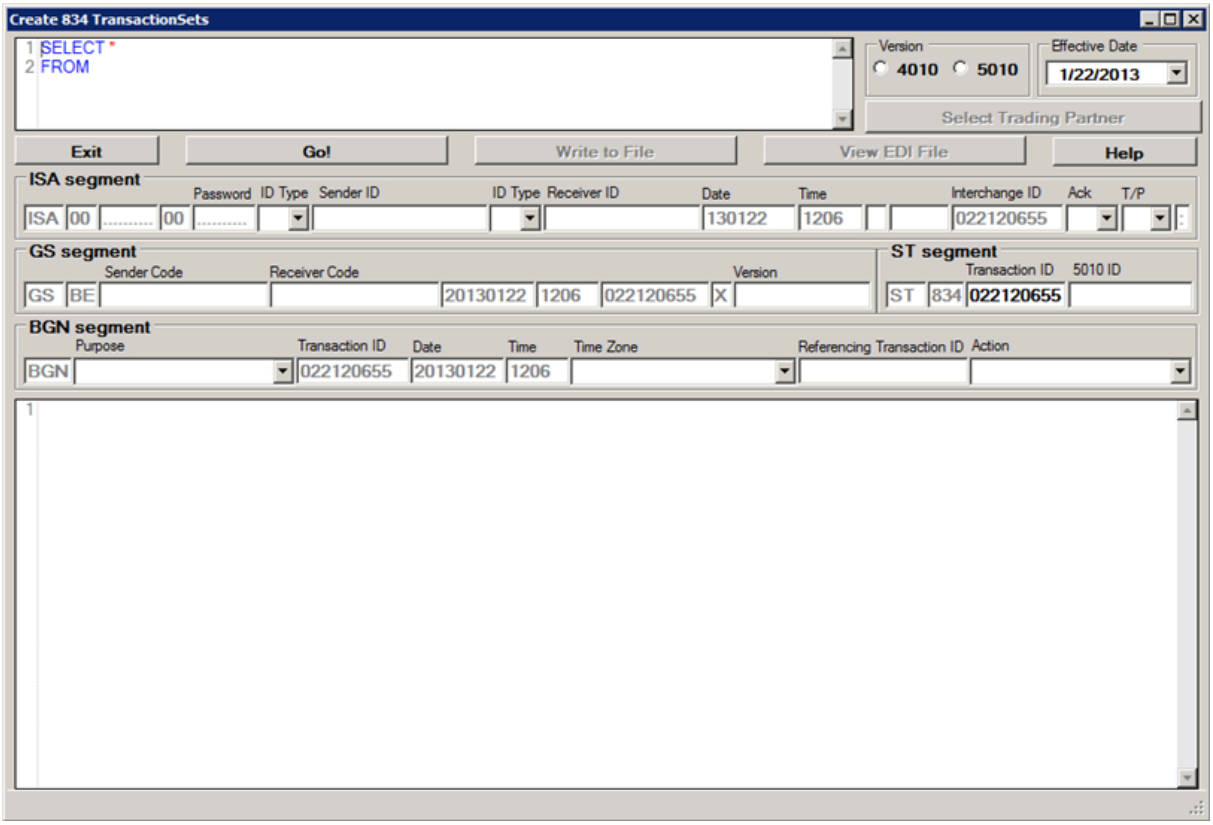
2. The "Create 834 Transaction Sets" window will be displayed.



The "Create 834 Transaction Sets" window

3. **Before starting, enter values into the empty fields.** The HIPAA Enrollment Master will store most of the values for later use. The next time you call up this screen, it will be completed.

4. On top we see the query. Here you can enter any query that you want or you use the query builder discussed before and carry the query over into this screen.

> Tip: Please, be reasonable, creating a file with many thousand records will take a few minutes.

5. The next block is concerned with the ISA Segment.

> Note: Some values are filled in and shaded out, they are created by the program. Other fields are blank and you have to fill them out.
>
> Note: Once you have filled the fields out, the program will remember your values. Next time you access the window, the program will repeat your last configuration.

- Sender ID Type, Sender ID — Your identifier. You can select "ZZ" and your name (up to 15 letters) or your tax ID, etc. Fill in the sender's ID qualifier and ID.
- Receiver ID Type, Receiver ID — An identifier that you can get from your trading

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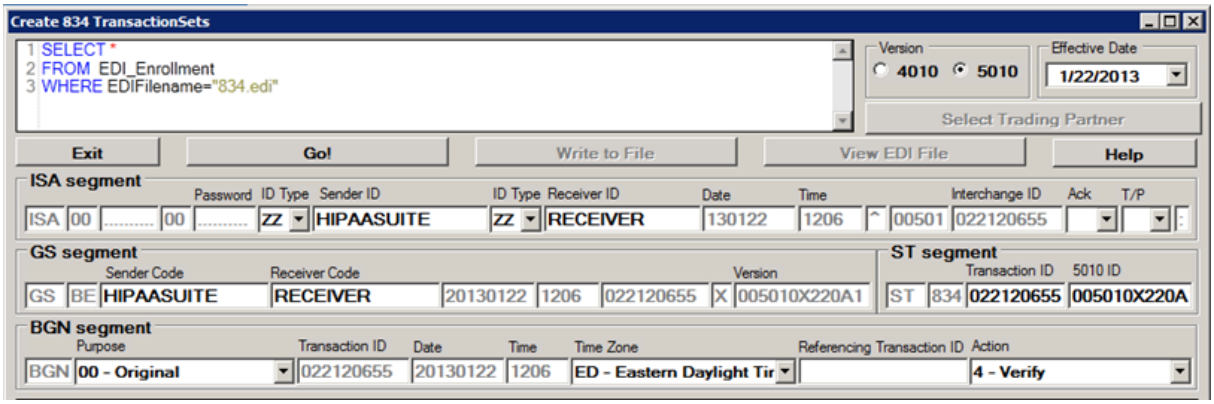
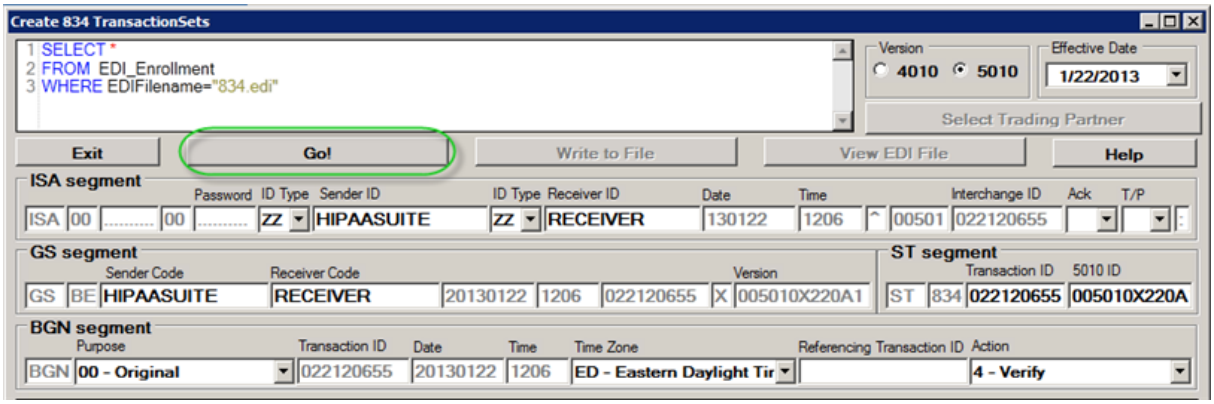
partner.

6. In the "GS Segment" add the following:
   - Sender Code — Repeat your sender ID from ISA_06.
   - Receiver Code — Your trading partner should tell you the Receiver Code. If you are in doubt, repeat "ISA_08."
7. For the "BGN Segment" fill out:
   - Purpose — The purpose code of this transaction.
   - TimeZone — Your time zone.
   - Action — The action code.
   - Referring Transaction ID — In rare circumstances the Transaction Id of another file that you want to refer to may be specified.
8. A properly filled out form looks like this:



The properly filled out screen to create a valid 834 file

9. Click the "Go!" button.



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10. You will see an error message when some information is still missing. The information you put in the screen is now saved for future transactions and will come up the next time you bring up this screen.

11. The EDI transaction is now displayed in the text box below.

The EDI transaction is displayed in the text window

12. The transaction exists only in memory. To save it to the disk, click on the "Write to File" button.

    A dialog box will pop up and ask you for a file name.

    Provide a filename and save the EDI file.

13. Now you can click on "View EDI File" to see it in the EDI editor. Read more in Using the EDI Editor.

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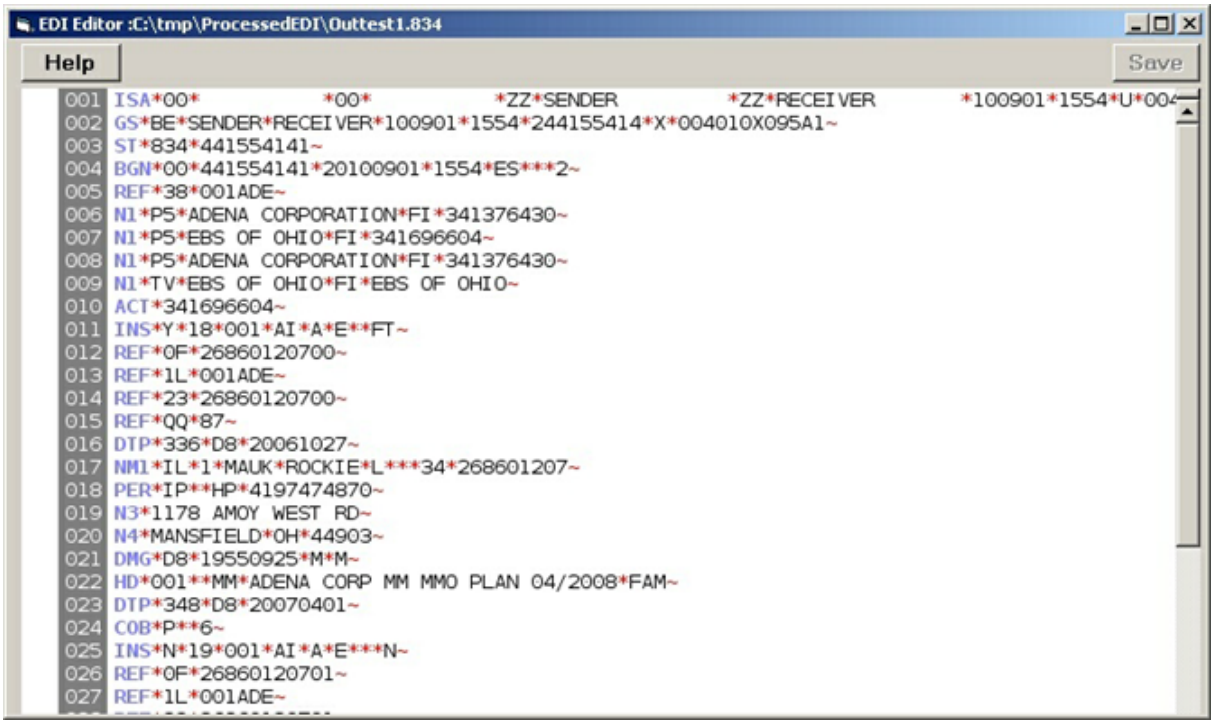

The newly created file in the EDI Editor

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Chapter

9 Automating

9.1 Using the Command Line Arguments 1 (CLI)

The first part is for those who don't not have the EDI Exchange module enabled!

In order to run the HIPAA Enrollment Master from the command line or have it invoked through another program, it is necessary to pass command line arguments to the program to instruct it to perform the desired tasks.

Command line arguments are separated by commas.

1. The first argument after the program name is the **file or directory** name where the source EDI files are located. The application automatically finds out if this argument is a file or a directory.
2. The second argument indicates the output option. Valid arguments are:
   - **P** - Printer
   - **A** - ASCII file
   - **E** - Microsoft Excel spreadsheet
   - **I** - TIFF or PDF image file. If "I" is used as an argument, the claim will be saved as a TIFF or PDF file.

     See Creating Image Files from EDI for details on how to set up the Image printing capabilities.

     Be sure that you have tested the Image printing, before trying the command line mode.
   - **X** - Database export

Example:

This example calls the HIPAA Enrollment Master's executable and gives a folder path as first argument and specifies database export(x) as second argument.

```
"C:\Program Files\HIPAAsuite\HIPAA Enrollment Master\HIPAAEnrollmentMaster.exe" C:
\Inbox\EDI,X
```

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Example 1 command entered to the Command Prompt

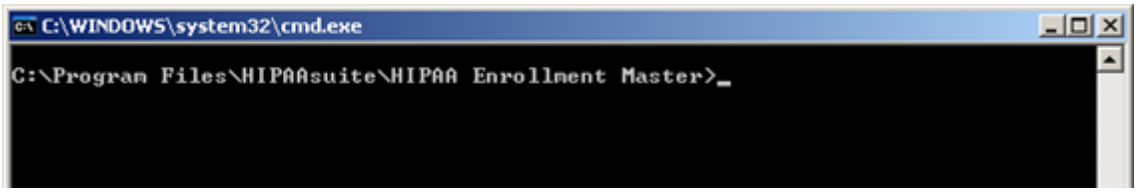
Using Command Prompt

Follow the instructions below to use the command-line arguments in Windows Command Prompt.

1. Start a Windows Command Prompt. Go to *Start* ▸ *Programs* ▸ *Accessories* ▸ *Command Prompt*.

   Alternatively, you can go to *Start* ▸ *Run* ▸ type "cmd" without quotes and press <Enter>.

2. Type your command and click Enter.



The Windows Command Prompt screen

The command returns a system code which is not displayed to the users:

- `-1` means error
- `0` means everything went okay

Testing the command line requires that you check the log (See Accessing Logs). In the log, you may see a message like following:

```
Processing of 'C:\EDI\Inbox\835' started at 3/12/2012 9:21:11 AM
               Printer is not found in system
               Processing stopped at 3/12/2012 9:21:11 AM
```

The log will help you to debug the command line.

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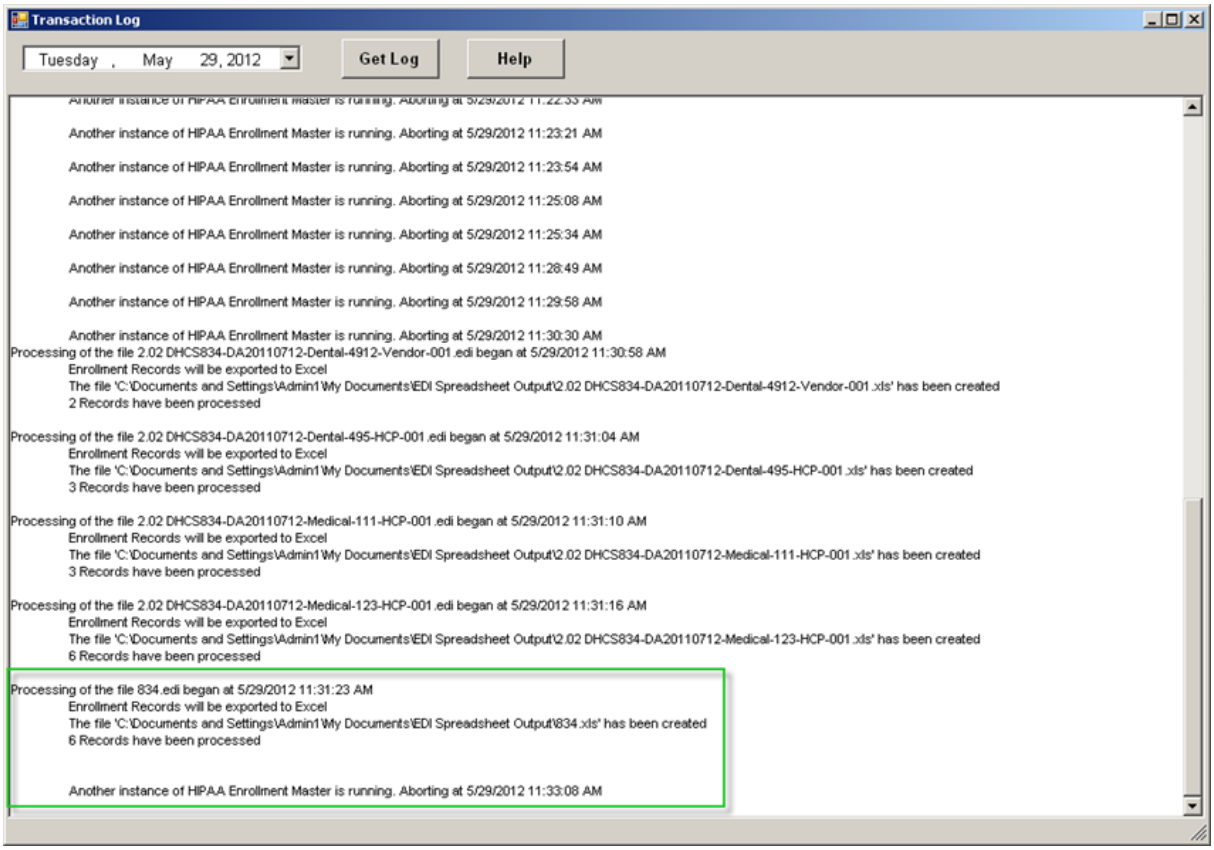

The "Transaction Log" window

9.2 Using the Command Line Arguments 2

The second part is for those who have the EDI Exchange module enabled!

If you have the EDI Exchange enabled, the command line arguments change.

If you are processing incoming files then you can put all new files in the Inbox subdirectory of your EDI file root. Now by using the single command line argument "Auto"

```
C:\Program Files\HIPAAsuite\HIPAA Enrollment Master>HIPAAEnrollmentMaster.exe Au
to
```

you will process every file in this inbox according to the setting you selected in the EDI Exchange --> Auto Process Setup. This includes any files in a Trading Partner's remote FTP server if FTP has been selected as a transfer method for that Trading Partner.

To set up EDI Exchange autoprocessing options, click on Autoprocess Settings under the EDI Exchange menu:

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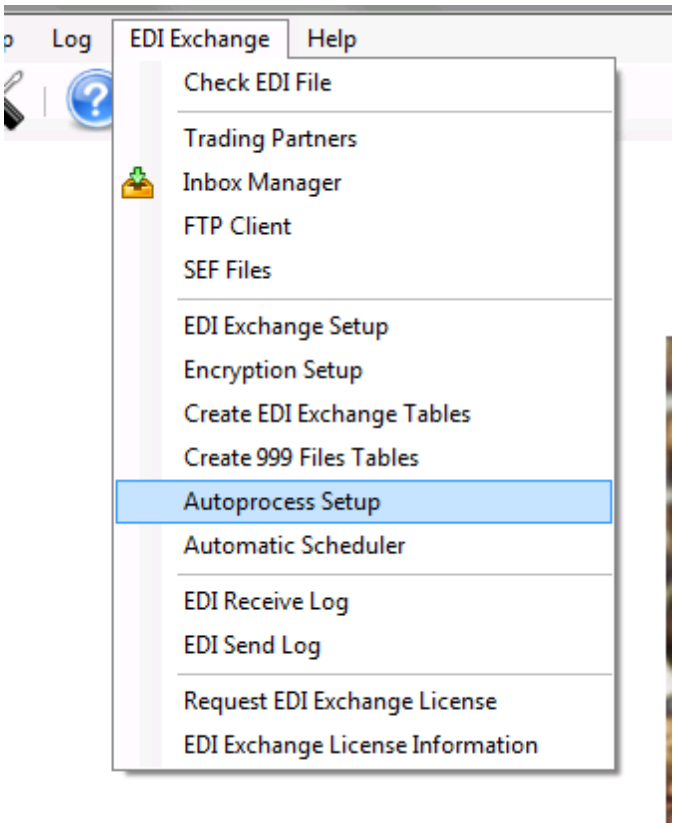
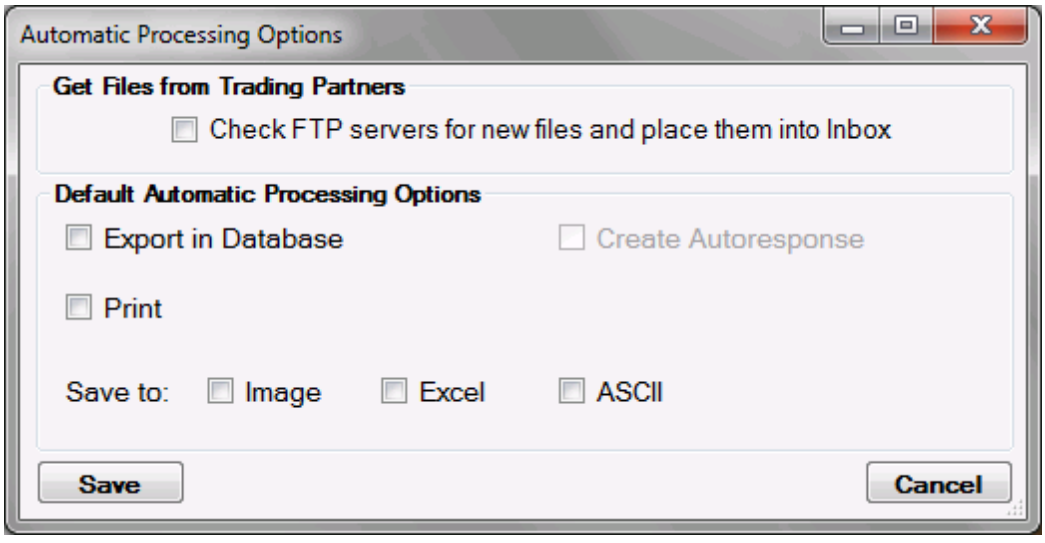


Opening the Autoprocess settings



EDI Exchange Autoprocess settings

9.3 Creating EDI Transactions from the Database

The arguments above are concerned with the processing of incoming EDI files. But the export of EDI transactions can also be automated and run through the command line.

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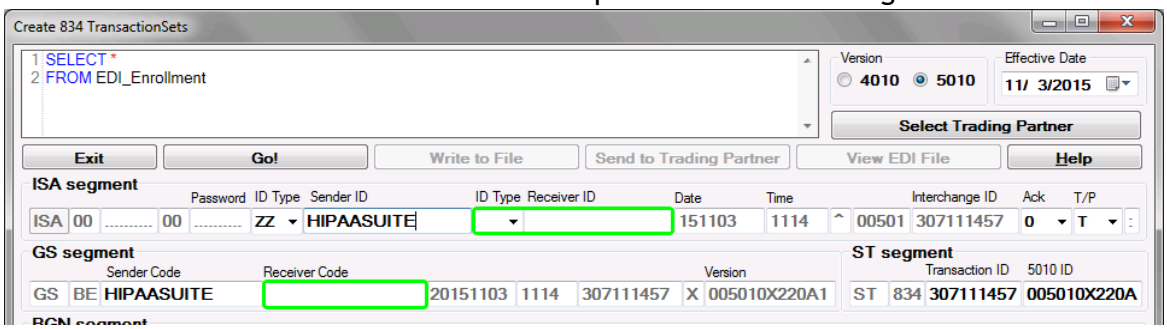
The syntax is as follows:

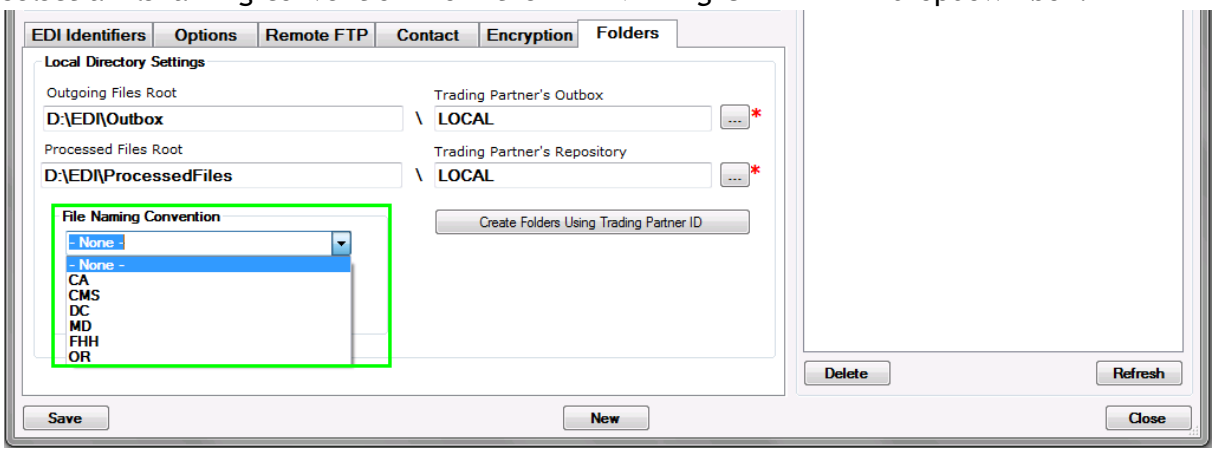
1. The first command is your SQL Query
2. **EDI**
3. The filename for the resultant EDI transaction is defined on the third place. If left blank, then the default path and filename will be used. If you just give a directory then the default file name will used in that directory.
4. The Trading Partner (optional). If omitted, the last trading partner used in the Create 834 screen will be used to fill the respective ISA and GS segments.



Create 834 screen. Emphasis on Trading Partner fields.

5. The Market Code (optional) for use with Health Insurance Exchanges - "IC", "IR", "SC", or "SR"

   If included, the Market Code will be in the resulting filename. For use with Trading Partners that expect specific filenaming conventions. To specify a filenaming convention, go to *EDI Exchange* ▸ *Trading Partners* and under the *Folders* tab select a filenaming convention from the *File Naming Convention* dropdown box.



6. Frequency (optional) - "D" or "M".
   The frequency will be included in the resulting filename. For use with Health Insurance Exchanges that expect a specific filenaming convention.

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> Tip: The application window must be closed. Otherwise the CLI commands do not run.

Example

This example issues a SQL query and gives the file name for the 834 file:

```
Select * from EDI_Enrollment where MemberFirstname='Frank', EDI, C:\Temp\file.834
```

CMD command to create a file using MemberFirstName = 'Frank'

The above command will create an 834 EDI file named "file.834" in the "C:\Temp\" directory using the results of the query "Select * from EDI_Enrollment where MemberFirstname = 'Frank'" and the last trading partner used to create an EDI file in the Create 834 window.

Example

This example issues a SQL query and specifies both a filename and Trading Partner ID to use:

```
Select * from EDI_Enrollment where MemberFirstName='Frank', EDI, C:\Temp\file2.834, LOCAL
```

CMD command to create a file using MemberFirstName ='Frank' and Trading Partner ID "LOCAL"

The above command will create an 834 EDI file named "file2.834" in the "C:\Temp\" directory using the results of the query "Select * from EDI_Enrollment where MemberFirstName = 'Frank'" and the Trading Partner with ID = 'LOCAL'.

Troubleshooting

The HIPAA Enrollment Master logs any use of the command line options and the reason for a missing or incorrect EDI file can be discovered through it. For example, if the query yielded no results, the log entry would look similar to the following:

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EDI creation started at 11:43:32
SQL Query: "SELECT * FROM EDI_Enrollment"
Found no records.
Processing ended at 11:43:36

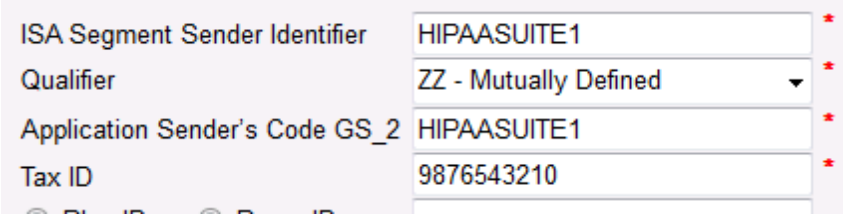
No results from query

A misspelled Trading Partner ID or a correct ID for an inactive Trading Partner will also log an error in creating a file.

9.4 Changing the Default Company

The default company is the identity you assume as the sender when creating EDI files. This affects the ISA, GS, and NM1 sender segments. A single entity may have a need to act as multiple sender identities and so has a need to change the information in the EDI envelopes.

The default company can be changed using command line arguments, affecting the ISA and GS sender ID segments.

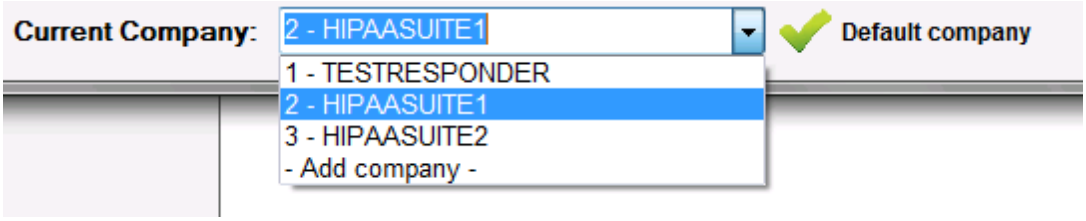


Sender ID segments in Company Setup

To change the default company, a single argument is needed. "**Setcompany**" followed by the company ID of the company you wish to set.

```
"setcompany <ID>"
```

The Company's ID in this case is not its EDI identifier, but the value of the ID row in the COMPANY_SETUP table. It can also be found in the Company Setup window:



Company selection in Company Setup

Example

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The command argument **setcompany 3**

```
C:\Program Files\HIPAAsuite\HIPAA Enrollment Master>HIPAAEnrollmentMaster.exe se
tcompany 3
```

will set the default company to ID = 3, which is HIPAASUITE2 in the example picture above. The log entry for this command will be

```
Set default company with ID 3
        Company # 3 is set as a default company
```

Excerpt from log. Default company changed.

9.5 Running the Application via Scheduler

The HIPAA Enrollment Master can be automated through a scheduler. A scheduler is software that can be programmed to execute a certain task at a certain time repeatedly. Windows has such a scheduler built in.

The Windows scheduler can be used to let the HIPAA Enrollment Master execute in regular intervals without user intervention. Usually one would let the HIPAA Enrollment Master scan a directory and then print, create image files or export the data and remove the files to prevent duplicate processing.

Use the command line with the appropriate options as described in Using Command Line Arguments (CLI).

> Note: Please consult Windows help files for further information on setting up the scheduler.

1. If the task scheduler is installed on your system, you will find it in the Administrative Tools menu. To open the Task Scheduler, click *Start* ▸ *Aministrative Tools* ▸ *Scheduled Tasks*.

> Note: In different Windows versions, the way to access the Task Scheduler can differ. Consult your Windows version documentation.

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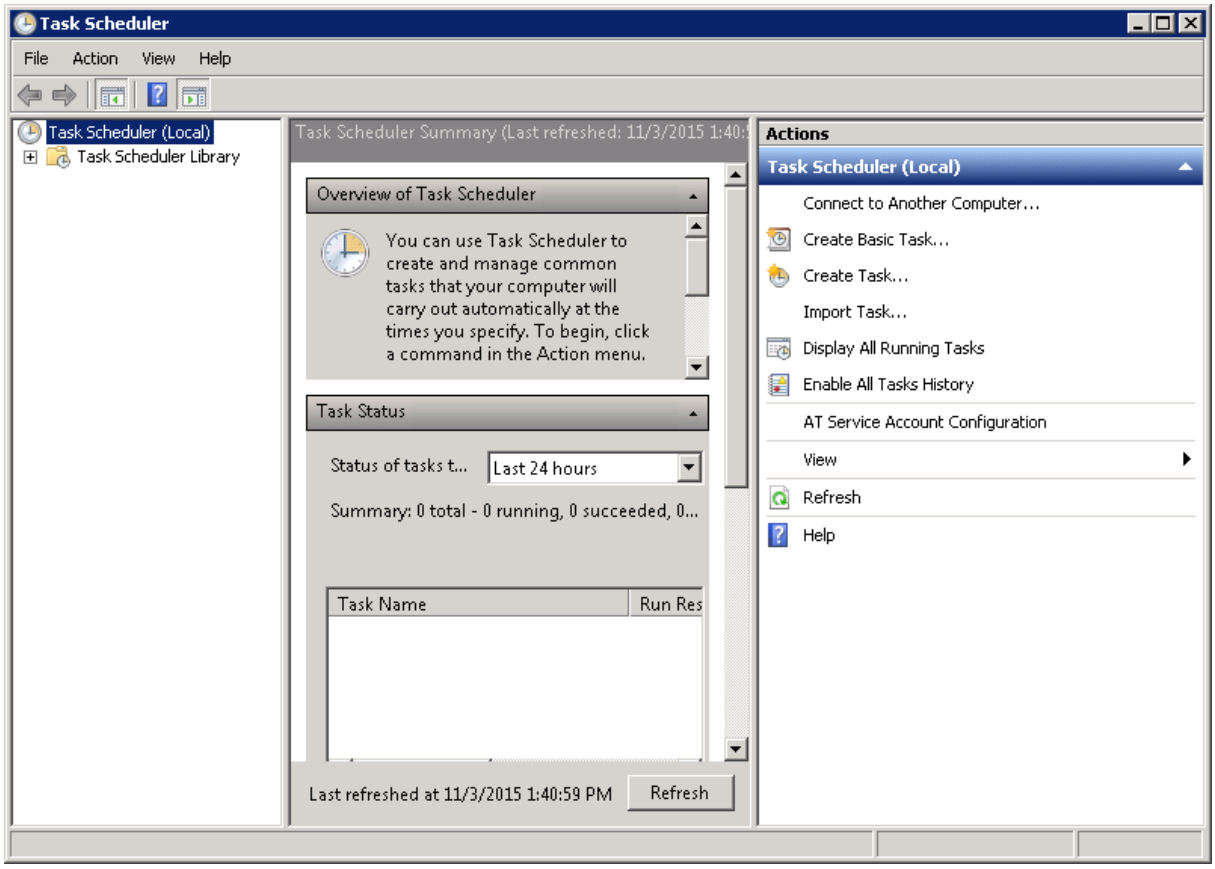

The Windows Task Scheduler

2. Click on "Create Basic Task" in the Actions menu and the "Create Basic Task Wizard" will guide you through the setup process.

3. Fill in a name and description for the new task.

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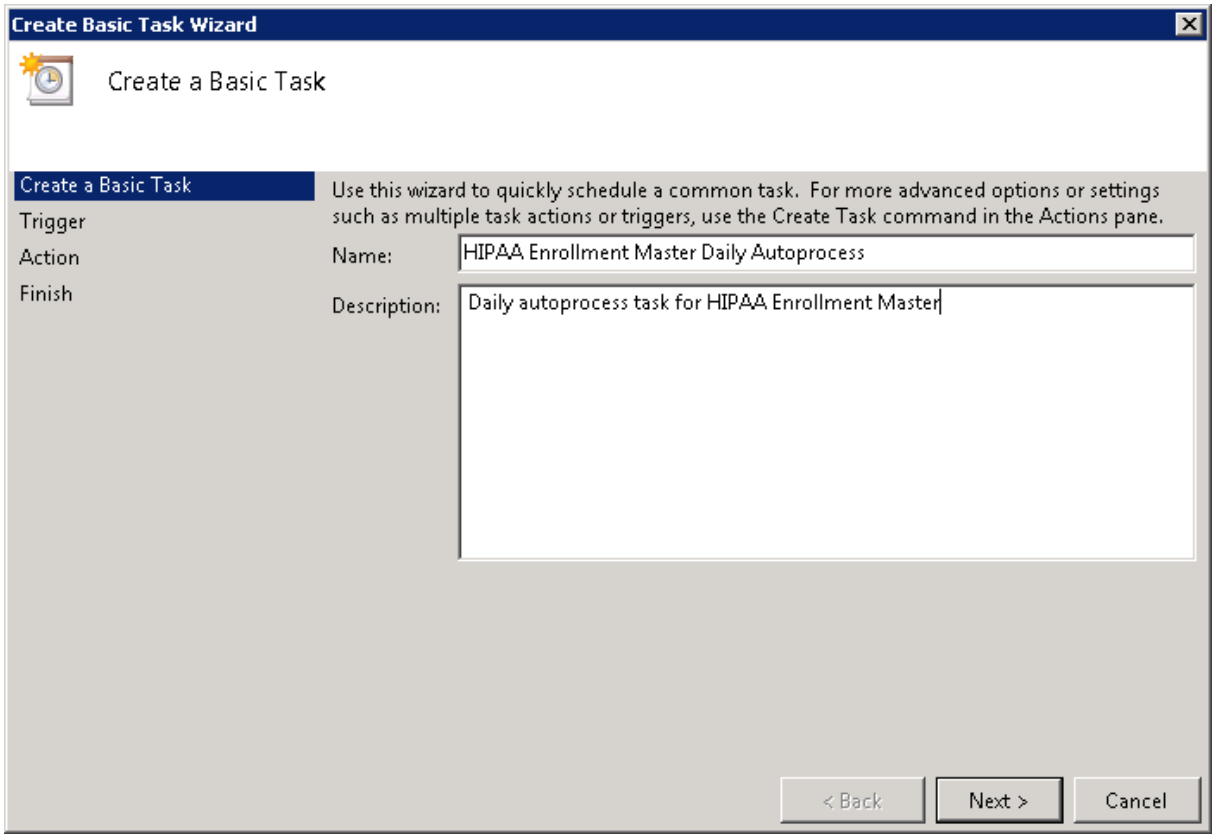

The "Create Basic Task Wizard" window

4. Set the Task Trigger to the desired repetition interval.

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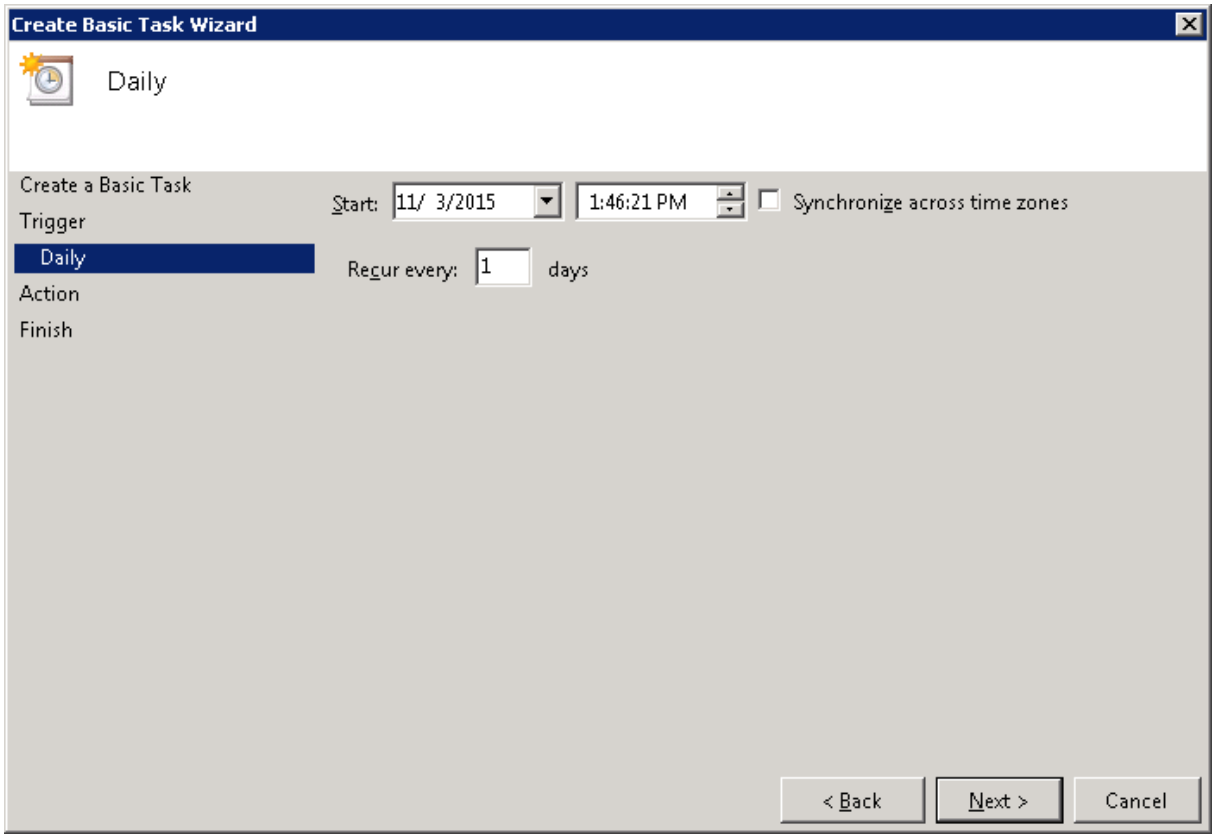

Setting a time interval

5. Select the "Start a Program" action.

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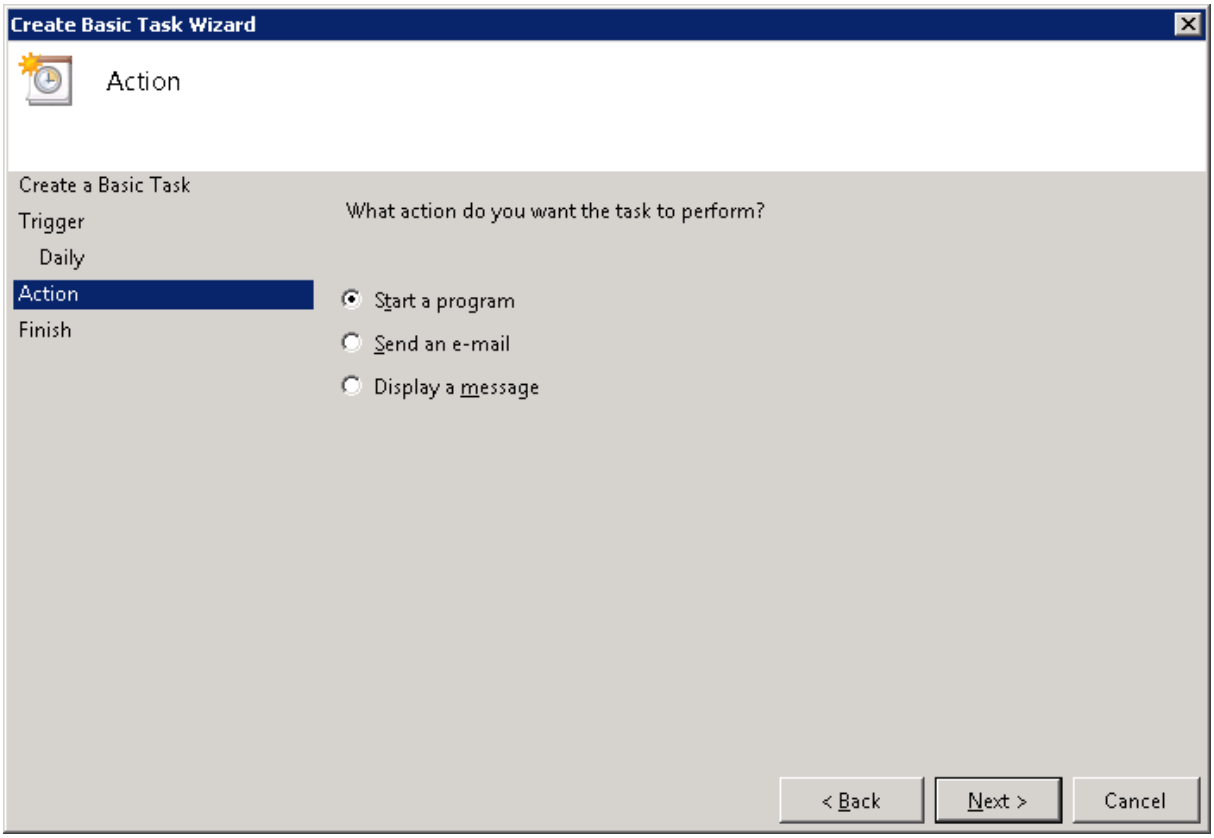

Selecting an action

6. Select the HIPAA Enrollment Master and type in your desired command line arguments. The default location for the HIPAAEnrollmentMaster.exe executable file is "C:\Program Files\HIPAAsuite\HIPAA Enrollment Master\".

