The HIPAA Premium Payment Master

Table of Contents

Index **0**

1 Introduction

1.1 About HIPAA Premium Payment Master

HIPAA Premium Payment Master is a tool to receive and display, print or translate electronic premium payment records that come in the form of X12 820 transactions.

Some health plan sponsors, private industries as well as government sponsors will transmit the information on premium payments for members to administering health plans through the 820-transaction set. Though still rare, under HIPAA a payer has to be ready to accept X12 820 EDI transactions.

With the HIPAA Premium Payment Master, you can conduct premium payment-related e-business. Some employers, group sponsors or state agencies will use this new format to announce premium payments.

The following picture shows the startup screen of the HIPAAsuite Premium Payment Master.
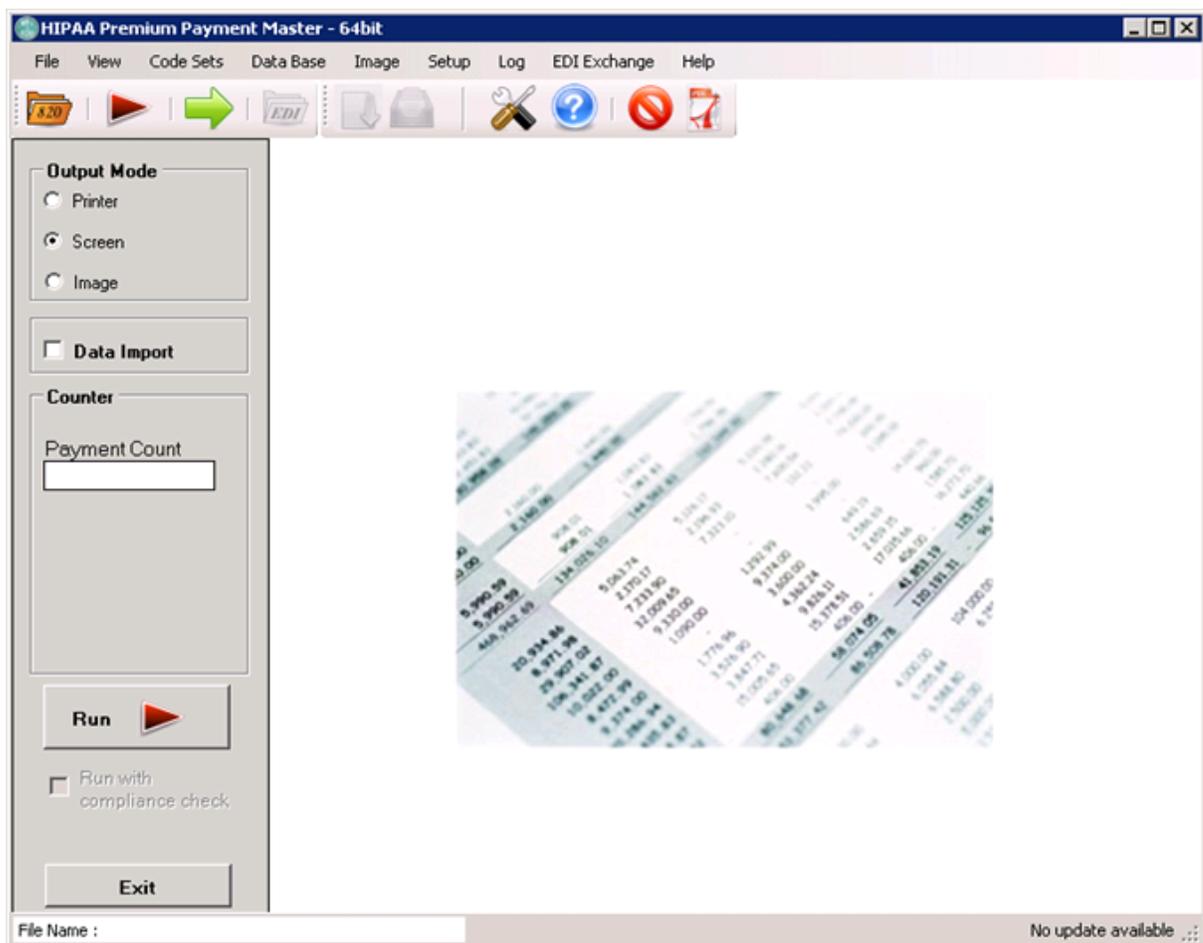
The startup screen of the HIPAA Premium Payment Master

2 Getting Started

2.1 Starting the Application

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

Start ▸ Programs (All Programs) ▸ HIPAASuite ▸ HIPAA Premium Payment Master.
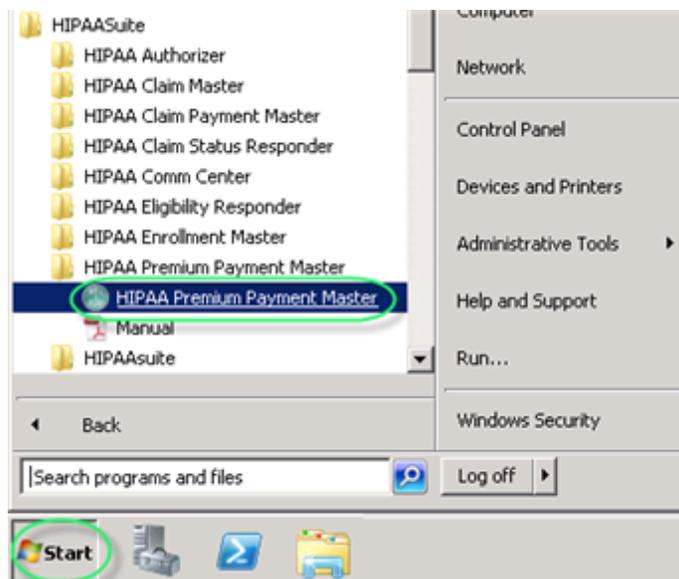
The HIPAA Premium Payment Master launched from the "Start" menu

The following screen will appear:
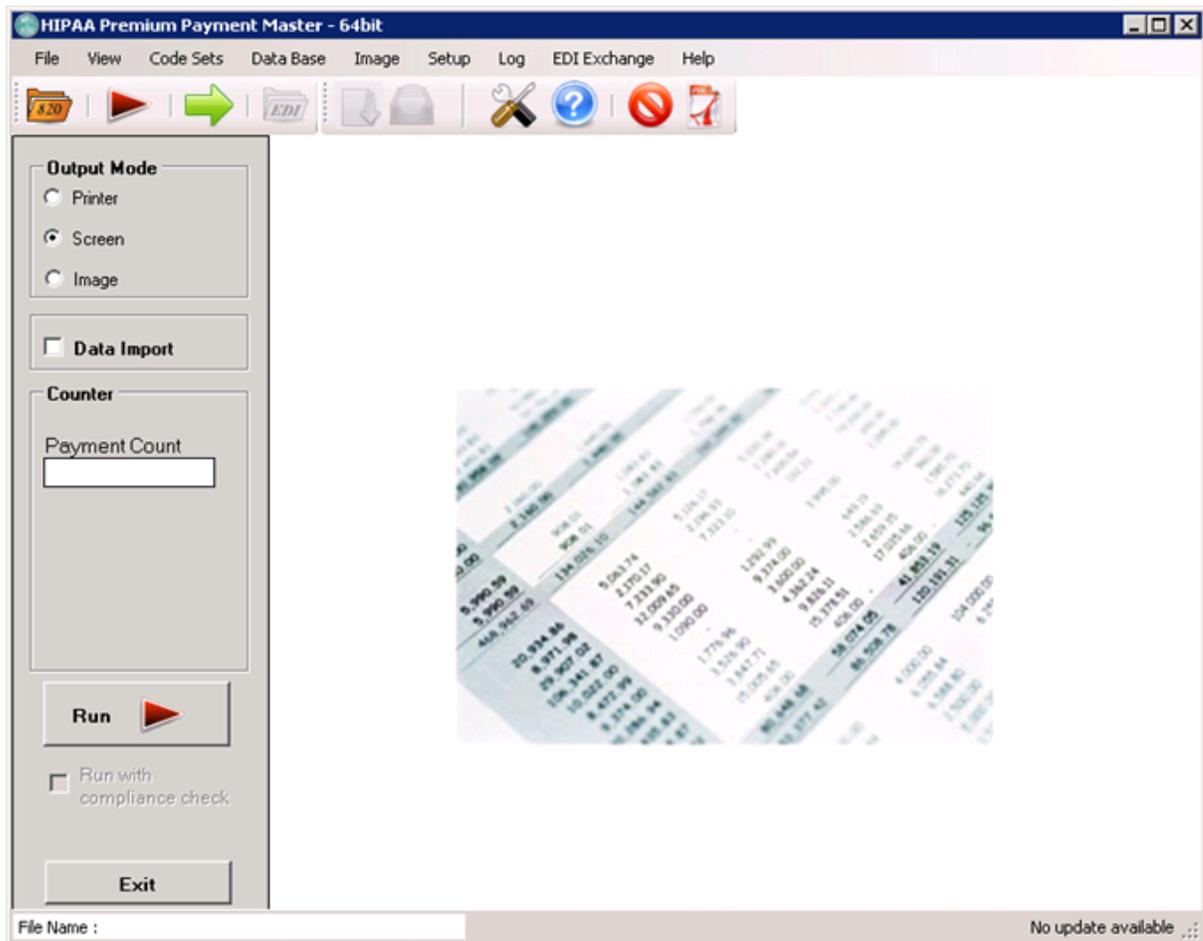
The HIPAA Premium Payment Master main window

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

- Processing an EDI File

- Processing an Entire Directory

2.2 Familiarizing with the Interface

The Top Menu

The top menu lets you access all features of the program.

The Task Bar

The task bar gives you access to the most used tasks:

- Opening a file

- Starting the processing

- Moving to the next record

- Viewing the EDI file

- Accessing the application settings

- Help documentation

- Toggling the file processing panel on or off

- The manual in PDF format

Bottom Pane

In the bottom left, you can see the file name when the file is opened. In the bottom left corner you can see if a program update is available.

When started, The HIPAA Premium Payment Master accesses HIPAAsuite's website and checks for a newer version. If one is available, then you are notified. You can turn this feature off. Refer to Updating the Program.

2.3   Processing an EDI File

Depending on the output mode, the individual records may be:

- Displayed on the screen, one by one,

- Printed as batch to the selected printer or

- Written to the database without displaying the form.

Follow the instructions below to open a single 820 EDI file and display its details on screen in easy-to-read table format.