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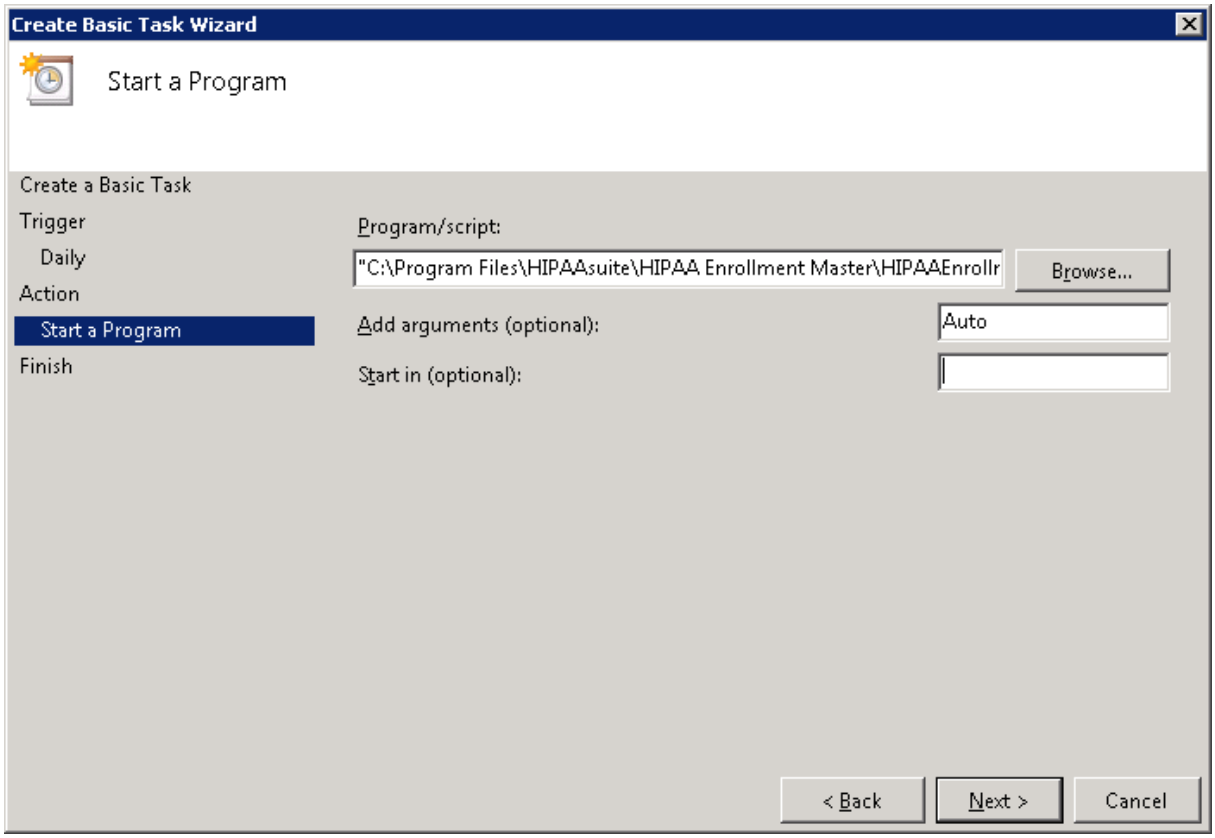

Selecting the executable and command line arguments

7. In the last screen, make sure you have specified all data correctly. Click "Finish" to save your task.

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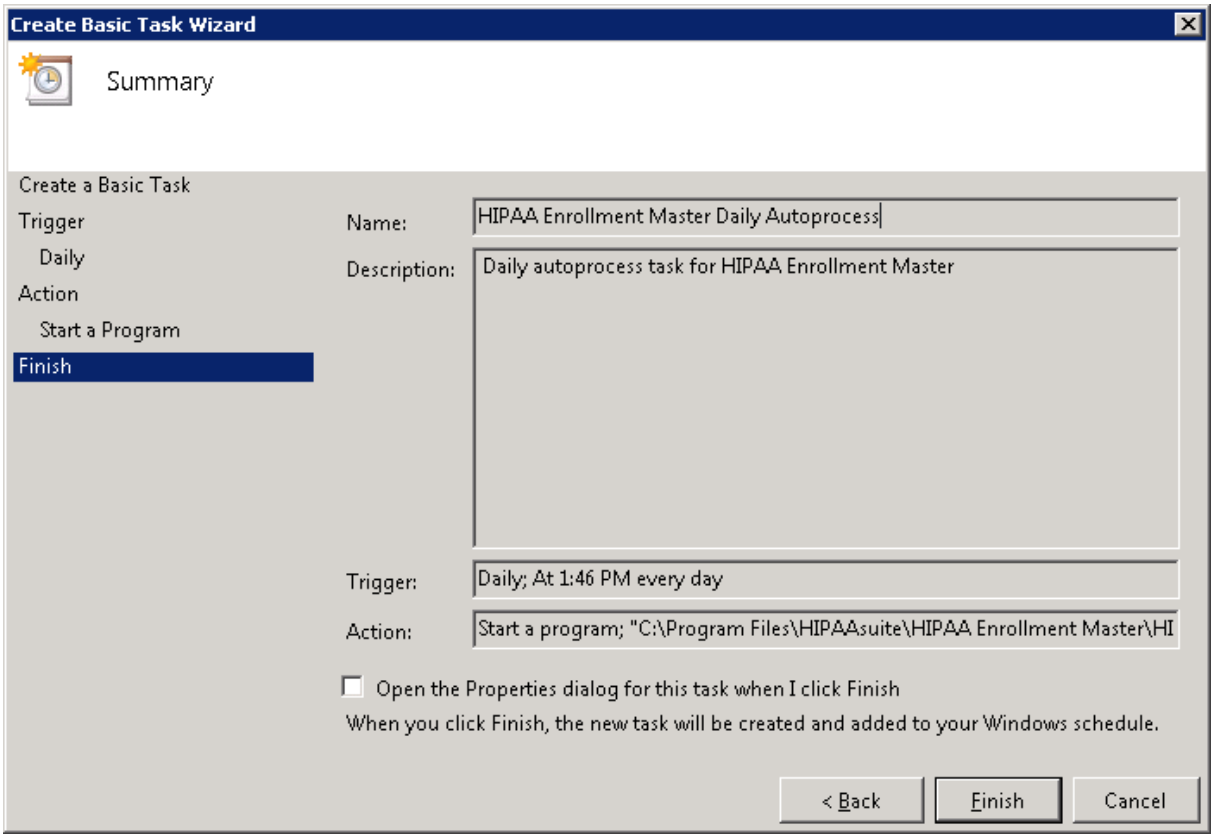

Summary window

8. The scheduled task has been added to the system. You can now edit the task by right-clicking it and selecting "Properties" from the context menu. Here you will be able to specify additional parameters for the scheduled file, such as what user account to use to run the executable and to run only when the computer has been idle for a set amount of time.

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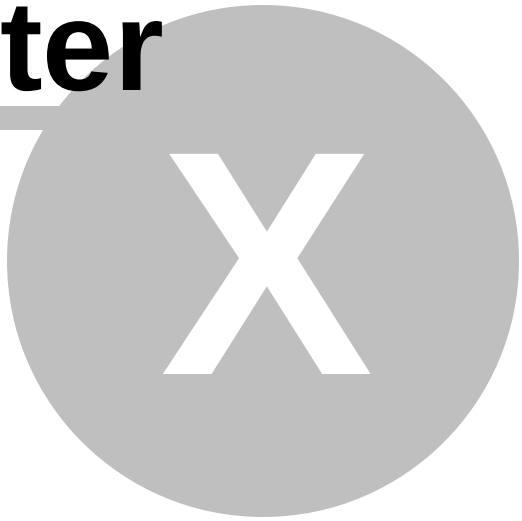
Chapter



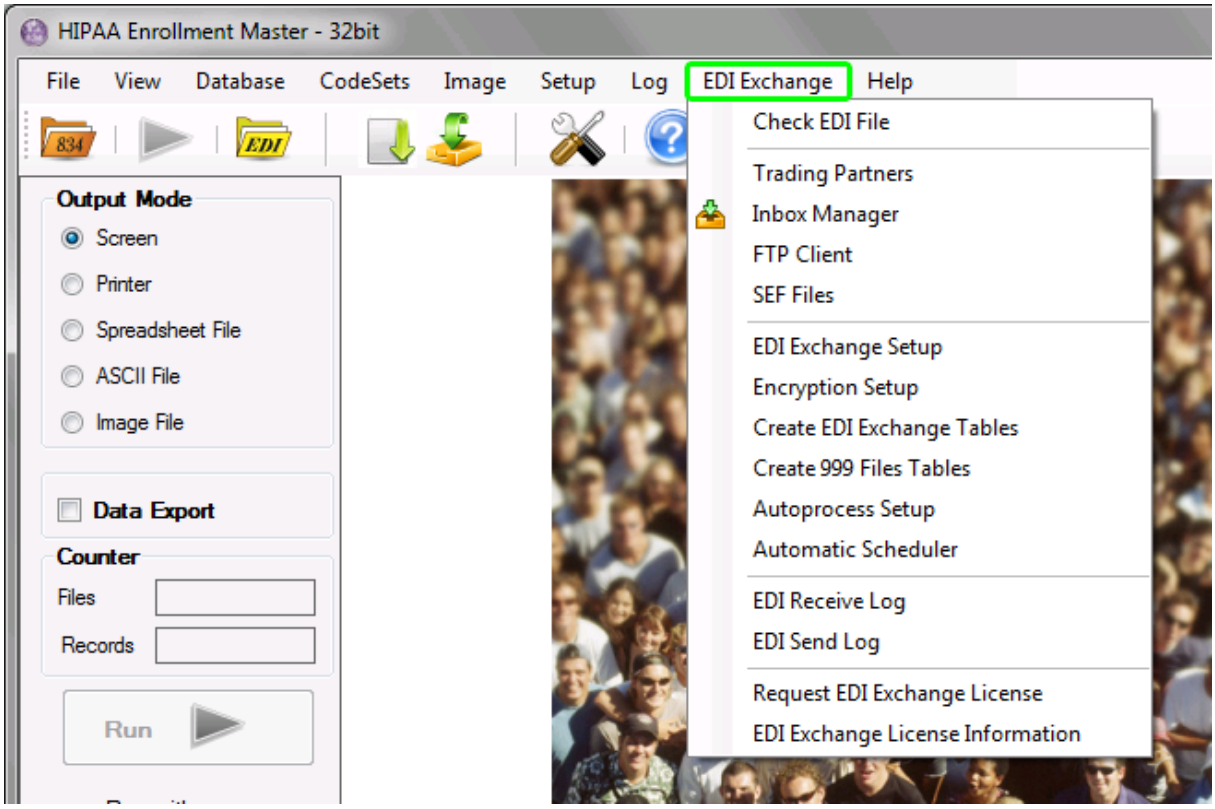
10 EDI Exchange

10.1 Getting Started

10.1.1 About EDI Exchange

EDI Exchange is a module available in most HIPAAsuite EDI applications. It is an option that you can purchase for an additional cost. Some of our products, such as HIPAA Claim Master, process EDI files but do not receive or send EDI files to and from your trading partners. EDI Exchange is created to do that. EDI Exchange is designed for those organizations that have a large volume of EDI files, need more order and automation and adhere to tougher compliance rules. The EDI Exchange is an EDI pre-processor that handles FTP transport, encryption, HIPAA compliance check, trading partner management, etc. Outgoing EDI files can be checked for compliance; individual records that do not pass the check can be withheld.

HIPAAsuite products with EDI Exchange module have a main menu item called "EDI Exchange" with sub-menus to call the module's functions.



The "EDI Exchange" menu in HIPAA Enrollment Master

EDI Exchange performs the following functions:

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- **Trading Partners Management** — The following Trading Partner's parameters can be stored and transparently managed with the help of EDI Exchange: name, address, EDI identifiers, delivery methods, encryption parameters, FTP servers, CORE-Compliant server addresses and credentials, communication numbers and folders to keep files separated, special requirements specific to this trading partner. Read more in Setting up Trading Partners.
- **File Transport** — EDI Exchange has a built-in FTP client that can securely connect to your trading partner's FTP servers. If you employ your own FTP server, you can utilize the folder structure that EDI Exchange uses to manage incoming files, users, home directories and permissions so that your Trading Partners can drop off and pick up EDI files. Supported are:
  - **Simple FTP**
  - **FTP Secure**
    - **Implicit FTPS**
    - **Explicit FTPS**
  - **Secure Shell FTP or sFTP**

  Read more in Using FTP Client.
- **Encryption** — Many healthcare-related companies use encryption to cloak the content of their EDI files. The prevalent method of encryption is **PKI** (Private Key Infrastructure) that uses the product of two incredibly large prime numbers as cipher. EDI Exchange supports **PGP** (Pretty Good Privacy), the leader in PKI products as well as the open source **GPG** project with its Windows sub project PGP4Win. Both are implementations of the same encryption mechanism. Read more in Using Encryption.
- **File Management** — EDI Exchange uses a clear directory structure to store EDI files. The structure is based on root directories for incoming files, outgoing files, processed files and suspended files. Below these root directories, there are subdirectories for each trading partner and then each transaction set. Read more in Defining Root Directory and Initializing EDI Exchange.
- **EDI Compliance Check** — EDI standards are strict and precise; adherence to the standards is very important so that any organization can work with them regardless of their backend system software. EDI Exchange has a built-in compliance engine that checks incoming files for compliance. The engine also generates a report listing each problem with the exact location. Outgoing EDI files can also be checked and you have an option to withhold individual records that violate the rules. Read more in Checking EDI Files.

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- **EDI Control for Transactions** — The EDI protocols have a few supporting transaction sets that are useful to the smooth functioning of EDI exchanges. They provide the sender with an instant feedback on receipt. The following transaction sets are available:
  - **TA1 Acknowledgment**
  - **997/999 Functional Acknowledgment**
  - **277U/277CA Unsolicited Claim Status Response** (in case of Claims)
- **Logging** — EDI Exchange has several logs that are instrumental to keep processing in order and allows to forensically investigate mishaps. There are three logs in EDI Exchange:
  - **Incoming file log** — See Accessing EDI Receive Log.
  - **Outgoing file log** — See Accessing EDI Send Log.
  - **Daily transaction log**

10.1.2 Requesting EDI Exchange License

If your trial has expired, you can request an extension to the trial.

If you purchased the product and need a final license key, you should request an EDI Exchange license.

Follow the instructions below to request a trial or final license key.

1. Select "Request EDI Exchange license" under the "EDI Exchange" menu item.

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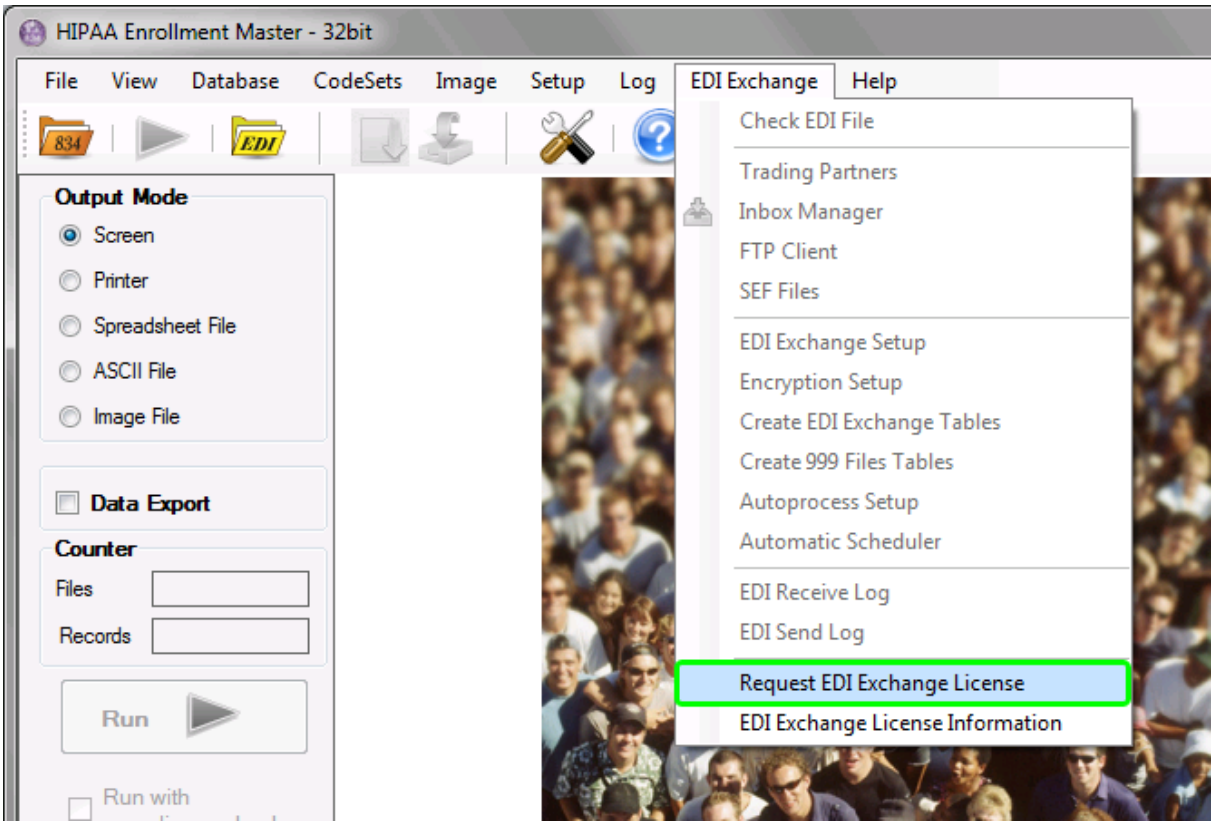
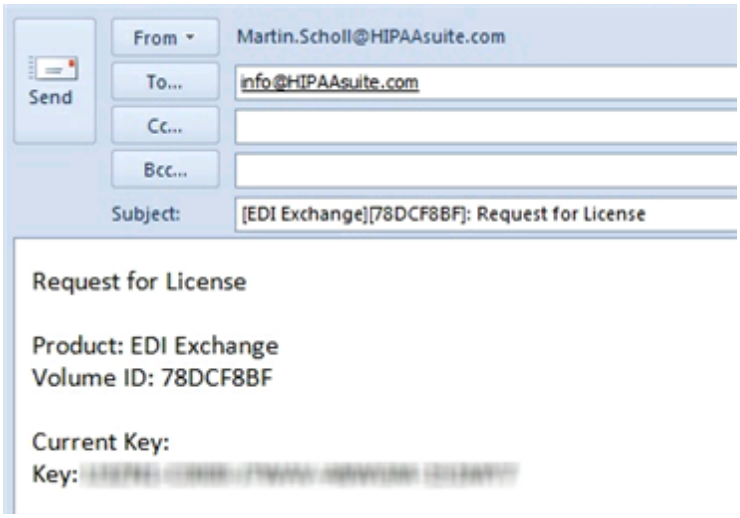


A menu item to request a license key

2. Once you have clicked this menu item, your default email application appears. In our case, it is Microsoft Outlook. All information necessary to produce the key is automatically filled out.



Email message created by EDI Exchange

3. You can add a trial extension or a final key after purchasing or relocating the

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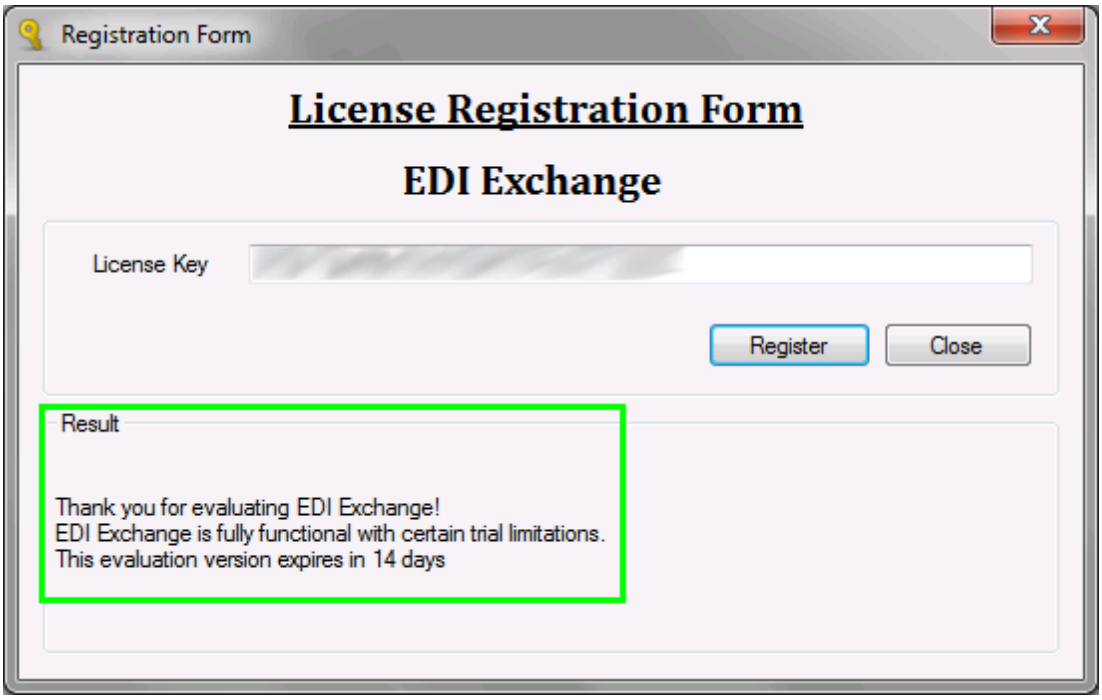
software.

Once you receive the response with the key for EDI Exchange, you can bring the "Registration Form" screen up again and click on "Register". Enter the key to unlock EDI Exchange. In the Result area, you will see that EDI Exchange has been registered.



Entering the license key

10.1.3 Registering EDI Exchange

EDI Exchange is licensed separately from the host application, HIPAA Claim Master, for example. The reason is that EDI Exchange will work on all HIPAAsuite Products that are installed on your particular computer. For example, if you have HIPAA Claim Master and HIPAA Enrollment Master licensed, only one license of EDI Exchange is needed and the module will work across two products.

When you first install a HIPAAsuite product of your choice, a 15-day EDI Exchange trial is included. Once the trial expires, EDI Exchange loses its functionality. The menu items under "EDI Exchange" become disabled except the last ones that allow you to license and enable the product.

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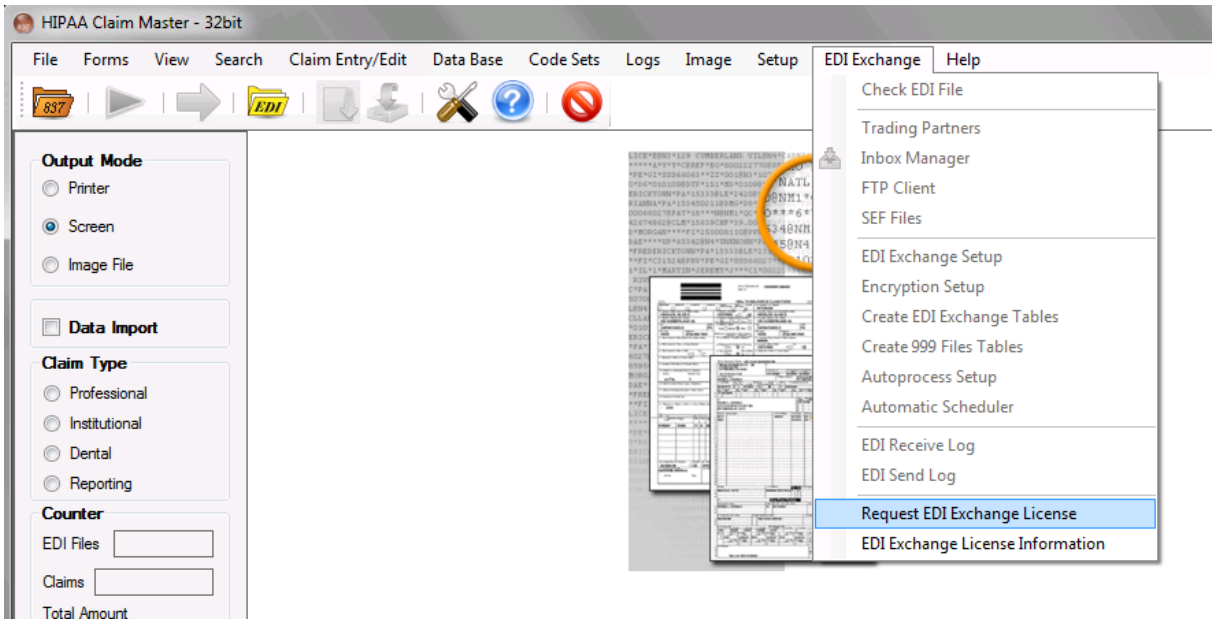
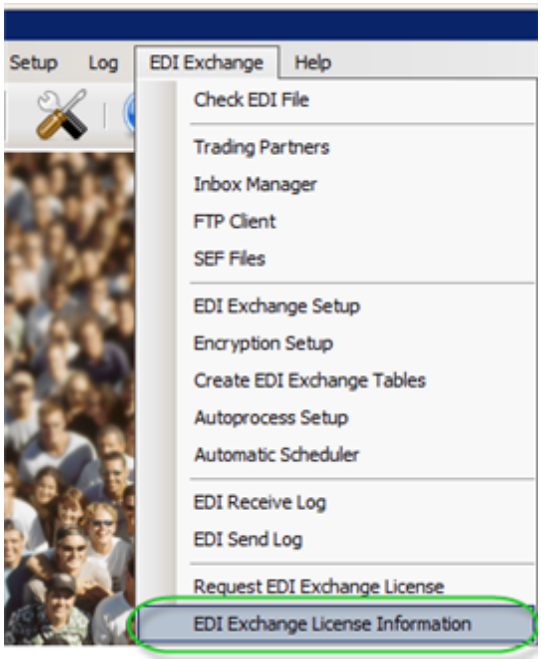


The "EDI Exchange" menu with menu items disabled

You can register the product by clicking on the "EDI Exchange License Information" option under the "EDI Exchange" menu.



"EDI Exchange License Information" option under the "EDI Exchange"

Then the license screen appears. In the lower left corner you can find the unique registration number needed to create either trial extensions or final licensing.

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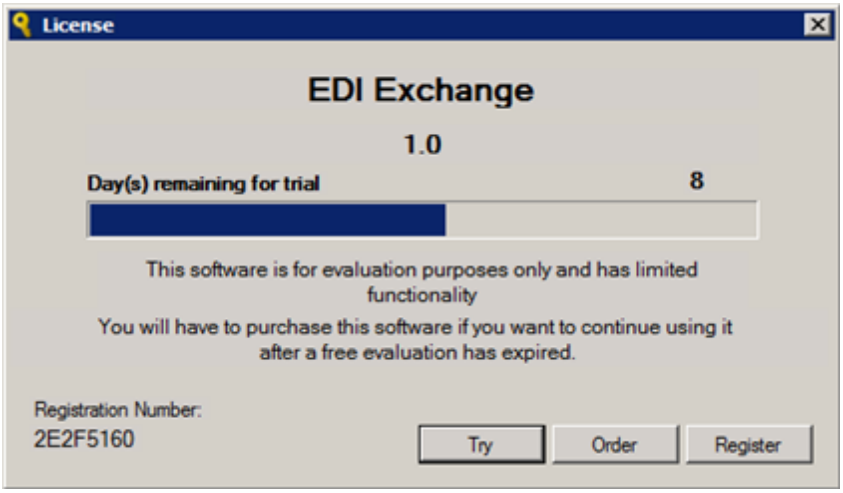
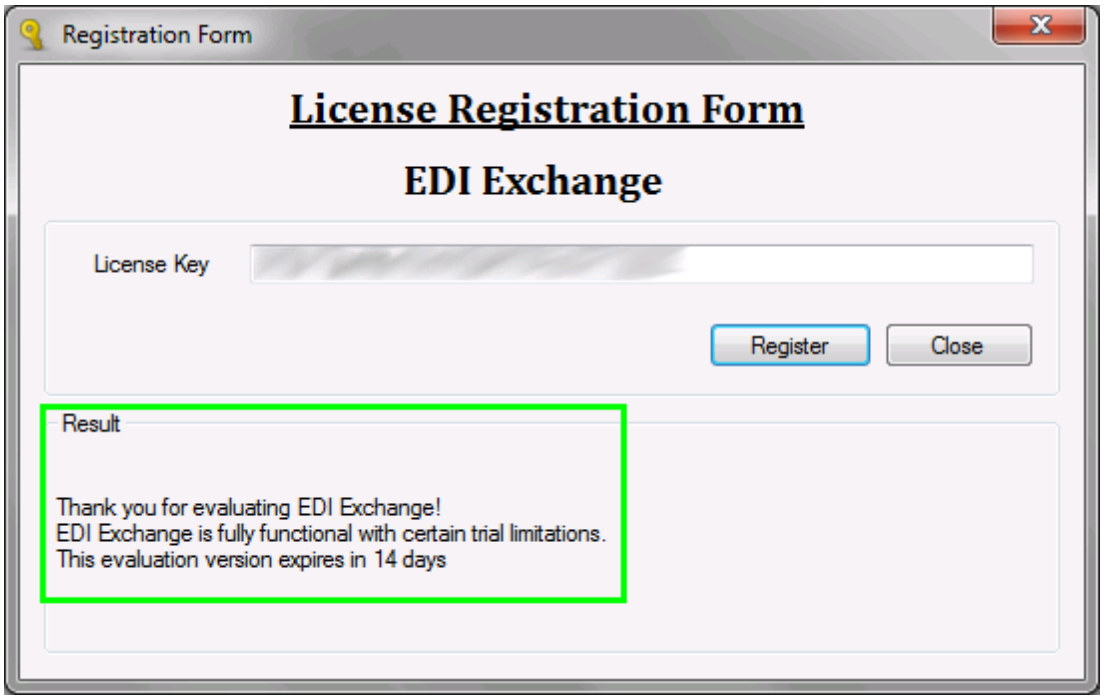


The license information screen

Once you click on "Register," you can enter the license key that you have previously received via email from us (see Requesting EDI Exchange License.) Click on "Register" and you will see the registration message in the "Result" area.



Extending the trial by entering a license key

Close the "Registration Form" and continue using the EDI Exchange.

10.2 Configuring EDI Exchange (Obligatory Settings)

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10.2.1 1 Setting up Database Connection

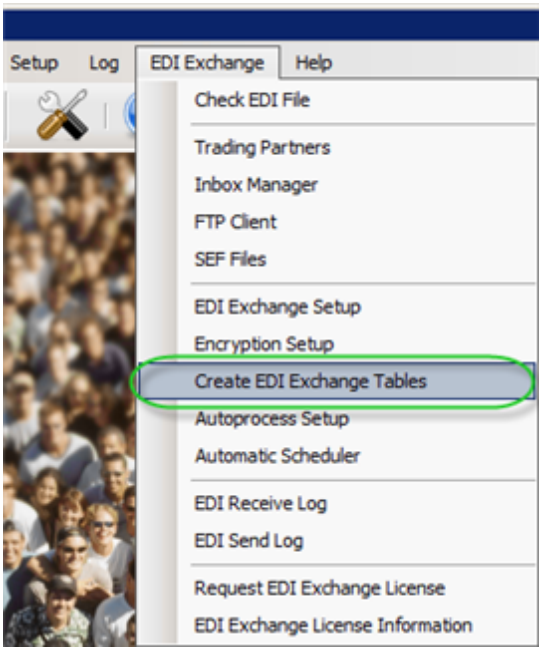
EDI Exchange work is based on the database connection that you define under *Database ▸ Connection and Data Fields* in the main menu of the HIPAA host application. Make sure the connection has already been set up and tested before proceeding with EDI Exchange.

Then proceed to the next step: Creating Database Tables.

10.2.2 2 Creating Database Tables

Once you have configured the database connection (Setting up Database Connection), follow the instructions below.

1. Select *EDI Exchange ▸ Create EDI Exchange Tables* in the main menu.



The menu item to create the necessary tables.

2. The "Create Tables for EDI_Exchange" screen will appear. Table creation and/or modification for your database is handled here.

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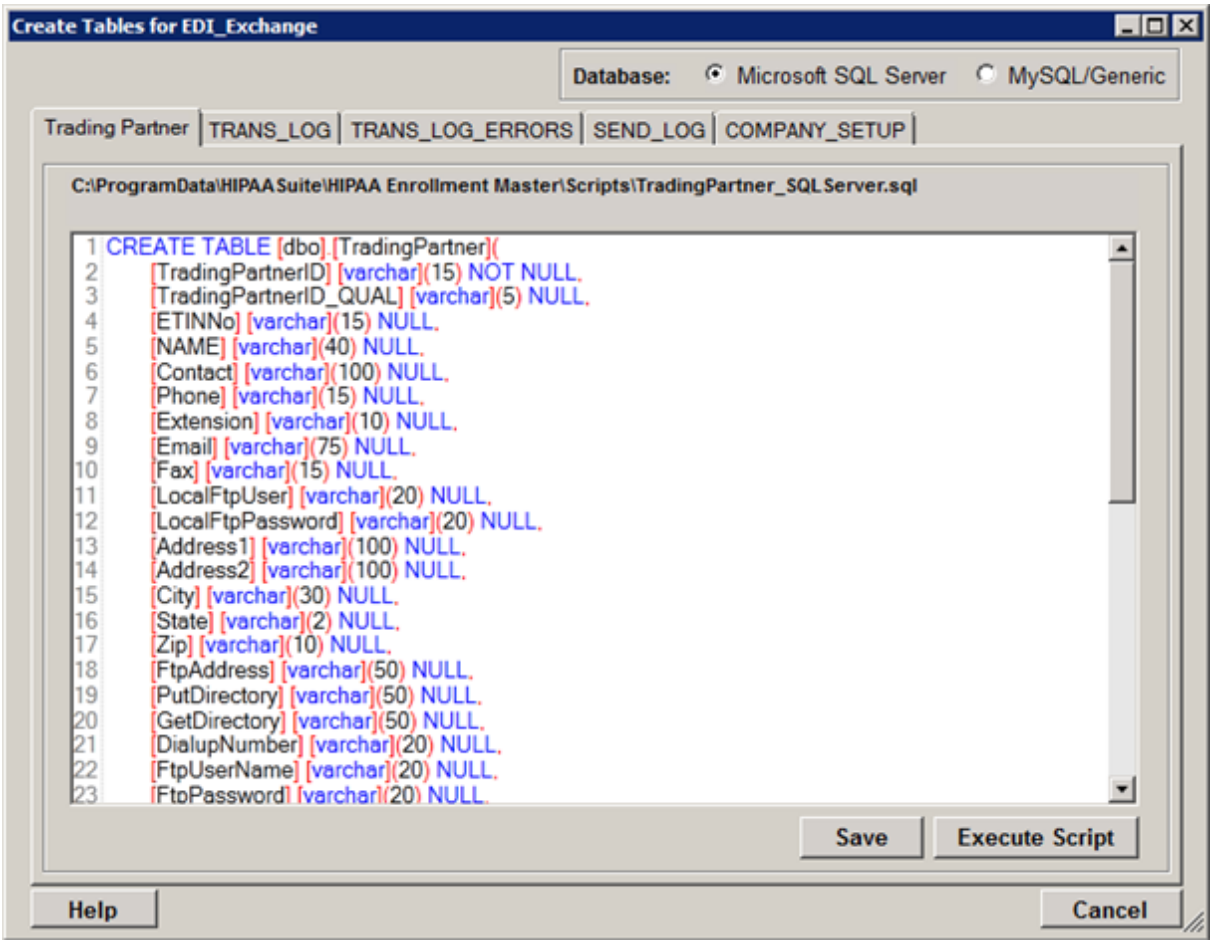

The screen to create the tables

3. Select the database type you use for your host HIPAA application.
   - **Database**
     - **Microsoft SQL Server** (SQL Server 2008 and above)
     - **MySQL**

   > Note: In case your database is not listed, modify the scripts or ask your database administrator to make the necessary modifications.

4. The following tables are part of EDI Exchange:
   - **TradingPartner** — SQL statements to create the "TradingPartner" table in your database. This table contains information about trading partners.
   - **Trans_Log** — SQL statements to create the "TRANS_LOG" table in your database. This table contains incoming file information, keeps track of all EDI files that you receive and the compliance check report.

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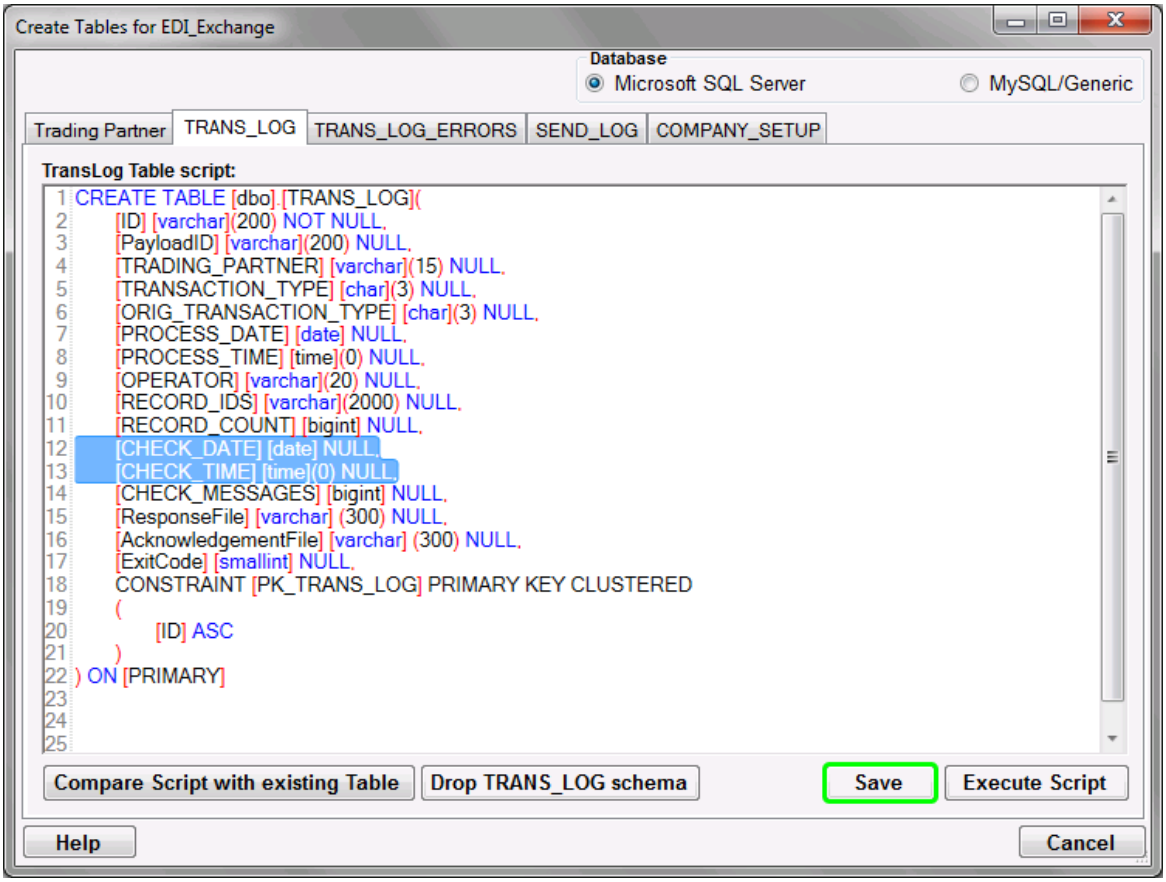
- **Trans_Log_Errors** – SQL statements to create the "TRANS_LOG_ERRORS" table in your database. This table collects the results of the compliance check and keeps track of all sent files.
- **Send_Log** – SQL statements to create the "SEND_LOG" table in your database. The table contains information about EDI files created and sent to trading partners.
- **Company_Setup** – SQL statements to create the "COMPANY_SETUP" table in your database. This table collects information about you, the sender of EDI information.

5. You can modify the scripts so that they run on your specific database. Once you have you modified the script, click "Save."

> Tip: Every database system has their own little syntax idiosyncrasies and the scripts might require tweaking. You can edit the table scripts in this screen and save your modified scripts. One example are 'date' and 'time' or 'money' data types that do not exist in SQL Server 2005. You can just rename those types to 'datetime' and save you script and it will run fine.



The "Save" button

6. For **each** script on every tab, click "Execute Script" to create the corresponding table

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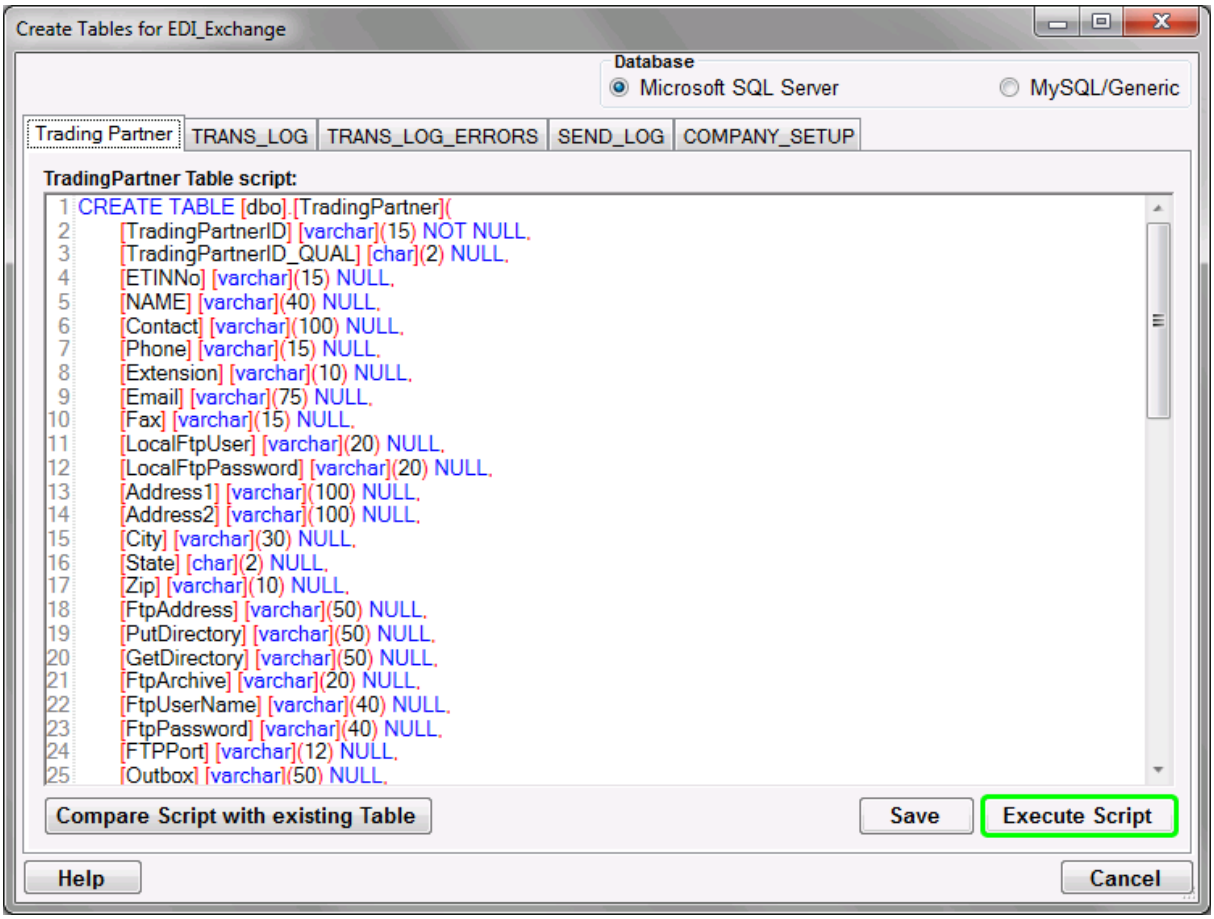
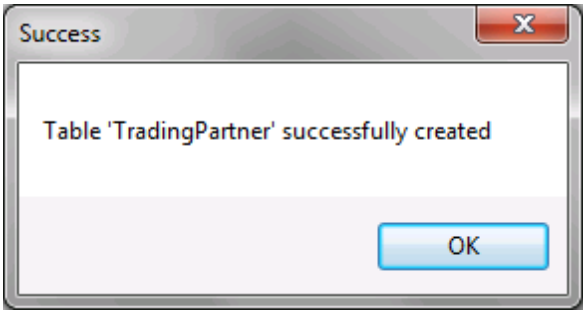
in the database.



The "Execute Script" button

> Notice: Creating tables means clicking the "Execute Script" button in all five tabs of the "Create Tables for EDI_Exchange" window. Then close this window.

7. Once the table has been created successfully, you will see the following notification:



The Create Table script success message

> **Warning: Double-execution of a script wipes out the previous table you have created. A prompt will warn you before deleting an existing table. To Add/Remove fields use the "Compare Script..."**

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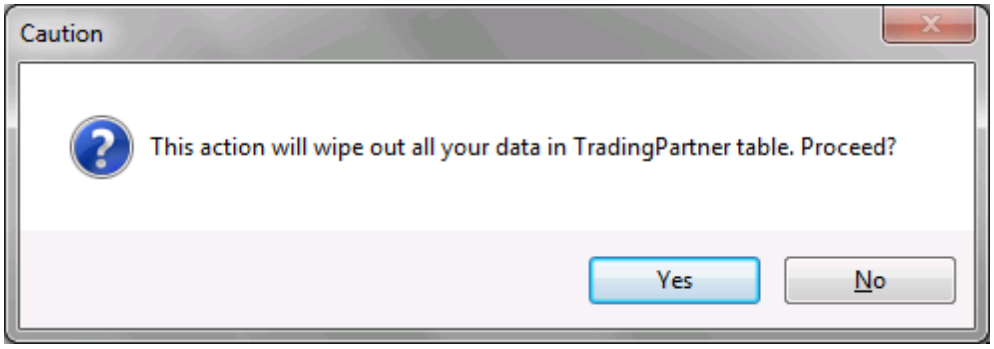
button. Remove the script files once you have created the tables so nobody can destroy the tables by accident.



The double-execution warning message.

Make sure there are no error messages and the table creation has been completed successfully.

Compare Script with existing Table

HIPAAsuite products go through continual development and improvements. Often these changes lead to new fields in the database. While it is easy to drop a table and regenerate it with the new fields, you will loose all the data in the table. To avoid this trouble there is the button "Compare Script with existing Table". I you click this, the table structure in your database will be compared with the script. There are two possible outcomes. Your table is up to date

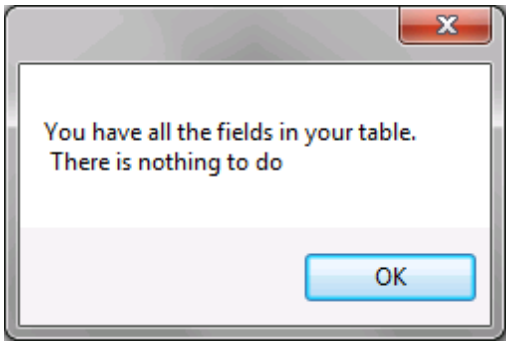


Table is up to date

or if your table is missing recently added fields, you will see a window pop up that shows an 'Alter Table' script with which you can add those fields to the table without interfering with existing data.

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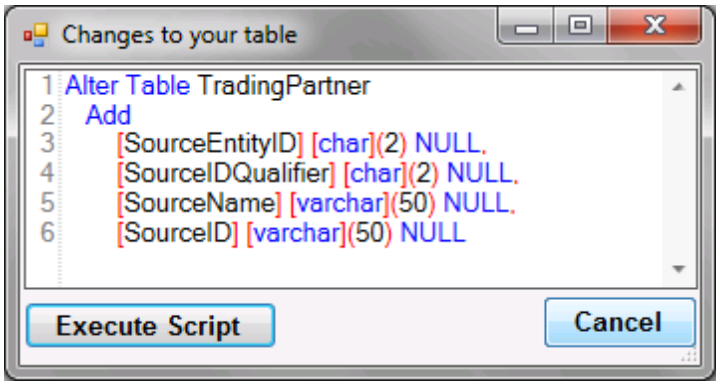
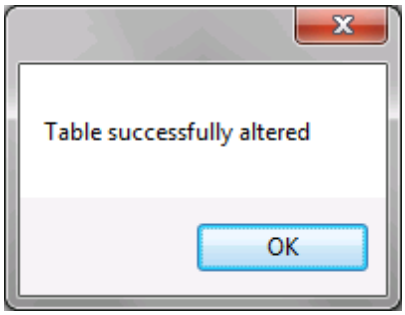


The 'Alter Table' script that shows as a result of missing fields

You can now click the "Execute Script" button and the field will be added and a message will confirm your changes



Alter Table statement successfully executed.

Once you have created the tables, you can start setting up the other application options. See the next step: Defining Auto-Processing Options.

10.2.3 2b Creating 999 File Tables

Once you have configured the database connection (Setting up Database Connection), follow the instructions below.

1. Select *EDI Exchange* ▸ *Create 999 Files Tables* in the main menu.

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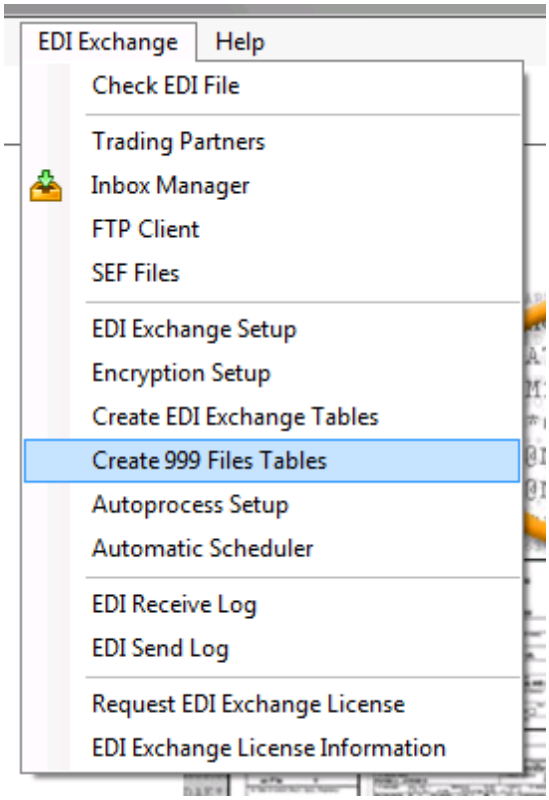

The menu item to create the necessary tables

2. The "Create Tables for 999 Files" screen will appear. Table creation and/or modification for your database is handled here.

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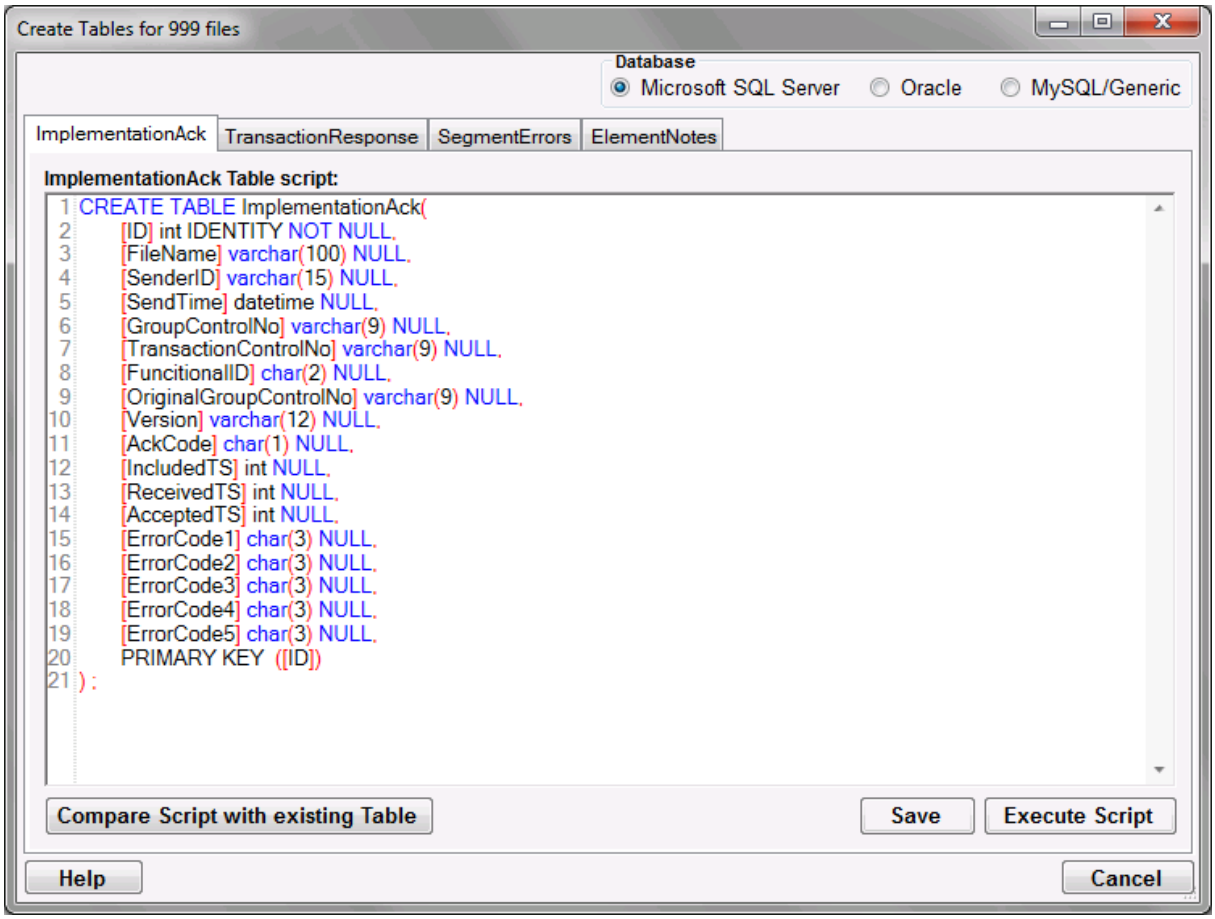

The screen to create the tables

3. Select the database type you use for your host HIPAA application.

- **Database**
  - **Microsoft SQL Server** (SQL Server 2008 and above)
  - **Oracle**
  - **MySQL**

> Note: In case your database is not listed, modify the scripts or ask your database administrator to make the necessary modifications.

1. The following tables are part of EDI Exchange:

- **ImplementationAck** — SQL statements to create the "ImplementationAck" table in your database. This table contains information about Acknowledgments.
- **TransactionResponse** — SQL statements to create the "TransactionResponse" table in your database. This table contains individual transactions contained in 999 files.

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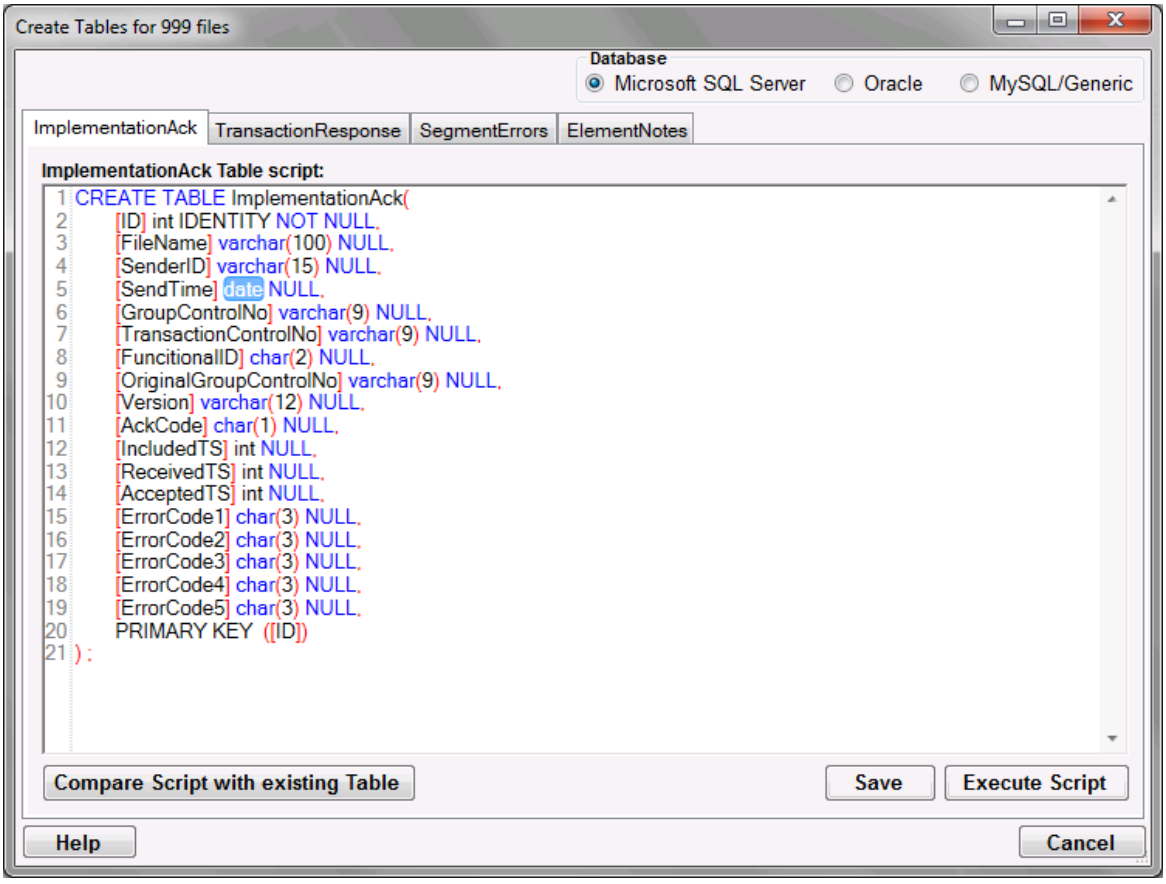
- **SegmentErrors** — SQL statements to create the "SegmentErrors" table in your database. This table contains individual segments in error contained in 999 transactions.
- **ElementNotes** — SQL statements to create the "ElementNotes" table in your database. The table contains the elements in error in a specific segment.

5. You can modify the scripts so that they run on your specific database. Once you have you modified the script, click "Save."

> Tip: Every database system has their own little syntax idiosyncrasies and the scripts might require tweaking. You can edit the table scripts in this screen and save your modified scripts. One example are 'date' and 'time' or 'money' data types that do not exist in SQL Server 2005. You can just rename those types to 'datetime' and save you script and it will run fine.



The "Save" button

6. For **each** script on every tab, click "Execute Script" to create the corresponding table in the database.

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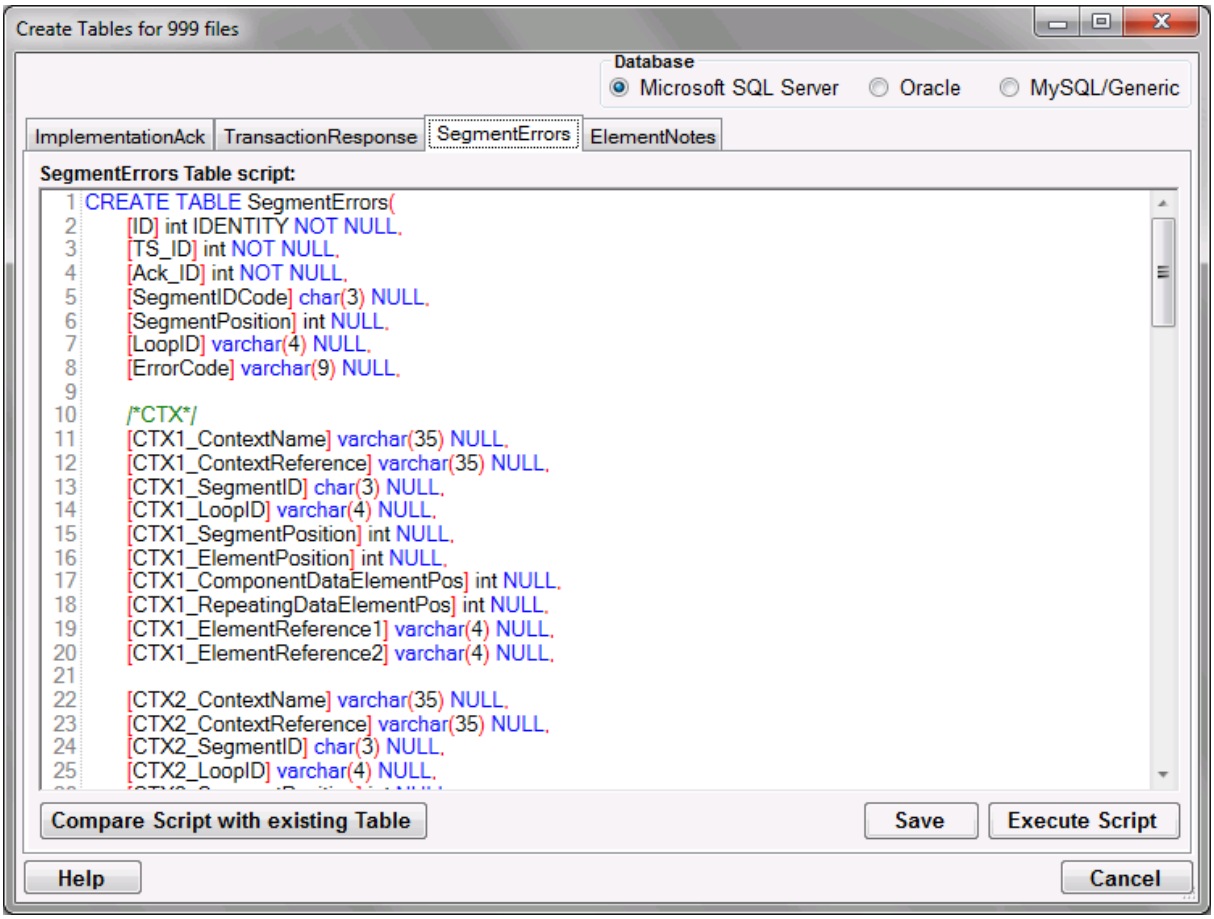
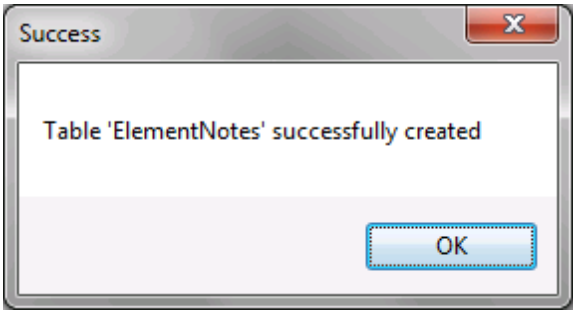


The "Execute Script" button

> Notice: Creating tables means clicking the "Execute Script" button in all four tabs of the "Create Tables for 999 Files" window. Then close this window.

7. Once the table has been created successfully, you will see the following notification:



The Create Table script success message

> **Warning: Double-execution of a script wipes out the previous table you have created. A prompt will warn you before deleting an existing table. To Add/Remove fields use the "Compare Script..." button. Remove the script files once you have created the tables so nobody can destroy the tables by accident.**

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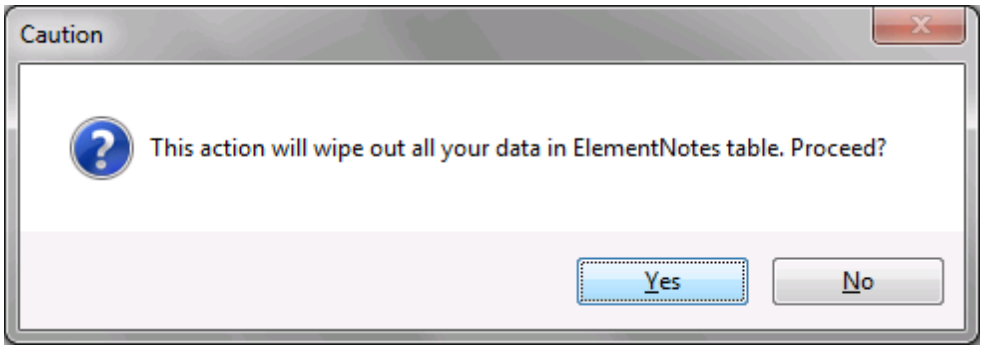

The double-execution warning message.

Make sure there are no error messages and the table creation has been completed successfully.

Compare Script with existing Table

HIPAAsuite products go through continual development and improvements. Often these changes lead to new fields in the database. While it is easy to drop a table and regenerate it with the new fields, you will loose all the data in the table. To avoid this trouble there is the button "Compare Script with existing Table". I you click this, the table structure in your database will be compared with the script. There are two possible outcomes. Your table is up to date

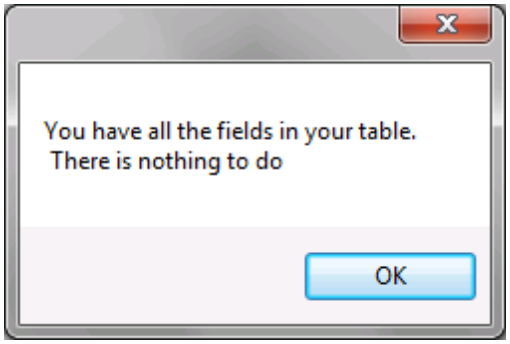

Table is up to date

or if your table is missing recently added fields, you will see a window pop up that shows an 'Alter Table' script with which you can add those fields to the table without interfering with existing data. In the latter case, you can click the "Execute Script" button and the field will be added and a message will confirm your changes

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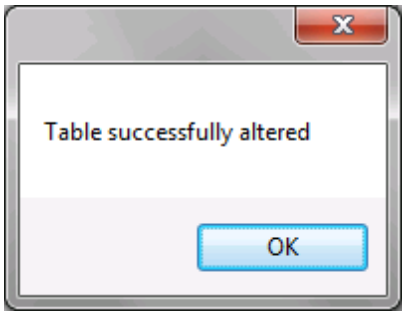
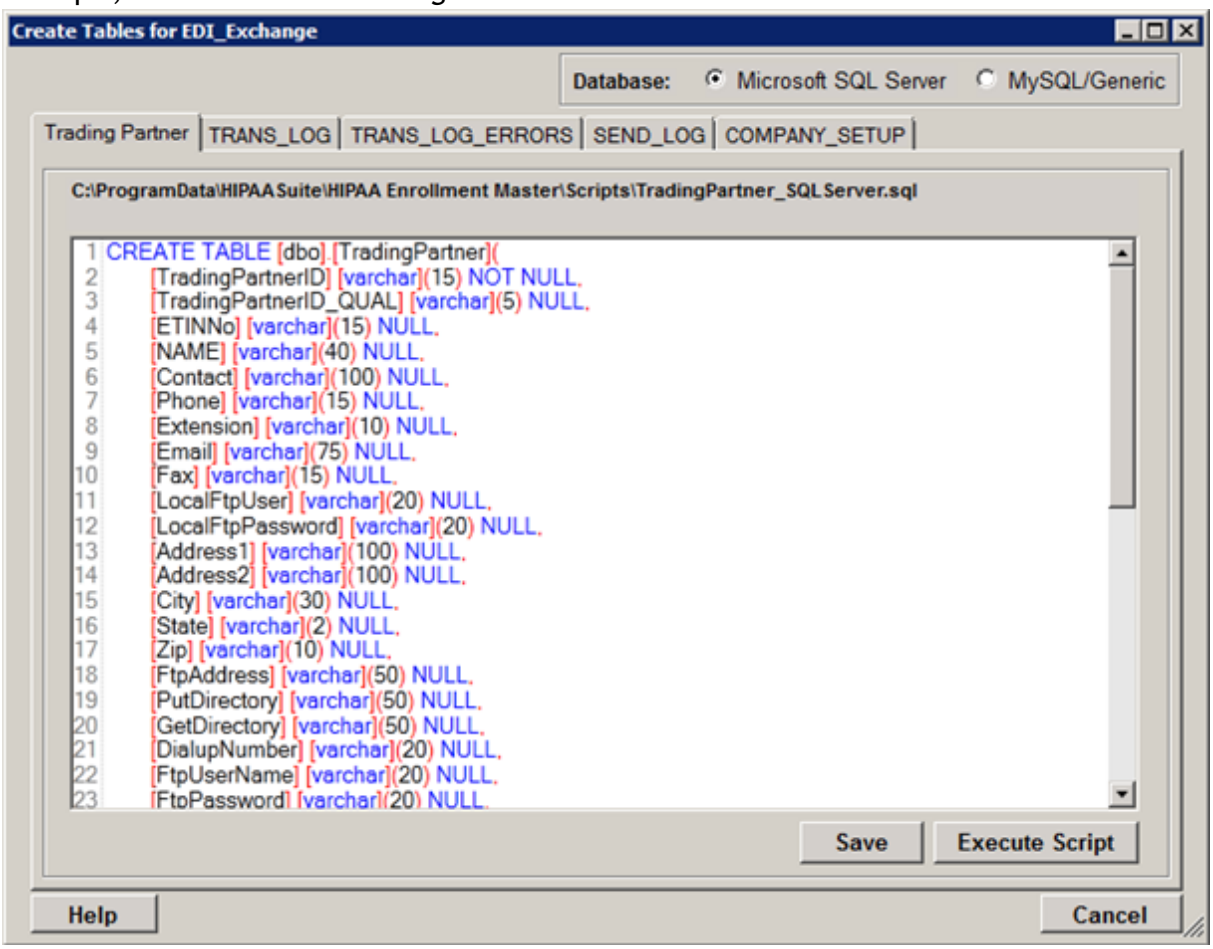


Alter Table statement successfully executed.

10.2.4 2c Updating Database Tables

To update an existing table (in the event of an update, for example), follow the instructions below.

1. Start with the table creation script window of the table you want to update. In this example, we will use the *Trading Partner* table.



The table creation script for the Trading Partner table.

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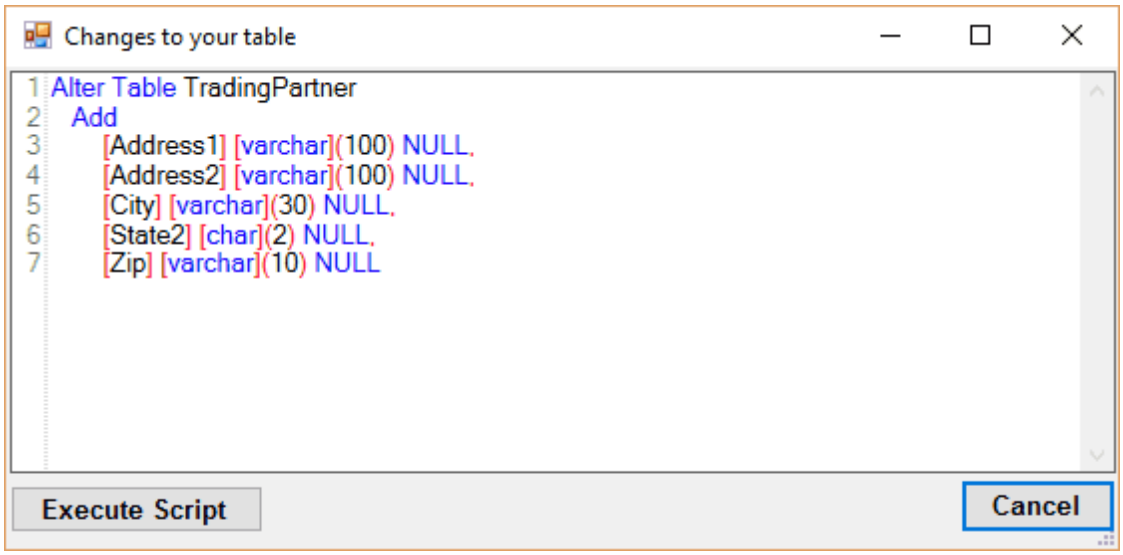
2. In the case of modifying a table to include/exclude/change a field or fields required by a program update, the script will have been updated for you and clicking the *Compare Script with existing Table* button will bring you to the next step. To modify the table yourself in order to conform to your particular database, first edit the script text to suit your database system, click the *Save* button, then the *Compare Script with existing Table* button, and proceed to the next step.

> Tip: Every database system has their own little syntax idiosyncrasies and the scripts might require tweaking. You can edit the table scripts in this screen and save your modified scripts. One example are 'date' and 'time' or 'money' data types that do not exist in SQL Server 2005. You can just rename those types to 'datetime' and save you script and it will run fine.

3. Having clicked *Compare Script with existing Table*, the script will be compared to the existing table and any additional fields will be presented. In this example, the Trading Partner table's Address fields will be added.



Changes to be made to Trading Partner table.

4. Click *Execute Scipt*. This will perform the additions/changes stated in the alter table script and a prompt will appear informing you of the change. The table has now been modified.

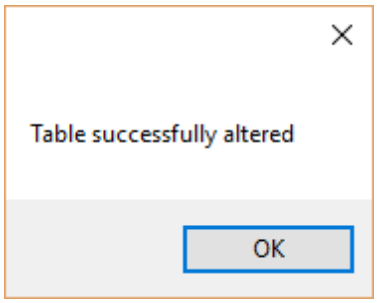


Table has been altered.

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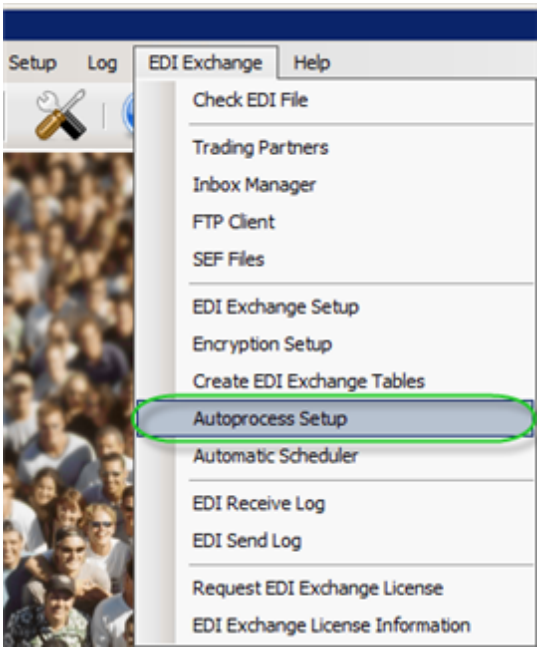
10.2.5 3 Defining Auto-Processing Options

In the "Auto-Process Setup" you can instruct the program on what to do after analyzing and decrypting the received files in the Inbox Manager. The auto processing enables you to combine and run multiple fulfillment steps together (for example, export, saving, printing.) These options are important for the hand-over from EDI Exchange to the other HIPAAsuite program that hosts EDI Exchange.

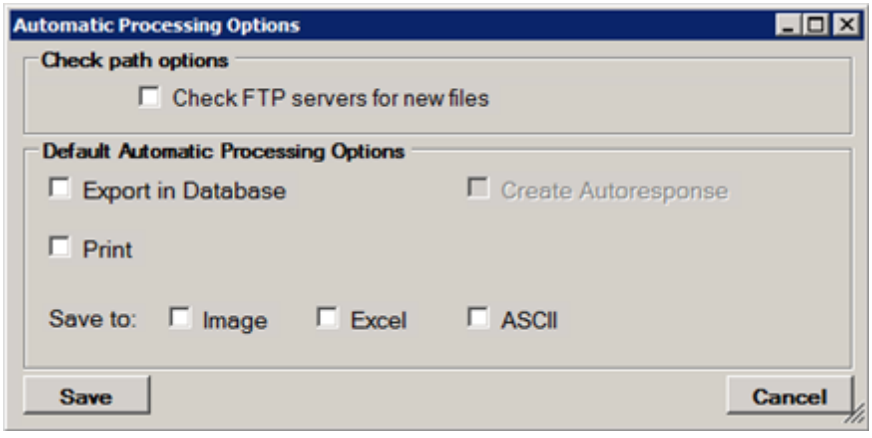
Follow the instructions below to specify the Auto Process Options.

1. Select *EDI Exchange* ▸ *Autoprocess Setup* in the main menu.



The "Autoprocess Setup" menu item

2. The following screen will appear if the host HIPAA application is Enrollment Master.



Defining the Auto Processing Options

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3. The following options can be specified:

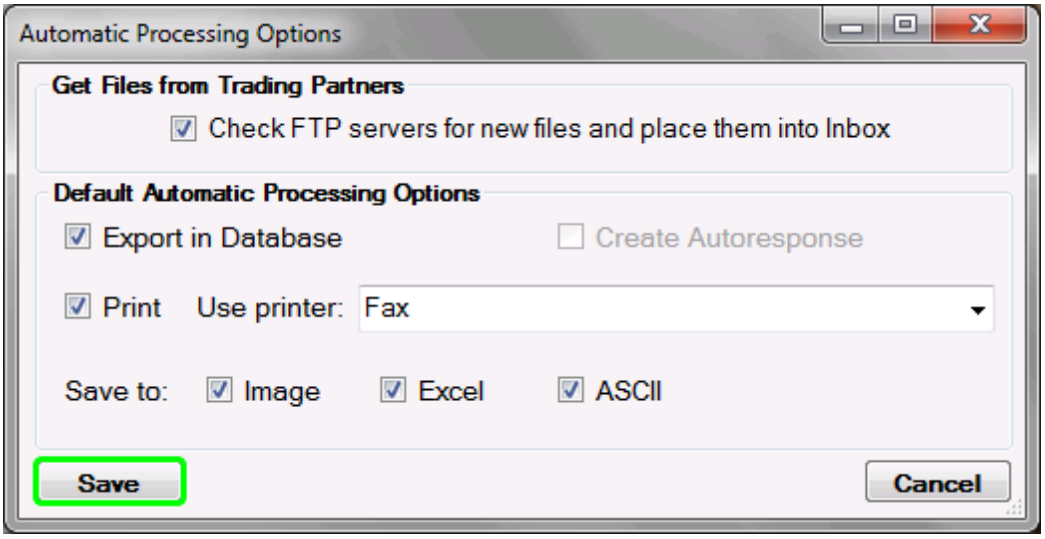
Check Path Options

- **Check FTP servers for new files** – If checked, EDI Exchange automatically looks for new files for all trading partners that have FTP connection set up. Then the program gets all the waiting files and puts them into the Inbox. In the second step, it goes through every file.

Default Automatic Processing Options

- **Export in Database** – If selected, the module exports new files to the database.
- **Print** – If selected, the module prints files using the selected printer.
- **Create Auto-Response** – If selected, the module creates an auto-response to the received files.
- **Save to** – If selected, the system automatically saves files as:
  - **Image**
  - **Excel**
  - **ASCII**

4. Click "Save."



The "Save" button

Once you have saved the auto-processing options, the files will not only be analyzed but also processed according to the defined settings. Proceed to the next step: Defining Communications Directory.

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10.2.6 4 Defining Communications Directory

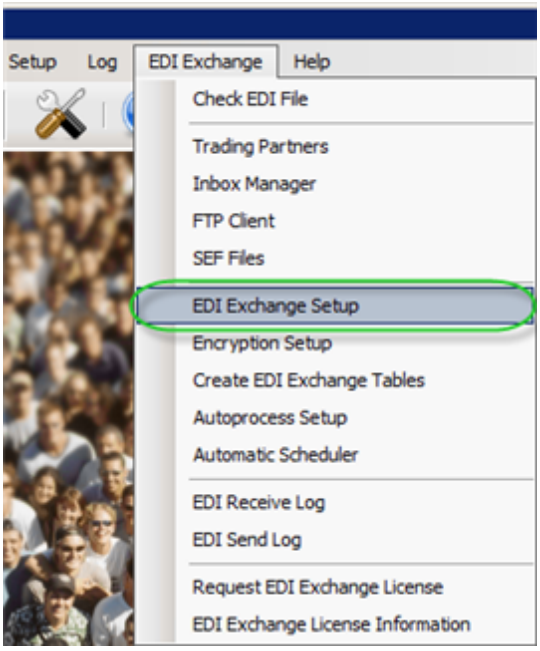
EDI file directory is an obligatory setting you need to set up before starting using the EDI Exchange. In order to keep track of the thousands of EDI files that accumulate over time, EDI Exchange uses a folder structure which we call the "HIPAAsuite Communications Directory" or "HIPAAsuiteCommDir" in short. In it, you will find all your EDI files sorted into several categories:

- **Inbox**
- **Outbox**
- **ProcessedFiles**
- **EncryptedFiles**
- **SuspendedFiles**

Within these directories, there will be folders for each Trading Partner and type of transaction. The location and names of the sub-folders are handled in the "Trading Partner Setup." See Setting up Trading Partners.

Follow the instructions below to specify EDI communications root directory.

1. Select "EDI Exchange Setup" under the "EDI Exchange" menu item.



The "EDI Exchange Setup" menu item

2. The following window will appear.

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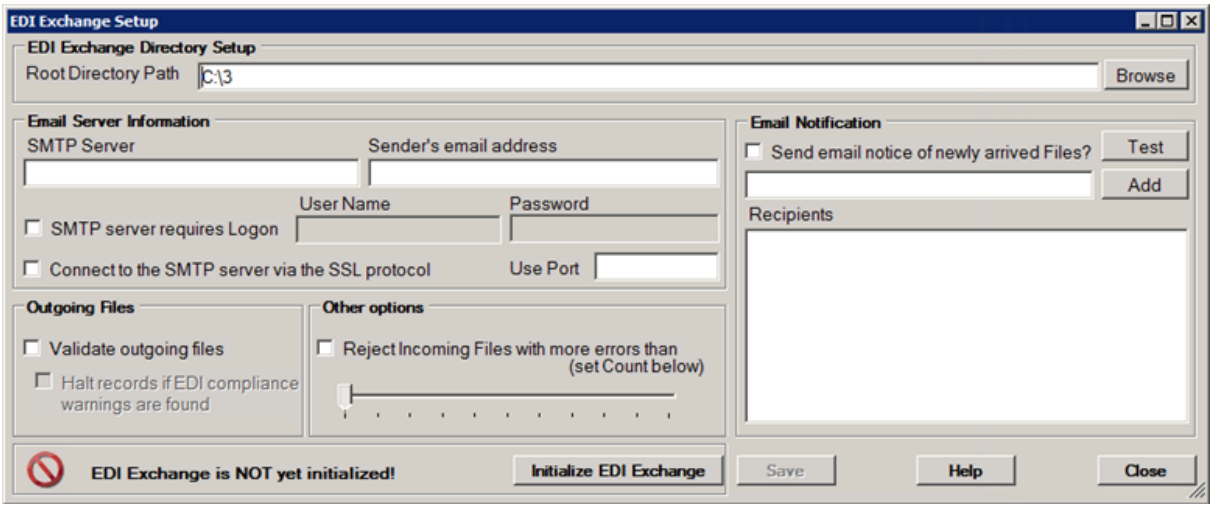


The "EDI Exchange Setup" window

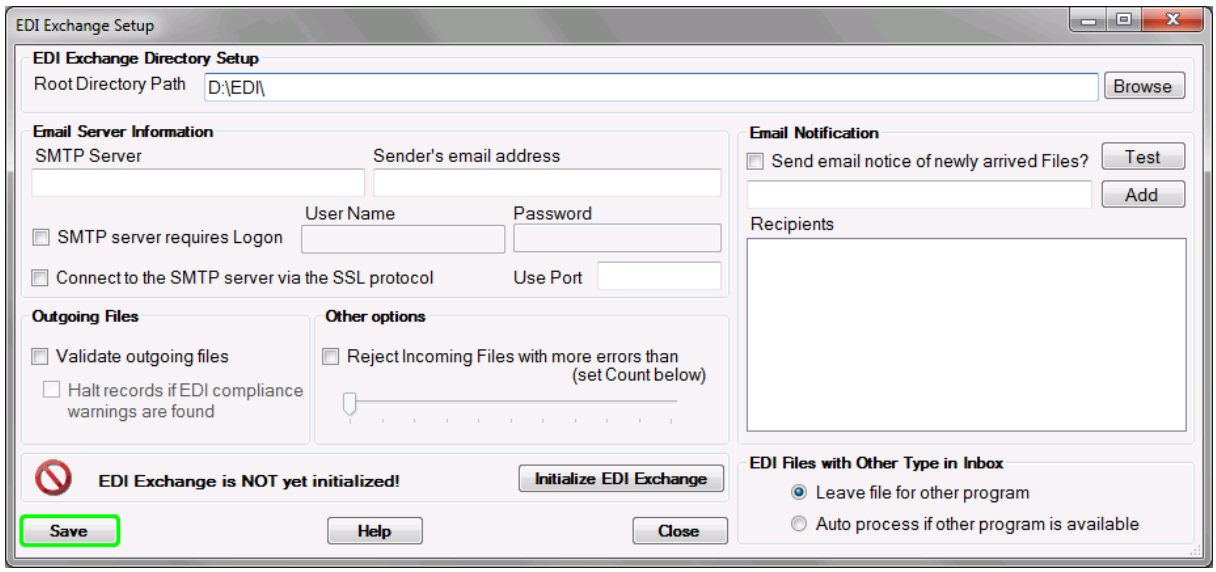
> Note: The icon in the lower left corner indicates that EDI Exchange has not been initialized yet.