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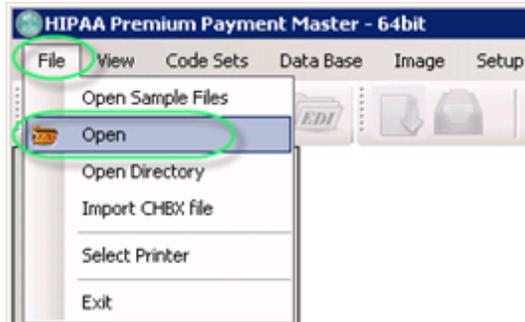
The "Open" menu

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

The "Open Document" button

2. Browse through the folders and select a file with `.edi` extension. Click "Open."

Note: Only payment files in "ANSI 820" format can be opened via the HIPAA Premium Payment Master. The program will display an error message if you select a file in a different format.
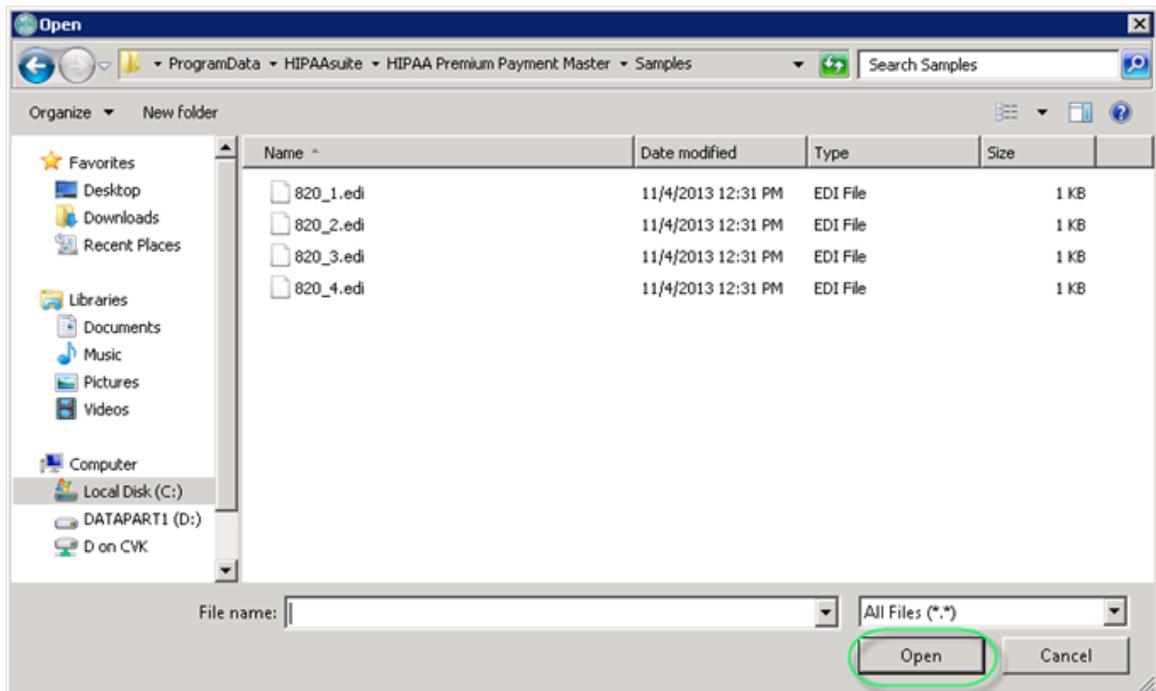
The "Open" window

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. 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.

   - **Printer** — This option allows to print the opened EDI file. Bypassing the screen, all the records are sent to the printer for output. See also: Printing Payment Records.

   - **Screen** — This is a default mode. Select this option to display the Information of the membership records in the preview window in a special form.

   - **Image** — This mode mode creates TIFF or PDF file from the EDI file. Read more in Creating Image Files from EDI.
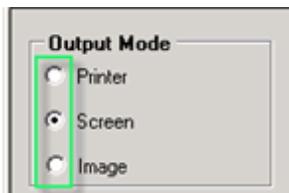
The "Output Mode" options

5. The file is now open. Click the "Run" button to process the file.
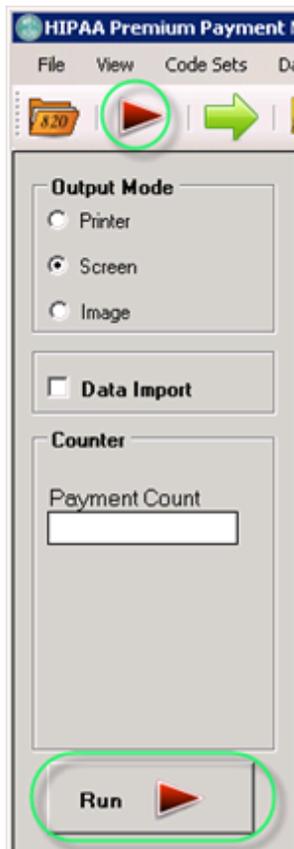
The "Run" buttons

6. When you click on the "Run" button, the file will be parsed and the information displayed. As in our example the output mode is "Screen," the payment is displayed in a separate window. See Displaying 820 EDI Files.

   If you choose an output mode other than Screen, you will see the hourglass mouse pointer until the parsing has been completed.

2.4   Processing an Entire Directory

The "Open Directory" function works only when the output mode is not "Screen" but "Data Export" or "Image File".

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

1. Make sure the "Printer" or "Image File" mode is selected in the "Output Mode" box. The

Output mode defines the destination where the result file will be sent to.

Note: You cannot display a batch of EDI files on screen in a preview window, it is possible only for one file. See Opening 820 EDI Files.
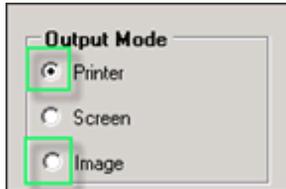
The "Output Mode" options

Note: If you select the "Image File" format for the first time, you need to define the image options. See Doing Image Setup.

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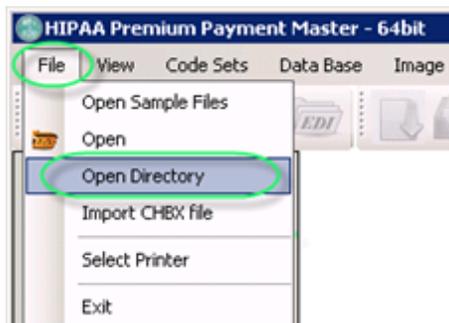
The "Open Directory" menu

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

Note: Only claim files in "ANSI 820" format can be opened via the Claim Premium Payment Master. The program will display an error message if you select a file in a different format.

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. To print the files to image, configure the settings. See also: Configuring Program Options, Doing Image Setup.
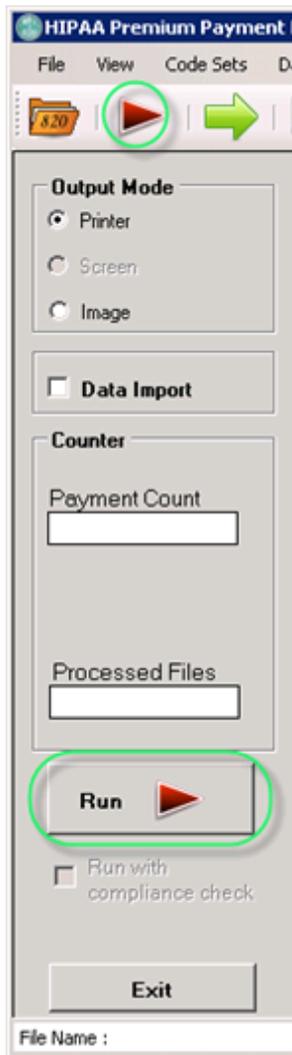
The "Run" buttons

5. The "Counter" pane displays information online on the processed documents.

The "Counter" pane

6. The displayed "Processing Results" popup will report about operation results.
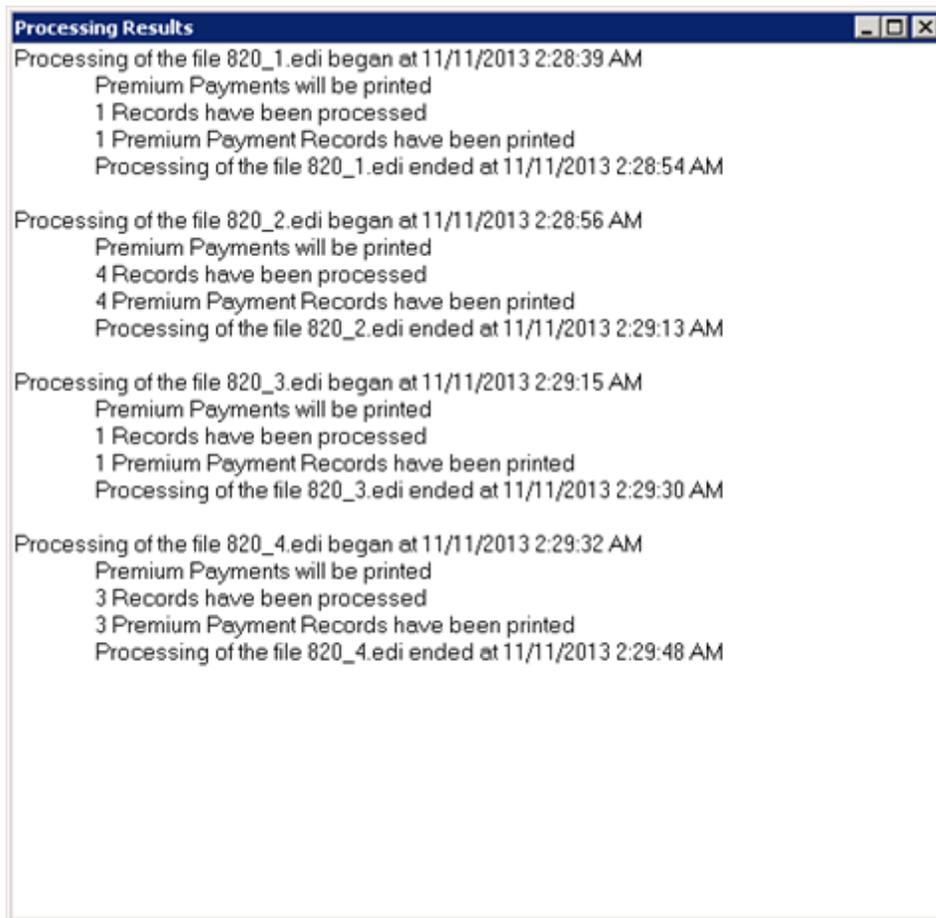
The "Processing Results" window

2.5 Displaying 820 EDI Files

After opening a file and leaving the default output mode "Screen", click on the "Run" button. With the output mode set to "Screen," the payment records are displayed on the screen. On pressing the "Process" button, the program reads through the EDI file and parses the individual records into a memory array. Once the parsing is finished the content is ready to be presented in a window.

Premium payment records of the "Individual Remittance" type

You can see the listing of the insured persons together with policy details.

Below you can see how a summary remittance is displayed. The data structure of those two versions of the 820 are significantly different.

HIPAA Preview

Print | Close

Premium Payment

From:	ABC PLASTICS	To:	DEF HEALTH CARE INC.
Federal Taxpayer's ID	012222222	Duns and Bradsteed ID	123456789
Bank No:	ABA Routing #: 999999992	Bank No:	ABA Routing #: 199999999
Account No:	12345678	Account No:	98765
Contact:		Telephone:	
Fax:		Email:	

Handling Code:	Payment Accompanies Remittance Advice				
Effective Date:	05/16/1997	Check or EFT Number:	12345	Amount:	$1,900,000.00
Credit/Debit:	Credit	Method:	Automated Clearing House	Format:	Corp Trade Exch.(CTX)
Plan Number	12345				

1	Organization Summary Remittance		Duns and Bradsteed ID:	123456789	
	1	Invoice Number	970501001	Pay Item	$16,500.00
		Control Number: 1	Member Count: 150	Person	
		Control Number: 2	Member Count: 160	Person	
		Control Number: 3	Member Count: 180	Person	
		Control Number: 1	Member Count: 90	Person	
		Control Number: 2	Member Count: 135	Person	
	2	Invoice Number	970501002	Pay Item	$2,500.00

A premium payment record of the "Summary Remittance" kind

Navigating through the Pages

The screen display of payment records is most often several pages long. Since the HIPAA Premium Payment Master keeps the payment records in memory, you can easily navigate through the records back and forth.

The navigation button on top of the display screen for premium payment records.

New TRN segments, which means new transactions trigger the renewed display of the header record.

Technical Information on Viewing Payment Records

We basically have two quite different remittances that can be formatted into the 820 transaction set.