3. Under "EDI Exchange Directory Setup" specify the following setting:

   - **Root Directory Path** — Define the root path in the "Root Directory Path" text field. The root path is the folder where all your EDI files reside. EDI Exchange will later create sub-directories required to operate.

The root communications directory setup

4. Click "Save."



The "Save" button

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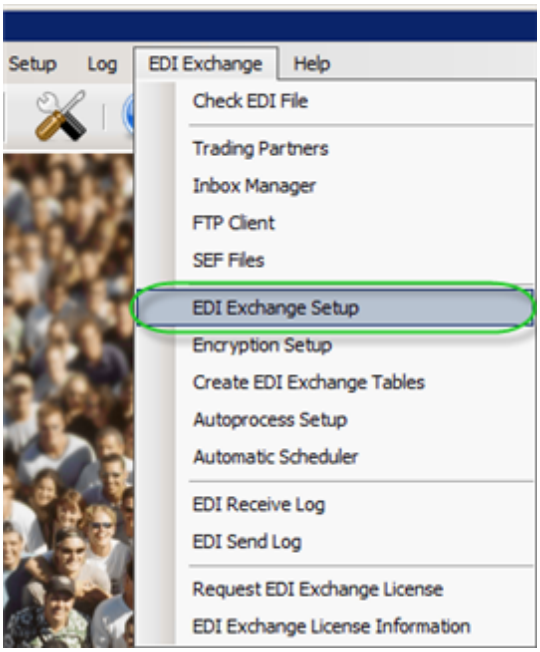
After setting the root directory, you can click the "Initialize EDI Exchange" button. Read more in Initializing EDI Exchange.

10.2.7 5 Initializing EDI Exchange

Before you can use EDI Exchange, and after you have configured the obligatory settings, you have to perform the initialization. Follow the instructions below.

1. Select "EDI Exchange Setup" under the "EDI Exchange" menu item.



The "EDI Exchange Setup" menu item

2. The following window will appear.

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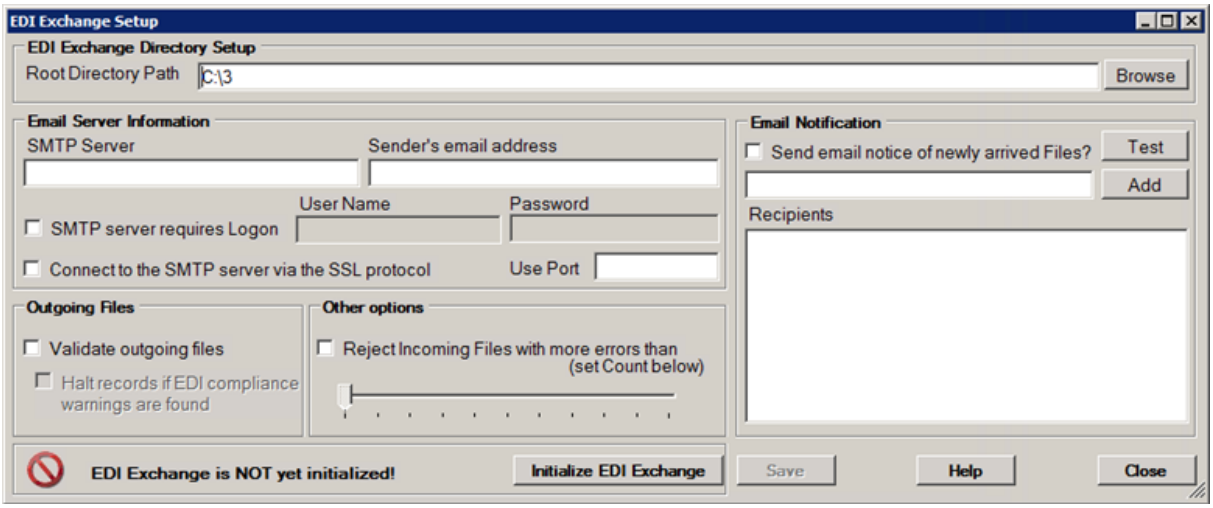
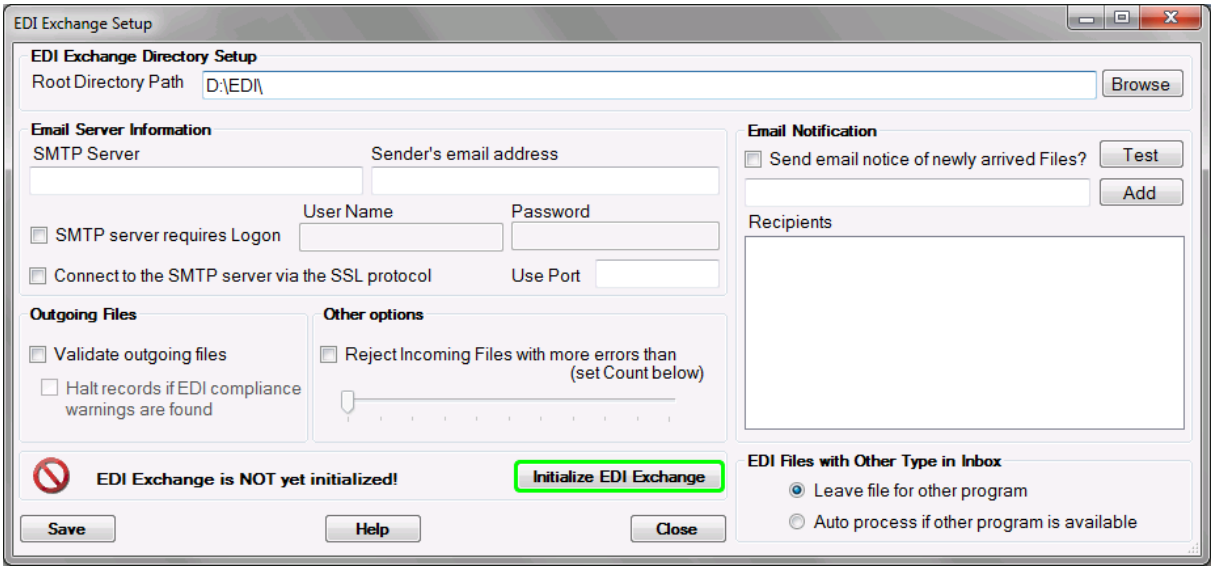


The "EDI Exchange Setup" window

> Note: The icon in the lower left corner, indicating that EDI Exchange has not been initialized yet.

3. After setting the root directory (see the previous step Defining Communications Directory), you can initialize EDI Exchange module. Click the "Initialize EDI Exchange" button to accomplish the process.



The "Initialize EDI Exchange" button

Once the "Initialize EDI Exchange" button is clicked, the system checks if all settings have been configured correctly.

1. The first thing the initialization process checks is the connection to the database and the presence of the necessary tables. EDI Exchange relies on the database connection that is part of the HIPAAsuite application that you are using. EDI Exchange needs Database Connectivity licensed and enabled. If this part is not yet set up, then you will

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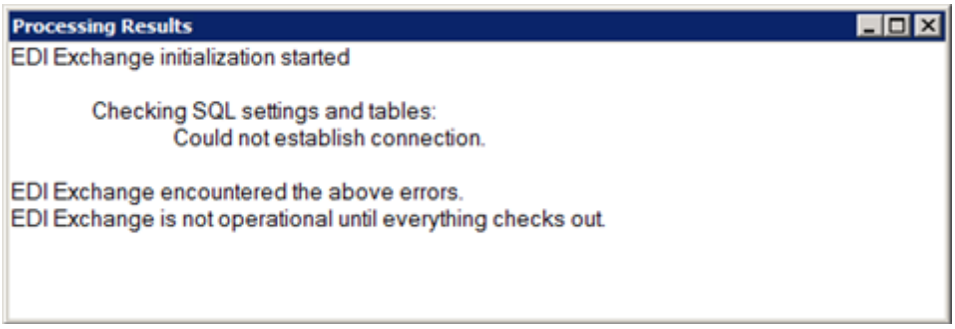
get an error like this:



Initialization failed because of SQL connection problems

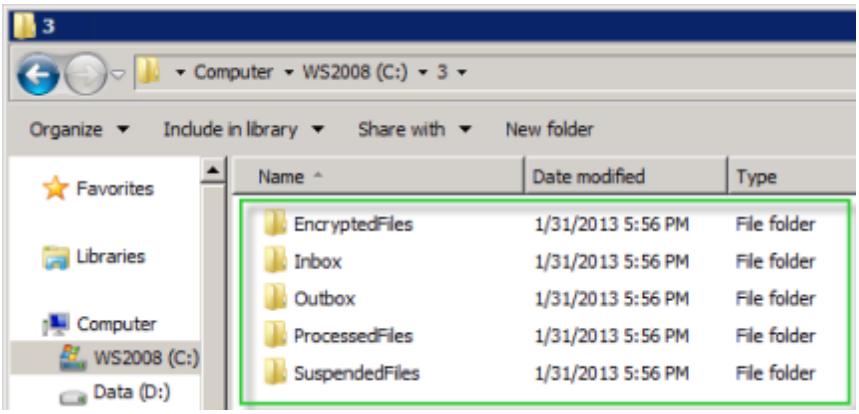
Read more in Setting up Database Connection.

2. Once the connection is established, the program checks if the correct tables exist in the database. See Creating Database Tables. Once the SQL part checks out, you will see the following message.

```
Checking SQL settings and tables:
          Connection settings are checked. Trading Partners table is checked.
          TRANS_LOG table is checked.
          TRANS_LOG_ERRORS table is checked.
          SEND_LOG table is checked.
```

3. The next step of the initialization processes — the program checks and, if necessary, creates the root directory and five sub-directories. Within these root directories, there will be folders for each Trading Partner and type of transactions. The location and names of the sub-folders are handled in the "Trading Partner" setup. The root folder is specified via the "EDI Exchange Setup" screen. Read more in Defining Root Directory.

   The sub-directories that EDI Exchange creates are as follows:



The directory structure of EDI Exchange

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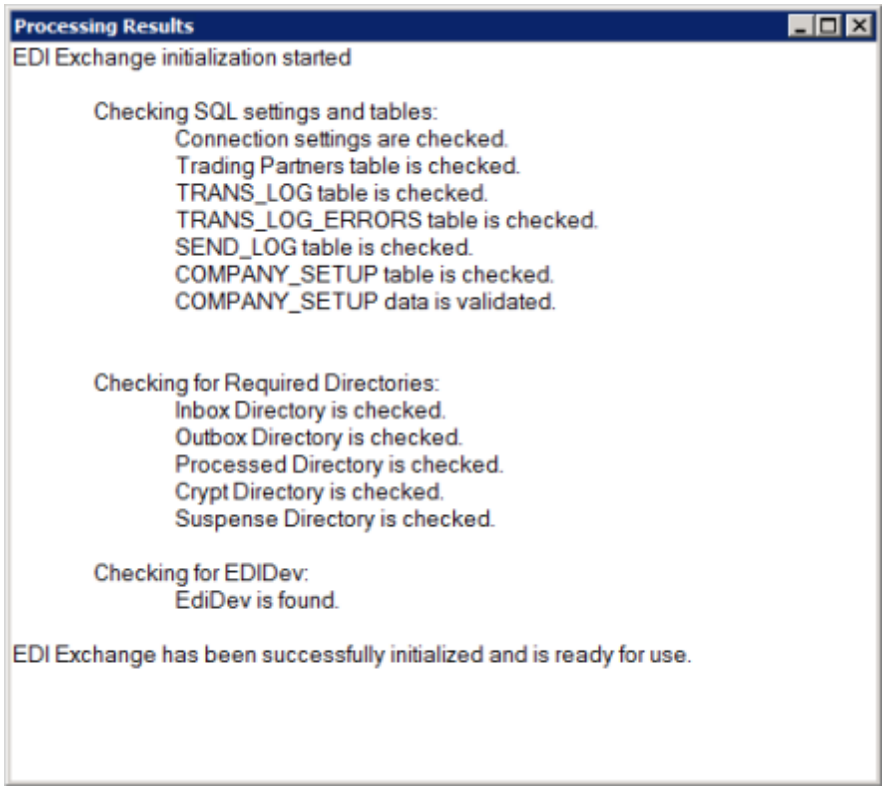
4. The next step of the initialization — the program checks if the HIPAA EDI compliance engine is properly installed.
5. The last thing checked by the system is if the Automatic File Processing options have been set up. Read more in Defining Auto-Processing Options. The options are important for the hand over from EDI Exchange to the other HIPAAsuite program that hosts EDI Exchange.

Once all verifications have been completed successfully, you will see the following message:



Successful initialization of EDI Exchange

After that your EDI Exchange is initialized.

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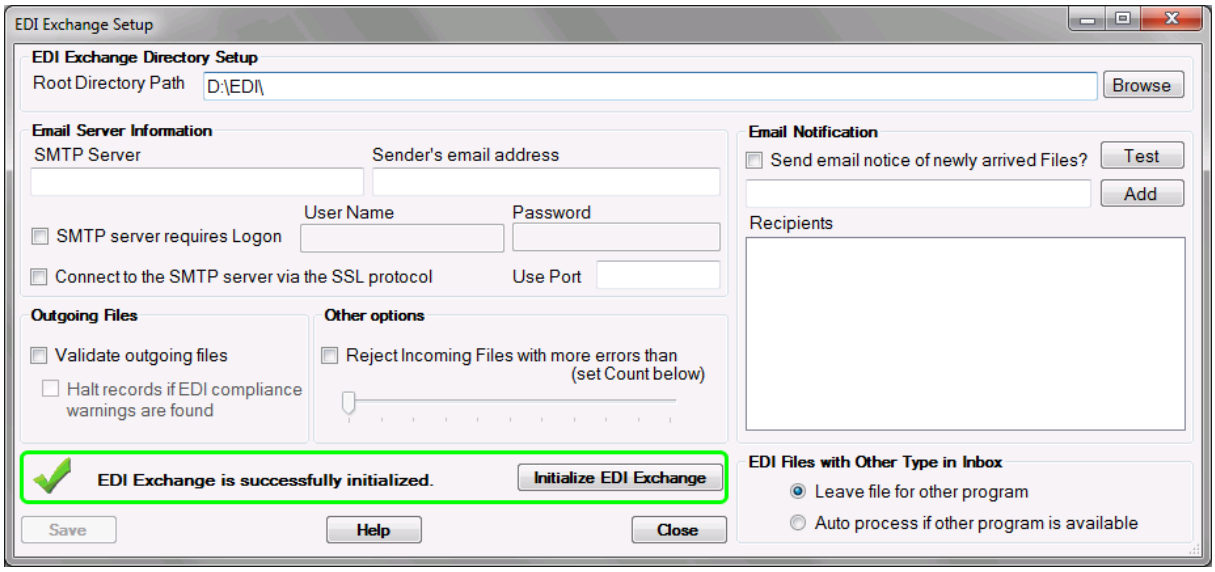

The "EDI Exchange is successfully initialized" message on the bottom of the "EDI Exchange Setup" window

Troubleshooting Initialization

When you are going through the Initialization process of the EDI Exchange, you can encounter the following message in the "Processing Results" window:

```
Checking for EDIDev:

EDIDev is not installed!
```

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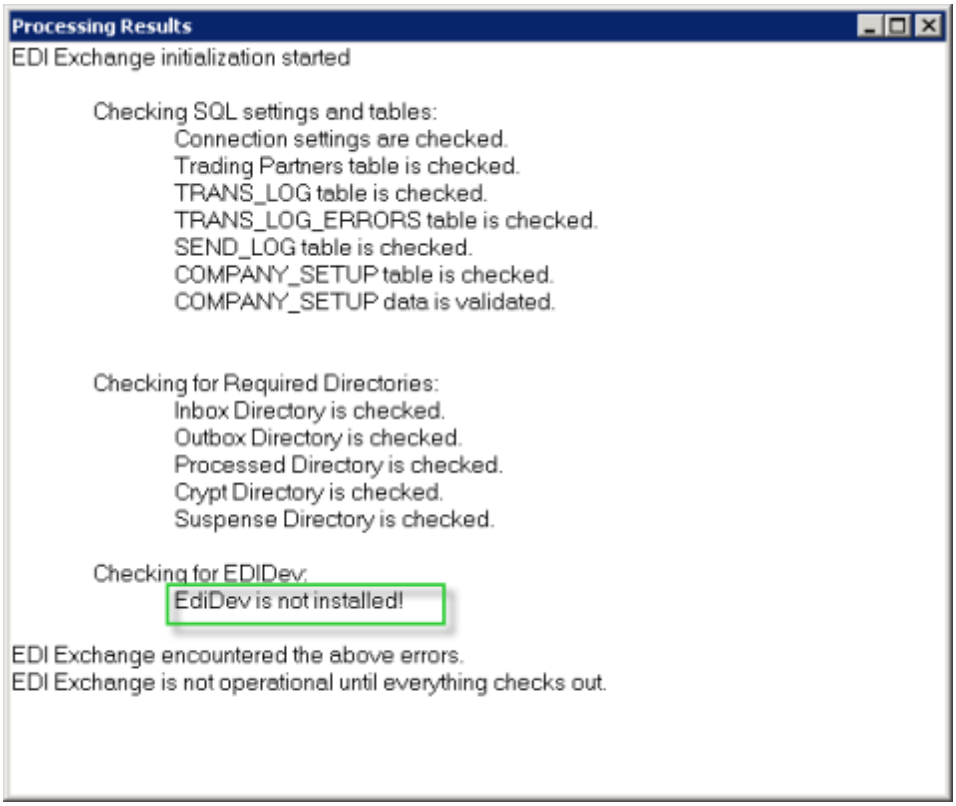
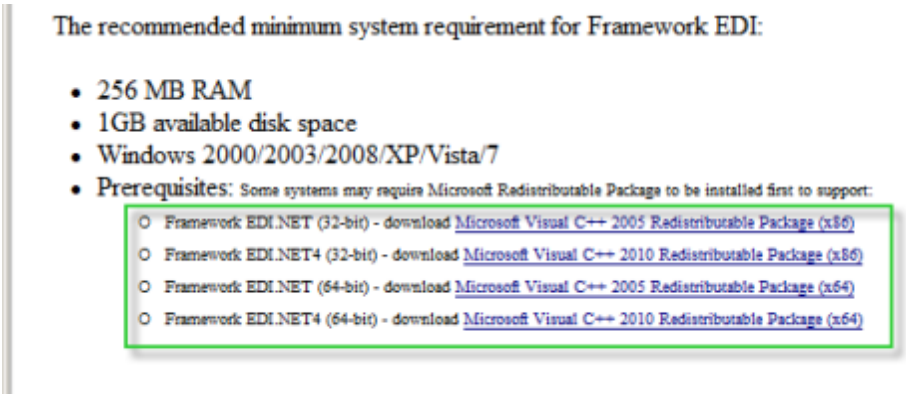


The EdiDev component is not installed

To resolve this issue, do the following.

1. Go to the http://www.edidev.com/ediregis.htm site.

2. Some systems may require Microsoft Redistributable Package to be installed first. In this case, download one of the following components according to your OS' bit depth.



3. Download one of the following components you need according to your OS' bit depth:

   - Framework EDI Enterprise evaluation 32-bit

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- Framework EDI Professional evaluation 64-bit

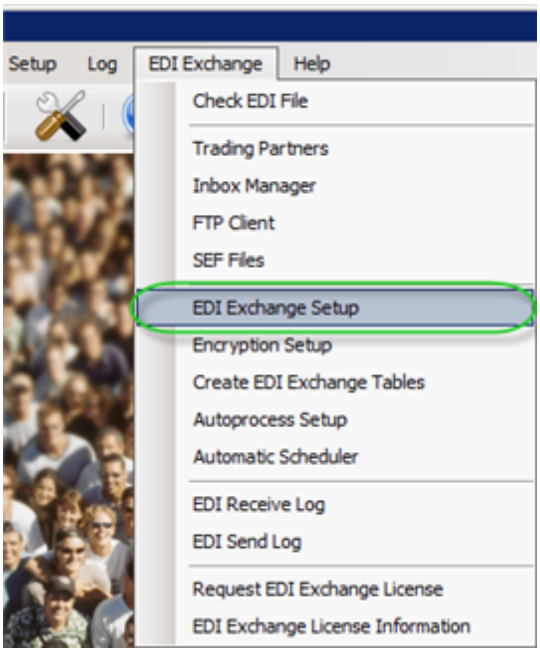
4. Install downloaded components and start again the EDI Exchange initialization procedure.

10.3 Configuring EDI Exchange (Optional Settings)

10.3.1 Setting up Email Notifications

EDI Exchange can send emails to operators and trading partners to notify them about files and processing results. This functionality of EDI Exchange lies beyond the most basic setup that the initialization checks for. For this feature to work properly, you need to set up an email server which EDI Exchange communicates with. You can do this in the "Email Server Information" frame of the setup screen. Follow the instructions below.

1. Select "EDI Exchange Setup" under the "EDI Exchange" menu item.



The "EDI Exchange Setup" menu item

2. The following window will appear.

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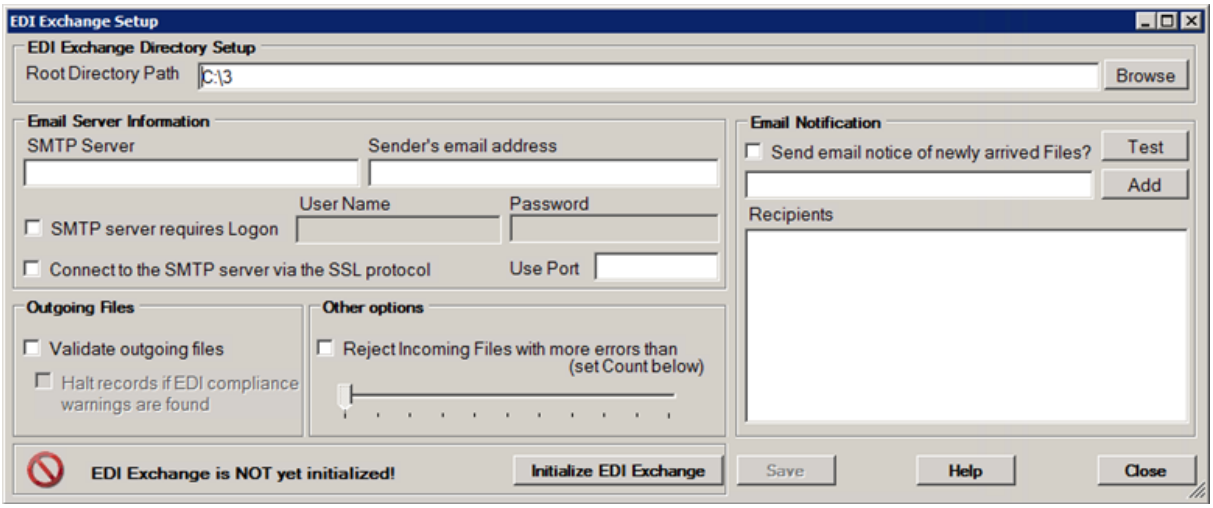

The "EDI Exchange Setup" window

3. Specify the following email options:

Email Server Information

- SMTP server
- Sender's email address
- SMTP server requires logon
- Username
- Password
- Connect to the SMTP server via the SSL protocol
- Use port

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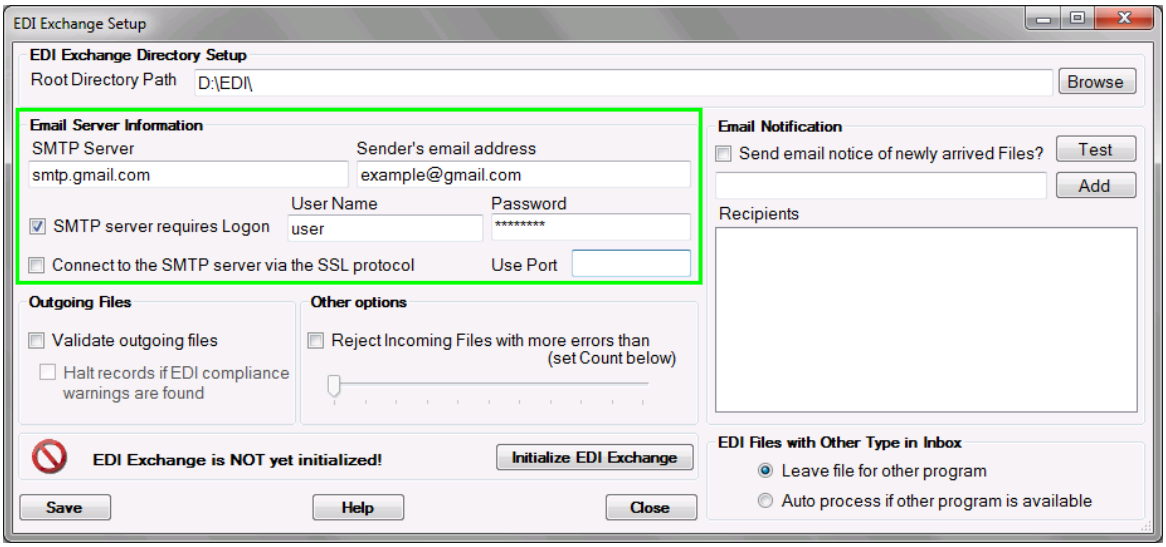

Setting up the email server

> Note: If you do not have this information, please ask your administrator to set this portion up for you.

4. To configure email notifications, specify the following options:

Email Notification

- **Send email notice of newly arrived files?** — Use this checkbox to define if you want to send email notice once new files have arrived.
- **Recipients** — You can add your staff's email(s) and the processing messages will be sent to these emails.

Enter an email address and click "Add."

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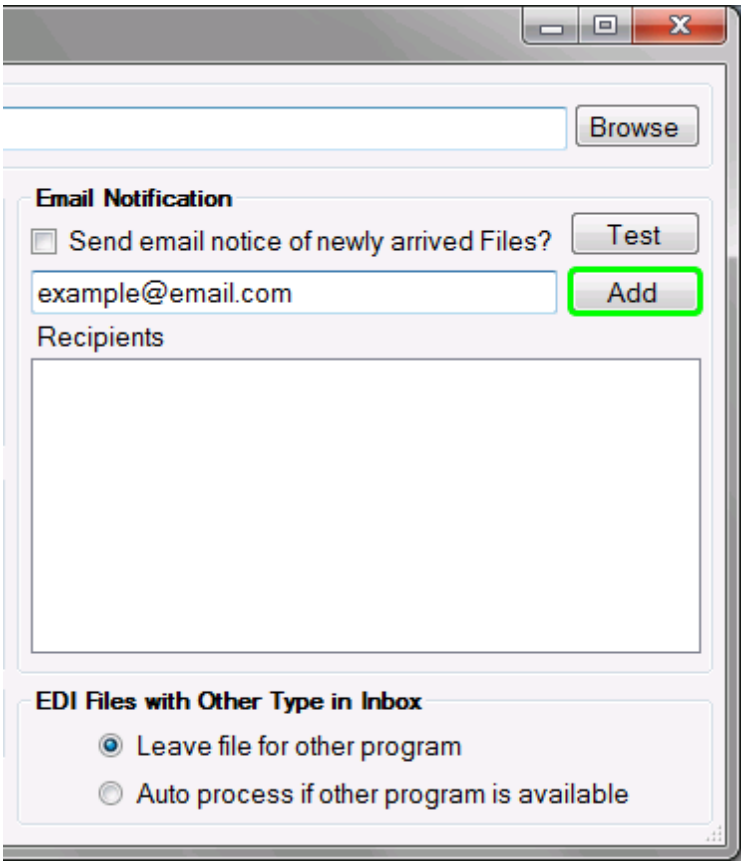

Setting up the email recipients

The email address will appear in the list.

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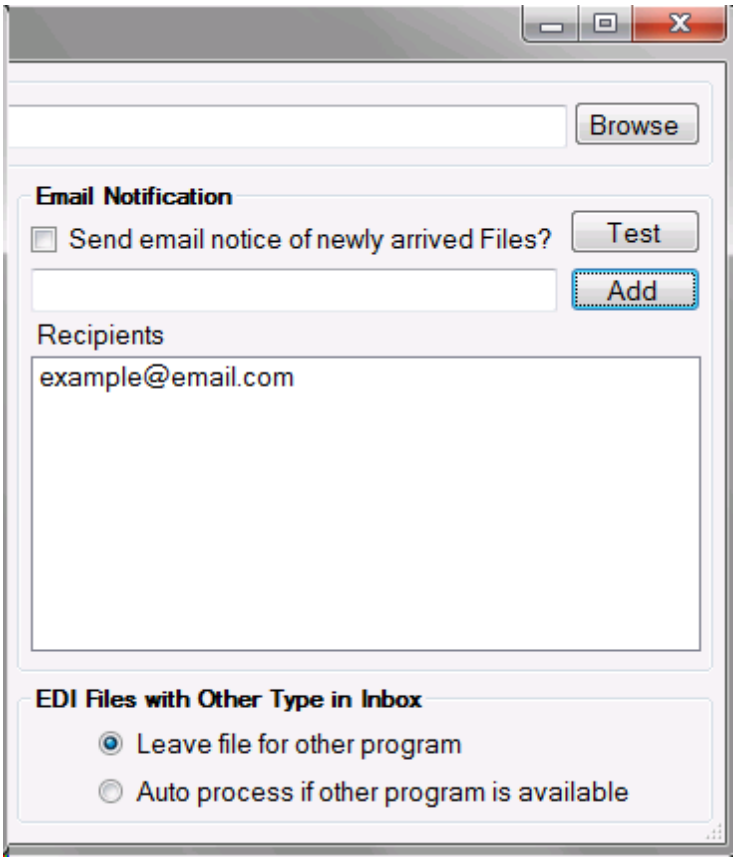
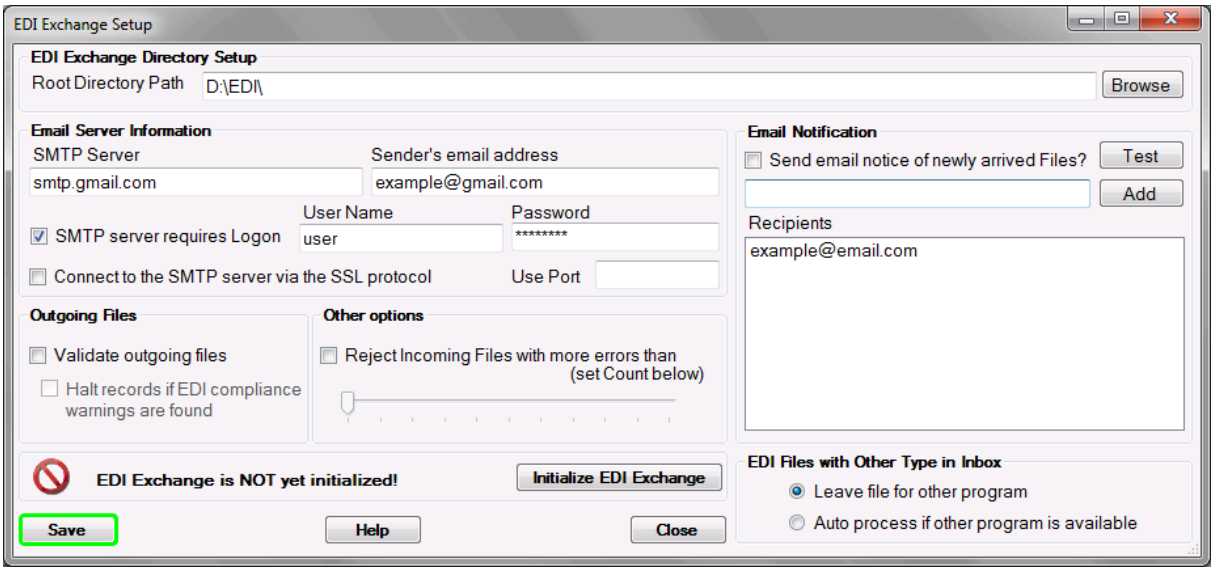


Added email recipient

5. Click on the "Test" button to verify your settings.

6. Click on the "Save" button.



The "Save" button

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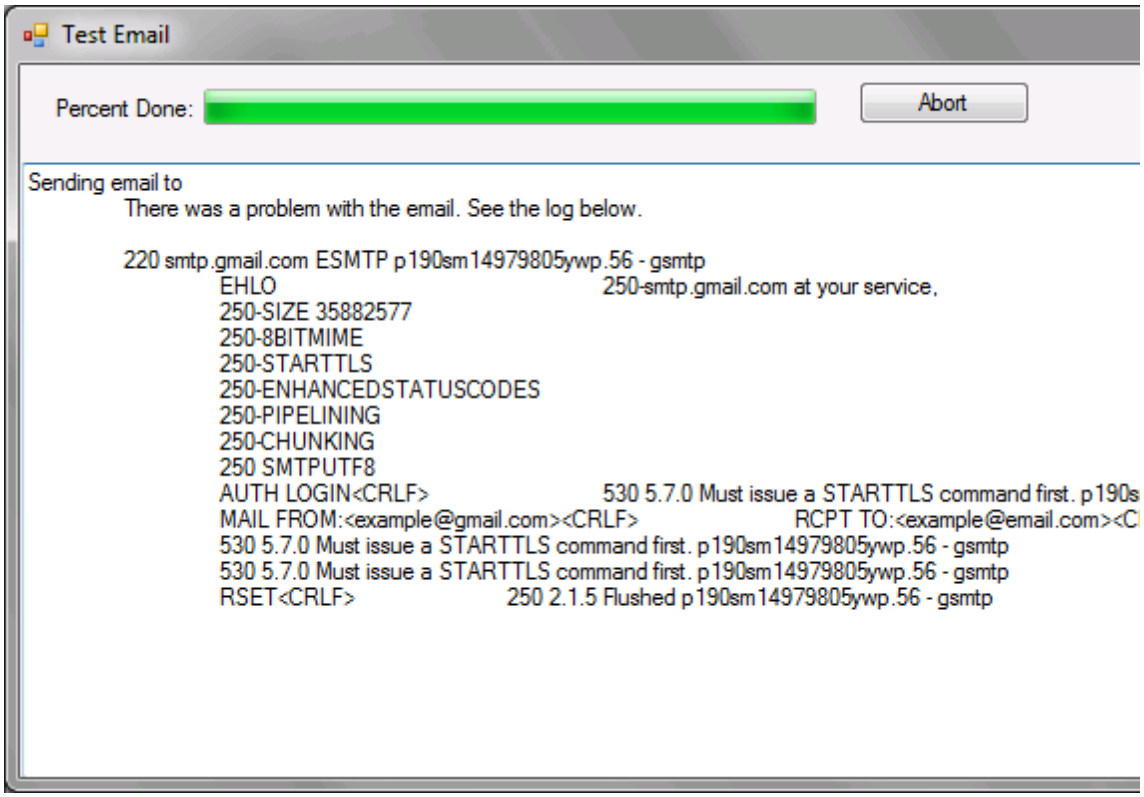
Troubleshooting Email Settings

If you have problems with setting up the email server, please contact your administrator. He/ She should know values to specify and how to test the settings.

Below is an example of what happens when the email server does not respond.

After a time out, you get a failure notice

After acknowledging the failure, you get a more detailed error message in the process result screen.



The process result screen with a detailed error message

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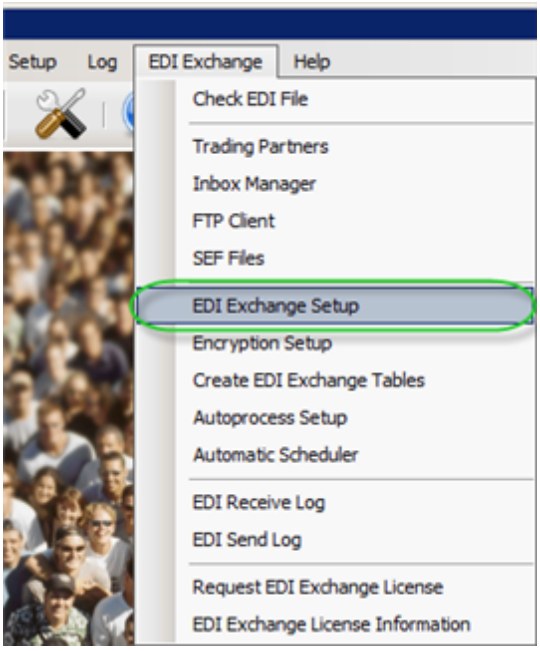
10.3.2 Setting up Incoming and Outgoing Files Options

To check if your files are HIPAA-compliant, EDI Exchange can run a compliance check on outgoing EDI files. For incoming files, you can specify an acceptable error level. These settings are especially important with new trading partner relationships or with new processes since it always takes a while until an EDI process runs without issues and problems.

Follow the instructions below.

1. Select "EDI Exchange Setup" under the "EDI Exchange" menu item.



The "EDI Exchange Setup" menu item

2. The following window will appear.

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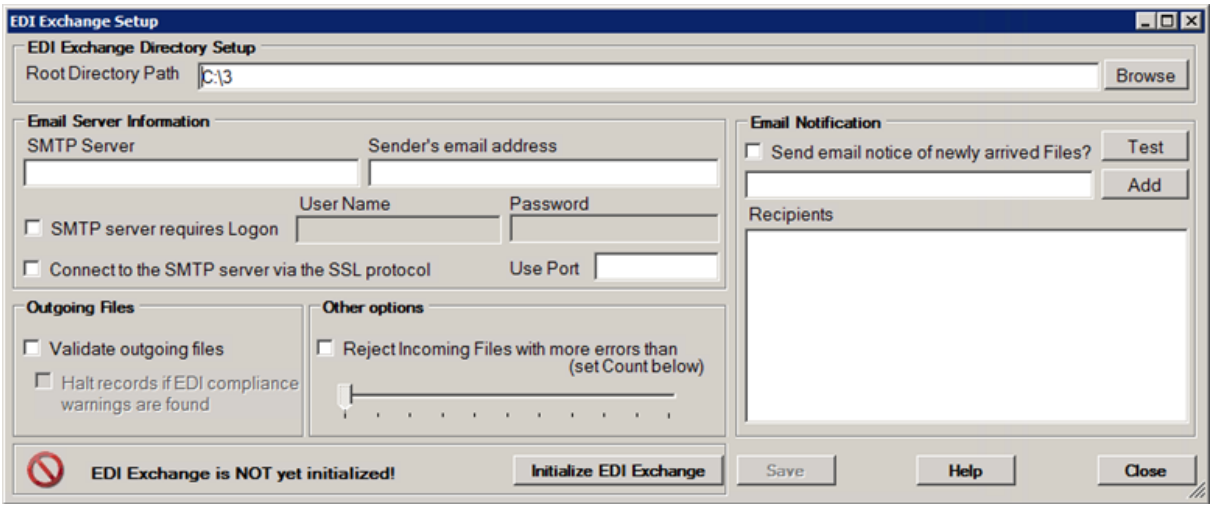
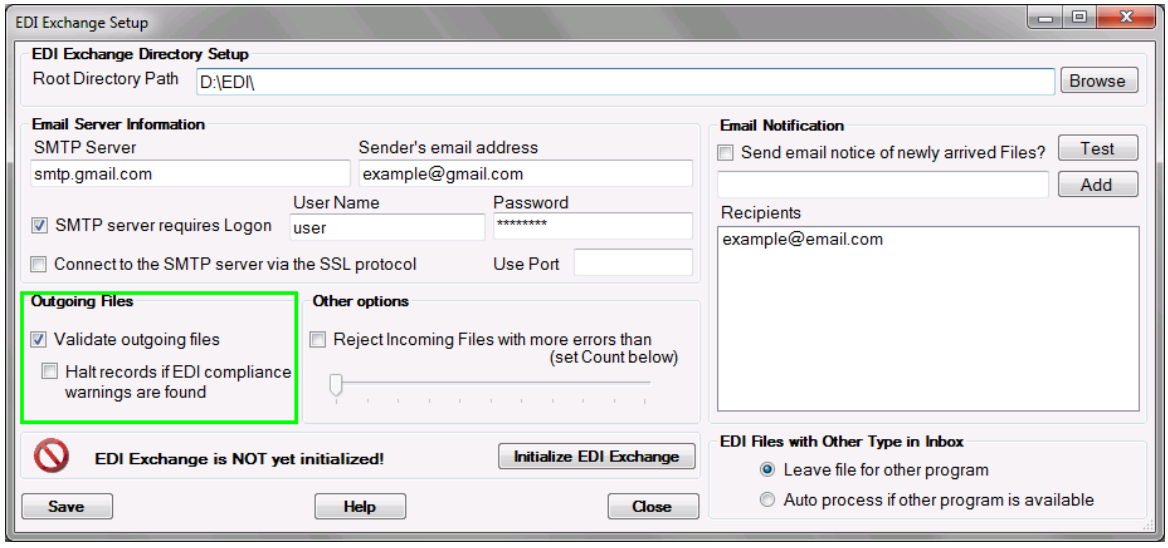


The "EDI Exchange Setup" window

3. Specify the following outgoing files options:

Outgoing Files

- **Validate outgoing files** — Select this checkbox to validate if the outgoing files are HIPAA-compliant.
    - **Halt records if EDI compliance warnings are found** — Select this checkbox to suppress the sending of files with warnings or errors.