820 Payment Order/Remittance Advice

Table 1 - Header

SEG. ID	NAME	USAGE	REPEAT	LOOP REPEAT
ST	820 Header	R	1	
BPR	Financial Information	R	1	
TRN	Reassociation Key	R	1	
CUR	Non-US Dollars Currency	S	1	
REF	Premium Receivers Identification Key	S	>1	
DTM	Process Date	S	1	
DTM	Delivery Date	S	1	
DTM	Coverage Period	S	1	
	LOOP ID - 1000A PREMIUM RECEIVER'S NAME			1
N1	Premium Receiver's Name	R	1	
N2	Premium Receiver Additional Name	S	1	
N3	Premium Receiver's Address	S	1	
N4	Premium Receiver's City, State, Zip	S	1	
	LOOP ID - 1000B PREMIUM PAYER'S NAME			1
N1	Premium Payer's Name	R	1	
N2	Premium Payer Additional Name	S	1	
N3	Premium Payer's Address	S	1	
N4	Premium Payer's City, State, Zip	S	1	
PER	Premium Payer's Administrative Contact	S	>1	

Above is the listing for the header part of the 820 record which is shared by both formats. We can have only one payment (BPR) within an ST-SE loop.

There is the "Summary Remittance":

Table 2 - Detail, Organization Summary Remittance

SEG. ID	NAME	USAGE	REPEAT	LOOP REPEAT
	LOOP ID - 2000A ORGANIZATION SUMMARY REMITTANCE			1
ENT	Organization Summary Remittance	S	1	
	LOOP ID - 2300A ORGANIZATION SUMMARY REMITTANCE DETAIL			>1
RMR	Organization Summary Remittance Detail	R	1	
	LOOP ID - 2310A SUMMARY LINE ITEM			1
IT1	Summary Line Item	S	1	
	LOOP ID - 2315A MEMBER COUNT			>1
SLN	Member Count	S	1	
	LOOP ID - 2320A ORGANIZATION SUMMARY REMITTANCE LEVEL ADJUSTMENT			>1
ADX	Organization Summary Remittance Level Adjustment	S	1	

The "Summary Remittance"

The summary remittance is typically used when no detail on the covered individuals is needed. The transaction can tell how many people are insured (Member count), but we have no information on the names and numbers of those people.

Secondly, we have the "Individual Remittance" which lists every person for whose policy the remittance is.

Table 2 - Detail, Individual Remittance

SEG. ID	NAME	USAGE	REPEAT	LOOP REPEAT
	LOOP ID - 2000B INDIVIDUAL REMITTANCE			>1
ENT	Individual Remittance	S	1	
	LOOP ID - 2100B INDIVIDUAL NAME			>1
NM1	Individual Name	S	1	
	LOOP ID - 2300B INDIVIDUAL PREMIUM REMITTANCE DETAIL			>1
RMR	Individual Premium Remittance Detail	S	1	
DTM	Individual Coverage Period	S	1	
	LOOP ID - 2320B INDIVIDUAL PREMIUM ADJUSTMENT			>1
ADX	Individual Premium Adjustment	S	1	

This version has a loop describing the individual policy holder and listing separately the benefits that this person subscribes to.

We decided to break the EDI record at the "ENT" level into individual records. Records share the EDI header with the payment, payer and payee information. This information is present in every record.

Under this Remittance header record are multiple policies with line detail information.

2.6   Printing Payment Records

If you want to print to a printer other than the computer's defined default printer, select the desired printer. See Selecting a Printer.

> Note: The HIPAA products of the latest versions do not need anymore third party software for the creation of image files. Older versions needed the Peernet Tiff Image Printer or PDF Image Printer driver installed.

Follow the instructions below to print the payment records.

1. Open an EDI file or directory containing the EDI files in the HIPAA Premium Payment Master. Read more in Processing an EDI File, Processing an Entire Directory.
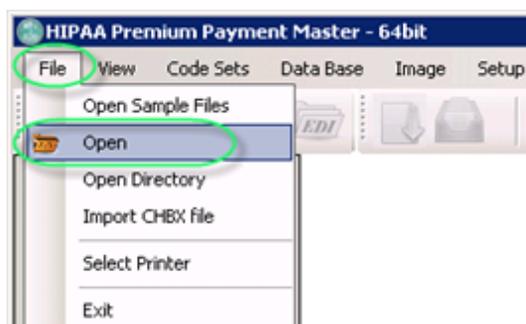
The "Open Document" button
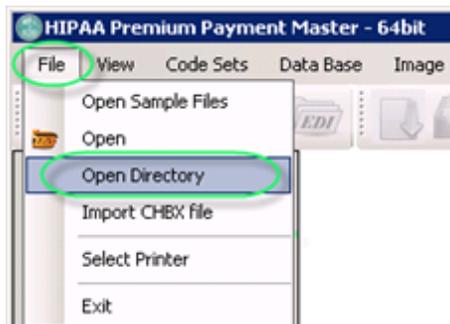
The "Open Directory" menu

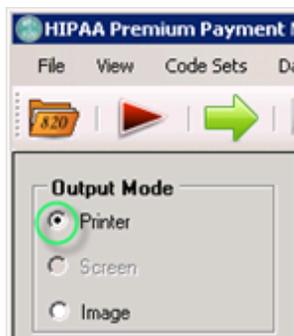2. Select the "Printer" option in the "Output Mode" block.

The "Printer" mode

3. Click on the "Run" button.
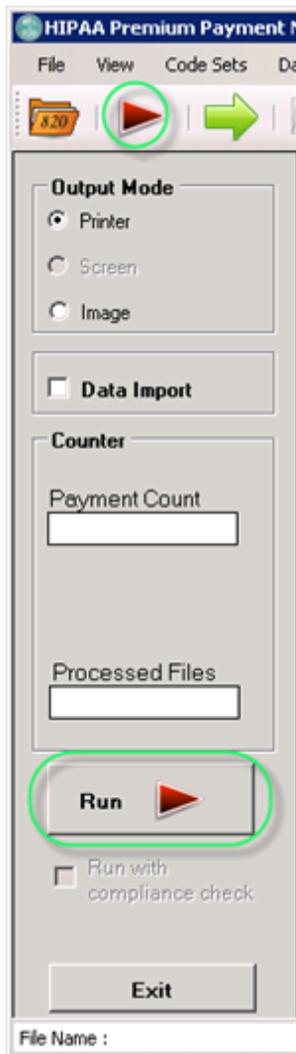
The "Run" buttons

4. The file(s) will be sent to the printer; the "Processing Results" window displays the report.

The "Processing Results" window

The exact same image that you see on the screen display can be sent to a printer (see 'Selecting a Printer') and printed.

Individual records can also be printed out of the display form. In the upper left corner is a 'Print' button

Printing an individual page

2.7 Requesting a Trial Extension

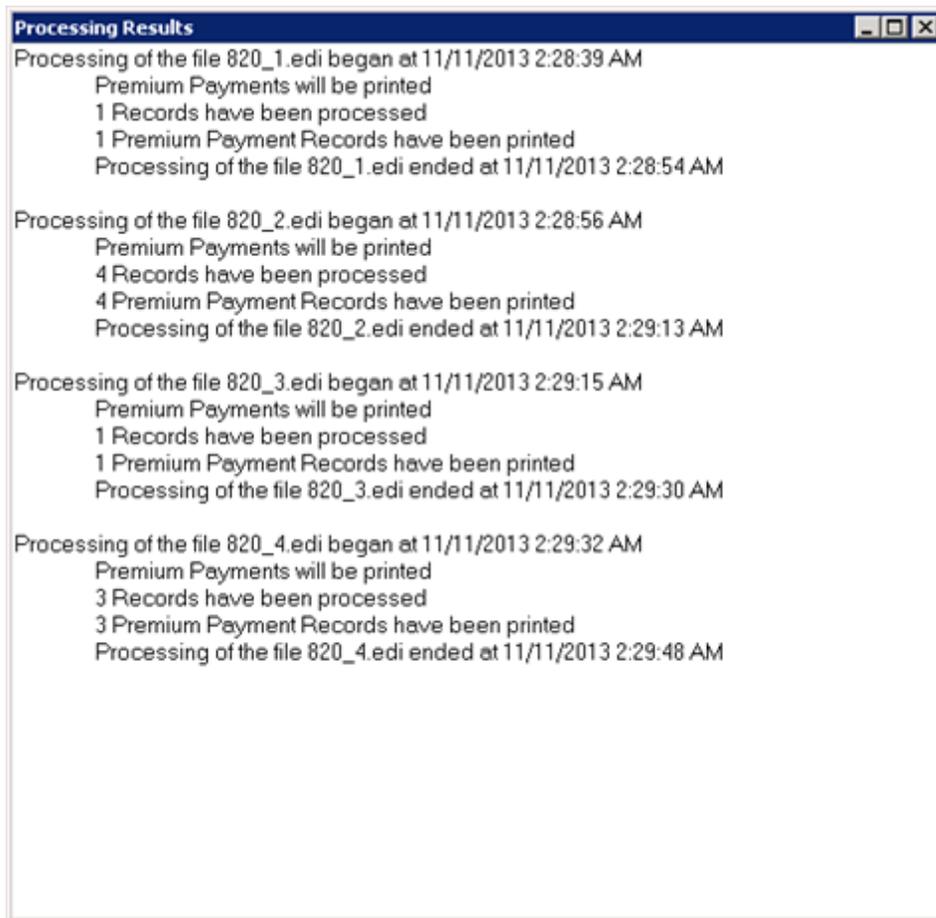The HIPAA Premium Payment Master comes with a free trial of 14 days. Once your trial period has expired, the application stops working. There are limitations to the trial version, for example, you can only export the first 50 records of EDI files, and only 5 files per directory processing. We are sorry to have to limit the experience, but we had instances where organizations used the software for production purposes without purchasing it.

We do not mind extending your trial if you need extra time to evaluate the software. You will only need to send us the registration number and we will gladly give you another 15 day trial. If your trial time has expired and you wish to continue your testing of the software, please send an email to info@HIPAAsuite.com with the Registration number and we will give you a trial extension.

If you need to continue your trial of the product, follow the instructions below.

1. Launch the application.

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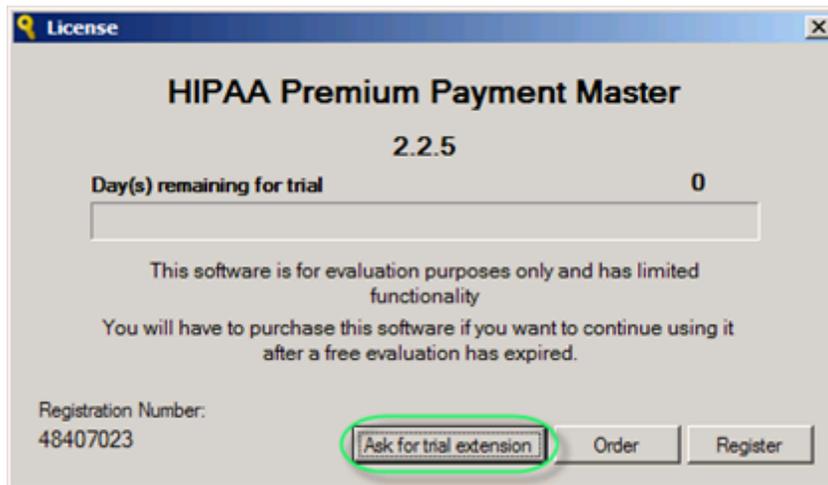
The "Ask for Trial Extension" button

Tip: You can see the registration number in the lower left hand corner. This number is needed for the registration as well as trial extension. It is unique to your computer and hardware. You can hover over the registration number and copy it to the clipboard, so that you can easily paste it into the email. This avoids human error. (The letter "O" is never used, only zeros.) Hovering over the number will give you the following floating menu:

3. Clicking on the "Ask for Trial Extension" button will bring up the feature control window.
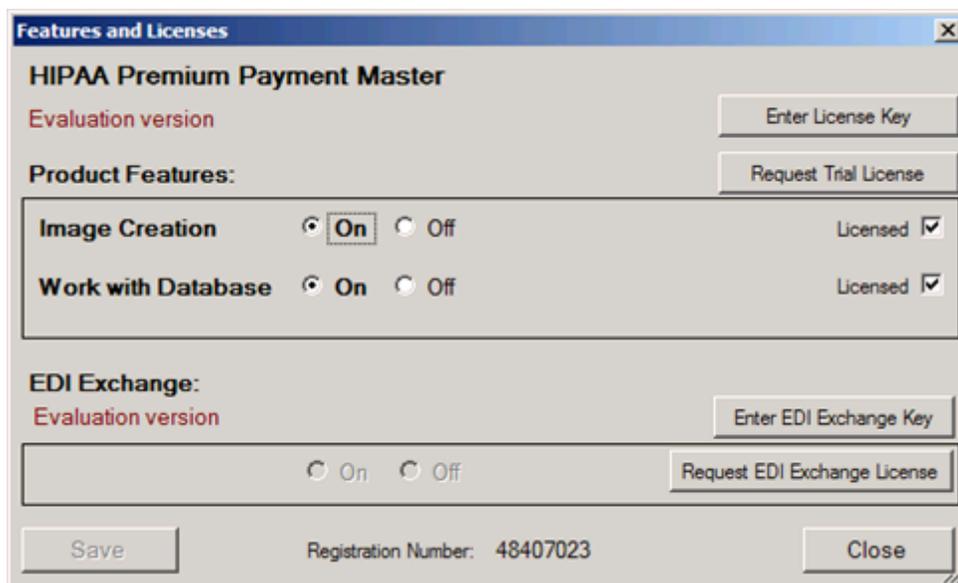
The "Features and Licenses" window

4. Select features you need and click on "Request Trial license."

5. An email to HIPAAsuite will be created. The message will contain 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 Premium Payment Master][123456789]: Request for Trial License Extension

- Message: Volume ID: 123456789
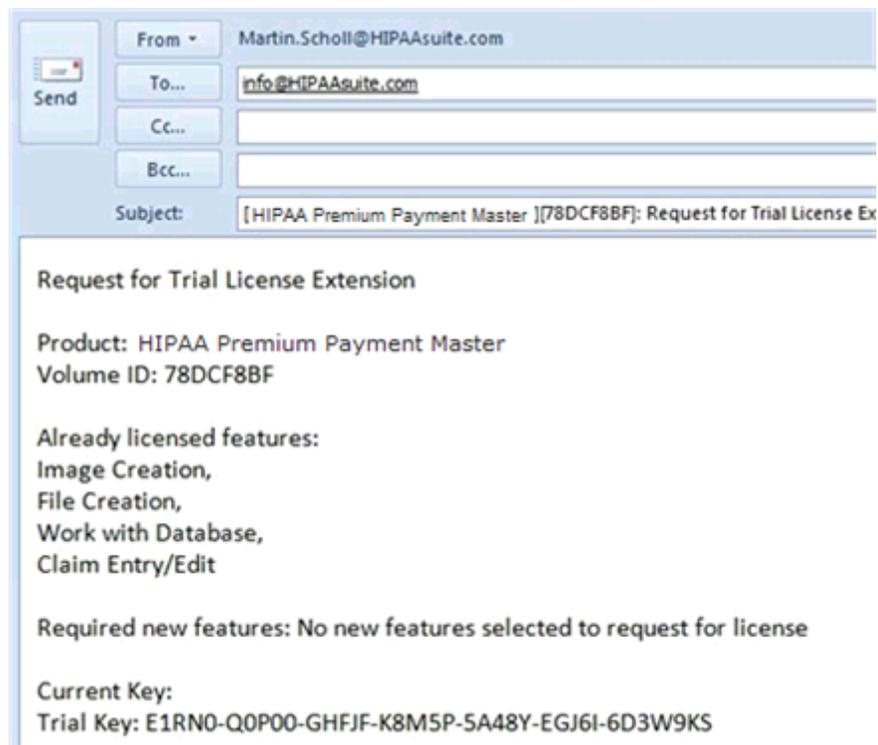
The trial extension request email

6. The response from the support team should includes an activation key.

7. Once you have the activation/unlock key, click "Register" on the program welcome window.
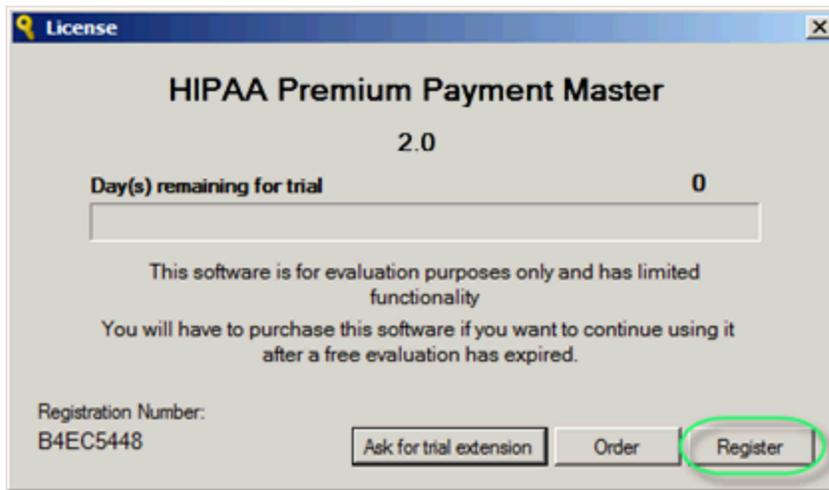
The "Register" button

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

Tip: The field is case sensitive. The best thing to do is to copy and paste the License Key from our email.
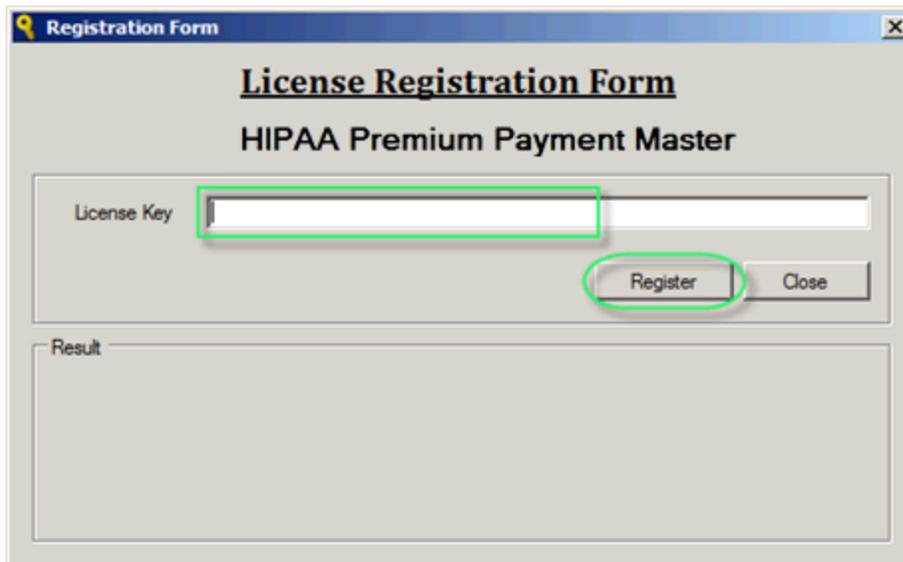
The "Registration Form" window with entered license key and highlighted "Register" button

9. The success message will appear in the "Result" border. You will see what components have been registered.

The license activation result

Click "Close."

10. Once the license key has been entered, click "Try" on the welcome window to continue using the program for another 14 days.
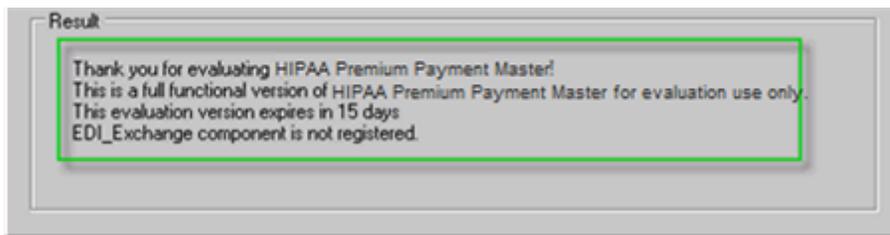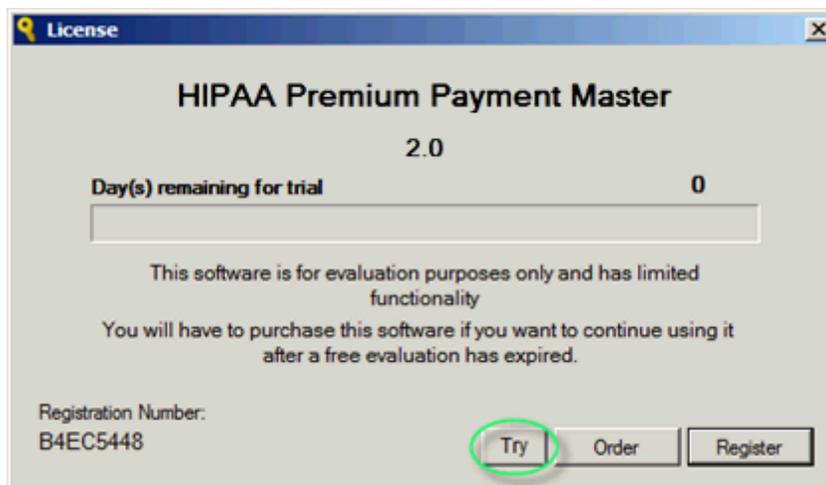

The "Try" button

Once the product is registered with a permanent unlock code, future upgrades will find this key and install without user action.

3   Configuring the Application

3.1   Configuring Program Options

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

The "Application Setup" menu

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

The "Setup" button

2. The following screen will appear.

The "Application Setup" window

You can configure the options:

- **Processed Files**
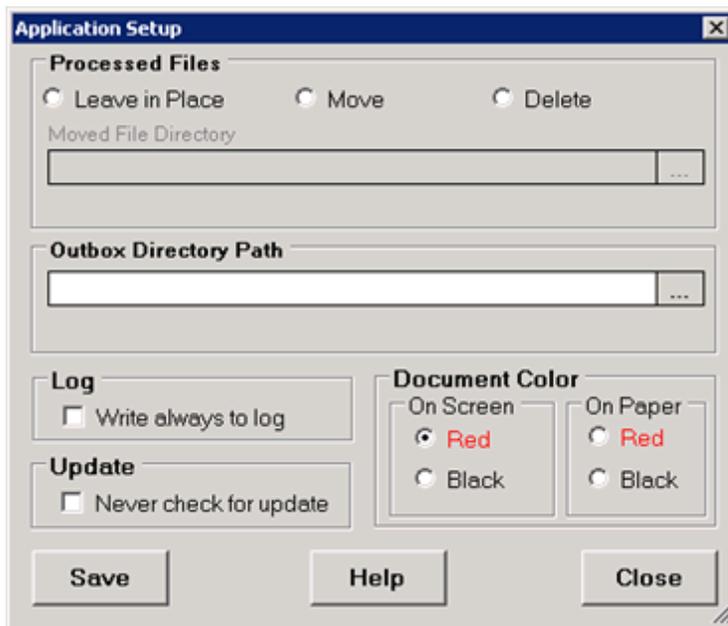
- **Outbox Directory Path**

- **Log**

- **Update**

- **Document Color**

Read the detailed descriptions further.

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

Processed Files

In order to prevent the duplicate processing of files, the HIPAA Premium Payment Master can move or delete files after they have been processed. Since the program can be launched by the Window's 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. 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.

Tip: This option is not recommended.

- **Move** — Select this option to move the processed files to a specified folder.

- **Delete** — Select this option to delete the processed files.