Validating outgoing files

4. Specify the following incoming files options:

Other Options

- **Reject incoming files with more errors than (set count below)** — If checked, the

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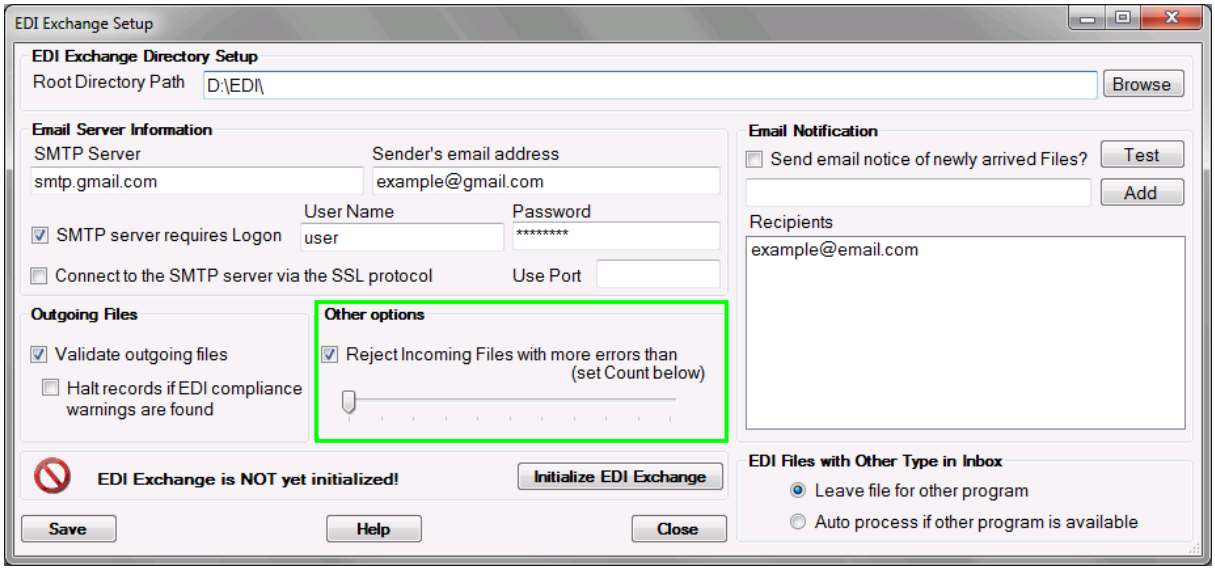
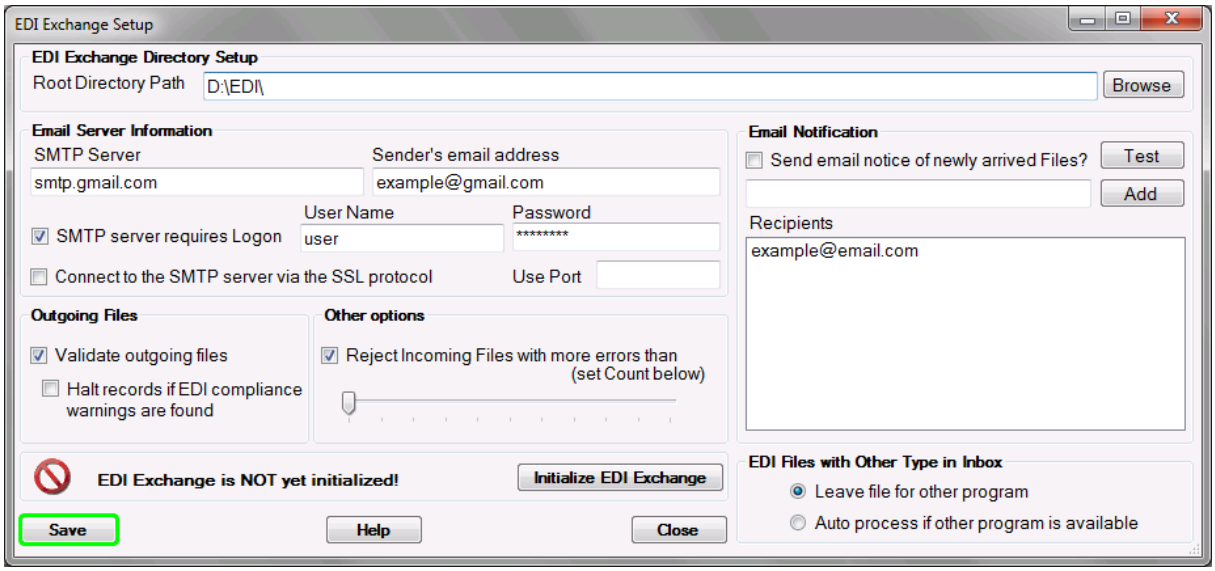
incoming files with more errors than defined will not be placed into the "Inbox" folder.



The "Reject incoming files with more errors than" option

5. Click on "Save."



10.3.3 Running the Application via Scheduler

EDI Exchange integrates with the Windows Scheduler to allow the automation of the EDI file exchange process. You can set up EDI Exchange to go out to the trading partner's FTP server, download files, decrypt and compliance check them and further process them with the appropriate HIPAAsuite application, for example load claims into a SQL database.

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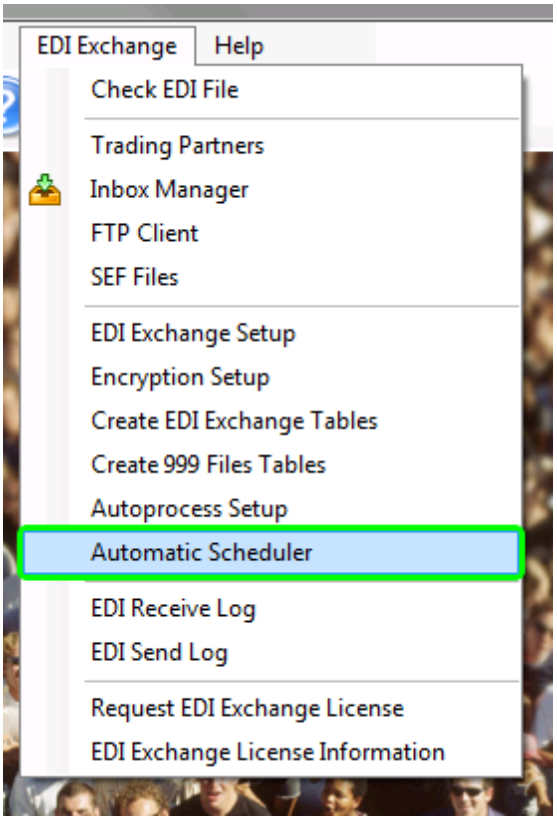
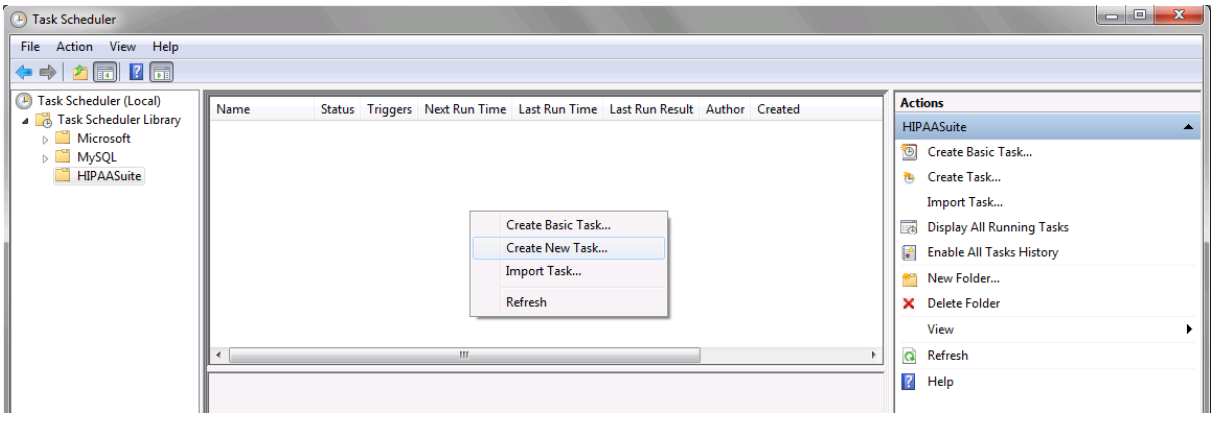
Follow the instructions below to schedule the EDI files exchange process.

1. Select "Automatic Scheduler" under the "EDI Exchange" menu.



The "Automatic Scheduler" menu item

2. In the opened window, right click and choose the "Scheduled Task" menu item.



Task Scheduler in Windows Vista onwards.

In Windows XP, the Scheduled tasks directory looks like this:

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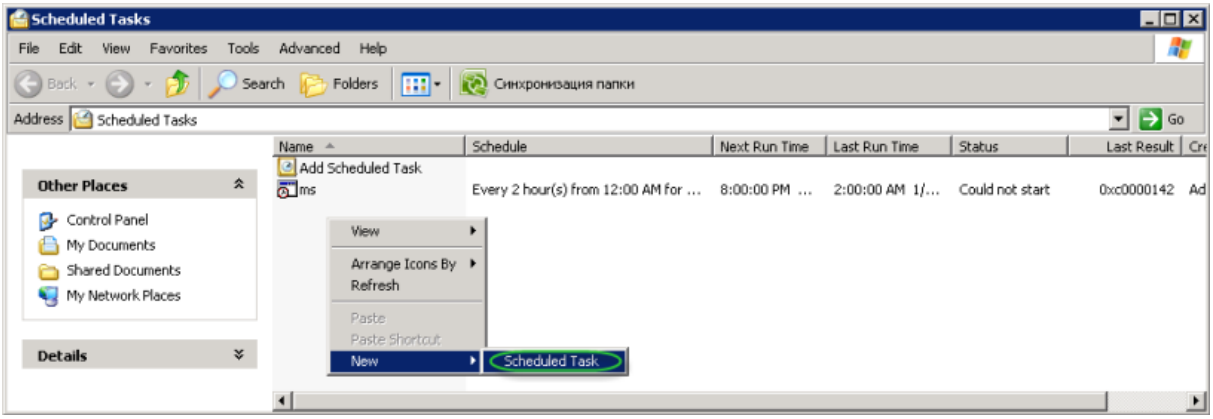

The "Scheduled Task" menu item in Windows XP.

See "Running the Application via Scheduler" in the help of the host HIPAA application for detailed instructions on how to schedule a task.

10.3.4 Using the Command Line Arguments (CLI)

The only EDI Exchange specific command line argument is "Auto"

The Auto processing options are defined in another screen and, with the command line argument "Auto," they will be exercised. Make sure that you have configured them according to your needs.

10.4 Working with Trading Partners

10.4.1 Setting up Trading Partners

With EDI Exchange you can keep track of your trading partners. You can set up their identifiers to send them EDI files or 999 acknowledgment, send email notifications and compliance check results, encryption keys and file transport mechanisms.

Once you have created the trading partner table (see Creating Database Tables) and initialized EDI Exchange (see Initializing EDI Exchange), you can set up the relationships with your trading partner. Follow the instructions below.

1. Select "Trading Partners" under the "EDI Exchange" menu.

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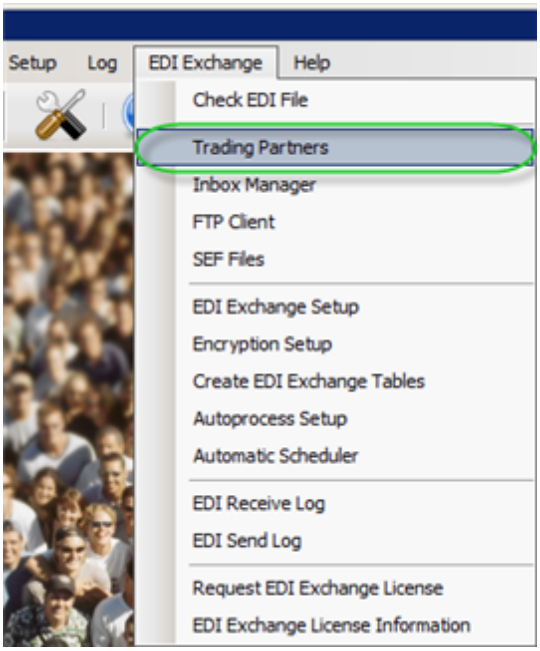
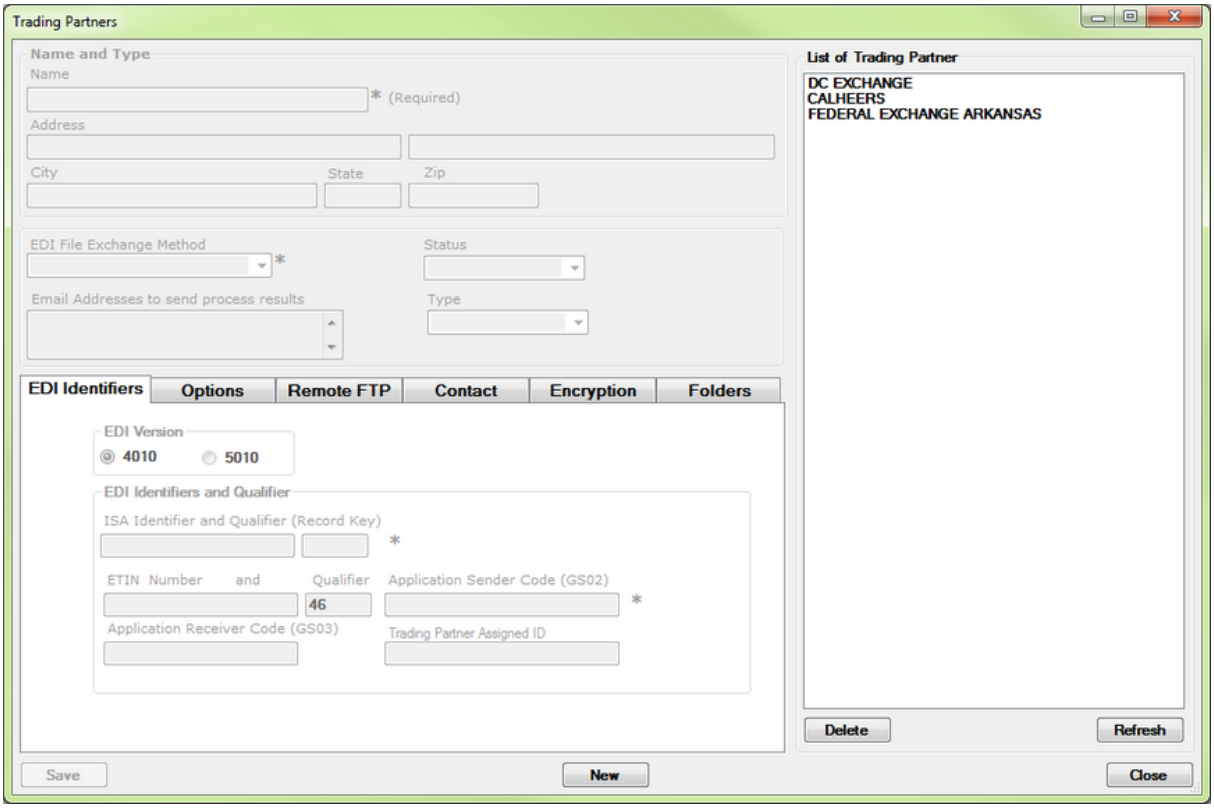


The "Trading Partners" menu item

2. The following screen will appear.



The "Trading Partners" window

3. Click the "New" button to start entering the trading partner information.

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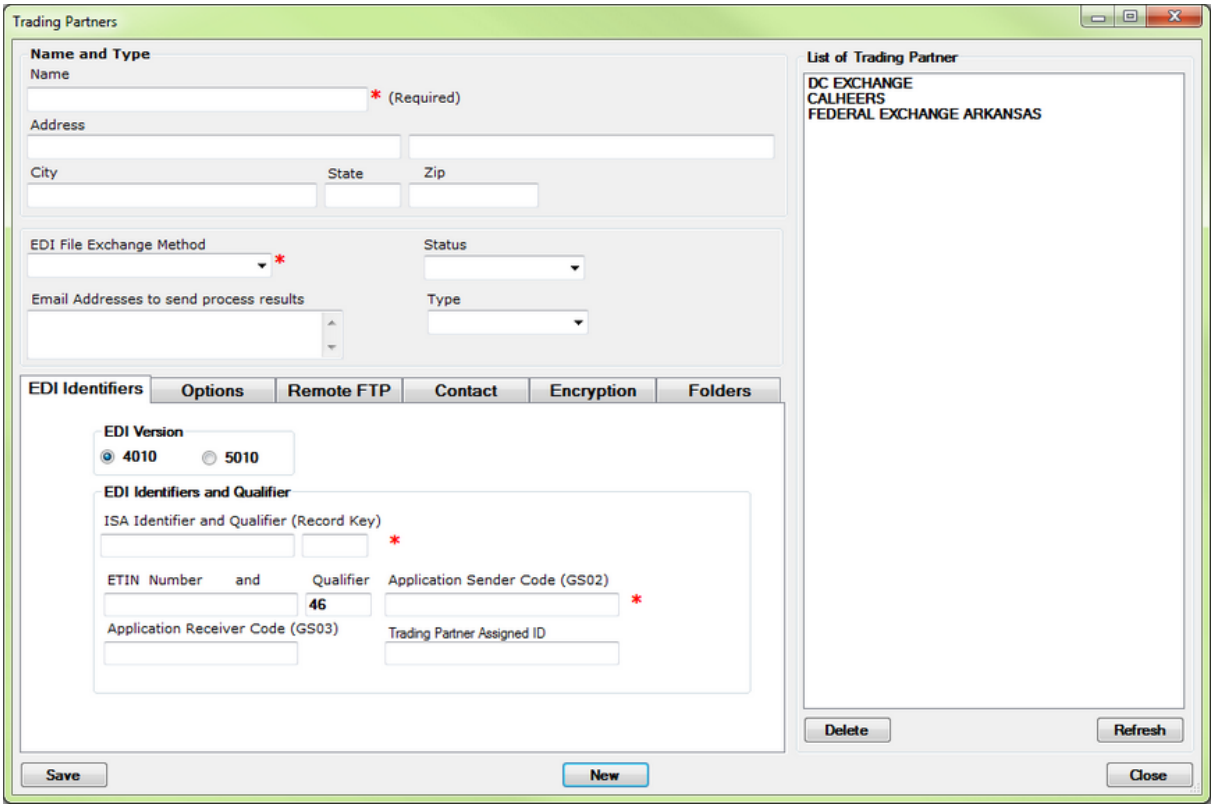
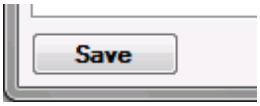
4. Define the necessary options. They are described further.



5. Click on "Save."



The "Save" button

6. The newly added Trading Partner's name will appear in the right pane.

Trading Partner Options

The company information of a trading partner can be specified on the top of the form.

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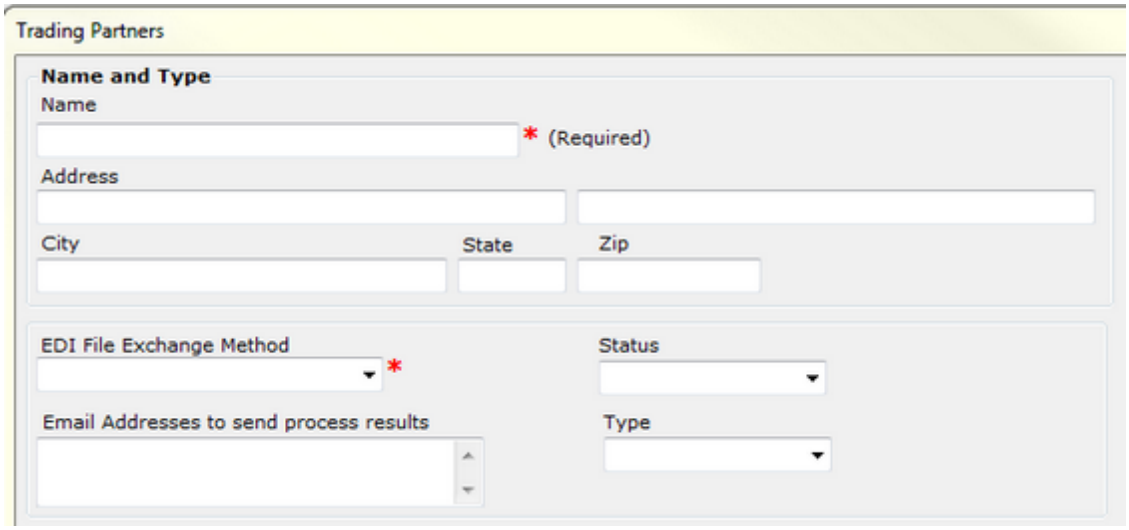

Top area of the "Trading Partners" window

Name and Type

- **Name** — Trading partner's company name. Required field.
- **Address** — Trading partner's company address.
- **City**
- **State**
- **Zip**
- **Status** — Trading partner's status. Choose one of the available options:
  - **Inactive** — No upload into a database system through ODBC will be done.
  - **Test Only** — All outgoing EDI messages will be stamped with "Test" (ISA_15). Records will only be exported to the test environment.
  - **Approved** — All outgoing EDI messages will be stamped with "Production" (ISA_15). Records will be exported to the Live system with ODBC.
- **Type** — There are five types of trading partners, select the necessary one:
  - **Providers** — Hospitals, doctors or other health care providers.
  - **VANs** — Value Added Networks like clearing houses or EDI Networks.
  - **Service bureaus** — Third party entities such as repricing organizations.
  - **Sponsors** — Entities that sponsor the benefits of subscribers such as MedicAid, government agencies or large employers.

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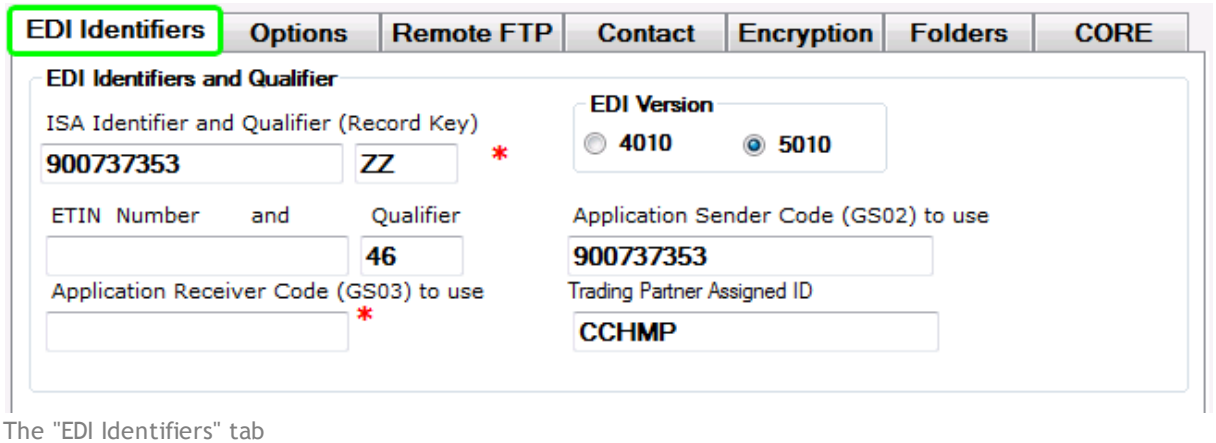
- **Payers** — Entities that pay for health care benefits such as health insurers.

The next block on the form lists the communication methods and preferences.

- **EDI File Exchange Method** — Obligatory setting. HIPAAsuite supports three communication methods. Choose a preferred mode of sending EDI communications to the trading partner:
  - **FTP** — Allows you to transmit files actively to the Trading Partner or his Clearinghouse.
  - **Outbox** — All files for Trading Partner are stored locally. The Trading Partner is responsible for picking up files in his special directory of the local FTP or HTTP server.
  - **SOAP** - Allows you to transmit files to the Trading Partner or his Clearinghouse using SOAP 1.2 (CORE) by default.
    - o **SOAP Version** - Defaults to CAQH CORE "SOAP 1.2". "SOAP 1.1" is also provided as a compatibility option for Trading Partners that are not yet CORE-Certified but use SOAP services.
  - **MIME** - Allows you to transmit files to the Trading Partner or his Clearinghouse using MIME (CORE). This is one of two CORE options.
- **Email Addresses** — Enter the email address(es) into the text field.

EDI Identifiers Tab

This tab relates to the EDI identifiers and EDI Version.



The "EDI Identifiers" tab

- **EDI Version** — There are two standards for HIPAA:

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- 4010 — This standard was introduced in the original transaction from 2003 to 2011.
- 5010 — From 2012 on all HIPAA transactions must be conducted in the 5010 version.

- **EDI Identifiers and Qualifier**
  - **ISA Identifier and Qualifier (Record Key)** — The ISA Identifier and Qualifier are the unique key to the trading partner database file. The ISA identifier can be up to 15 bytes long, the qualifier has to be 2 bytes. Approved qualifiers are:
    - **01** — Duns (Dun and Bradstreet)
    - **14** — Duns Plus Suffix
    - **20** — Health Industry Number (HIN)
    - **27** — Carrier Identification Number as assigned by HCFA
    - **28** — Fiscal Intermediary Identification Number as assigned by HCFA
    - **29** — Medicare Provider and Supplier Identification Number as assigned by HCFA
    - **30** — U.S. Federal Tax Identification Number
    - **33** — National Association of Insurance Commissioners Company Code (NAIC)
    - **ZZ** — Mutually Defined. Many organizations use the ZZ qualifier with their name as the ID, for example ZZ and HIPAASUITE.
  - **ETIN number** — The Electronic Transmitter Identification Number established by a Trading Partner Agreement. This number occurs only in the 837 transactions. Often, the ETIN is same as the ISA ID.
  - **Application Receiver Code (GS_02)** — A code identifying a part that sends a transmission or the specific application within the sender's organization. Codes are agreed by Trading Partners. Again, usually this code is same as the ISA ID. This code is placed in the GS_02 element in the Functional Group Header (GS). Some Trading Partners want to send a specific code in GS_03, the application receiver code. You can enter it into the corresponding field. Most of the time it is not necessary.
  - **Assigned ID** - Some trading partners, like health insurance exchanges will give a plan an ID that is different from the ISA identifier defined in the Company Setup screen of the application. Especially in the creation of filenames is this Assigned ID important.

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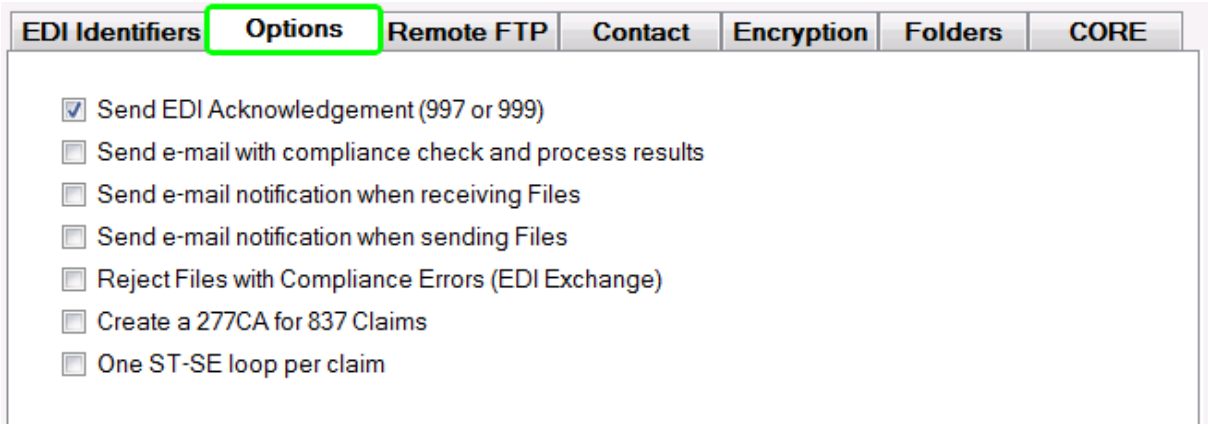
Options Tab



The "Options" Tab

You can choose one of the following options:

- **Send EDI Acknowledgment (997 or 999)** — This check-box allows sending Functional Acknowledgment transactions to the Trading Partner.
- **Send e-mail with compliance check and process results** — This option allows sending the compliance check results back to your contact at the Trading Partner via email. No PMI will be transmitted. Adding an email address is important, even when the Communication method is not "Email."
- **Send e-mail notification when receiving files** — This option allows sending an acknowledgment email of EDI files. This option is not necessary when you choose 997 or 999 acknowledgments.
- **Send e-mail notification when sending files** — This option allows sending a file to the Trading Partner notifying them that a file has been created for them.
- **Reject Files with Compliance Errors -** This option will reject files that have compliance warnings and move them into the suspended files directory. It also determines whether the TA1 and 999 indicate acceptance or the 999 lists all the errors and warning.
- **Create a 277CA for 837 claims** — This option only applies to 837 Claims. Checking this option will produce a 277CA Claims Acknowledgment report for received 837 Claim files.
- **One ST-SE loop per claim** - This option separates all claims into individual transactions enclosed by their own ST and SE segments.

Remote FTP Tab

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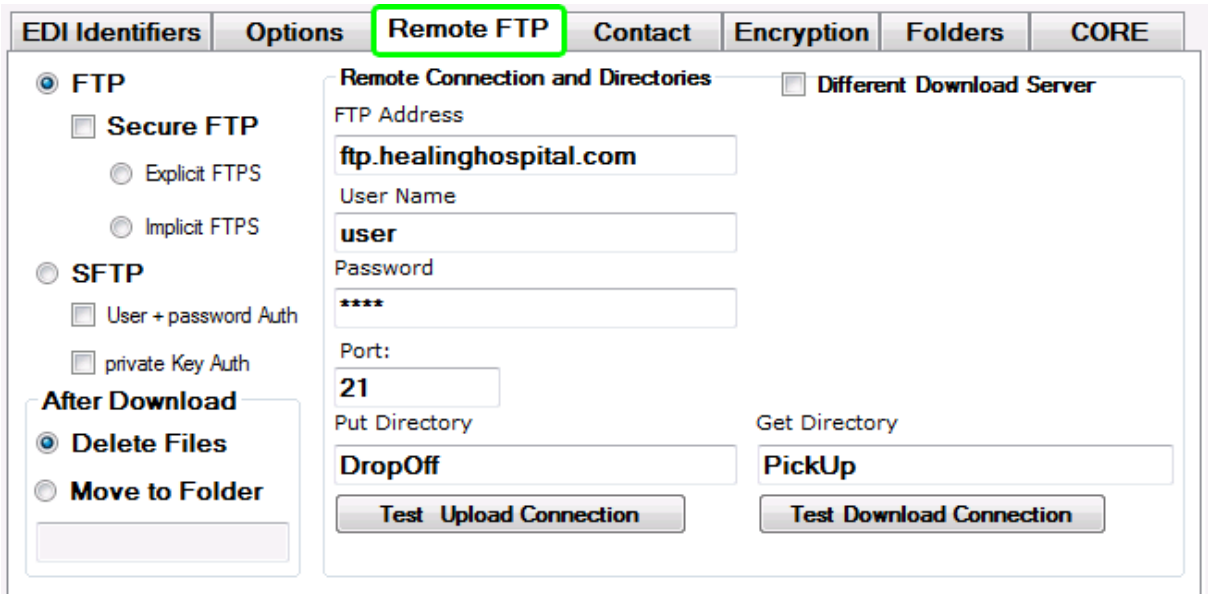
If your trading partner has an FTP Server, then you can set up here the connection information. Read more in Using Built-in FTP Client.



The "Remote FTP" tab

The file transfer protocol (FTP) is one of the first internet protocols and goes back to the 1960's. Transporting electronic files was one of the great achievements of the internet. During the last 50 years a lot of improvements to this protocol have been made, mainly to increase the security of the transfer.

- **FTP** — For security reasons, EDI Exchange supports secure FTP or FTPs.
  - **Explicit FTPS Connection** — The explicit method is a legacy compatible implementation where FTPS aware clients can invoke security with an FTPS aware server without breaking overall FTP functionality with non-FTPS aware clients. In explicit mode (also known as FTPS), an FTPS client must "explicitly request" security from an FTPS server and then step-up to a mutually agreed encryption method. If a client does not request security, the FTPS server can either allow the client to continue insecure or refuse/limit the connection.
  - **Implicit FTPS Connection** — The implicit method requires that all clients of the FTPS server be aware that SSL is to be used on the session, and thus is incompatible with non-FTPS-aware clients. Negotiation is not allowed with implicit FTPS configurations. A client is immediately expected to challenge the FTPS server with a TLS/SSL ClientHello message. If such a message is not received by the FTPS server, the server should drop the connection. In order to maintain compatibility with existing non-TLS/SSL aware FTP clients, implicit FTPS was expected to listen on the IANA Well Known Port 990/TCP for the FTPS control channel and 989/TCP for the FTPS data channel. This allowed

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administrators to retain legacy compatible services on the original 21/TCP FTP control channel.

- **SFTP** — also known as FTP over SSH is deemed the most secure form of FTP and uses encryption certificates. There are 3 different ways to authenticate a SFTP connection,
  - With user name and password, just like a regular FTP connection,
  - User name and a certificate
  - User name, certificate and password

Remote Connection and Directories

You need the FTP address, the user name and password to establish the connection and the directory information where files are picked up and where dropped off. Fill in the following fields:

- **FTP Address -** This is usually the IP address of the server
- **User Name**
- **Password**
- **Put Directory -** This is the directory where you drop off files
- **Get Directory -** This is the directory where you download files from

It is possible that a trading partner has two FTP servers, one for 'put' and another one for 'get'. If so, check "Different Download Server" and additional fields will become visible so you can specify the those connection parameters.

After Download: You have two choices. Files on the server will be either deleted or moved to another folder of your choice .

Contact Tab

The Contact Tab stores contact information for your selected Trading Partner.

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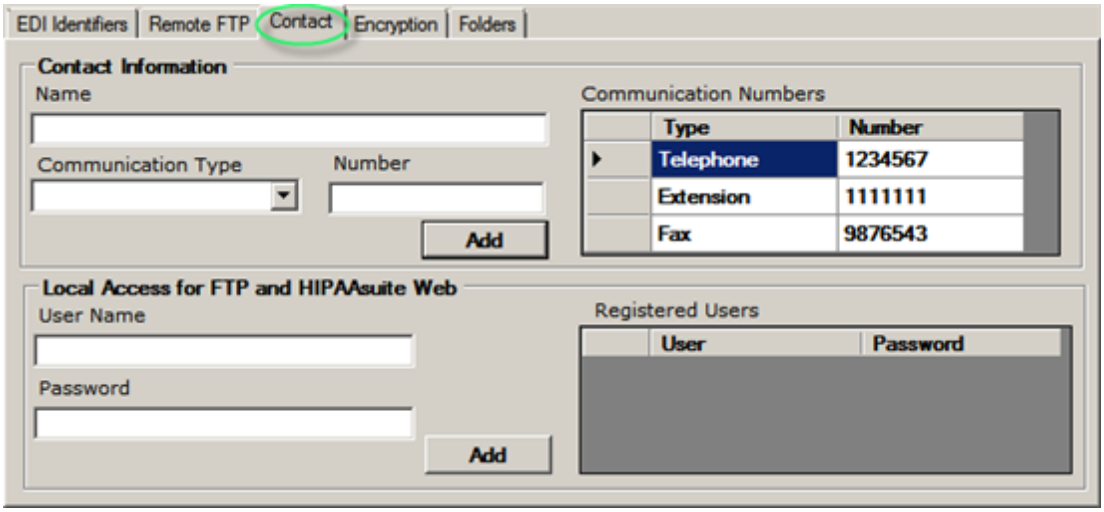

The "Contact" tab

Contact Information

Enter the name and the number into the corresponding fields and select the communication type from the drop-down list.

- **Contact Name**
- **Communication Numbers** — Valid Communication number qualifiers are:
  - **TE** — Stands for Telephone.
  - **FX** — Stands for Fax.
  - **EX** — Stands for Extension.
  - **EM** — Stands for email.

Click the "Add" button and the contact will appear in the "Communication Numbers" table.

> Note: The information that you fill in goes also into EDI files in the "PER" segment.

Local Access for FTP and HIPAAsuite Web

To register a user, enter the user name and the password into the corresponding fields and click the "Add" button. The user will appear in the "Registered Users" table.

- **User Name**
- **Password**
- **Registered Users**

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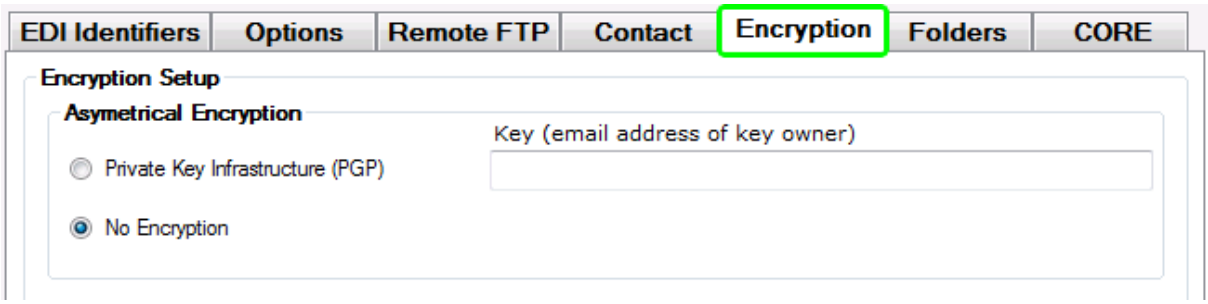
Encryption Tab

EDI Exchange supports PKI encryption. Encryption keys are defined by the email address of the owner. Both supported products, PGP and GnuGP use this logic. Read more in Using Encryption.

You can set up the encryption parameters for a Trading Partner on the "Encryption" tab.



The "Encryption" tab

Encryption Setup

- **Asymmetrical Encryption**
  - **Private Key Infrastructure (PGP)**

    Key (email address of key owner)
  - **No Encryption**

Folders Tab

Within the HIPAAsuite Communications Directory, each Trading Partner has his own folder. This keeps files finely separated and in order. Here is where you can set this up. Read more in Defining Communications Directory.

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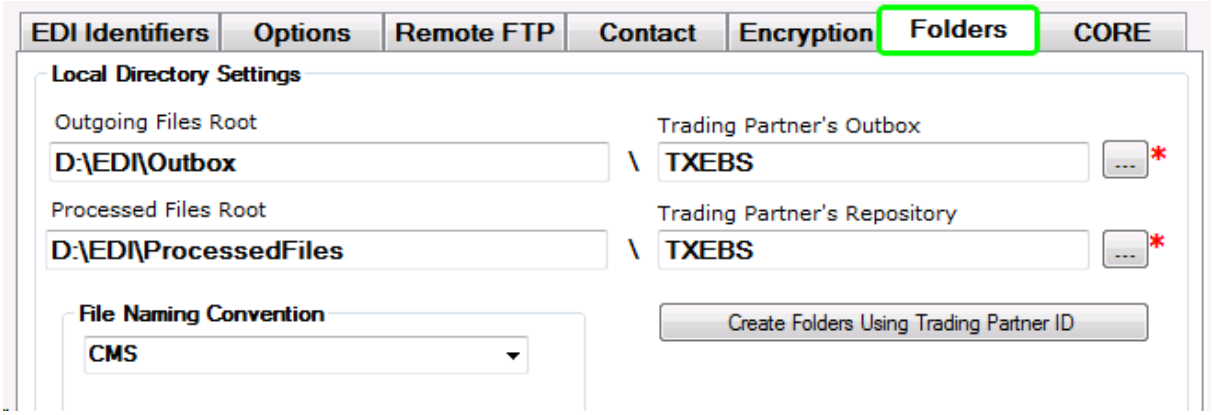
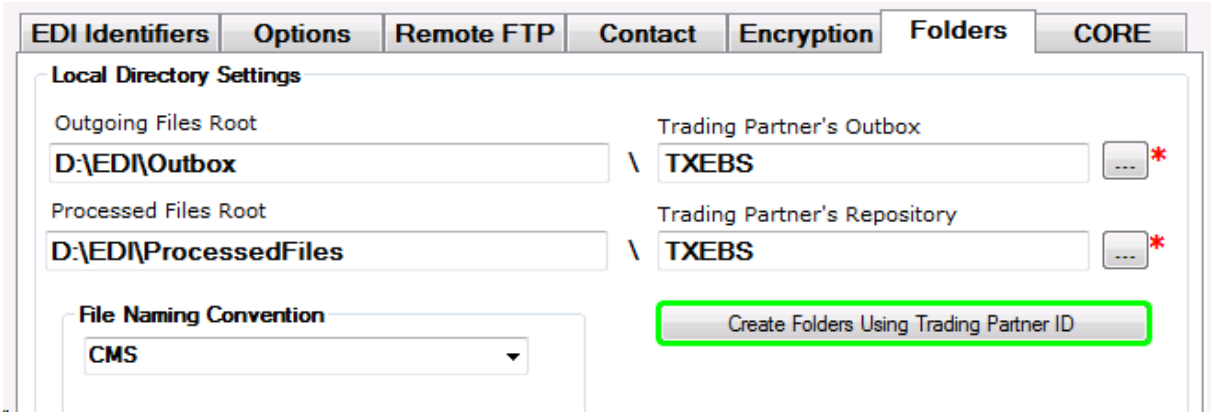


The "Folders" tab

- **Outgoing Files Root** — This field has a pre-generated path. You can change this path by changing the EDI Root Directory.
- **Trading Partner's Outbox** — Mandatory setting. Click on the three-dots button to access the "Select Folder" window. There you choose an existing folder or create a new one.
- **Processed Files Root —** This field has a pre-generated path. You can change this path by changing the EDI Root Directory.
- **Trading Partner's Repository —** Mandatory setting. Click on the three-dots button to access the "Select Folder" window. There you choose an existing folder or create a new one.

Once you have specified the directory settings, click on the "Create Folders Using Trading Partner ID."



The "Create Folders Using Trading Partner ID" button

- **File Naming Convention** - Health Insurance Exchanges (HIX) demand that a carrier adheres to more or less complex File naming conventions. Since these conventions are often really complicated we decided to hard code several schemes. California,

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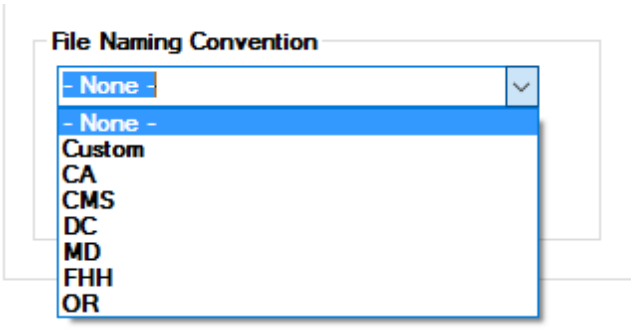
Maryland, DC and the CMS scheme are among those currently configured and we will add other schemes if needed.

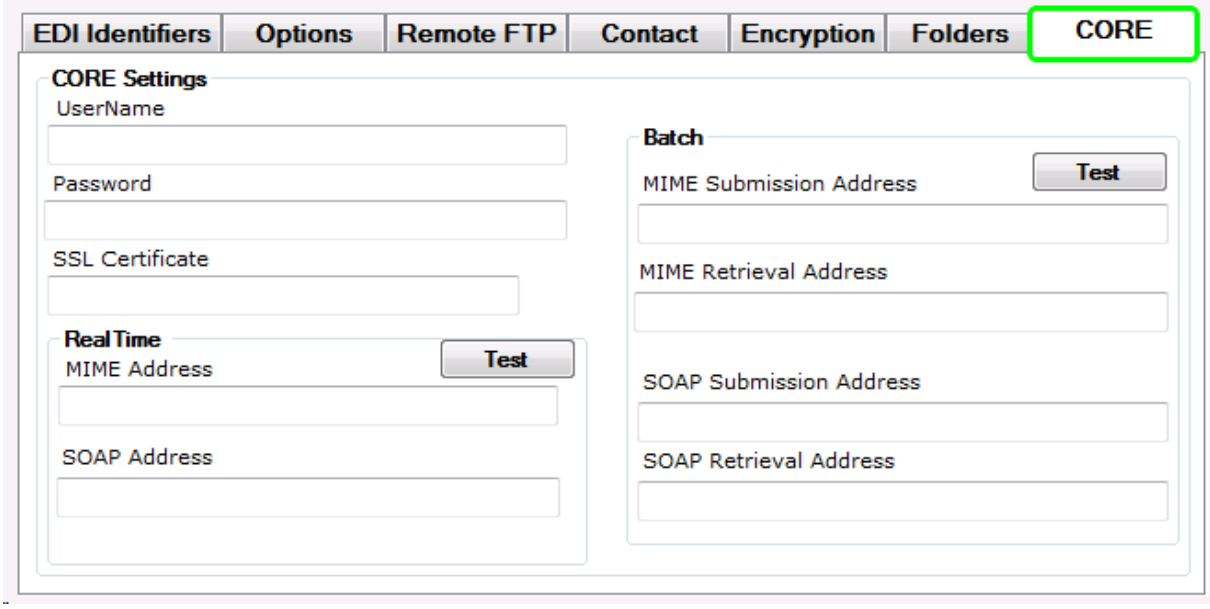


Filenaming dropdown menu options

The *Custom* File Naming Convention option requires some additional setup. This is covered in Custom File Naming Conventions.

CORE Tab

This tab stores settings for the use of CORE-Compliant SOAP- and MIME-enveloped transactions. When using a Requester or similar application, these settings apply to the information source. When using a Responder or similar application, these settings apply to the information requester/receiver. Soap 1.2 or 1.1 will use the same options.



CORE settings tab

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- **UserName** - UserName portion of the username authentication token. Used to verify a Trading Partner's Username token's Username or in your own Username token authenticate yourself to a Trading Partner's CORE-compliant servi e.
- **Password** - Password portion of the username authentication token. Used to verify a Trading Partner's Username token's Password or in your own Username token to authenticate yourself to a Trading Partner's CORE-compliant service.
- **SSL Certificate** - Instead of Username tokens, use an SSL certificate to verify a Trading Partner's identity or access a Trading Partner's CORE-compliant service. Not currently implemented.
- **RealTime**
  - **MIME Address** - Trading Partner's web address for MIME Real-Time transactions.
  - **SOAP Address** - Trading Pertner's web address for SOAP Real-Time transactions.
- **Batch**
  - **MIME Submission Address** - Trading Partner's web address for MIME Batch transactions.
  - **MIME Retrieval Address** - Some Trading Partners may use a different address to submit or retrieve batch transactions. Use this field for a retrieval-specific address.
  - **SOAP Submission Address** - Trading Partner's web address for SOAP Batch transactions.
  - **SOAP Retrieval Address** - Some Trading Partners may use a different address to submit or retrieve batch transactions. Use this field for a retrieval-specific address.

10.4.2 Custom File Naming Conventions

Health Insurance Exchanges (HIX) demand that a carrier adheres to File naming conventions. These file naming conventions enable a reader to quickly determine the date, time, sender, recipient, etc. of a particular file among other files without the need to open them individually. The custom File Naming Convention option enables you to create a file naming convention scheme tailored to your (or your trading partner's) requirements.

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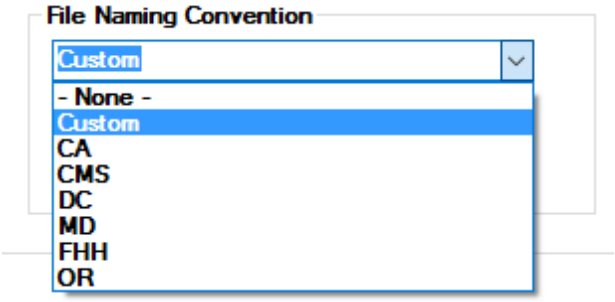
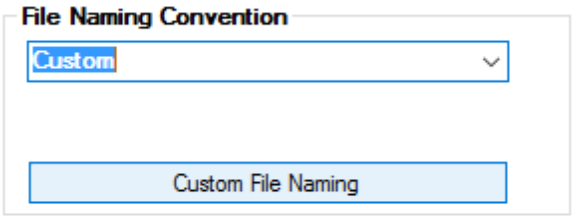


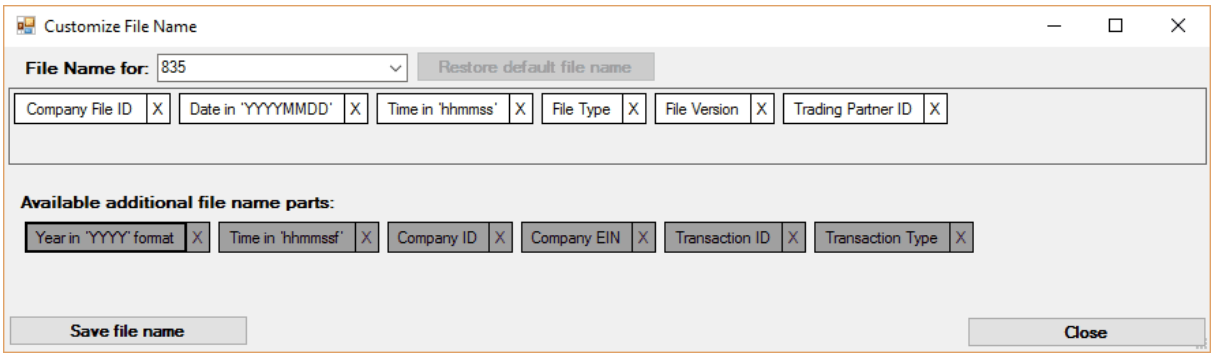
Custom File Naming Convention option highlighted

Selecting the Custom option in the File Naming Convention dropdown menu option and clicking the *Custom File Naming* button below it:



Custom File Naming button enabled

will bring up the screen pictured below. This screen is used to create file naming conventions for a particular trading partner. These examples will use the 835 file type as an example, but all file types the HIPAASuite product represents (as well as TA1s and 999s) can have their own file naming convention applied to each trading partner. The following picture shows the file name customization screen with the default building blocks for an 835 EDI file.



File Naming Customization screen with default custom file naming convention

Filetype

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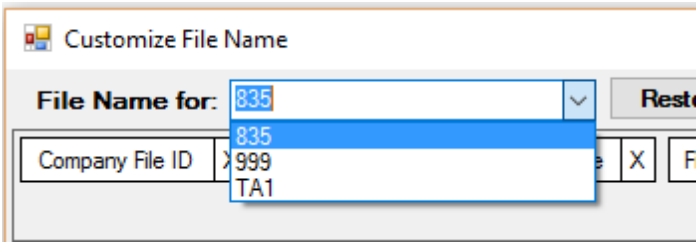
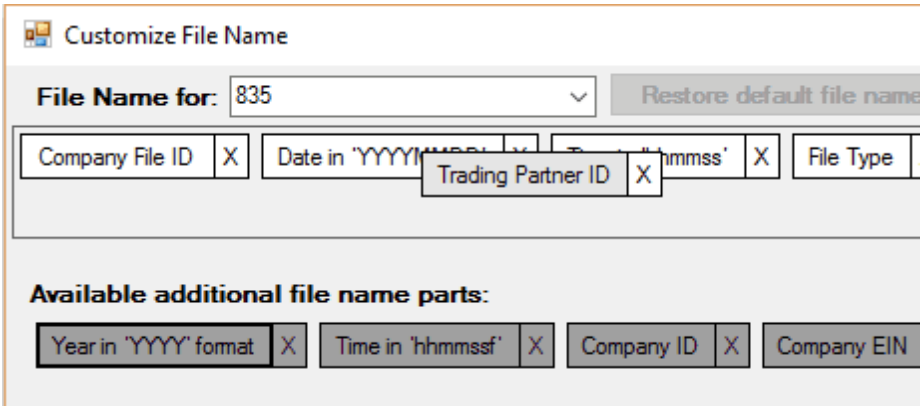
Here we can create a custom file naming convention for a specific file type. The file types available will depend on the HIPAASuite product used to create the file naming convention. To change the file type, select it from the file type dropdown menu:



Changing the filetype

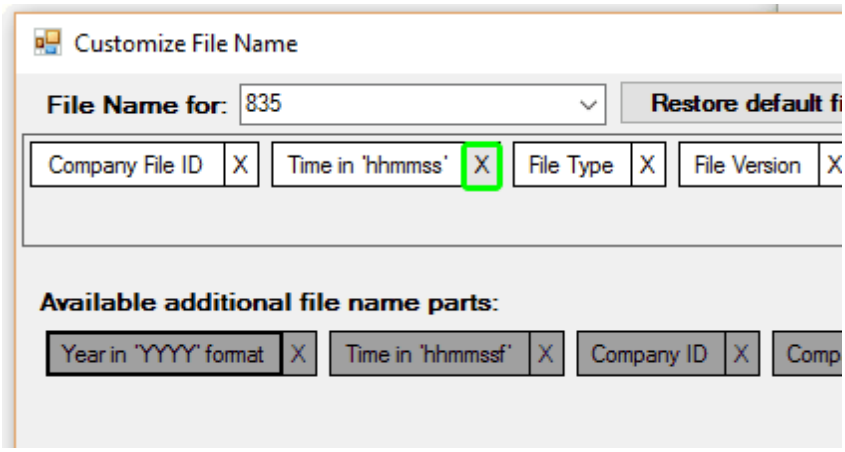
Creating the file naming convention

A coherent file naming convention can be created by clicking and dragging elements into order. Present elements can be reordered by clicking and dragging them into position:



Click-dragging an element into position

Existing elements can be removed by clicking the *X* to the right of the element:



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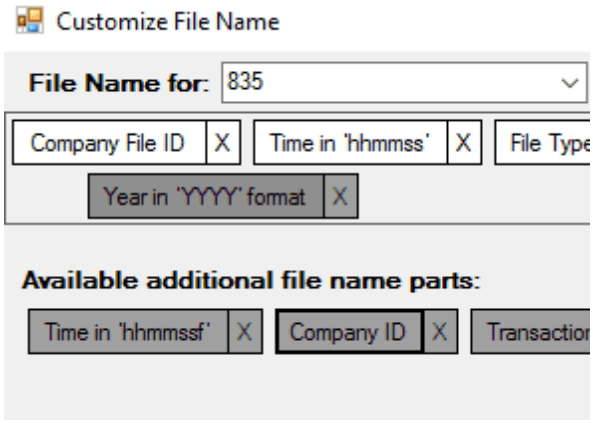
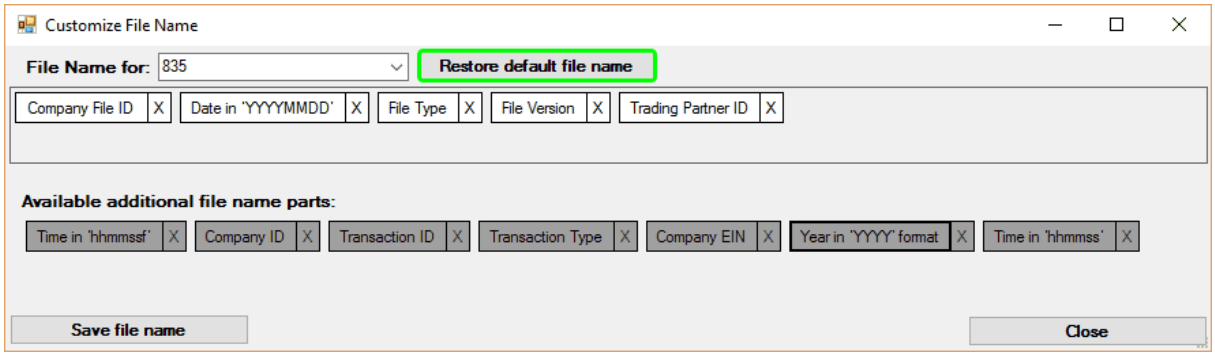
Deleting an element

The greyed-out elements towards the bottom of the screen can be added to the custom file naming convention by clicking and dragging them into place:



Adding a file name element

To discard the current changes and start over with the default file naming convention, click the *Restore default file name* button.



Restore default file name button

Saving or discarding

Finally, the custom file naming convention can be saved by clicking *Save file name* or discarded by clicking *Close*.

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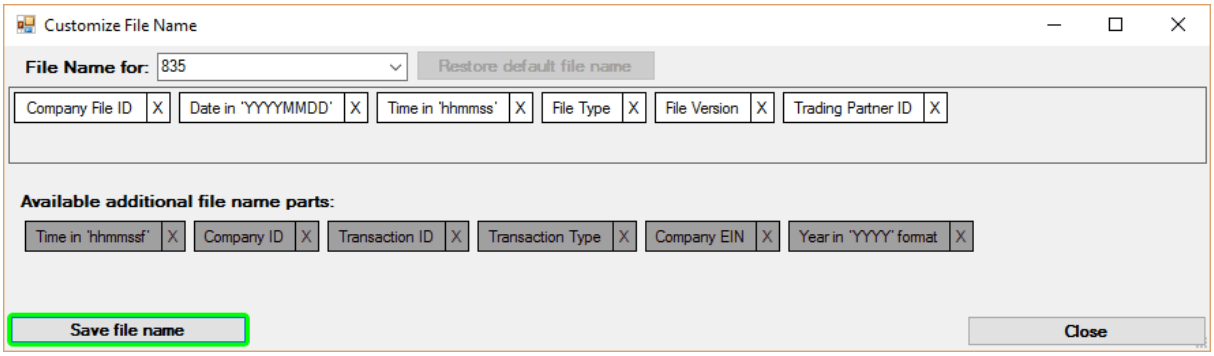


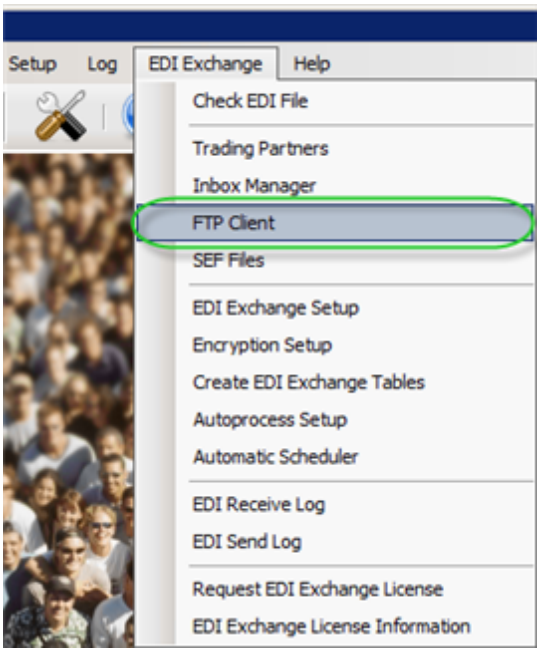
Save button on file name customization screen

10.4.3 Using Built-in FTP Client

EDI Exchange has a built-in FTP client. This utility allows you to drop-off and pick-up files from a trading partner that you have defined in the "Trading Partners" menu (see Setting up Trading Partners.)

Follow the instructions below to exchange EDI files with your Trading Partner.

1. To access the FTP client, select "FTP Client" under the "EDI Exchange" menu item.



The "FTP Client" menu item

2. The following window will appear.

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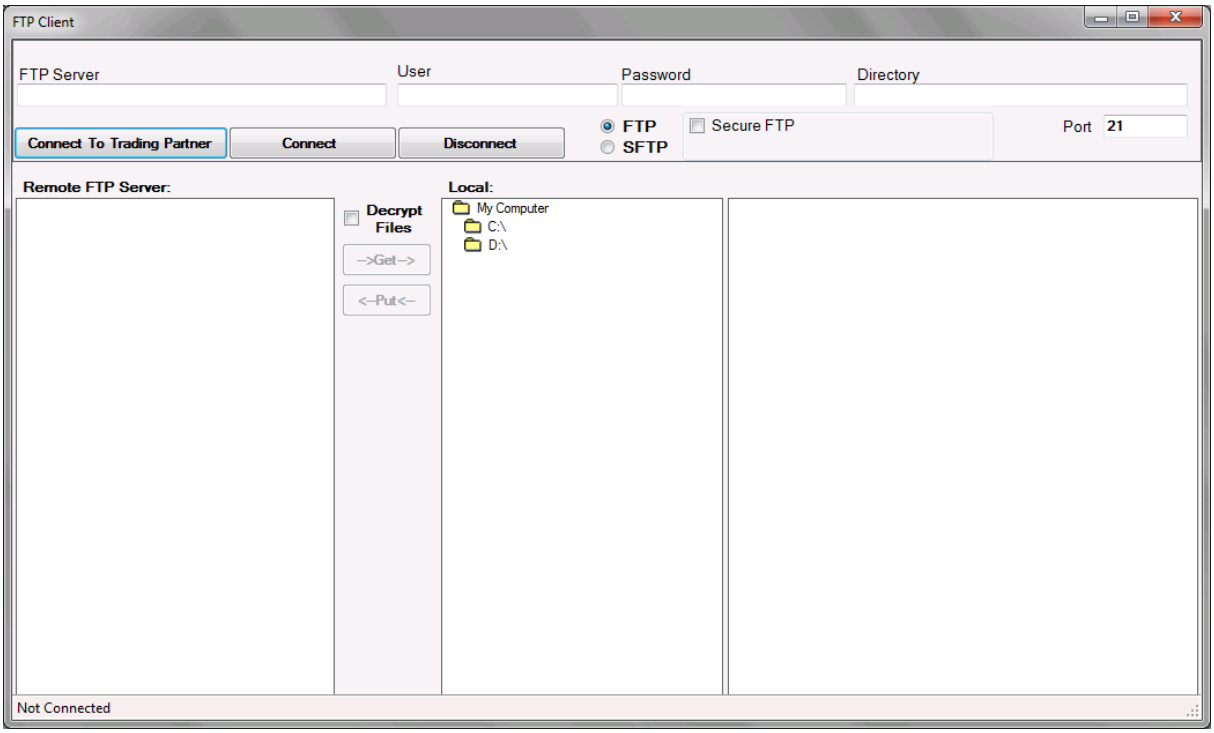
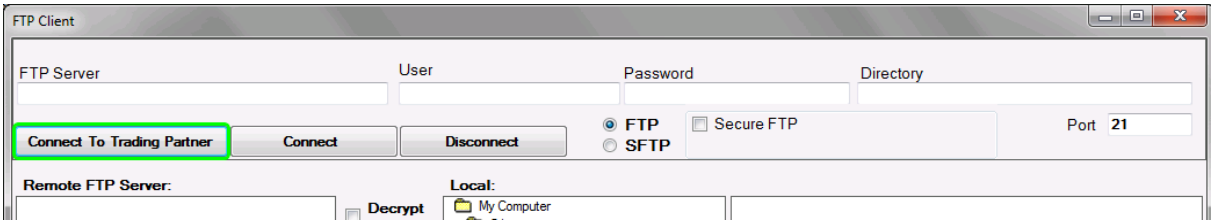


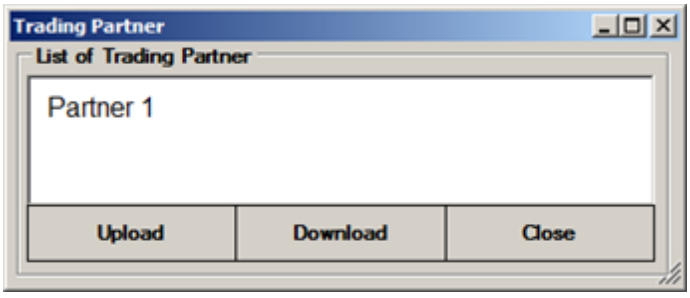
The built-in FTP client

3. Click the "Connect to Trading Partner" button on the FTP client window.



The "Connect to Trading Partner" button

4. The following screen opens.



Selecting a Trading Partner for FTP transfer

5. Highlight the trading partner that you want to connect to.

6. Click on the "Upload" button to connect to the "Put" directory that you set up in the

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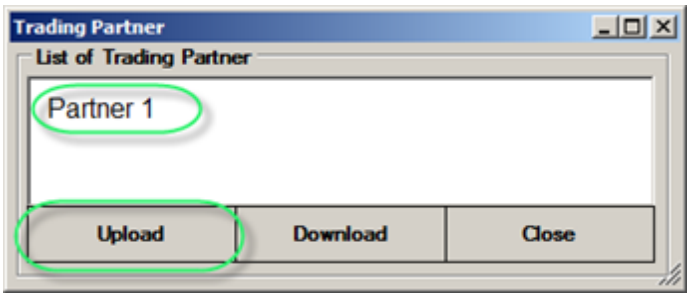
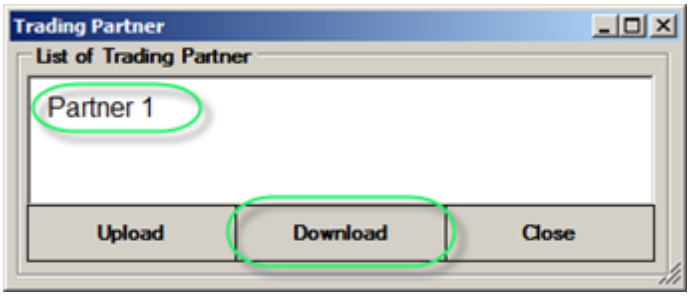
trading partner screen.



The "Upload" button

Or click on the "Download" button to connect to the "Get" directory that you set up in the trading partner screen.



The "Download" button

5. Once you have chosen a trading partner, the following fields will contain values derived from the trading partner's properties. You can change them manually if you need.

- **FTP server** — IP Address or URL of the FTP server.
- **Username**
- **Password**
- **Directory** — If you leave this value blank, the FTP root directory will be opened.
- **Secure FTP** — If you enable this option, then you can select between implicit and explicit FTPs. See Setting up Trading Partners for an explanation of the two secure methods:
  - **Explicit FTPS Connection**
  - **Implicit FTPS Connection**

> Note: You can also fill in the connection information manually. In this case, the entered credentials will not be saved once you close the FTP client window. Click on the "Connect" button to establish connection to the FTP server.

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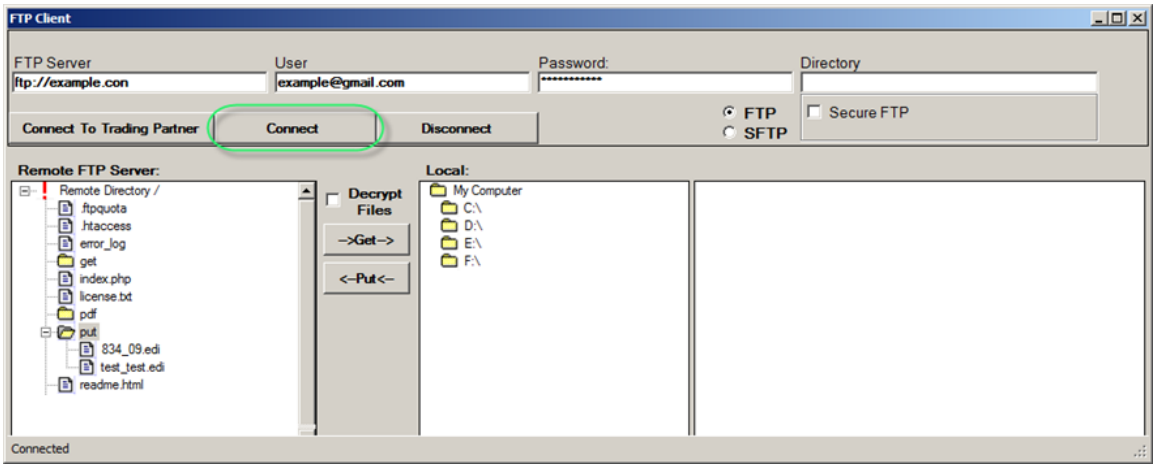
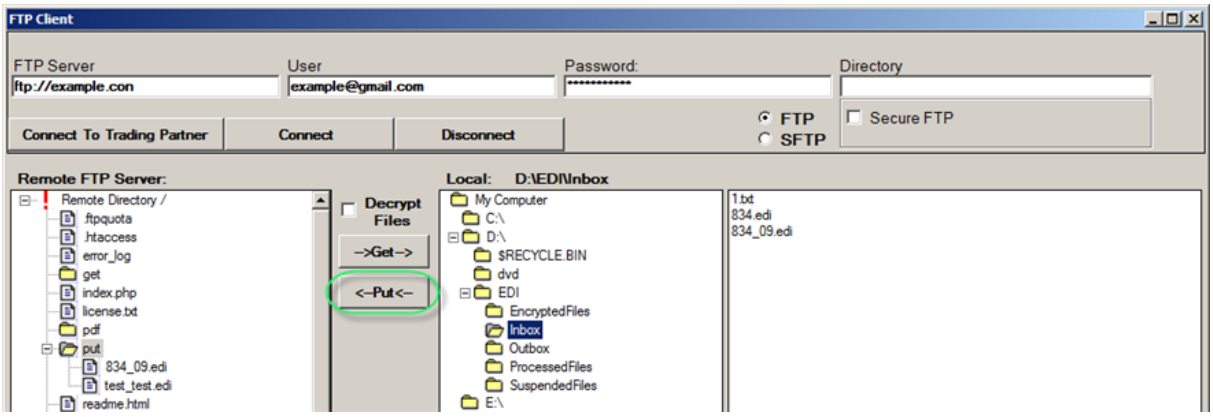
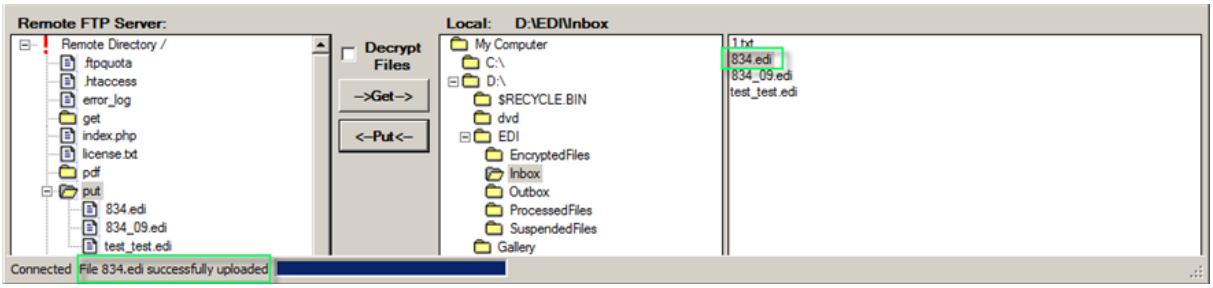


4. Once connected, the content of the folder on the server is displayed. On the right side, you can browse your local PC.

5. To upload a file to the server, select the file on your local PC and click on the "Put" button.



The file will appear in the remote folder. You will receive the "File <filename> successfully uploaded" message on the bottom status bar of the FTP client.



6. To download a file from the server, select a file in the left side, and then click on the

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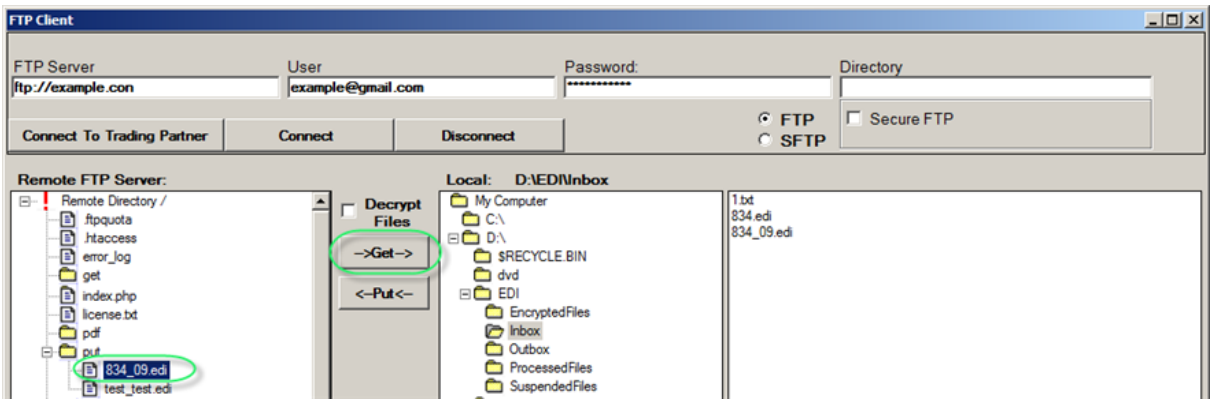
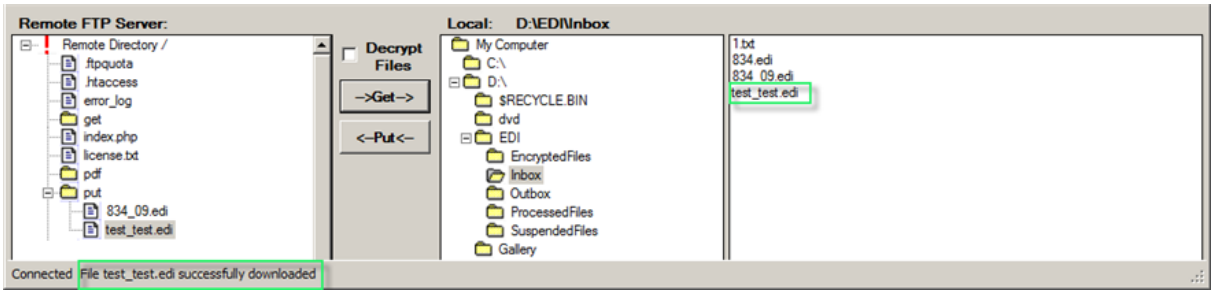
"Get" button.

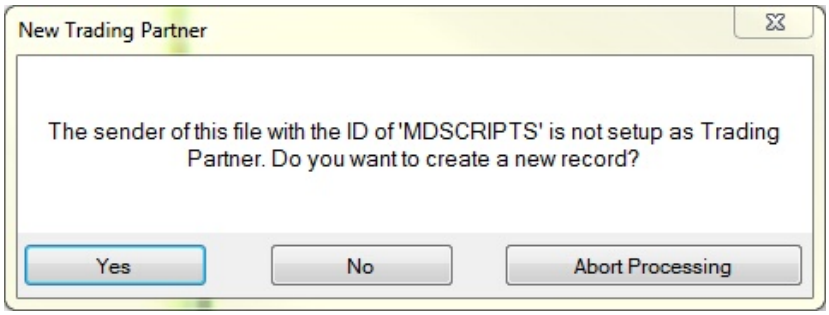


The file will appear in the local folder. You will receive the "File <filename> successfully downloaded" message on the bottom status bar of the FTP client.



10.4.4 Creating a Trading Partner Automatically

When you process a file with EDI Exchange the sender's ID is compared to the trading partners on file. If the trading partner does not exist you have the opportunity to create a rudimentary new trading partner record. Now you have the choice to either create this new record, process the file without the trading partner record or to abort the operation.



The "New Trading Partner" dialog box

If you abort the process, you still will get the EDI file analysis.

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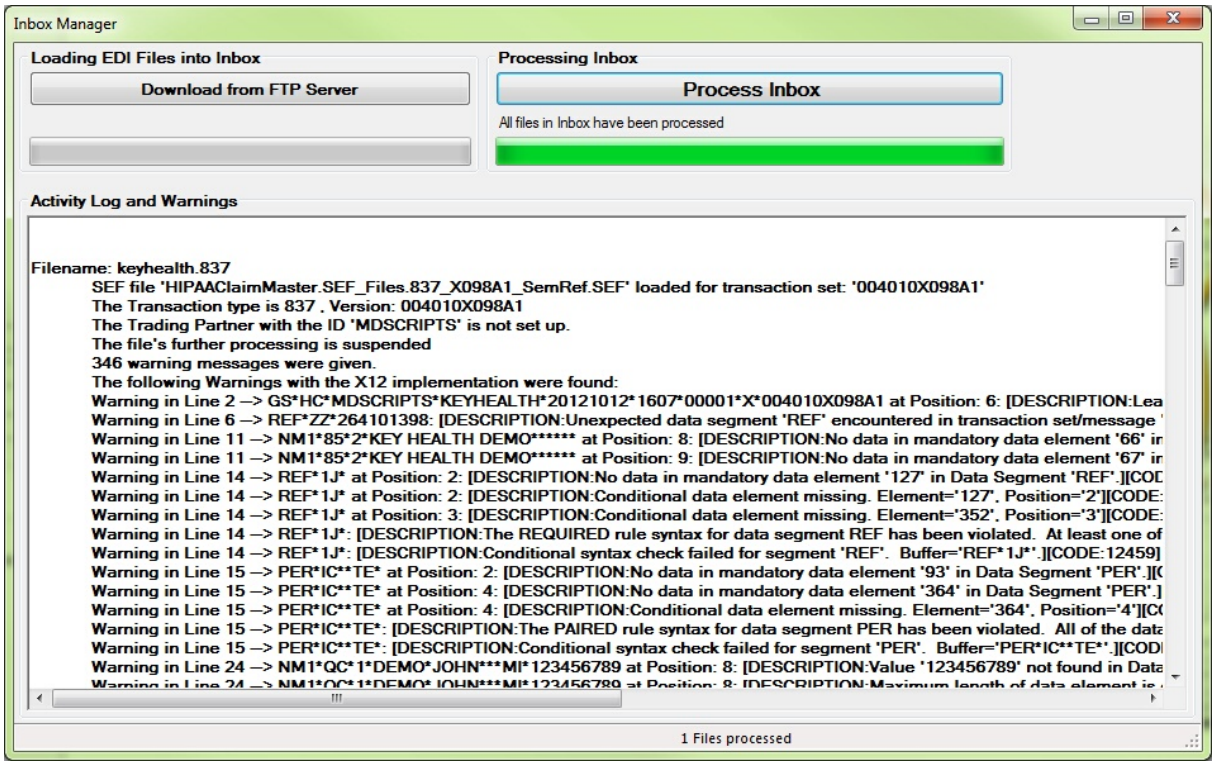
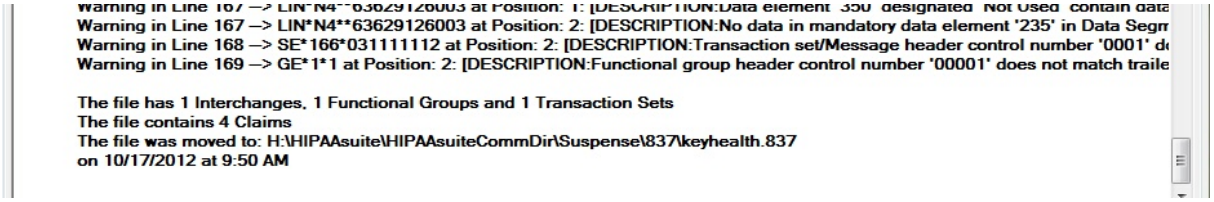


EDI compliance check results after further processing was aborted.

Files without a valid trading partner will be placed into the "suspended files" directory. The final action taken after the analysis is recorded at the end of the results.



This file's processing was aborted. The file was moved to the suspended files folder

10.4.5 Certificate based authentication in SFTP

SFTP or FTP over secure shell as it is also known is deemed to be the most secure method of file transport. There are 3 methods of authentication in Sftp.

1. with a user name and password
2. with a user name and a private key cryptographic certificate and
3. with a user name, a certificate and a password

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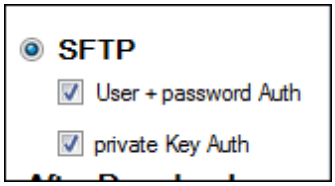
When you select SFTP as the FTP protocol, you will see two check boxes appear.



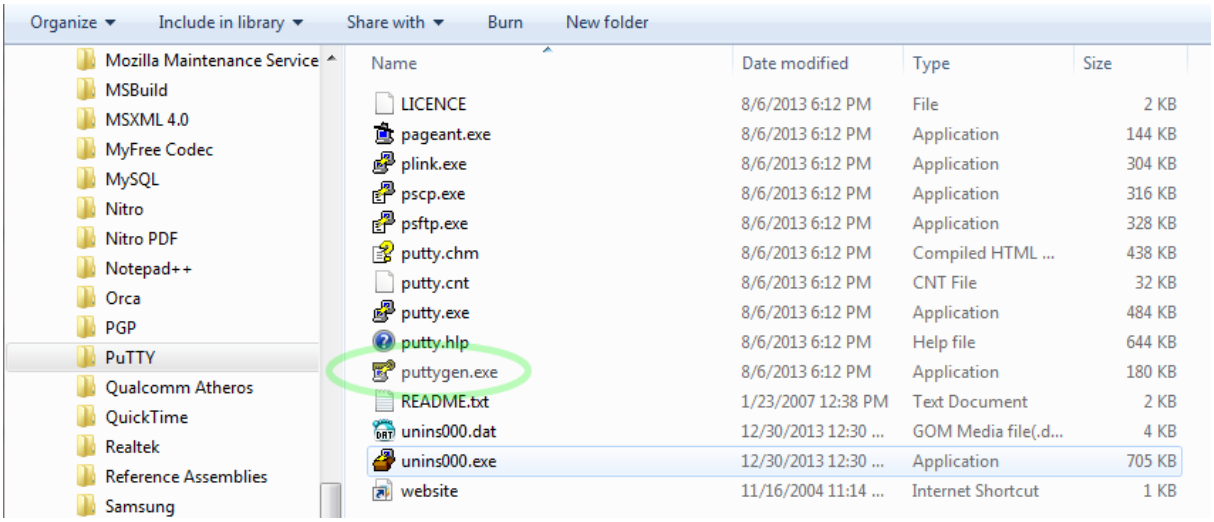
The sub choices when you select SFTP

Leaving both check boxes unchecked will result in the first option: Authentication with user name and password. You can also check just the user name and password with the same result.

In order to use the certificate based authentication you need to create and link to your own certificate. The certification module that HIPAAsuite employs uses a so called private key SSH2 certificate in pem format.

How do you create such a certificate? Here is one way:

The free secure shell program putty has the necessary tools. Download putty from www.putty.org When you install the program you will see several program installed on your computer.



The programs and files that come with putty

One of the programs is puttygen.exe. This program creates the necessary keys. When you start it up, you can generate a key pair.

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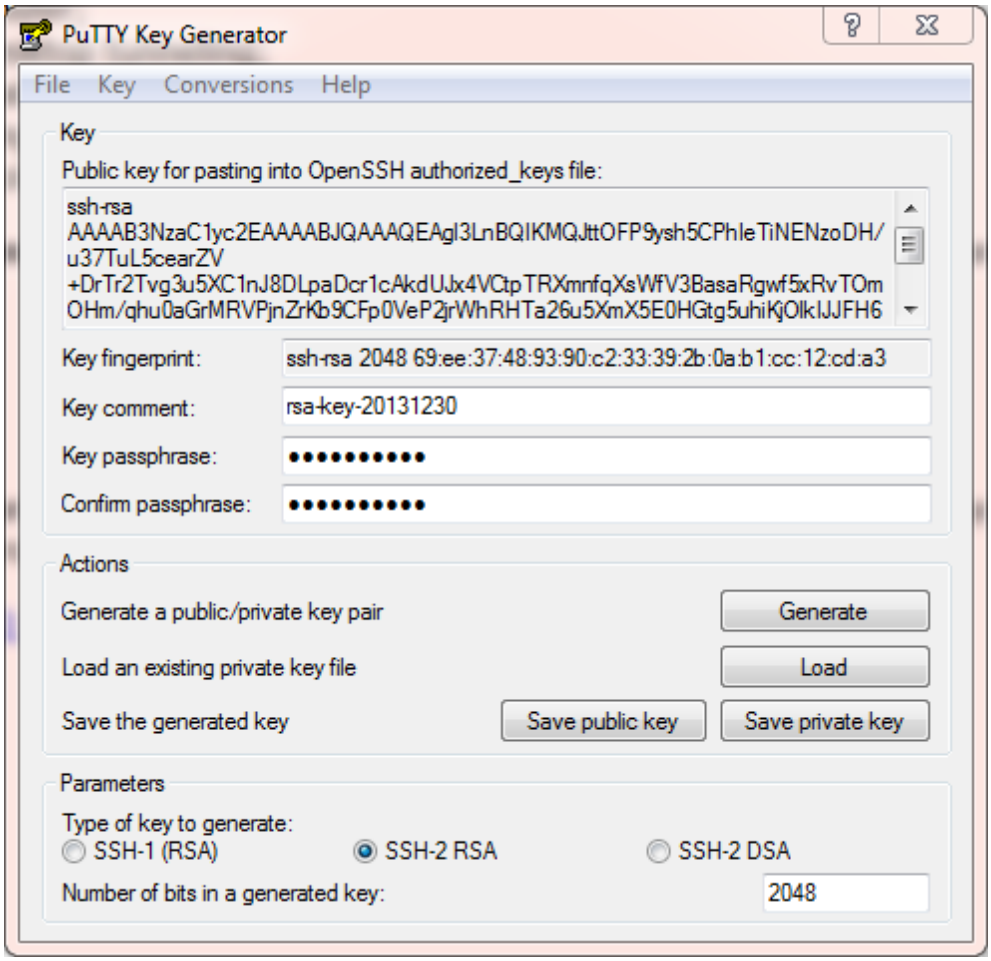
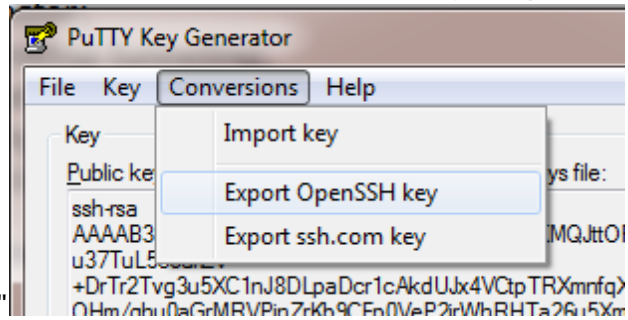


Creating a public/private key pair with puttygen

You can save the public and private keys separately as .ppk files but that is not what we need. But puttygen has also tool to convert the keys to pem files. The top menu has a tab "Conversions"



Converting the SSH key into a pem certificate

When we click on "Export OptnSSH key" we can then save the key with an .pem ending and that is it.

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10.5 Using Encryption

10.5.1 About Encrytion

EDI Exchange supports the **Private Key Infrastructure** (PKI) encryption method. This type of encryption is the most generally accepted method of protecting EDI Files from being pried upon by unauthorized persons. Without going further into the details of PKI, Public-key encryption is a cryptographic technique which enables users to securely communicate on an insecure public network, and reliably verify the identity of a user via digital signatures. Read more in Private Key Infrastructure.