Outbox Directory Path

Define the destination folder where the result files will be stored.

Log

- **Keep a log of every file processed** - Determines whether the log entry should be created for each file processed. By default, the log is only active in command line use (without human interaction.) If you want a log entry created for each manual processing, except viewing on screen, place a check mark here. See also: Accessing Logs.

Update

- **Never Check for Update** — To check the HIPAA Premium Payment Master version update, uncheck the "Never Check for Update" check box. If the check box is unchecked, the application will automatically look for the new version available and a pop up window displayed. On selecting the new version, the application will get updated to the current version available. The lower right corner of the application window displays information including alerts on version updates.

No update available

The message on the bottom bar

Document Color

This section of the setup window is concerned with the output colors. You have the choice to render the form in red or in black. The form background can be set to red to make the form visually more appealing and to allow the use of a color filter for OCR software. The color can be selected for the following media:

Note: The data is always black.

- **On Screen** — Choose a color for the form when displaying payments on screen.

- **On Paper** — Choose a color for the form when printing payments.

3.2 Selecting a Printer

If you want to print to a printer other than the computer's defined default printer, you will need to select the desired printer. See also: Printing Payment Records.

Note: The HIPAA products of the latest versions do not need anymore third party software for the creation of image files. Older versions needed the Peernet Tiff Image Printer or PDF Image Printer driver installed.
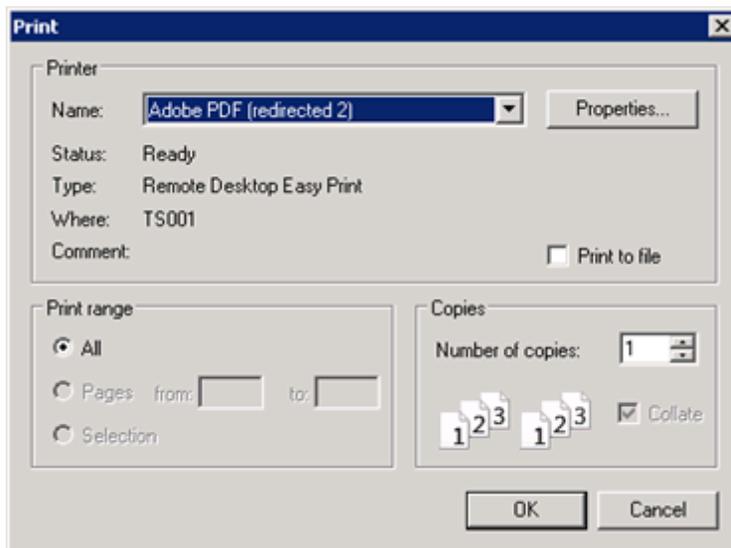
Follow the instructions below.

1. Go to *File ▸ Select Printer* in the main menu.
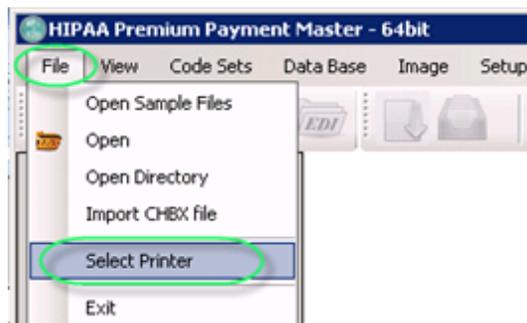
The "Select Printer" menu item

The "Printer" window will appear. Select the necessary printer.

Selecting the Printer for output on paper

Though you do not have any documents in your print queue, click on "Print" to select this printer for future output.

3.3   Accessing Logs

The HIPAA Claim Premium Payment Master can log its activities. The logs are especially helpful when running the program automatically through the scheduler (see Running the Application via Scheduler).

> Notice: To log 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 are written down and saved.

Follow the instructions below to access the log files for your HIPAA Premium Payment Master.
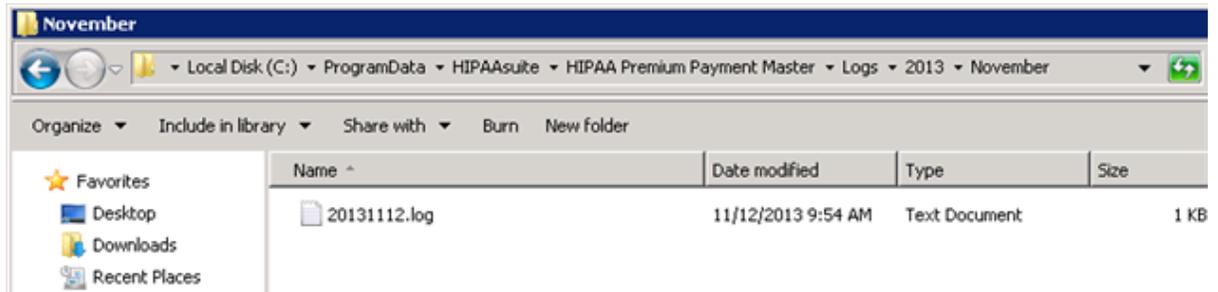
Click *View ▸ Daily Log* in the main menu.
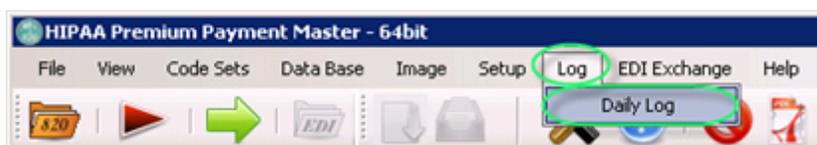
The "Daily Log" menu

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 Premium Payment Master\Logs`
Windows 7, Vista: `C:\ProgramData\HIPAAsuite\HIPAA Premium Payment Master\Logs`


The Logs folder in Windows 7

Tip: The folder is hidden by default.

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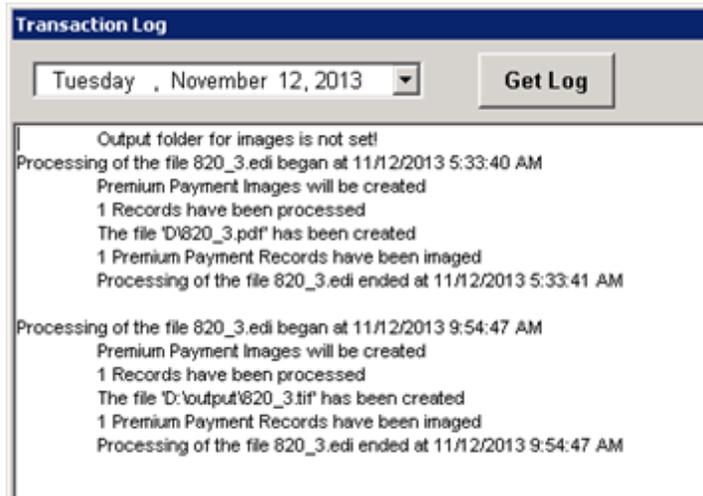
The transaction log for a specific day

3.4 Using the EDI Viewer and 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 Premium Payment 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.

> Tip: Changing EDI files can be a tricky undertaking. You should be experienced in the format of the 820 and understand that an 820 payment file could be a legal document that should not be altered without the consent of the originator.
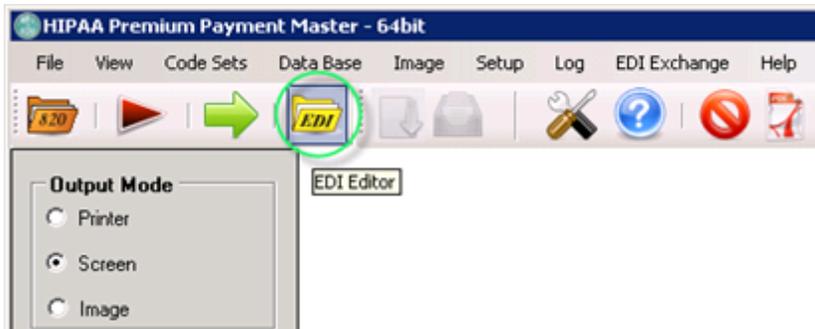
To Open EDI Editor

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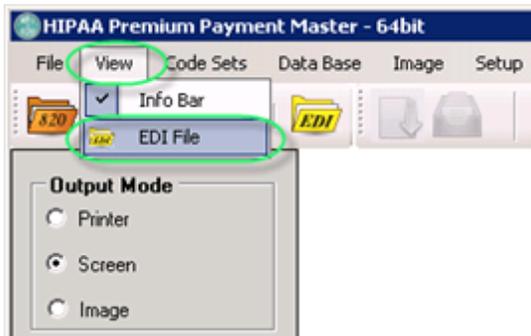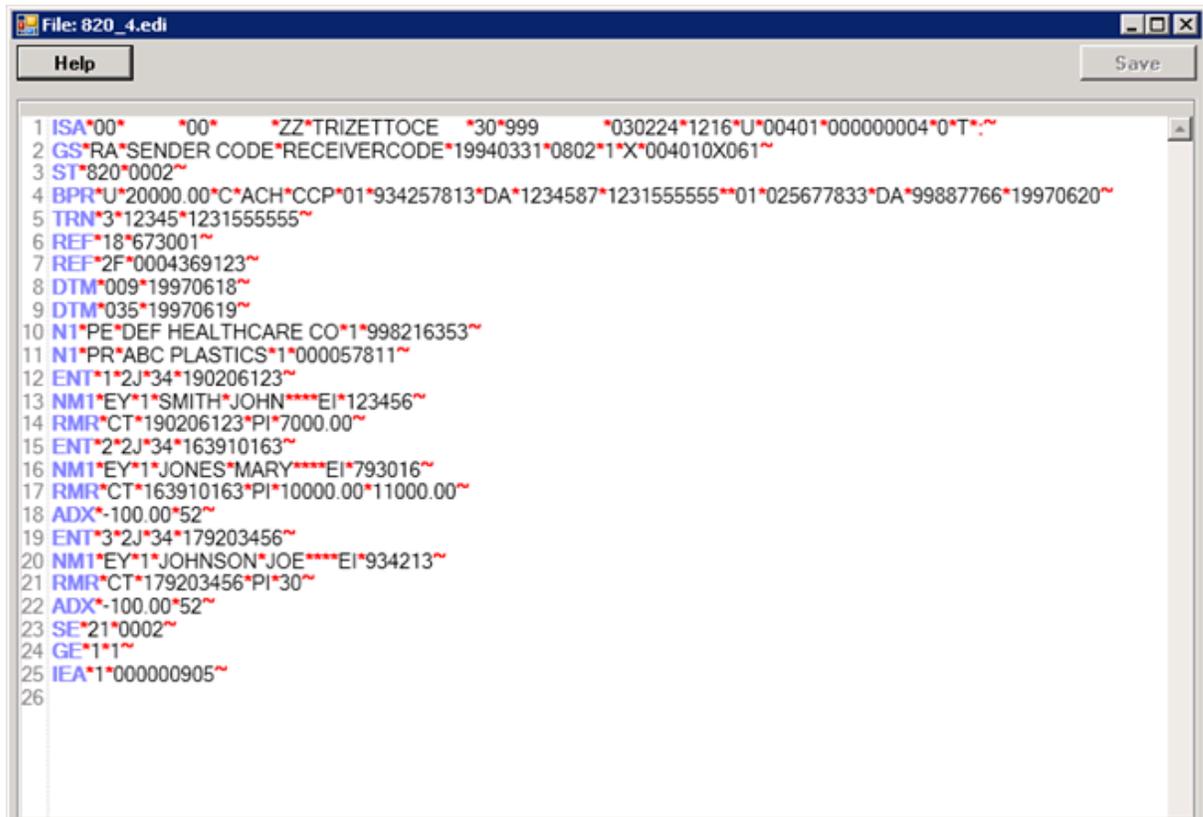
The "EDI Editor" menu

> Note: This option is only enabled when you have opened an EDI File.

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

The "EDI Editor" button

The following screen will appear:


```
File: 820_4.edi                                              _ □ ✕
  Help                                                         Save

 1 ISA*00*      *00*      *ZZ*TRIZETTOCE    *30*999        *030224*1216*U*00401*000000004*0*T*:~
 2 GS*RA*SENDER CODE*RECEIVERCODE*19940331*0802*1*X*004010X061~
 3 ST*820*0002~
 4 BPR*U*20000.00*C*ACH*CCP*01*934257813*DA*1234587*1231555555**01*025677833*DA*99887766*19970620~
 5 TRN*3*12345*1231555555~
 6 REF*18*673001~
 7 REF*2F*0004369123~
 8 DTM*009*19970618~
 9 DTM*035*19970619~
10 N1*PE*DEF HEALTHCARE CO*1*998216353~
11 N1*PR*ABC PLASTICS*1*000057811~
12 ENT*1*2J*34*190206123~
13 NM1*EY*1*SMITH*JOHN****EI*123456~
14 RMR*CT*190206123*PI*7000.00~
15 ENT*2*2J*34*163910163~
16 NM1*EY*1*JONES*MARY****EI*793016~
17 RMR*CT*163910163*PI*10000.00*11000.00~
18 ADX*-100.00*52~
19 ENT*3*2J*34*179203456~
20 NM1*EY*1*JOHNSON*JOE****EI*934213~
21 RMR*CT*179203456*PI*30~
22 ADX*-100.00*52~
23 SE*21*0002~
24 GE*1*1~
25 IEA*1*000000905~
26
```

The EDI Editor window

To Cut, Copy, Paste

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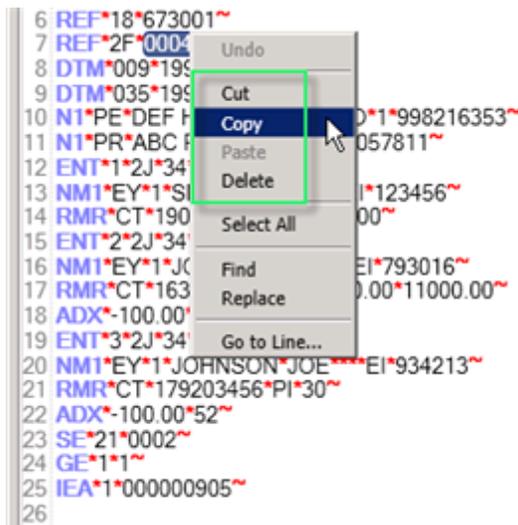
The context menu

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 the text search utility.
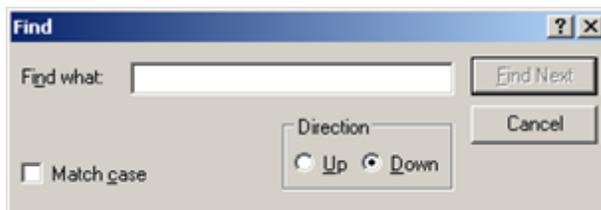
The "Find" pop-up

Pressing `Ctrl H` simultaneously will bring up the "Replace" utility.

The "Replace" popup

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 Premium Payment Master will further work with those changed files, so you don't have to open the file again.

> **Notice**: Changing EDI files can be a tricky undertaking. You should be experienced in the format of the 820 and understand that an 820 payment file could be a legal document that should not be altered without the consent of the originator.
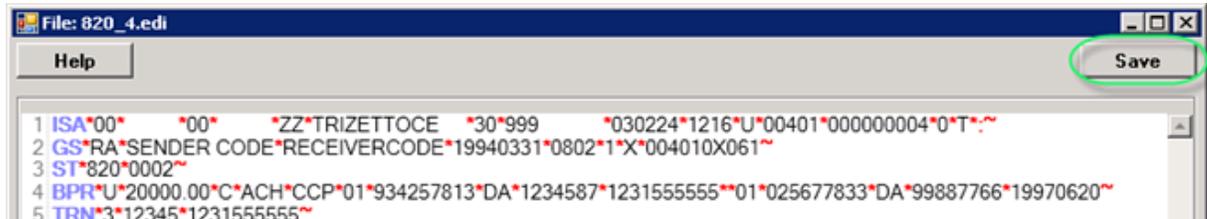
The "Save" button

3.5   Setting up the Company

Creating EDI files will include a lot of information on you and your trading partners. The company setup screen is designed to enter all the necessary information for the EDI creation. 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, use the company setup screen. You can specify your company information and other settings related to your company there.

If you have the EDI Exchange component licensed then all this information is stored in the data file "COMPANY_SETUP". If you don't have this component then this information is stored in the Windows registry.

> Note: You need to configure the database first. See <u>Setting up the Database Connection</u>.

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

The "Company Setup" menu

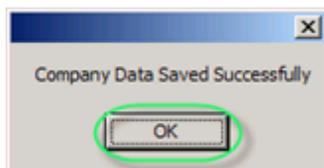2. The following screen will appear.

The "Company Setup" window

3. You can configure the following options:

- **Company Information**

- **Contact Information**

- **ISA 14 and 15**

Read the detailed descriptions further.

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

5. The following success message will appear. Click OK.

Company Information

- **Name** — Company name. Obligatory option.

- **Address 1**

- **Address 2**

- **City** — Obligatory option.

- **State** — Obligatory option.

- **ZIP**

- **Plus 4**

- **ISA Segment Sender Identification** — It is the most important option to choose. It identifies your organization for all EDI transactions. Most commonly the Qualifier "ZZ" and a free form ID up to 15 character in length is chosen. Other options include your tax ID and the Dun & Bradstreet ID.

- **Qualifier** — 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 & Bradstreet)

    - 14   Duns Plus Suffix

    - 20   Health Industry Number (HIN)

    - 27   Carrier ID Number (Identification Number as assigned by HCFA)

    - 28   Fiscal Intermediary ID Number (Identification Number as assigned by HCFA)

    - 29   Medicare Provider and Supplier ID Number (Identification Number as assigned by HCFA)

    - 30   U.S. Federal Tax ID Number (Identification Number)

    - 33   NAIC Company Code (National Association of Insurance Commissioners Company Code)

    - ZZ   Mutually Defined

- **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. The GS_02 identifier is usually the same as the ISA identifier but you can also choose some other ID. It represents the program or machine that created the file, but the most common is a repetition of the ISA identifier.

- **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.

Contact Information

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

- **Contact Person**

- **Telephone**

- **Ext**

- **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.

3.6   Selecting a Code Set

EDI relies on transaction code sets. These codes represent longer explanations and descriptions. 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 be was considered wasteful.

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 Premium Payment Master\Configuration\`

Windows 7, Vista: `C:\ProgramData\HIPAAsuite\HIPAA Premium Payment Master\Configuration\`
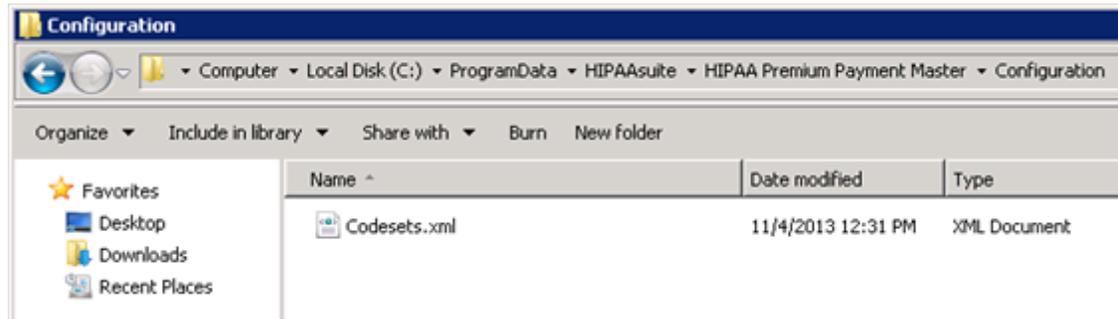
The Configuration folder in Windows 7

> Tip: The folder is hidden.

To view/edit transaction code sets in HIPAA Premium Payment 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

- Credit Codes

- DFI Codes

- Date Codes

- Entity ID Codes

F to P

- Handling Codes

- ID Codes

- Pay Adjustment Codes

- Payment Action Codes

- Payment Format Codes

- Payment Method Codes

Q to Z

- REF Codes

- Report Transmission Codes

- SAC Codes

- Unit Codes

The following screen-shot illustrates how to select the "ID Codes" for display.
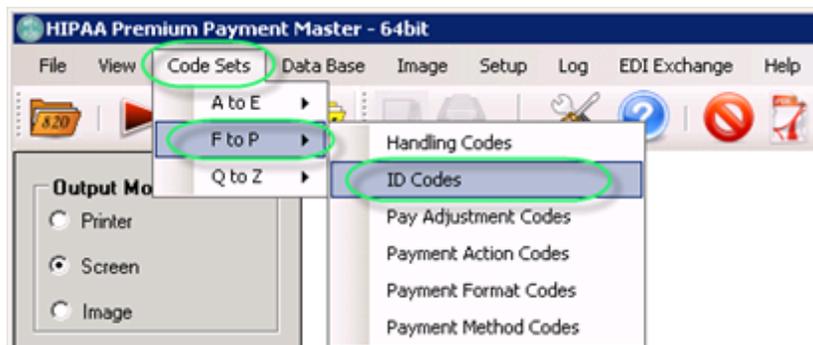
The "ID Codes" sub-menu

3. The code set configuration window will be displayed.

You can add, delete or edit codes. Read further how.

Below you can see this window for the ID Codes.

The window provides the following information:

- **Number of records in codeset** — The total number of codes. For example, for ID Codes it is equal to 31.

- **Codes** and their corresponding **descriptions**. The codes are indicated in the source EDI files. The descriptions are displayed instead of codes in the result easy-to-read files. For example, for ID there are the following codes and corresponding descriptions:

  - **1** — D-U-N-S Number

  - **9** — D-U-N-S+4 Number

  - **21** — Health Industry Number

  - **24** — Federal Employer ID

  - etc.

The "ID Codes" configuration window

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

Adding a New Row

To add, click on the last row. Now you can see the indicator in the first grey field.

The indicator

Click the field again to enter to the Edit mode. Now you can enter the text.

Note: Only after you leave this row, the changes will take place.

Deleting a Row

To delete, click the left margin. This action will highlight the whole row.

Highlighting a row by clicking the left margin

Now press the <DELETE> key on your keyboard.

Editing the Row

To edit, click two times the cell you want to change. Make your changes. Clicking or moving outside this cell makes the changes to be "sticked."

Notice: Don't forget to save the changes by pressing the 'Save' button.

4   Creating Image Files and PDFs

4.1   Creating Image Files from EDI

The greatest disadvantage of electronic payments is that they are near impossible to be

understood in the raw form. Storing an image associated with a payment makes a lot of sense for the most HIPAA Premium Payment Master's users. If you have an investment in a payment imaging system, you can now create images from EDI files and treat them in your imaging system just like scanned images from paper payments. If your staff can understand a payment on a UB04 in a second, why not make it available in this form? Having an image file makes it possible for case workers to call up an image of the payment in seconds.

The HIPAA Premium Payment Master can be used to create image files and PDFs of the EDI payments. Image file creation is a component that can be licensed separately.

The HIPAA Premium Payment Master displays the EDI document in a page that makes it easy to read the 820 transactions.

> Note: Earlier versions of the HIPAA Premium Payment Master used a third party image printer driver. This is no longer necessary. The HIPAA Premium Payment Master now has PDF and TIFF capabilities built-in.

Certain parameters of the formats are adjustable.