A public-key infrastructure (PKI) is a system for the creation, storage, and distribution of digital certificates which are used to verify that a particular public key belongs to a certain entity. The PKI creates digital certificates which map public keys to entities, securely stores these certificates in a central repository, and revokes them if needed.

A PKI consists of:

- A certificate authority (CA) that both issues and verifies the digital certificates.
- A registration authority which verifies the identity of users requesting information from the CA.
- A central directory is a secure location to store and index keys.
- A certificate management system.

EDI Exchange relies on other software to establish the PKI. It only uses the capabilities of these programs through their Application Programming Interface (API). You need to separately install either PGP Desktop or the open source GPG4Win programs and set them up with the public keys of your trading partners and your own private key.

10.5.2 Setting up Encryption

EDI Exchange allows you to set up the encryption for your EDI files. Follow the steps below.

1. Access the "Encryption Setup" window by selecting "Encryption Setup" under the "EDI Exchange" menu.

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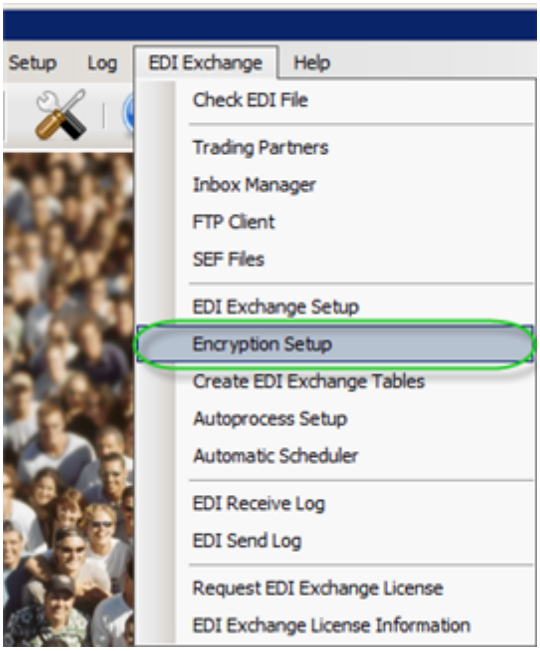
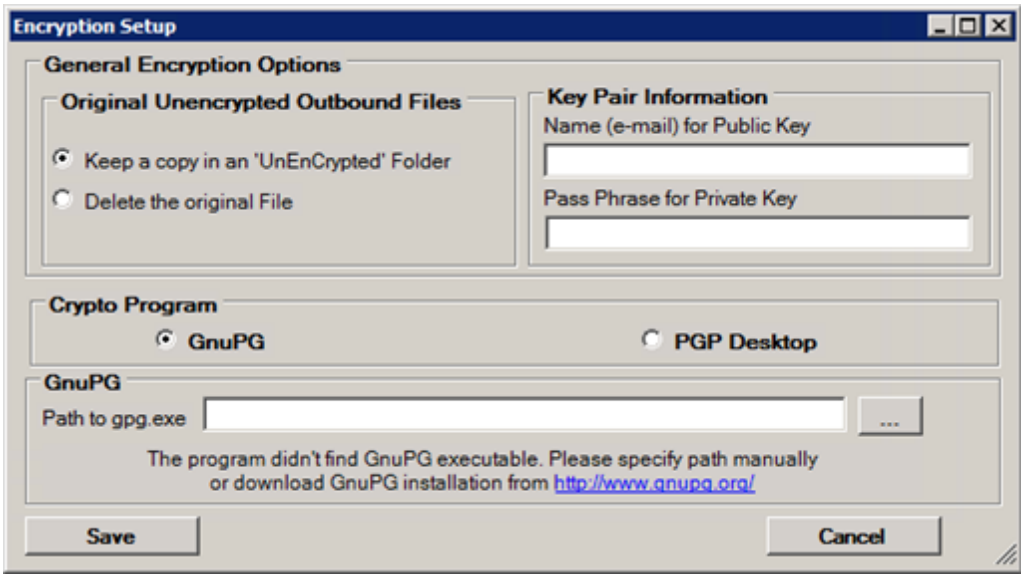


The encryption setup menu

2. The following window will appear.



The encryption setup screen

3. In this window define the following options:

General Encryption Options

- **Original Unencrypted Outbound Files**
  - **Keep a Copy in an 'Unencrypted' Folder** — When the HIPAAsuite program

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creates an EDI file for a trading partner that has selected encryption, you can keep an unencrypted copy in the "Outbox/*[trading partner]*/Unencrypted" folder. This is useful when you need to go back to the file and check on problems.

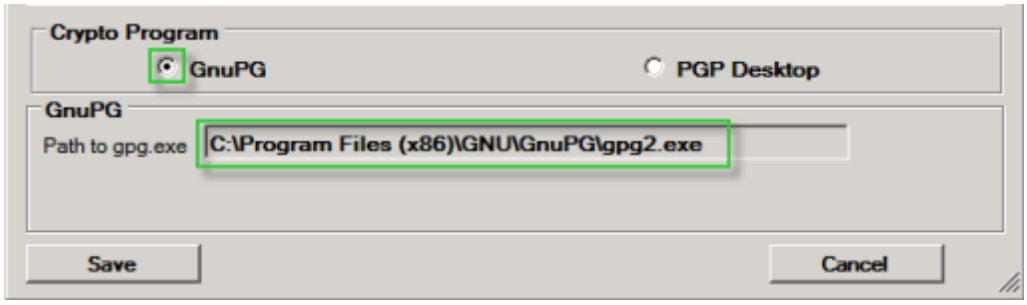
Note: Once you encrypt a file with the public key of your trading partner, you will not be able to open it again. Only the owner of the private key can decrypt it and read it.

- **Delete the Original File** — If you do not want to keep the unencrypted copy, select this option.

- **Key Pair Information**
  - **Name (e-mail) for Public Key** — Enter name or e-mail that will be used to encrypt files for you by your trading partners.
  - **Pass Phrase for Private Key** — Enter passphrase here to decrypt files encrypted previously with the pass phrase.

Note: The keys are identified by the email address of their owner.

- **Crypto Program**
  - **GnuPG** — Select this option if you have already installed the GnuPG software and want to use it.



The configuration using GnuPG

Note: When you select GnuPG, the program checks if the executable **`gpg.exe/gpg2.exe`** is present on your computer. If it is not found, you will have to specify the path manually or install the program first.

  - **PGP Desktop** — Select this option if you have already installed the PGP Desktop program and want to use it. You will see a different lower half of the screen, where you can indicate the location of the keys. PGP Desktop uses "key rings" — encrypted folders that contain all your keys. The location of these two files is very important for PGP Desktop.

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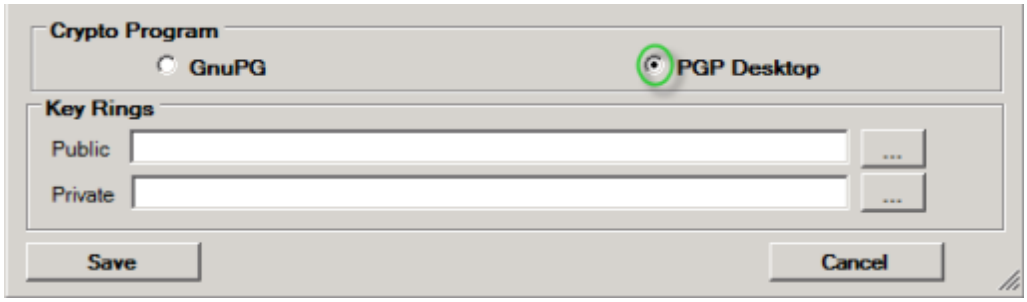
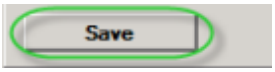


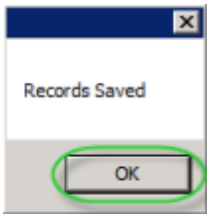
The configuration using PGP Desktop

4. Once the settings are done, click the "Save" button.



The "Save" button

5. The following notification will appear. Click the "OK" button.



Notification window

10.5.3 Using PGP Desktop

Pretty Good Privacy (PGP) is a data encryption and decryption computer program that provides cryptographic privacy and authentication for data communication. PGP is often used for signing, encrypting and decrypting texts, e-mails, files, directories and whole disk partitions to increase the security of e-mail communications. PGP and similar products follow the OpenPGP standard (RFC 4880) for encrypting and decrypting data. For more information, see How PGP works.

EDI Exchange supports PGP encryption and works seamlessly with PGP Desktop and open source Gpg4Win applications.

PGP Desktop (Symantec's encryption solutions) is a comprehensive suite of encryption applications which provides flexible, multi-layered encryption by bundling Drive Encryption to secure the files stored on local hard drives, and Desktop Email Encryption to secure confidential data in email. For more information, see PGP Desktop documentation.

PGP Desktop key features:

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1. Hard drive encryption software locks down the entire contents of a laptop, desktop, external drive, or USB flash drive, including boot sectors, system, and swap files.
2. Enables encrypted email and secure AIM® Instant Messages.
3. Creates storage-independent encrypted containers for transport and sharing of specific files using included utilities; PGP Self-Decrypting Archive, PGP Virtual Disk, and PGP Zip.
4. Includes PGP Shredder which can completely destroy unwanted disk-based files and folders.
5. Drive Encryption can be centrally deployed and managed by Symantec Encryption Management Server.

PGP Desktop key benefits:

1. Secures email without burdening users, to improve compliance with policies and regulations without hindering productivity.
2. Allows users to easily and transparently share encrypted files and folders, improving data security without impacting user productivity.
3. Management by Encryption Management Server centralizes creation, deployment and management of data security policies and reporting.

PGP Desktop bundles the following products:

1. Drive Encryption. See System Requirements.
2. Desktop Email Encryption. See System Requirements.
3. Encryption Management Server. See System Requirements.

10.5.4 Using GnuPG

GnuPG is an Open Source project for the implementation of the OpenPGP (Pretty Good Privacy) protocols of encryption. GnuPG allows to encrypt and sign your data and communication, features a versatile key management system as well as access modules for all kinds of public key directories. GnuPG, also known as GPG, is a command line tool with features for easy integration with other applications. Front-end applications and libraries are also available. Version 2 of GnuPG also provides support for S/MIME.

GnuPG is a free software, so it can be freely used, modified and distributed under the

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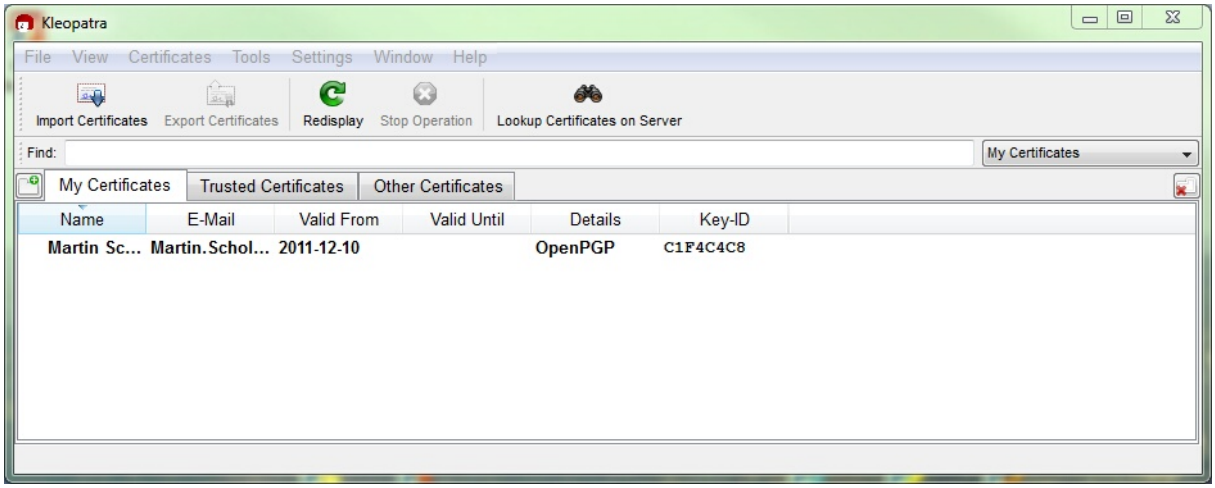
terms of the GNU General Public License.

We recommend Gpg4Win for encrypting of your files and emails. Gpg4Win supports both relevant cryptography standards, OpenPGP and S/MIME (X.509), and is the official GnuPG distribution for Windows. Gpg4Win contains Kleopatra as one of its Free Software components. For more information, see Gpg4Win documentation available both in PDF and HTML versions.



Kleopatra, a certificate manager for OpenPGP and X.509 (S/MIME) and common crypto dialogs

With Kleopatra, it is easy to manage your certificates and create your own ones. It seamlessly integrates with GnuPG. You can manage the key that you receive from your trading partners, because there is a screen to view the details of a key.

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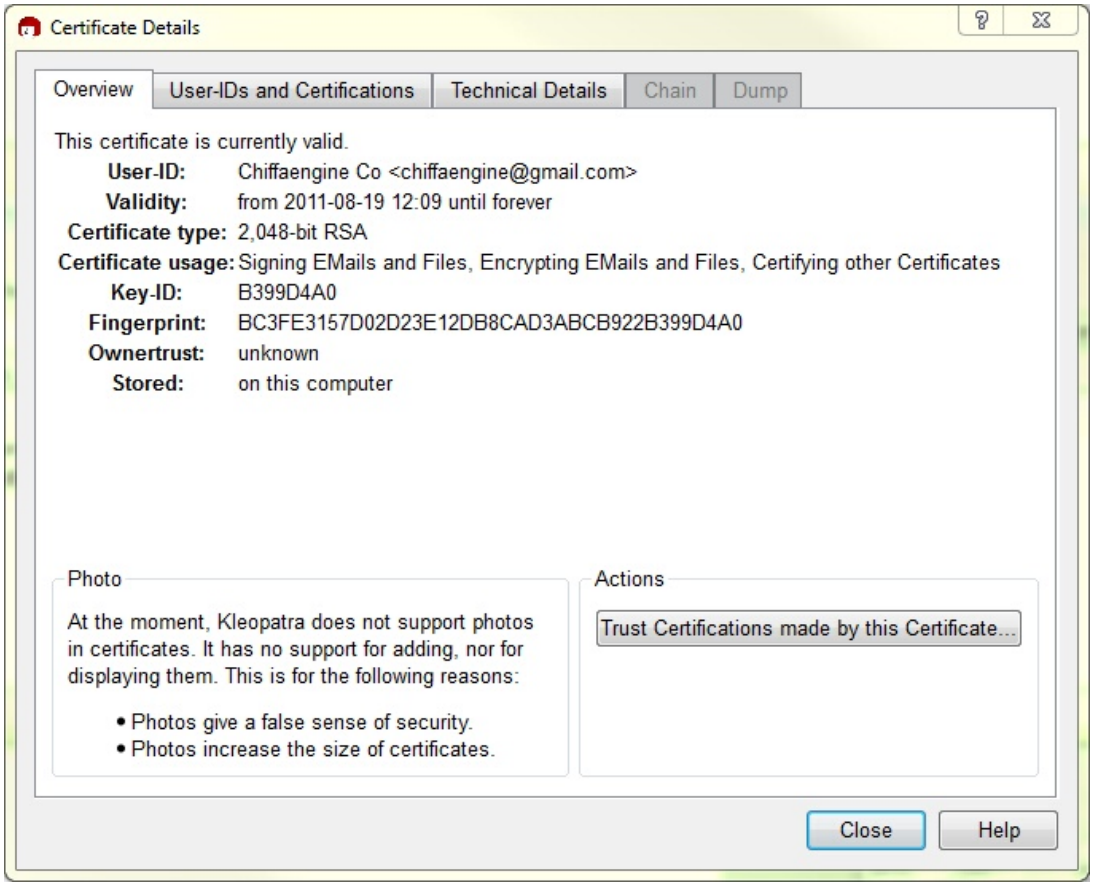

Certificate details with Kleopatra

10.6 Using EDI Exchange Features

10.6.1 Accessing Inbox Manager

Using the Inbox Manager you can access the most important functions of EDI Exchange. Inbox Manager allows you to download EDI files into the "Inbox" folder and process these files. This screen handles the post-processing of the EDI files, their compliance check and auto-processing options.

1. To access the Inbox Manager, click the "Inbox Manager" under the "EDI Exchange" menu.

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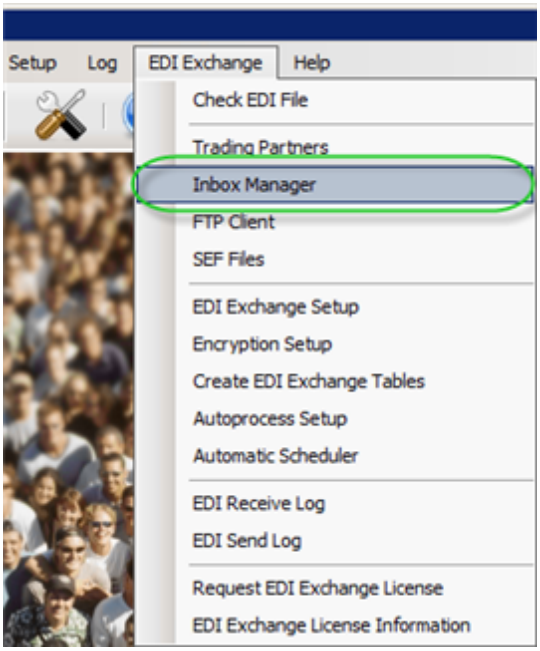
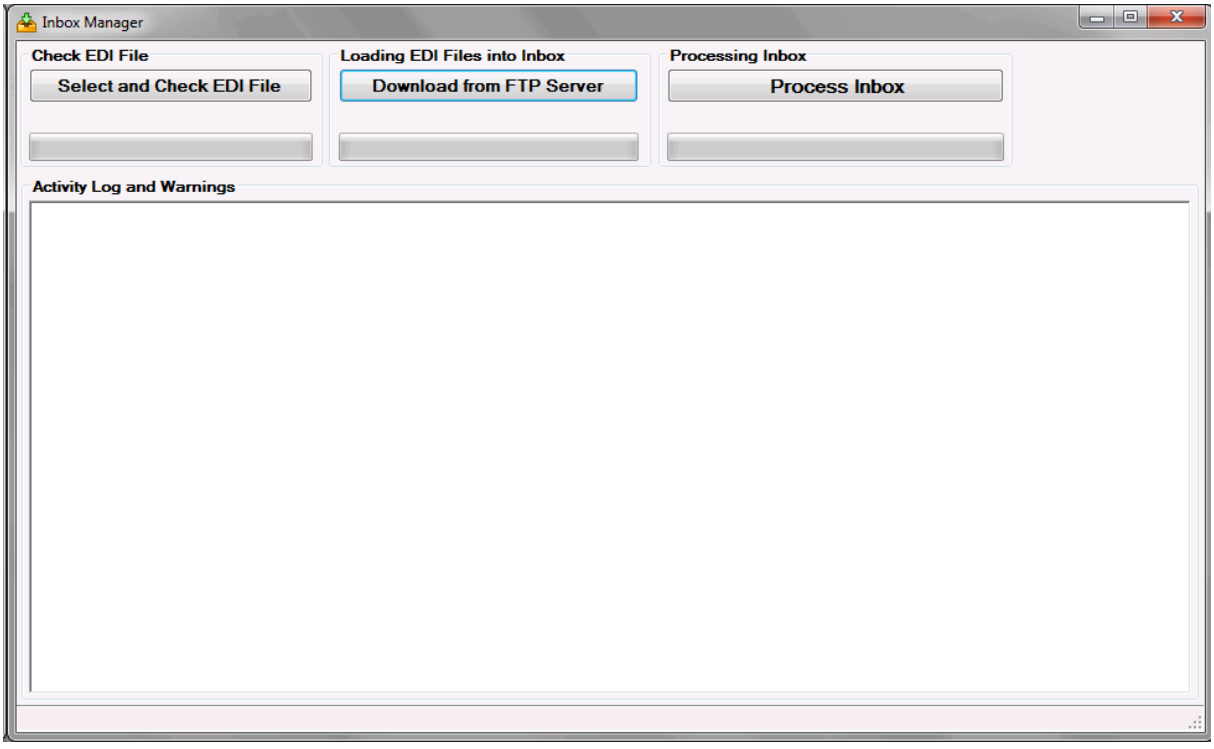


The "Inbox Manager" menu item

2. The following screen will come up.



The "Inbox Manager" window

Read more in:

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- Downloading EDI Files From FTP Server
- Processing EDI Files
- Selecting and Checking EDI Files

10.6.2 Checking EDI Files

EDI file analysis based on the HIPAA standards. Compliance with HIPAA EDI rules is an essential part of the exchange of EDI documents. The standards are the only agreed upon rules that sender and receiver use to exchange data from completely different backend systems. Strict adherence is therefore necessary to guarantee frictionless operation.

Unfortunately, HIPAA compliance is difficult and the truth is that many HIPAA EDI files are truly bad. Syntax errors, omitted loops, missing elements, wrongly formatted elements — these are the most common EDI errors. Without a true analysis, it is difficult to say what data ends up in your system.

EDI Exchange has a built-in compliance engine that analyzes each incoming and outgoing EDI transaction. Line by line, element by element, error reporting provides a powerful tool to determine the quality of the incoming and outgoing EDI files. All HIPAA file versions are supported. The compliance check creates a detailed report that lists every compliance issue. Outgoing files can also be checked and individual transaction in violation of HIPAA rules can be held back.

> Note: You can enable automatic compliance check on outgoing and incoming EDI files. See Setting up Incoming and Outgoing Files Options.

Follow the instructions below to check EDI files for compliance.

1. Select "Check EDI File" under the "EDI Exchange" menu item.

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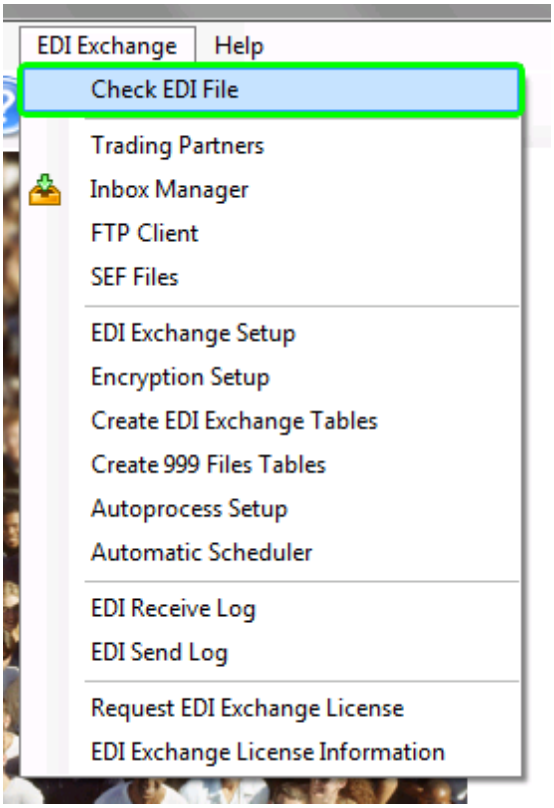
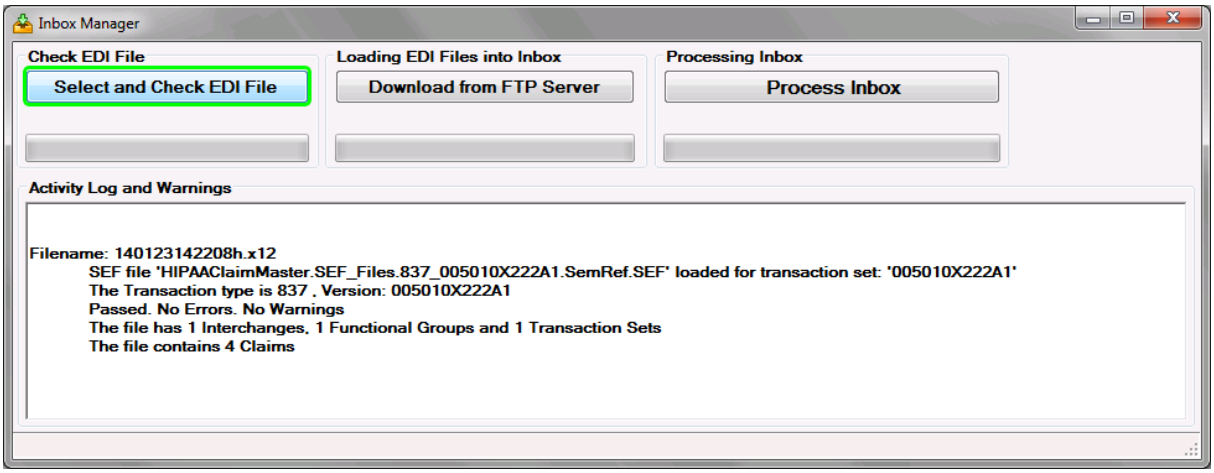


The "Check EDI File" menu item

Alternatively, you can click on the "Select and Check EDI File" button in the Inbox Manager window. Read more in Accessing Inbox Manager.



The "Select and Check EDI File" button

2. In the opened file selection dialog, select an EDI file and click "Open."
3. In the Inbox Manager, you can see the result messages for the operation. The details are displayed in the "Activity Log and Warnings" area.

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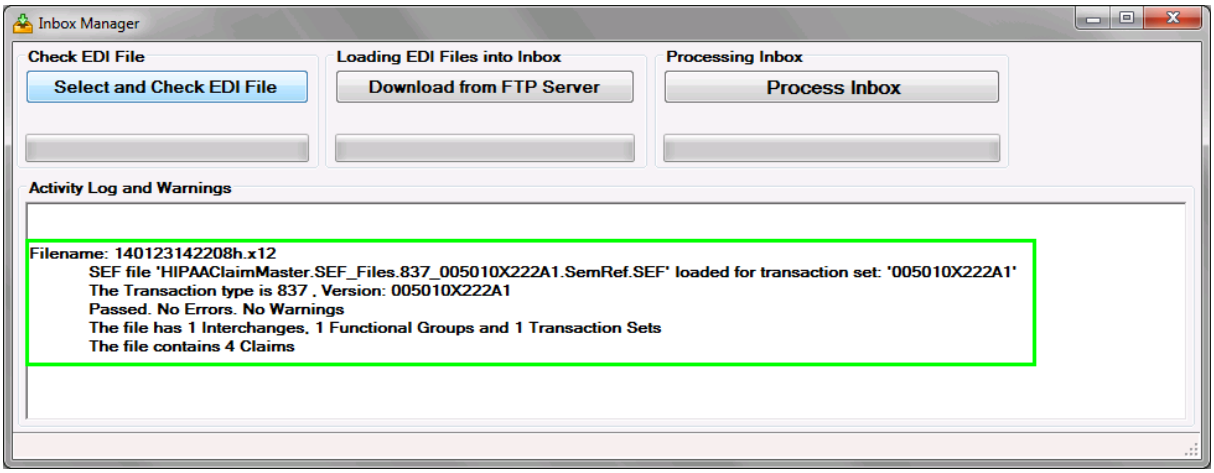

The "Activity Log and Warnings" area displaying log messages

10.6.3 Downloading EDI Files From FTP Server

EDI Exchange Inbox Manager allows you to load EDI files into the "Inbox" folder and process these files. Be sure you have setup FTP settings in the "Remote FTP" tab of the Trading Partner window (see Setting up Trading Partners).

Follow the instructions below to upload EDI files into the "Inbox" folder.

1. Access the Inbox Manager by clicking the "Inbox Manager" under the "EDI Exchange" menu.

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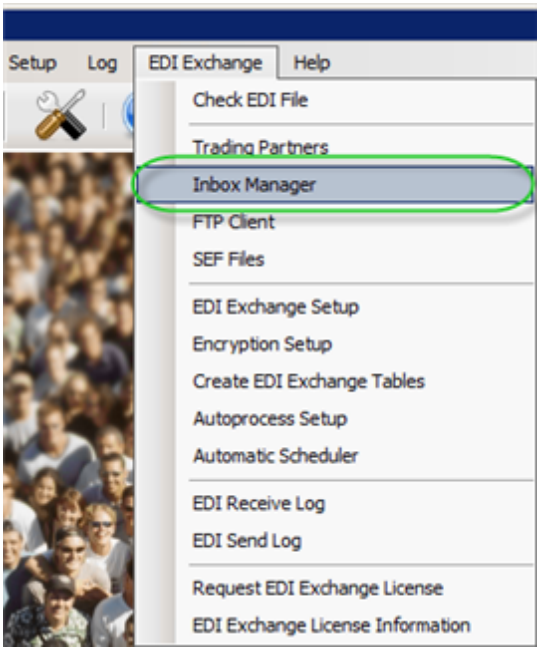
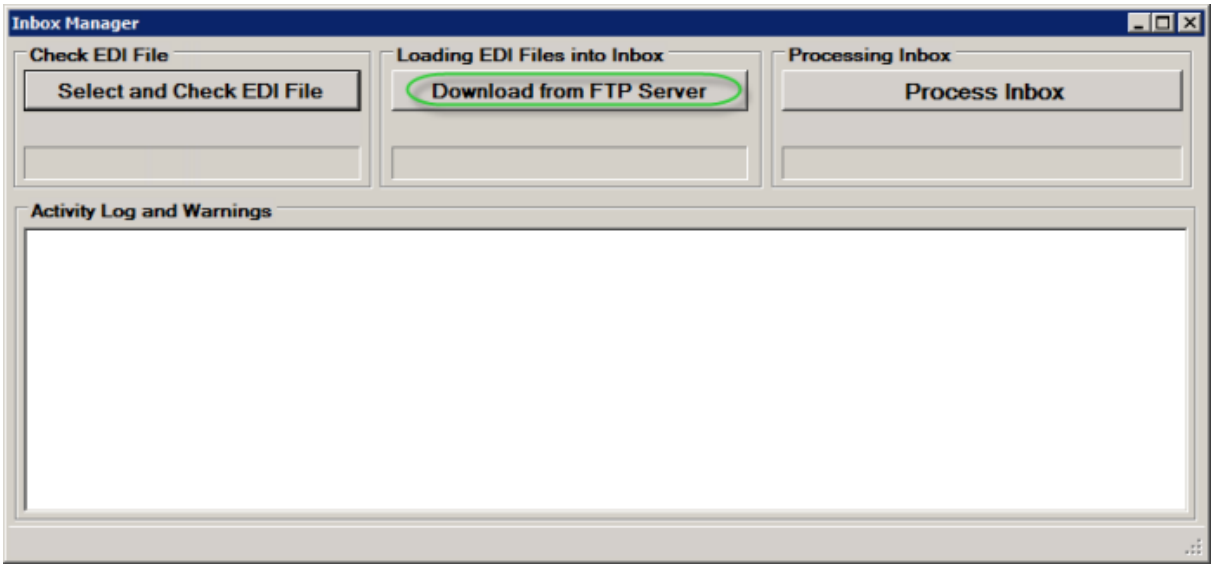


The "Inbox Manager" menu item

2. Click the "Download from FTP Server" button.



The "Download from FTP Server" button

3. When the process has been finished, the "Activity Log and Warnings" area displays the report.

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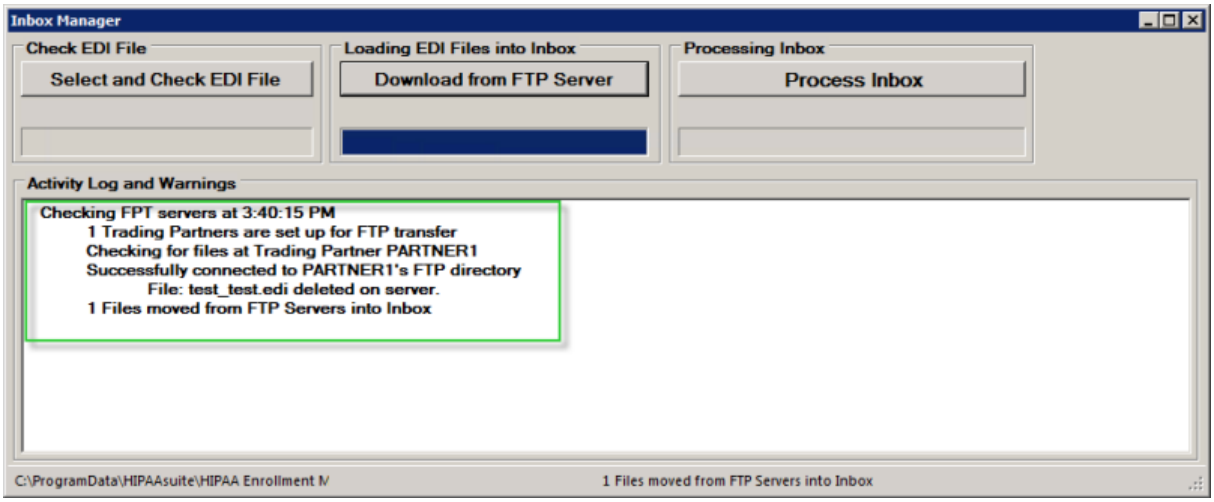


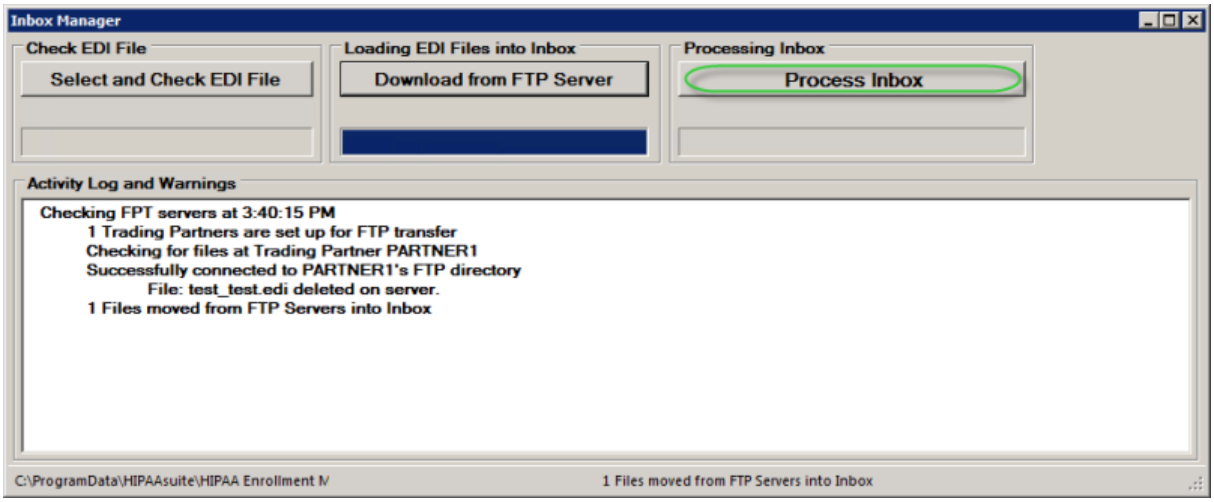
Activity Log and Warnings information

10.6.4 Processing EDI Files

EDI Exchange Inbox Manager allows you to process EDI files downloaded to the "Inbox" folder beforehand.

> Note: Once you have saved the auto-processing options (see Defining Auto-Processing Options), the files will not only be analyzed but also processed according to the defined settings. The auto processing enables you to combine and run multiple fulfillment steps together (for example, export, saving, printing.)

1. Once Downloading EDI Files From FTP Server is completed, and no errors are displayed, click on the "Process Inbox" button. This will autoprocess all files present in the EDI inbox directory.



The "Process Inbox" button

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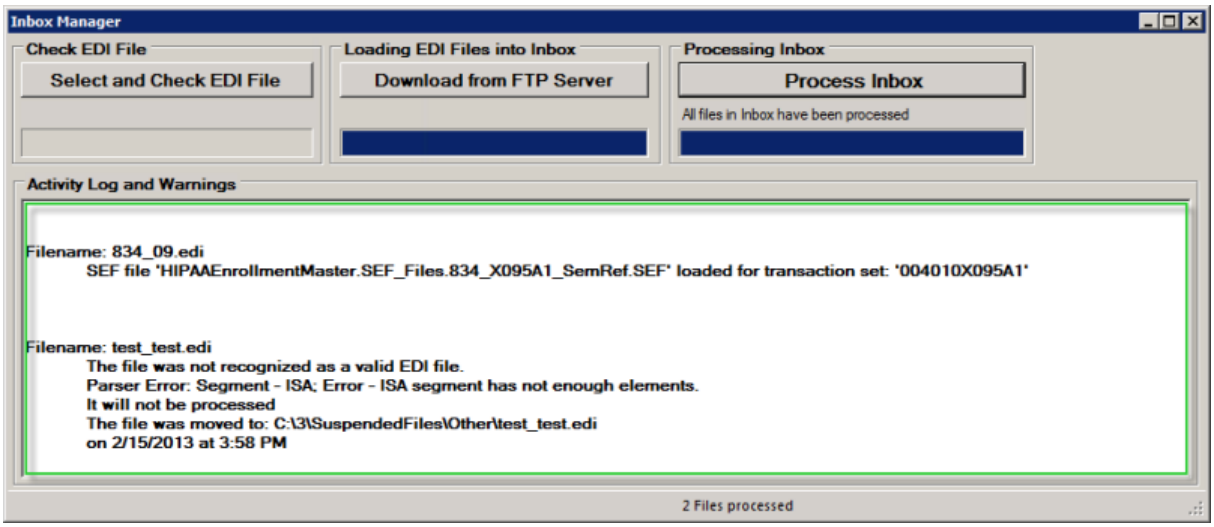
2. Once the processing is completed, review the Activity Log and Warnings information.



Activity Log and Warnings information

10.6.5 Accessing EDI Receive Log

EDI Exchange has a file log. Each processed file creates an entry in the **`Trans_Log`** table. You can access the "EDI Log" window to query this table and see what files came in and how they were processed. You can access the EDI Receive Log once the application has been initialized. Follow the instructions below.

1. To open the "EDI Log" window, select "EDI Receive Log" under the "EDI Exchange" menu item.

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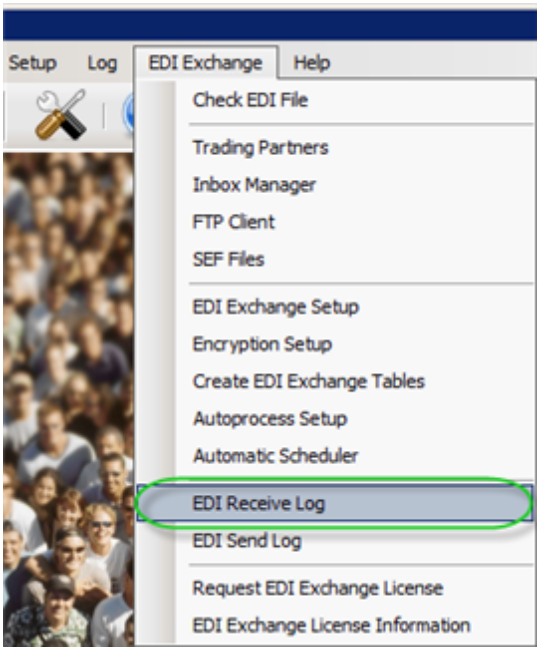

The menu for the EDI Receive Log

2. To display data, specify the time period and select trading partner.
    - **Time Period** — Period of time when the file was processed. Choose one of the available options:
        - **Receive Date**
        - **Load Date**
    - **Trading Partner Name** — You can select your trading partner from the list. If you select "---All---", all your trading partners will be included.
3. Click on the "Find Log Files" button to see the list of log files corresponding to your query.