You can create image files containing the data that you see in Screen mode. You can create image files manually or automatically using the command line arguments and Windows Scheduler. Read more in:

- Running the Application via Scheduler

Before creating image files, make sure all settings are defined correctly. Read more in:

- Doing Image Setup
- Adjusting Image Options

How to Create Image Files

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

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

1. Open an EDI file or directory containing the EDI files in the HIPAA Premium Payment Master. Read more in Processing an EDI File, Processing an Entire Directory.
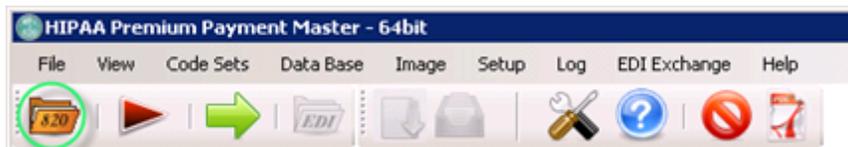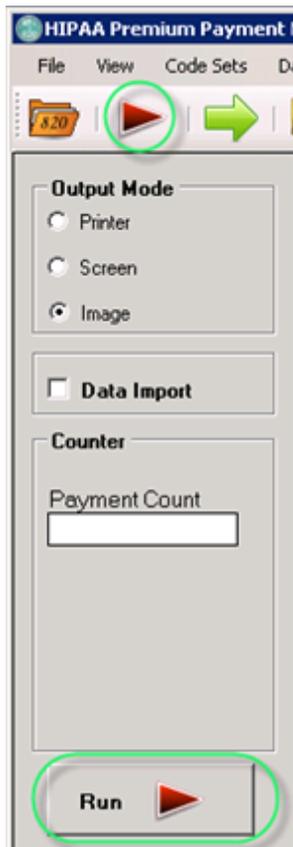
The "Open Document" button
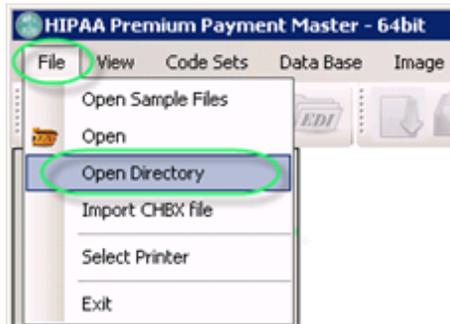
The "Open Directory" menu

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

The "Image File" mode

3. Click on the "Run" button.

The "Run" buttons

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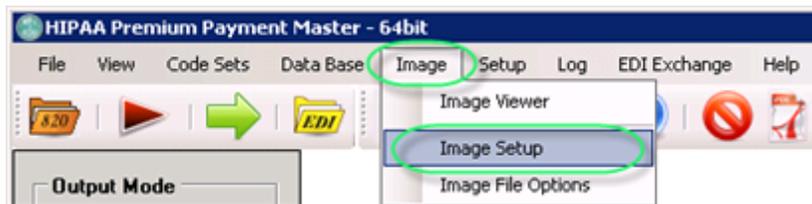

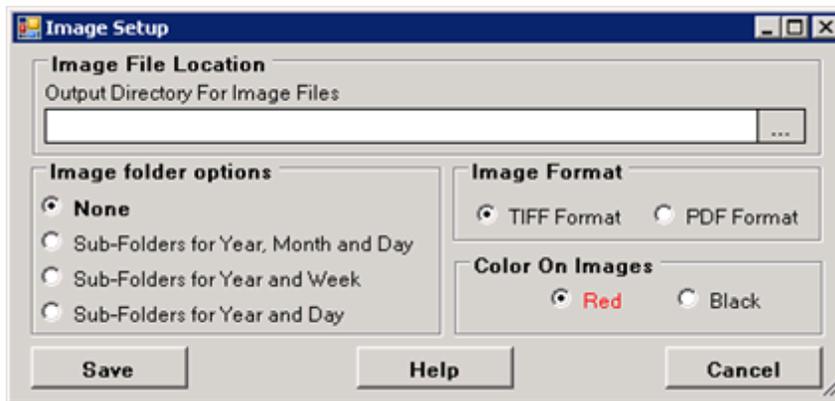The "Processing Results" window

4.2 Doing Image Setup

Before proceeding with image export, do the image setup as described further.

Select *Image ▸ Image Setup* in the main menu to access the "Image Setup" window.

The "Image Setup" menu

The following window will appear:

The "Image Setup" window

You can set the options described below.

Once the options have been set, click "Save."

- **Image File Location** — Determine the destination folder where the images will be stored.

- **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-folder. 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\`.

  - **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\`.

- **Image Format** — Choose whether to create PDF or TIFF files.

- **Color on Images** — You have the choice to present the document black and white or have form elements in red. You can set this separately for screen, paper or image files.

4.3   Adjusting Image Options

Before proceeding with image export, do the image setup as described further.

Select *Image ▸ Image File Options* in the main menu to access the "Image File Options" window.

The "Image File Options" menu

The following window will appear:
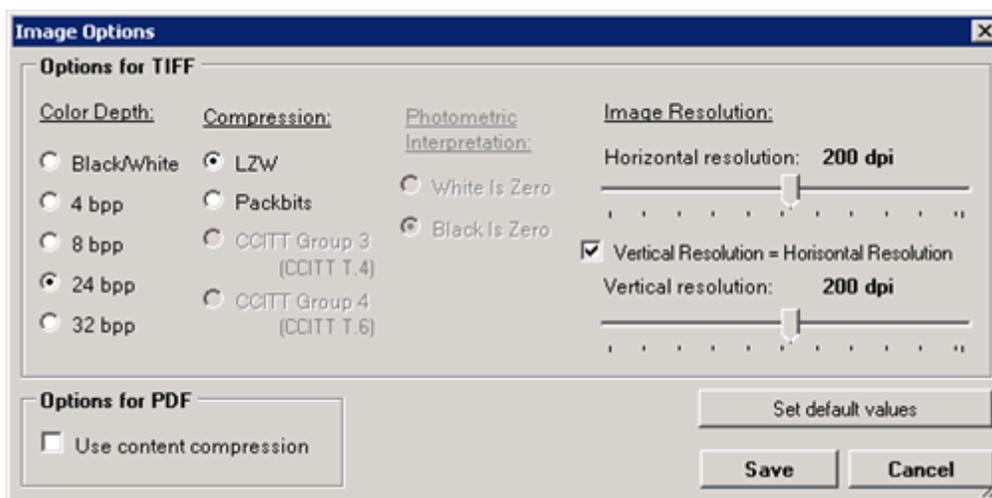
The "Image File Options" window

You can set the parameters for image file creation; they are described below.

Once the options have been set, click "Save."

Options for TIFF

Here you can adjust the settings of the Image files.

- **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 then 16 bpp results in some losses in image quality.

  Reference: The black-and-white (bi-level) image means that for each pixel (picture element) in the image we do not need three bytes as in the true color image (over 16.7 million colours), but only one bit that is 1/24 part of the pixel size from the true colour image. The one-bit pixel can express only black or white colors, nothing more.

- **Compression** — You can use compression with TIFF files: LZW and Packbits are used for all Colors, CCITT4 for black-and-white.

  - **LZW** — You can compress any type of TIFF image of any bit depth using LZW, a lossless method. The application can store the compressed image in a TIFF 5.0 file or keep it in memory. An average 2:1 compression ratio is achieved with LZW compression on images.

  - **Packbits** — You can compress and decompress gray scale, palette, and bitonal images using Packbits, a lossless method. Packbits are fast, widely-supported, and provide good compression of sparse images, such as scanned documents. The application can store the compressed image in a TIFF 5.0 file or keep it in memory.

- **Photometric Interpretation** — For the black-and-white and grayscale images (when "Black/White" or "4 bpp" options are selected as color depth), you can specify the intended interpretation of the image pixel data. Select one of the following options:

  - **White is Zero** — The minimum sample value is displayed as white.

  - **Black is Zero** — Default value. The minimum sample value is displayed as black.

- **Image Resolution** — You can change horizontal and vertical resolution of images from 96 to 300 dpi (dots per inch). Default resolution is 200 dpi. The same rule applies here: the larger the Resolution, the more computing time and power is consumed and the larger the image file sizes.

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

Options for PDF

- **Use Content Compression** — Checking this option does result in considerably smaller files. You can choose the option to compress the content, thereby reducing the file size by roughly 50%.

4.4 Viewing Image Files

The HIPAA Premium Payment Master has a built-in image viewer that uses light weight DLLs to display TIFF and PDF images. It also allows you to navigate through the folder structure that has been set up.

Select *Image ▸ Image Viewer* in the main menu to access the "Image Viewer" window.

The "Image Viewer" menu

The following window will appear:

The Viewer lets you navigate through multi-page documents with the navigation buttons in the upper left corner of the image. You can adjust the display size according to your monitor size or preferences in the upper right corner.

The left panel lists all generated TIFF and PDF files. Click a file name to display its content.

TIFF: Microsoft Windows has a Windows Photo Viewer that renders TIFF images. Unfortunately, it is not that practical. It omits lines in lower magnification and makes the image look sloppy, but is sufficient for most. There are much better TIFF viewers out there but we will not make any recommendations.

PDF: PDF files can be opened with Acrobat Reader by Adobe which is available for free. There are also other free PDF viewers and editors. We will not make any recommendations.

5 Using the Database

5.1 Exporting the Data

The HIPAA Premium Payment Master can export the data contained in a 820 EDI to any ODBC-aware database such as Microsoft SQL Server, Oracle, AS400, etc. The information is written to a database for further processing.

When you select the "Data Import" check-box, the options for Printer and Screen and Image become de-selected. But you can select "Printer" and "Image" in addition to data export again. Only screen and data import are prohibited because a user could at any time interrupt the complete processing of the file.

The data is written to the database once the "Run" button has been clicked and only if the "Data Import" checkbox is activated.
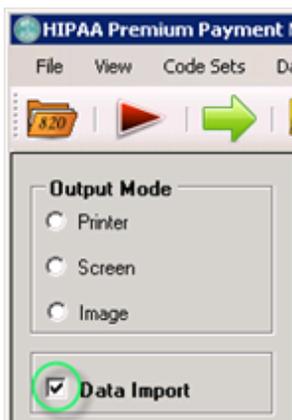
The "Data Import" check-box

The "Processing Results" window will display notification about data export.