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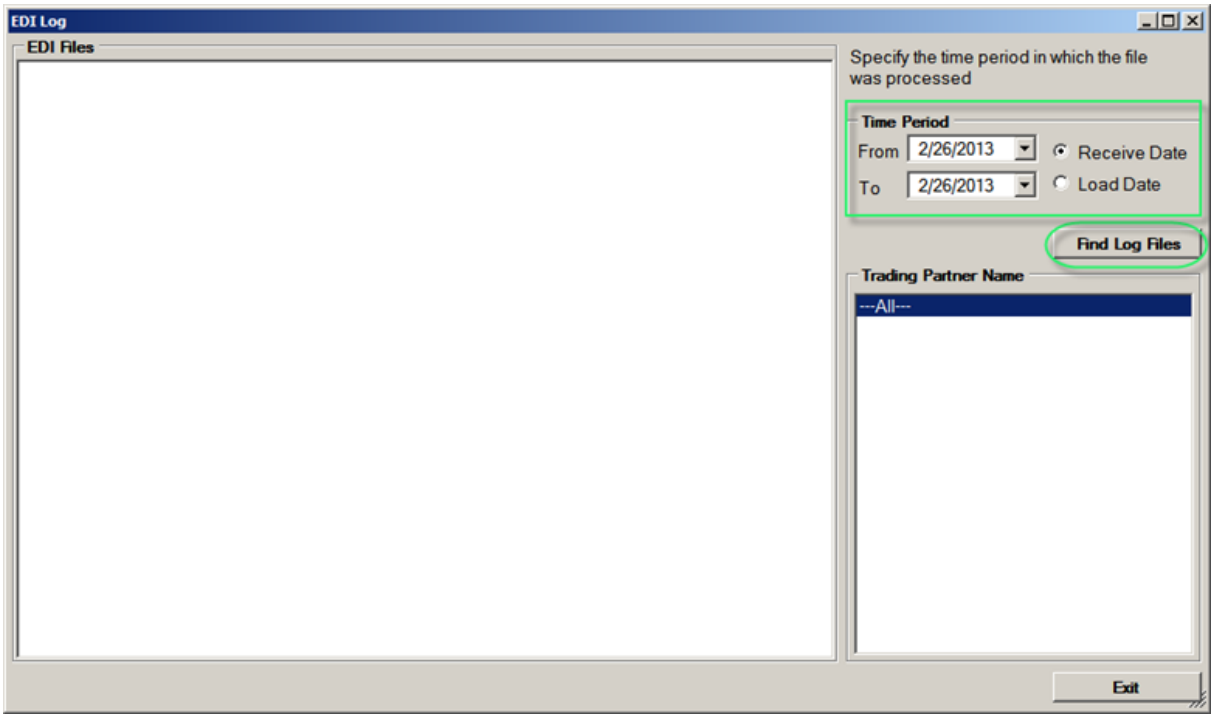
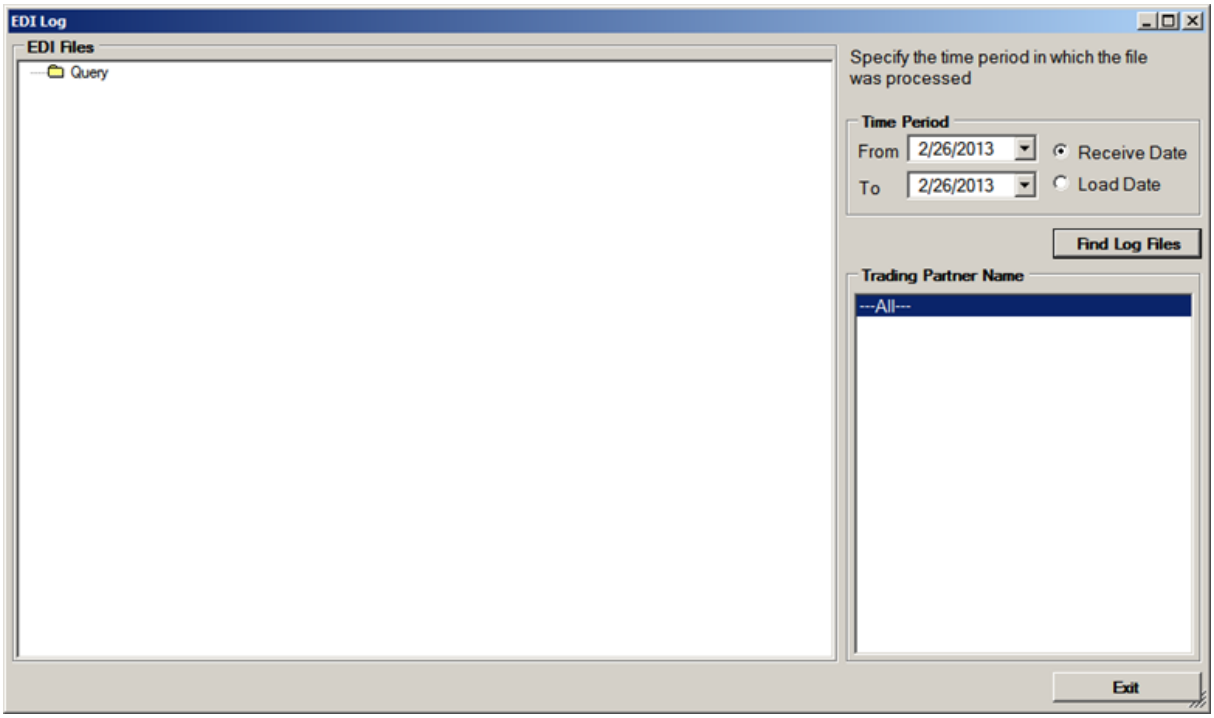


Specifying the time period

4. The log will be displayed in form of a tree.



Displayed log

5. You can open the folder icons and see details related to each file.

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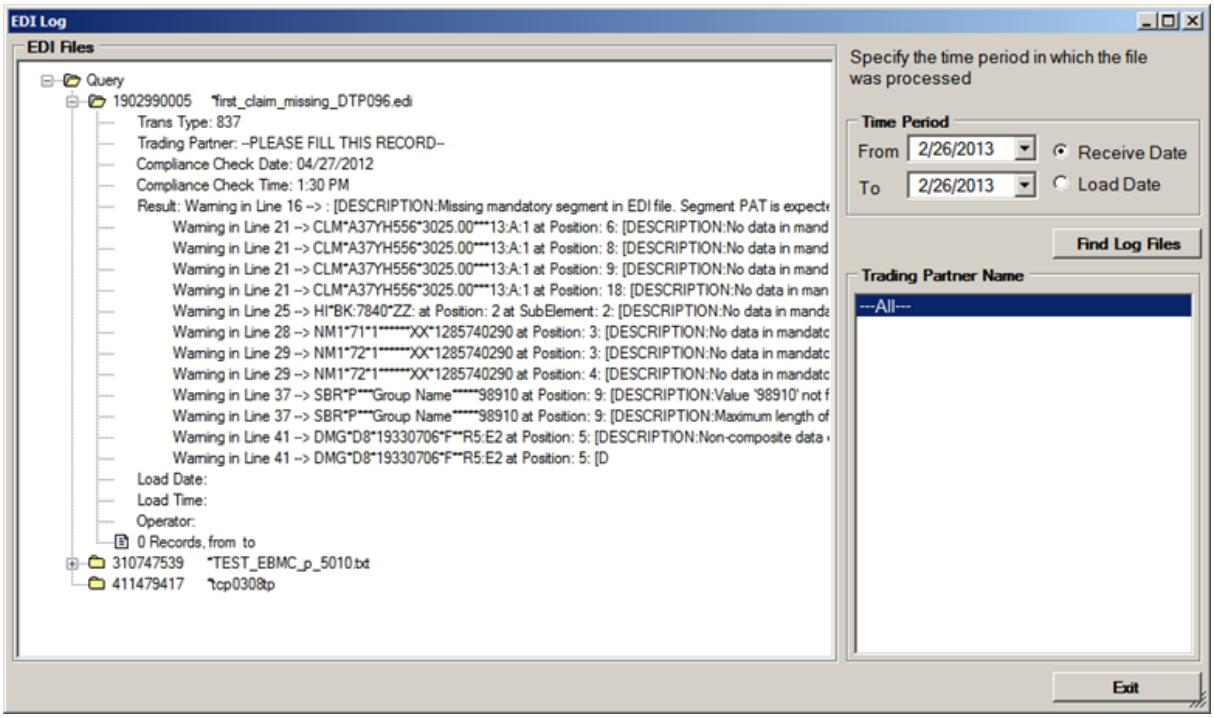

Details of the EDI Receive Log

If the records have been exported to the database, you can see the time, date and record count.

10.6.6 Accessing EDI Send Log

This page contains instructions on how to access the "EDI Send Log" window. It becomes available once EDI Exchange has been initialized.

1. Select "EDI Send Log" under the "EDI Exchange" menu.

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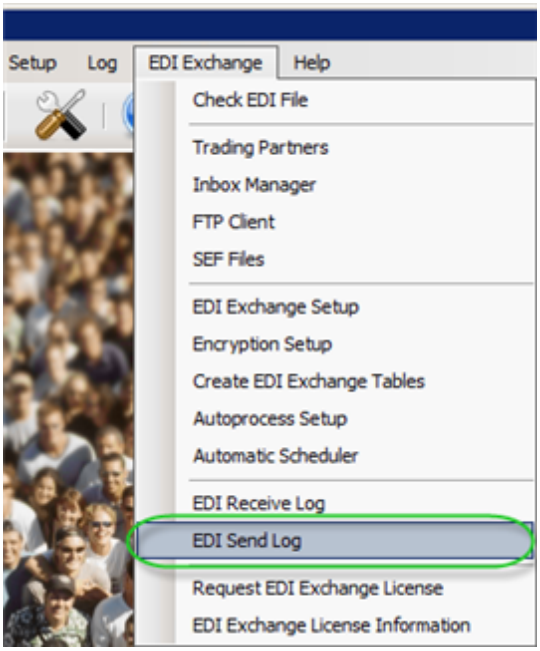
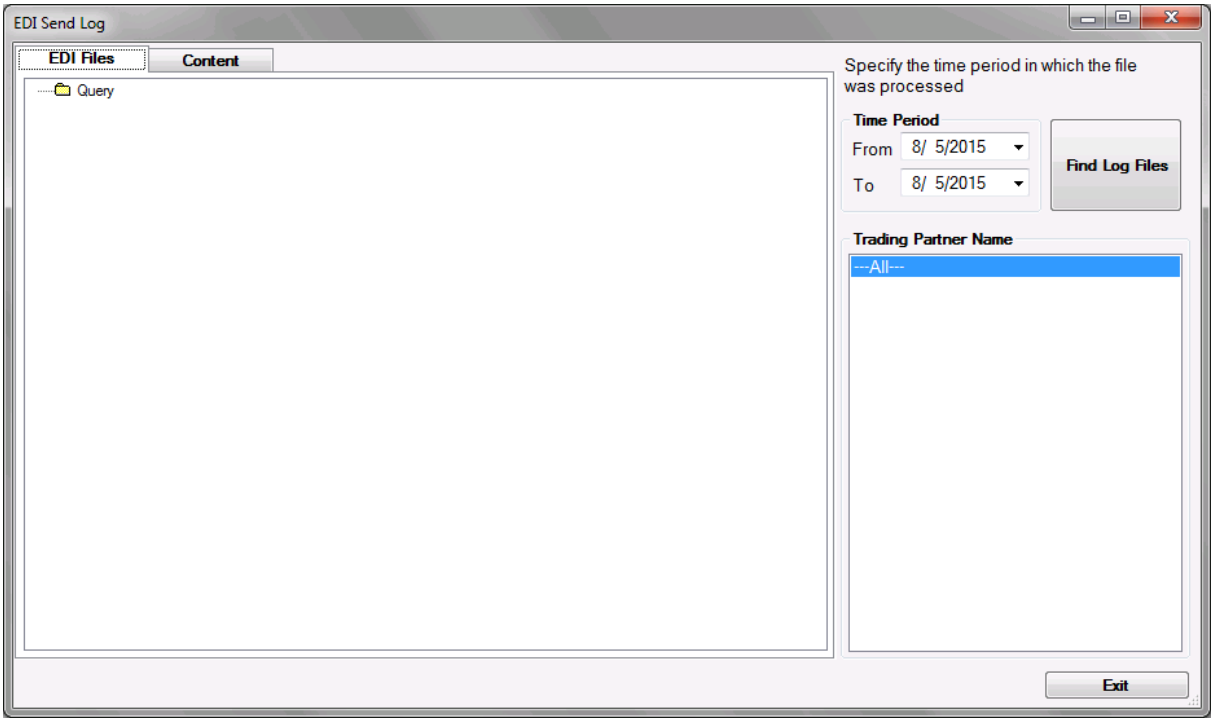


The "EDI Send Log" menu

2. The following window will appear:



The "EDI Send Log" screen

3. To display the log data, select the time period and a trading partner.

    - **Time Period** — Period of time when the file was processed. Choose one of the

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available options:

- **Receive Date**
- **Load Date**

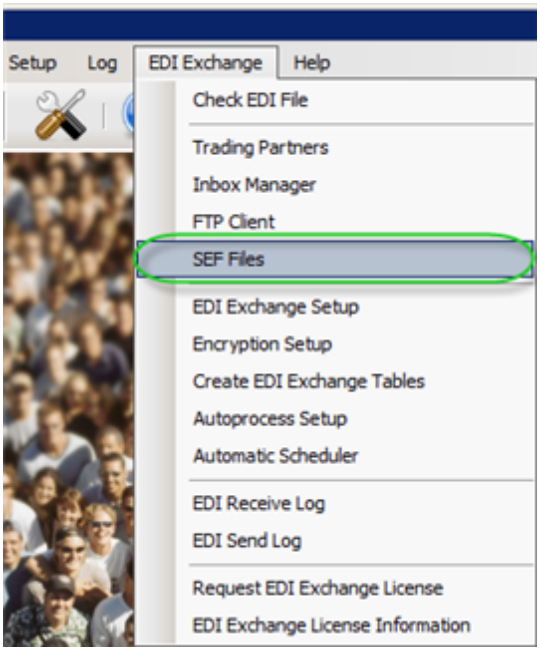
- **Trading Partner Name** – Select a trading partner in the list. If you select "---All---", all trading partners will be included.

4. Click on the "Find Log Files" button to display the list of log files corresponding to your query.

10.6.7 Listing SEF Files

SEF (Standards Exchange Format) files are repositories of standards information that define the format of EDI documents. SEF files are the basis for the compliance check engine that EDI Exchange uses. These files contain all rules of the implementation guide of a transaction. There is a SEF file for each transaction that EDI Exchange is licensed for. For example, for 837 transactions we have SEF files for institutional, professional and dental claims in 4010, 4010A1 and 5010A1 version and the 997 and 999 transactions.

1. To access the list of available SEF Files, select "SEF Files" under the "EDI Exchange" menu.



The "SEF Files" menu item

2. The "SEF Files" window will appear.

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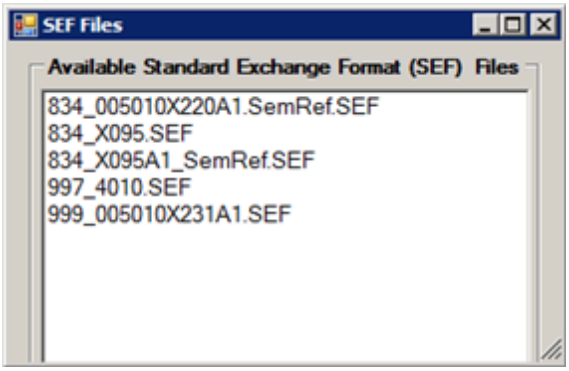

A list of SEF files

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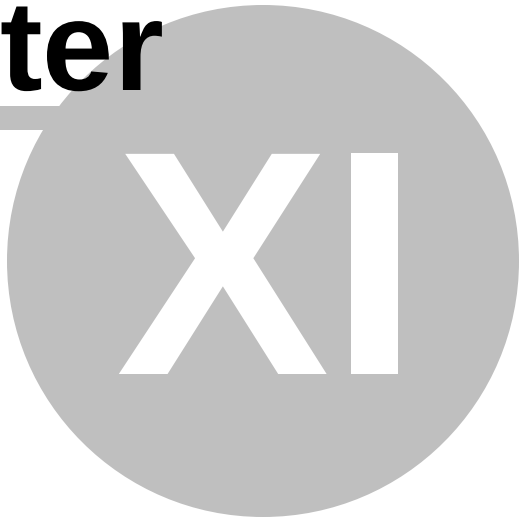
Chapter

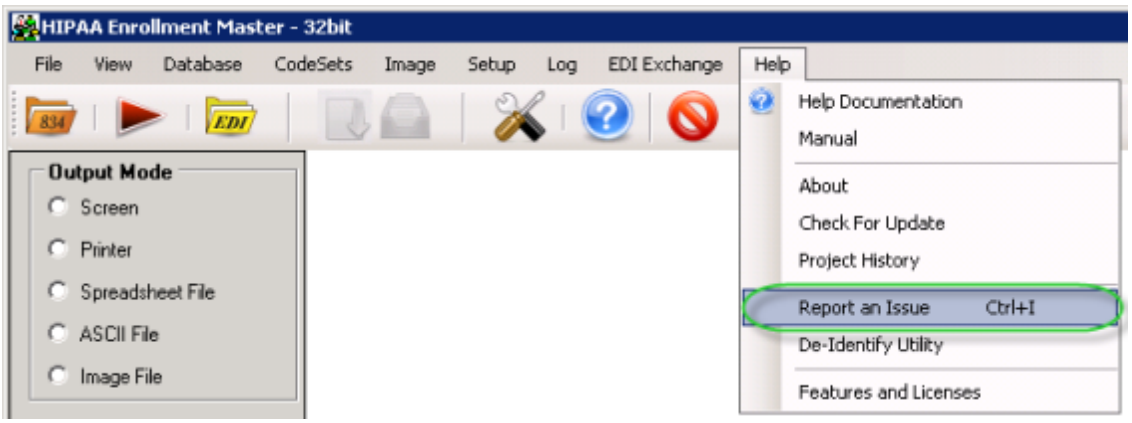


11 Bug Reporting and Program Updates

11.1 Reporting an Issue

HIPAAsuite like to make bug fixes fast and transparent. For this purpose we include a Bug tracker with the HIPAA Enrollment Master. btnet, Bugtracker in ASP.Net is an open source project. HIPAAsuite implemented Bugtracker.Net in all its products to track bugs and enhancements. One of the reason we liked btnet was the screen capture capabilities. We adapted and included this facility.

1. You can reach the Issue Tracker under the Help menu. Click on *Help* ▸ *Report an Issue* in the main menu.



The "Report an Issue" menu item

Alternatively, you can use the **`Ctrl + I`** key combination on your keyboard to call the Issue Tracker. Some screens do not give you access to the menu while they are open, but the key combination **`Crtl + I`** will call up the issue tracker report screen.

2. Click on "Capture" to snap a picture of your screen.

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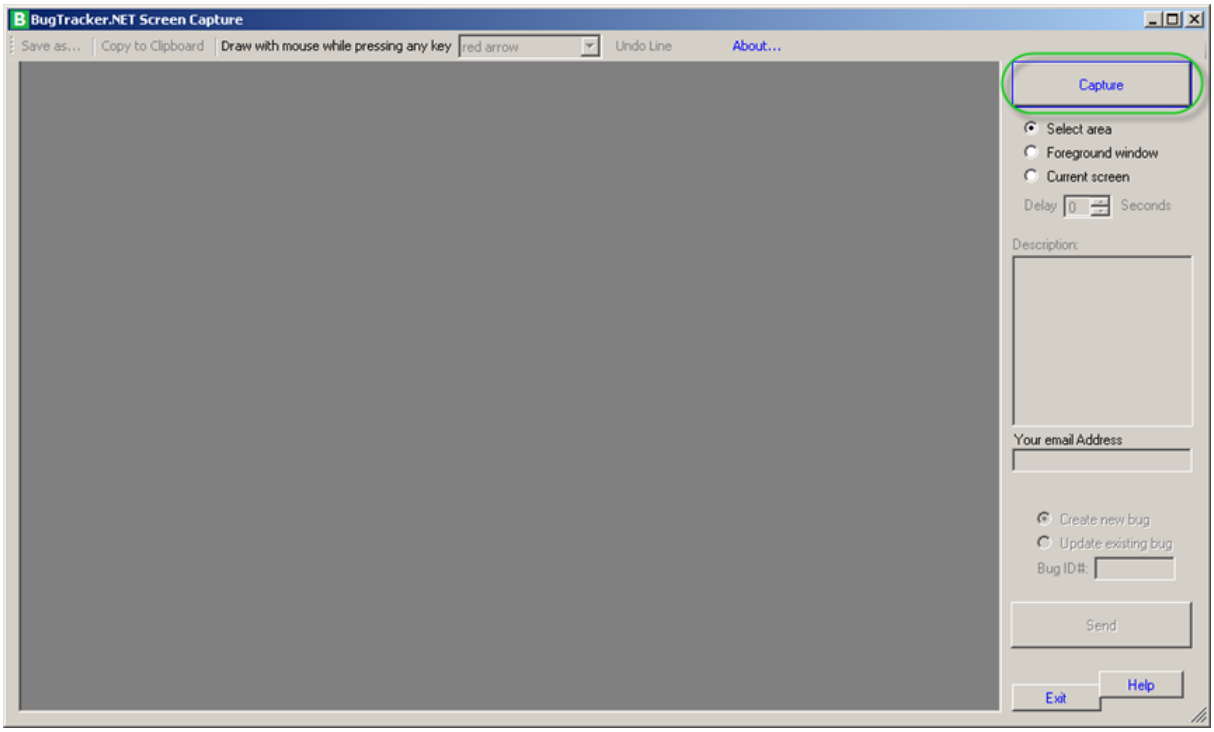
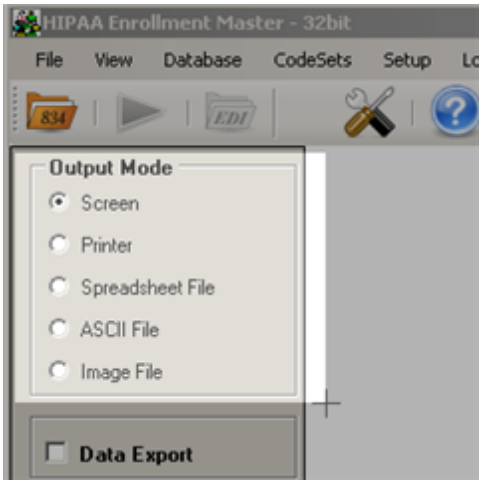


The "Capture" button

3. Using the mouse, select the area to make a screenshot which can be attached to the bug report later.



Selecting the area

4. Once you release the mouse button, the screen capture image appears in the program.

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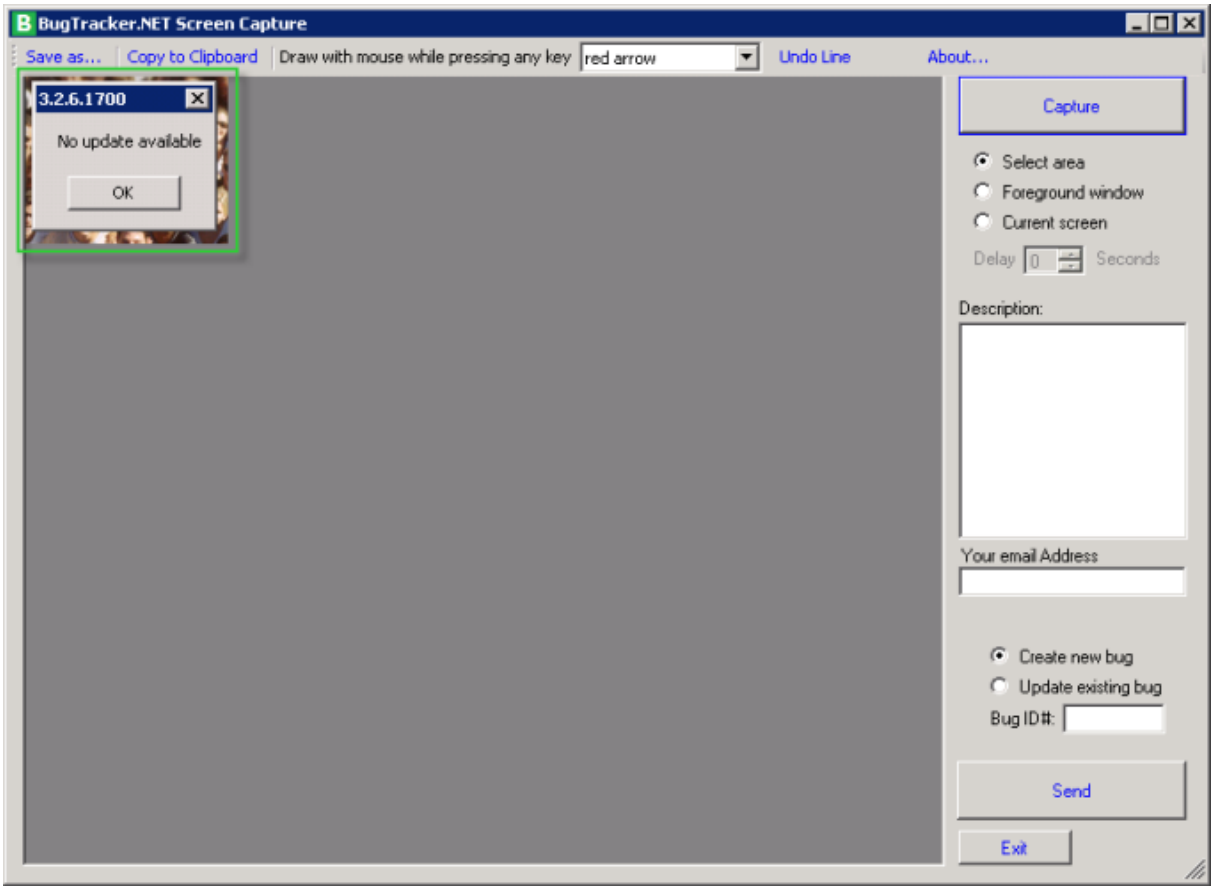
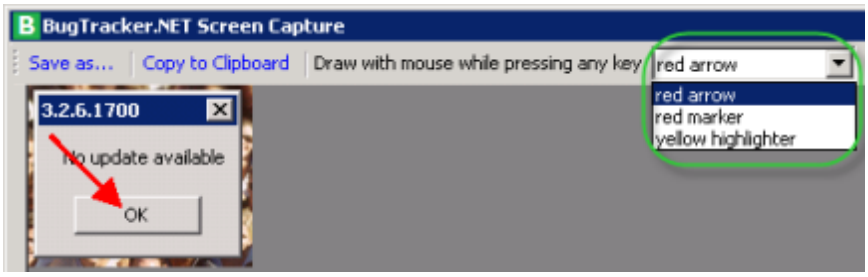


Screen capture image in the BugTracker

You can enhance your screenshot with drawings. By pressing any key and holding down the mouse while over the canvas, you can highlight in yellow, free draw in red or make red arrows. Choose the desired option.



Options for drawing in the BugTracker

You can highlight sections as shown below.

	45331	02/21/2001
	00902	02/21/2001
	99499	02/21/2001

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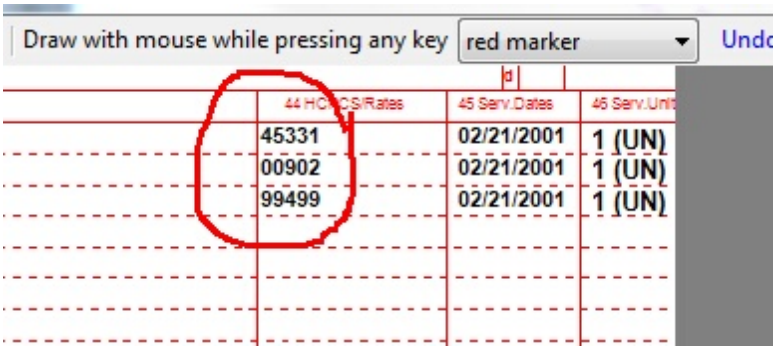
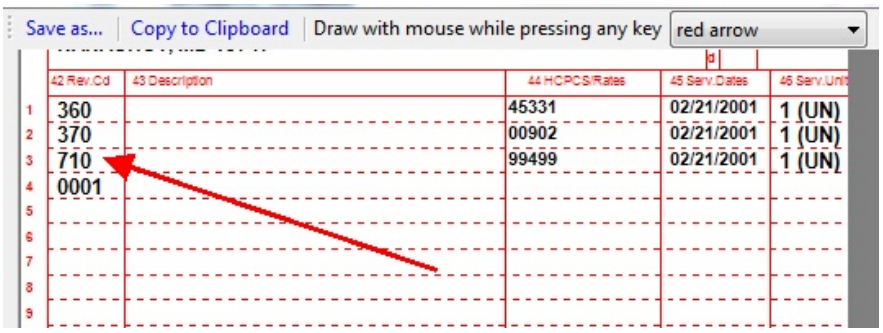
Highlighting a section

You can draw circles as displayed on the following screen-shot.



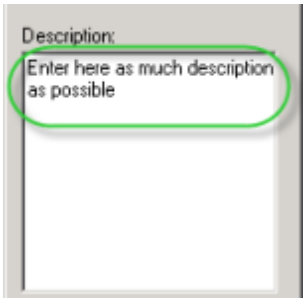
Circling a section

You can point arrows to pinpoint your concerns.



Drawing an arrow

5. Then enter as much information into the Description field as possible.



Description field

6. Now enter your email address so that we can get in contact with you.

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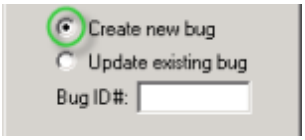
Email Address field

7. Indicate whether this is a new bug or a follow up on an existing issue.

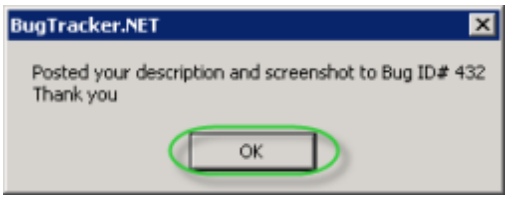


Options selection

8. Then click on "Send."

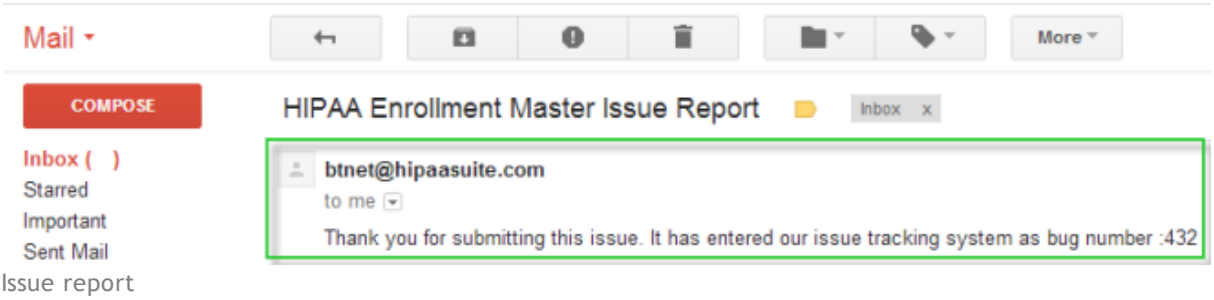
Send button

9. Once the bug information has been submitted successfully, you will receive a notification. Click "OK."



BugTracker notification

10. Then you will receive an email such this.



Issue report

11. Later you will get updates on the issue by email.

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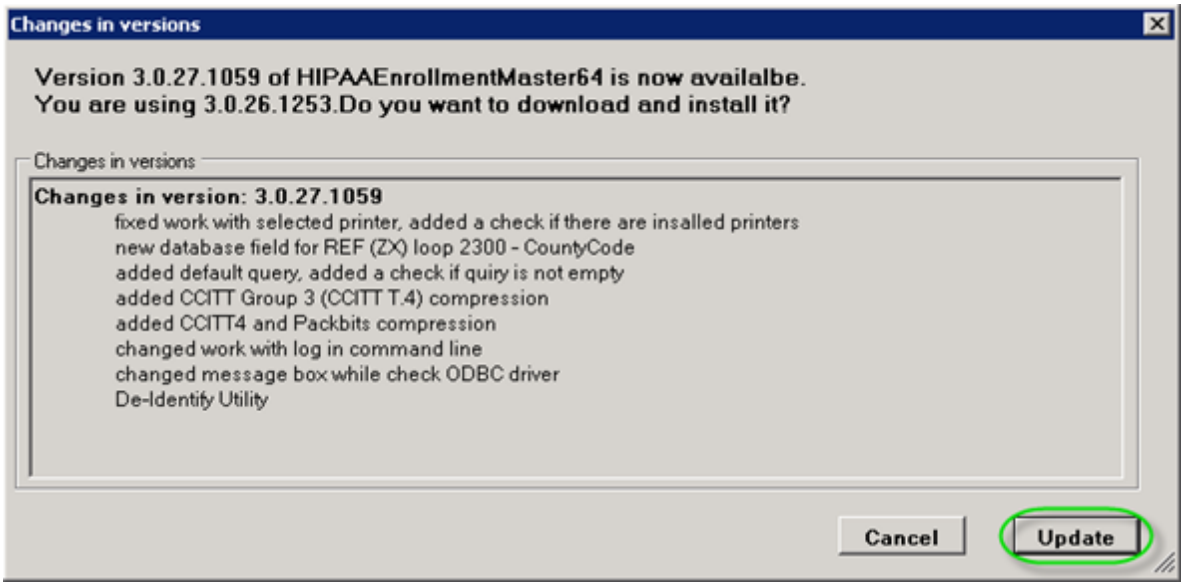
11.2 Upgrading the Program

By default, the program checks for updates automatically. When the new version is out, you will see an update report on the "Changes in Versions" window. It shows which changes have been made and displays all differences between your version and the current version. To continue with update, click "Update."



The "Changes in Versions" screen with highlighted "Update" button

Then you will need to re-certify the application.

Specify a location on you local PC where to download to download the new version.

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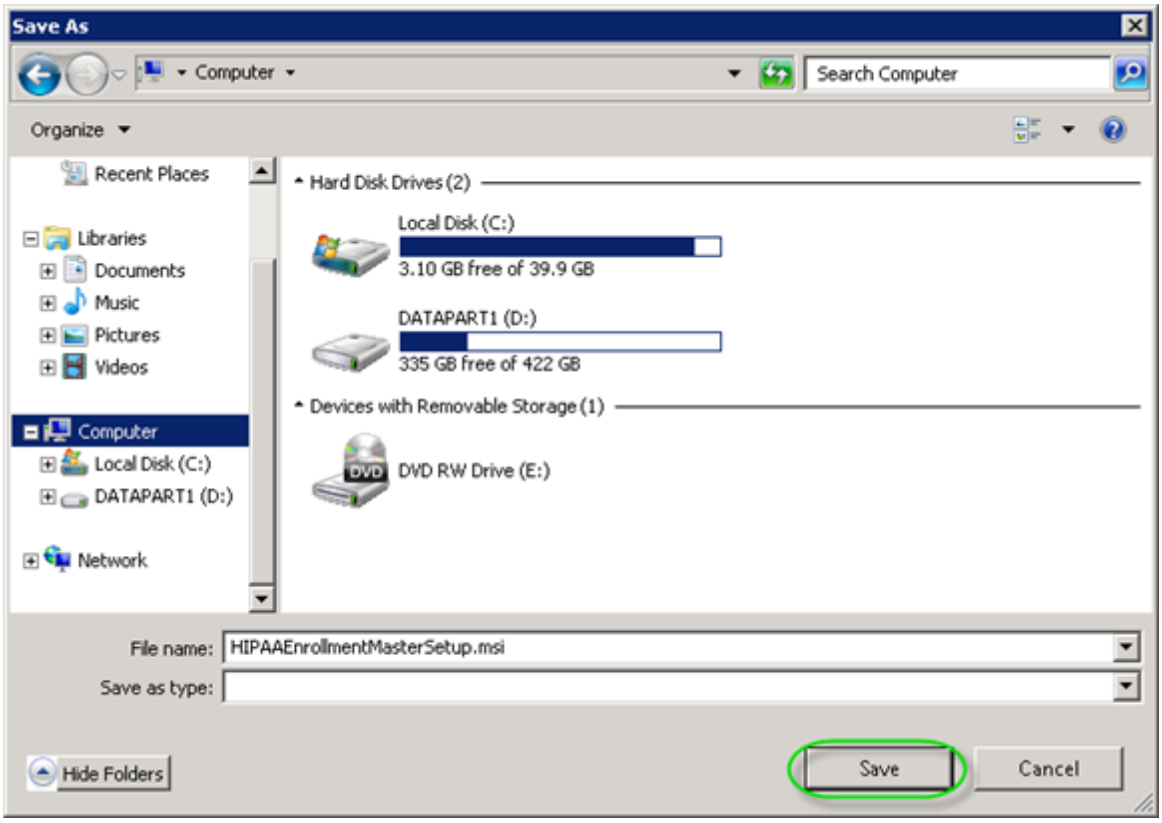

The "Save as" window with the "Save" button highlighted

Then the program will start downloading.

The "Downloading HIPAAEnrollmentMaster" popup

Then you will need to install the application.

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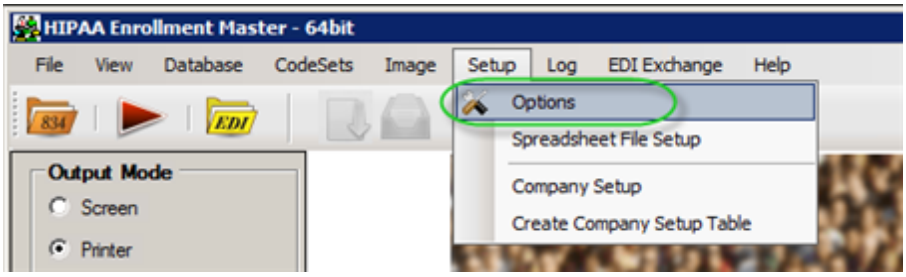
The application installation window with the "Next>" button highlighted

Manual Updates

To switch off automatic updates and stick with the version you have, go select *Setup* ▸ *Options* in the main menu.



The "Options" menu

Alternatively, you can click on the "Options" button located on the main toolbar.

The "Options" button

The following screen will appear. Check the "Never check for update" option.

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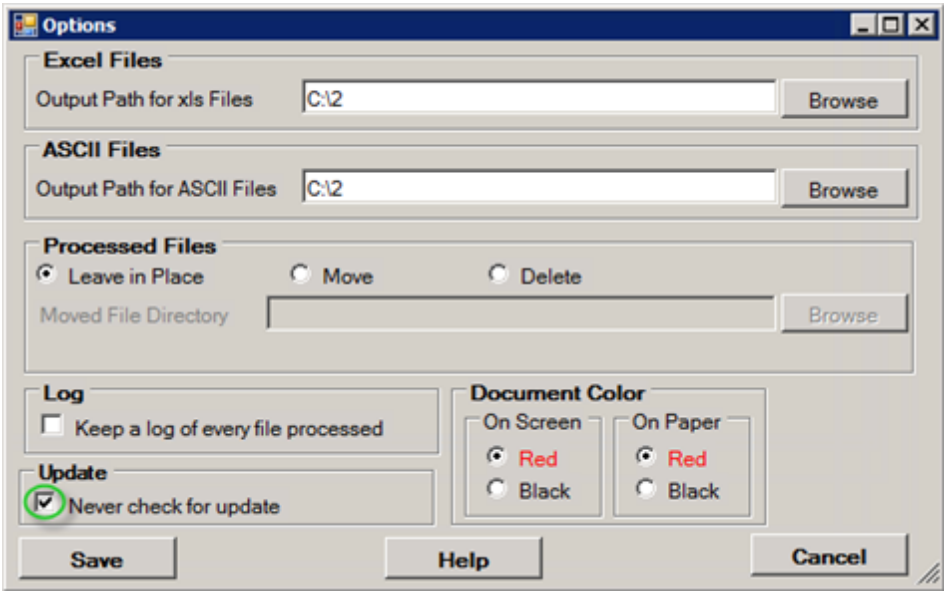
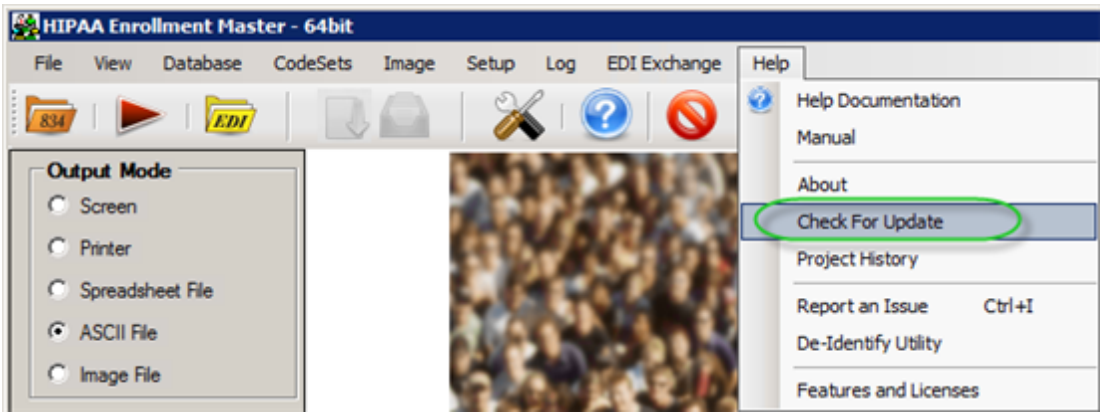


The "Options" window

Then click "Save."

The "Save" button

To update the application manually, go to *Help* ▸ *Check for Update* in the main menu.



The "Check for Updates" menu item

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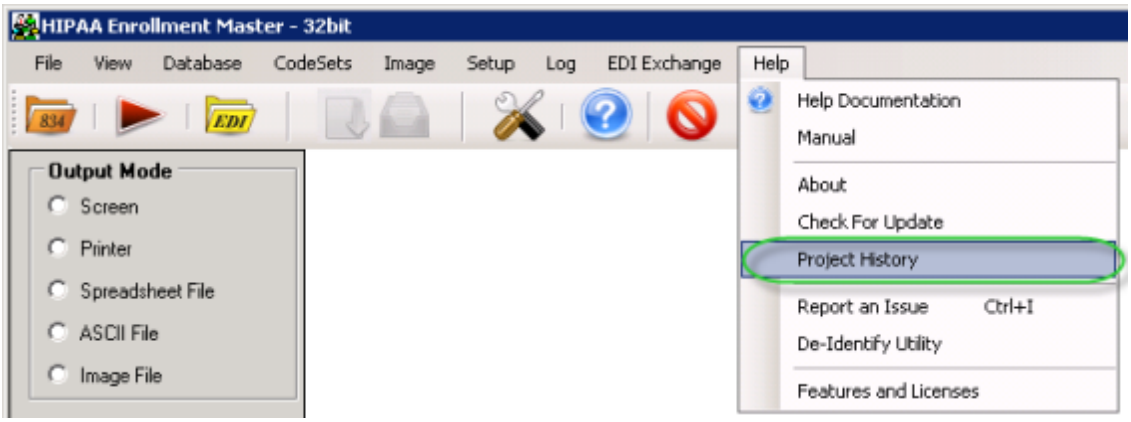
11.3 Accessing Project History

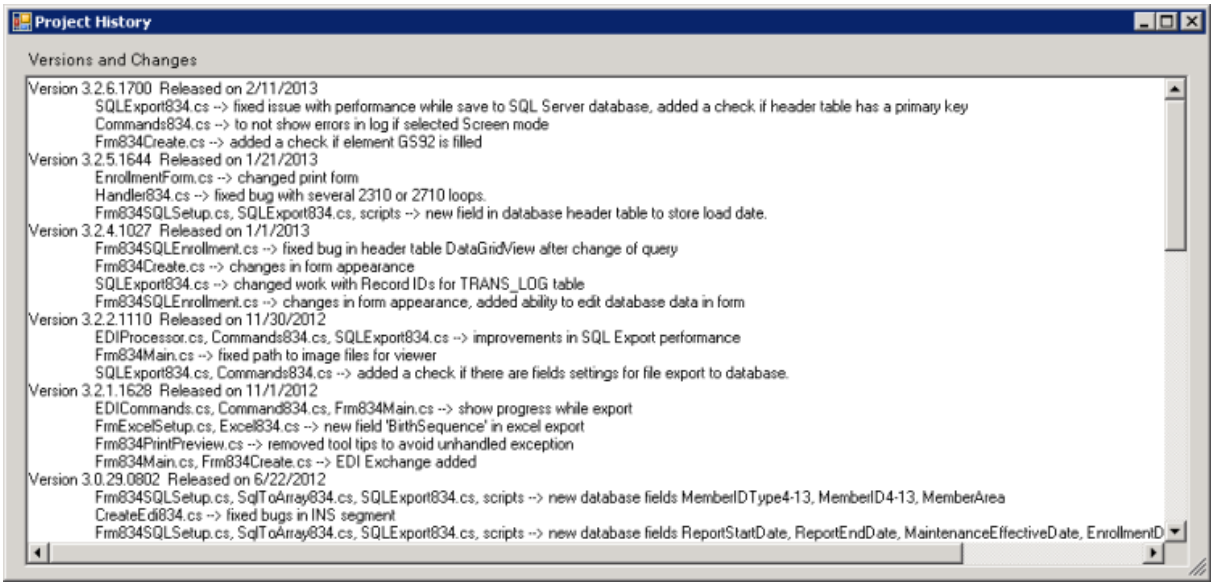
Whether the upgrade is done or you want to know some specific information, you can open the Project History. This information allows you to know what changes were made in each version of the HIPAA Enrollment Master.

1. Click the "Project History" under the "Help" menu.



The "Project History" menu item

2. The following window will be opened.



The "Project History" window

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Index

- I -

Introduction 2

- L -

Loading Benefit and Enrollment Records 6

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