The "Processing Results" window

The sequence of actions to setup the data export is the following:

- Setting up the Database Connection

- Creating Tables

- Selecting Fields to Export

- Browsing Exported Data

5.2 Setting up the Database Connection

The HIPAA Premium Payment Master natively treats a payment advice record as a single object. The application extracts the complete payment from an EDI file into its proprietary data object. It can translate and export this 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 *Data Export* ▶ *SQL Setup* in the main menu.
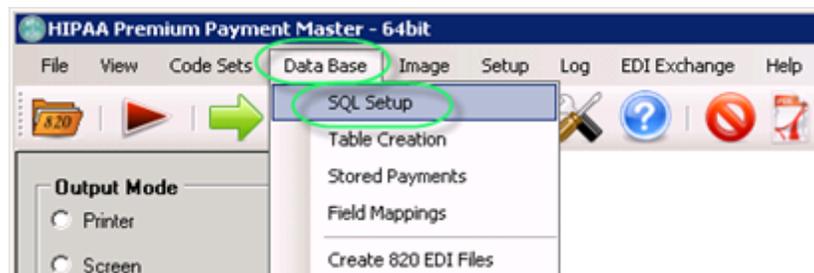
The "SQL Setup" menu

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.
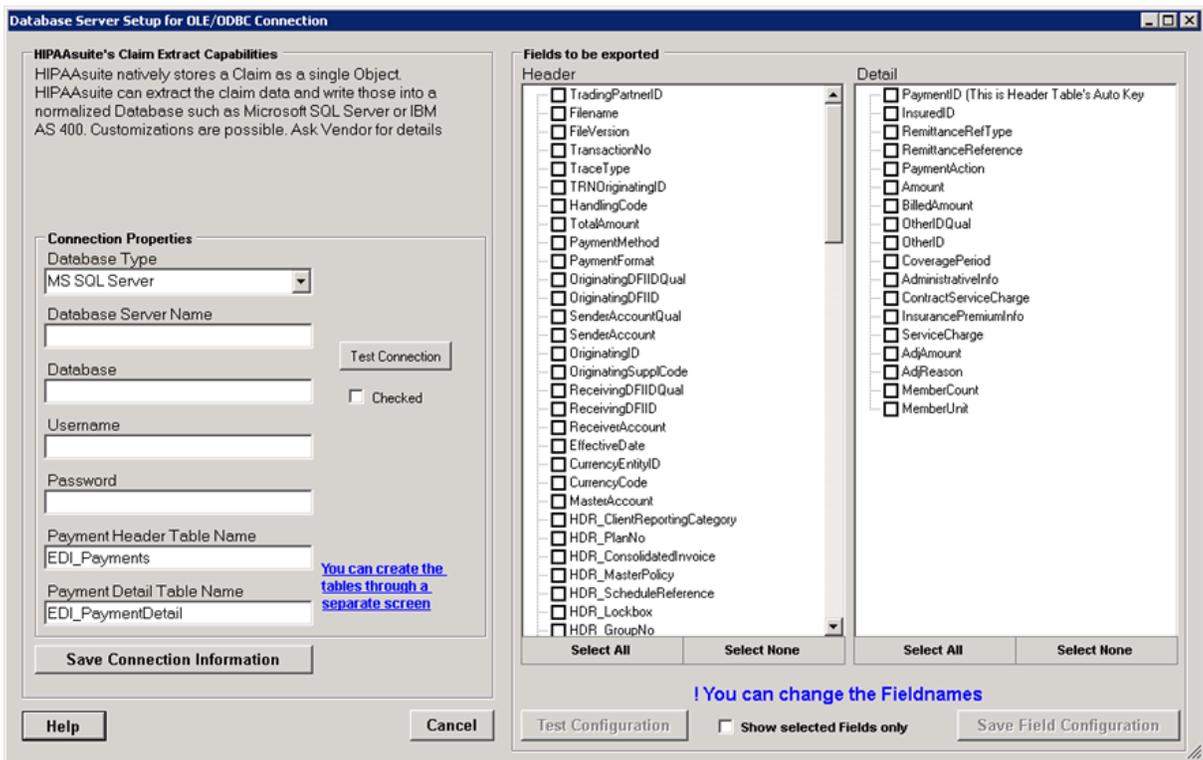
The "Database Server Setup for OLE/ODBC Connection" window

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 ODBC connection varies from database to database.
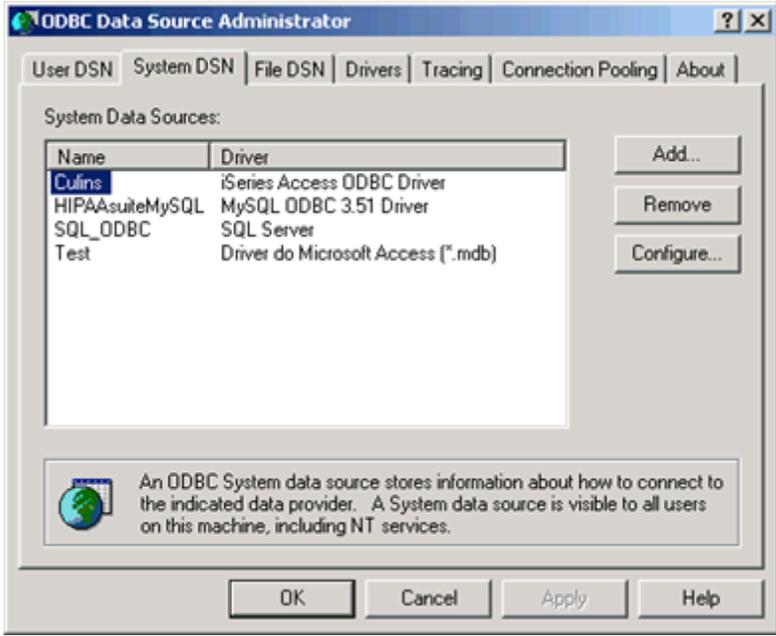
Define the database connection properties:

- **Database Type** — Select the type of the database from the drop-down menu: is either ODBC or Microsoft SQL Server either with Windows Authentication or with explicit credentials.
  Note: If you need other types, please contact us for customizations.

  - **MS SQL Server** — If you have a Microsoft SQL Server database, please select the appropriate type. Older versions of SQL Server use server authentication, newer ones use the integrated user management for Windows domains.

  - **MS SQL Server Integrated Security**

  - **ODBC Connection** — The HIPAA Premium Payment Master uses OleDB for optimized connection to SQL Server, either with server based security or with Windows Authentication.

- **Database Source Name** — The database server is either the IP address or DSN of the database server. Specify the database server name or DSN. Enter 127.0.0.1 or "localhost" if the computer you are at has the database. In case of SQL Server, it is the IP address or the name of the database server. For ODBC it is the Data Source Name (DSN) that is defined through the ODBC setup in the Control Panel of Windows; type the name of the predefined ODBC connection.

- **Database** — Enter the database name under the above connection. Typically, this field will be empty for ODBC setup.

- **Username** — Specify the user name that has privileges to the SQL Server database. Typically, this field will be empty for ODBC setup. There, your log-on credentials to the computer will be used.

- **Password** — Specify user's password. Typically, this field will be empty for ODBC setup.

- **Payment Header Table Name** — Enter the name that you give to your Payment header table. The default name is suggested but can be changed.

- **Payment Detail Table Name** — Enter the name that you give to your Payment Detail table. The default name is suggested but can be changed.

The connection properties fields

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.

A link to create tables

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

The "Save Connection Information" button

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

The "Test Connection" button

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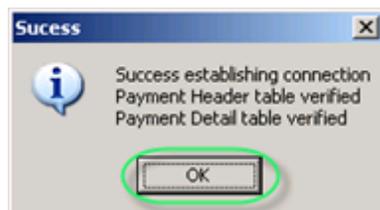
The success message

Once the test has passed successfully, the "Not checked" message changes to "Checked."

The "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.

5.3   Creating Tables

For your convenience, the HIPAA Premium Payment Master has a tool that allows you to create the database tables needed to complete the data export.

You can edit and save your database scripts to make them work for your specific database.

Before data export, you need to create the tables through SQL table statements. You can do it, using the built-in function of the HIPAA Premium Payment Master. Creating these tables is a quite intimidating task. Once you have your connection defined and tested, follow the instructions below.
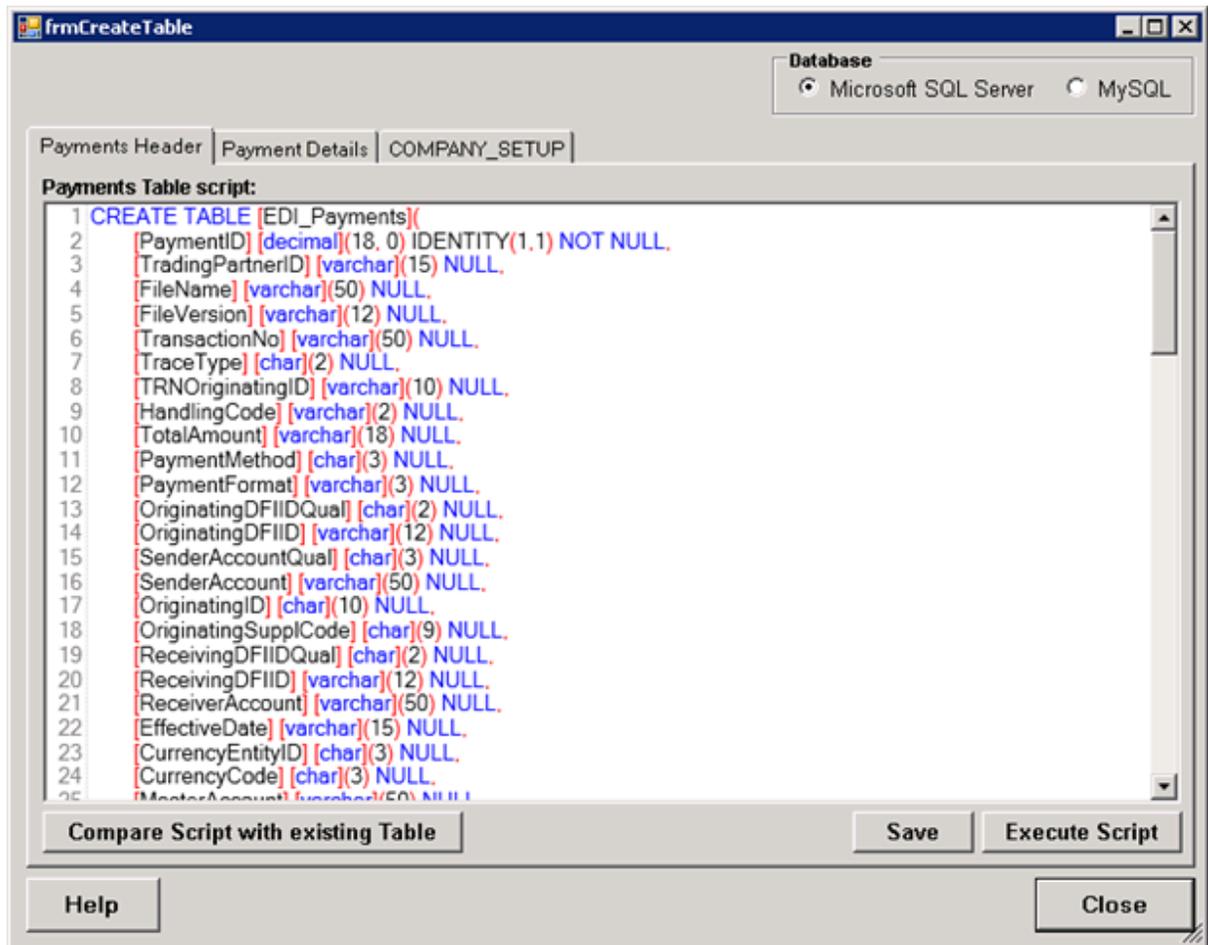
> Note: The tables are created via the "Drop Table" and "Create Table" commands. The scripts come from files distributed with the application. Please, contact HIPAAsuite if you need help with the database setup.

1. Select the *Data Base ▸ Table Creation* in the main menu.

The "Table Creation" menu

2. The following window will be displayed.

The "Create SQL Tables" window

3. Define the following options:

Database

- **Microsoft SQL Server**

- **MySQL**

Scripts

On the following tabs there are SQL scripts used to create the appropriate tables:

- **Payments Header**

- **Payment Details**

- **COMPANY_SETUP**

Tip: You can modify the scripts so that they run on your specific database and to conform to your database's specific SQL syntax. For each script, click "Save."

The "Save" button

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

Warning: Executing the scripts will wipe out any previous tables that you created and you will loose all data.
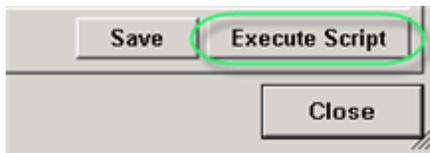
The "Execute Script" button

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

The success message

5.4 Selecting Fields to Export

The HIPAA Premium Payment Master can export all the fields. You might not want to export every field, but only those that you have in your database. You are really only limited by your database engine. In order to reassemble the payment from the database, it is better to have all the fields selected and available.
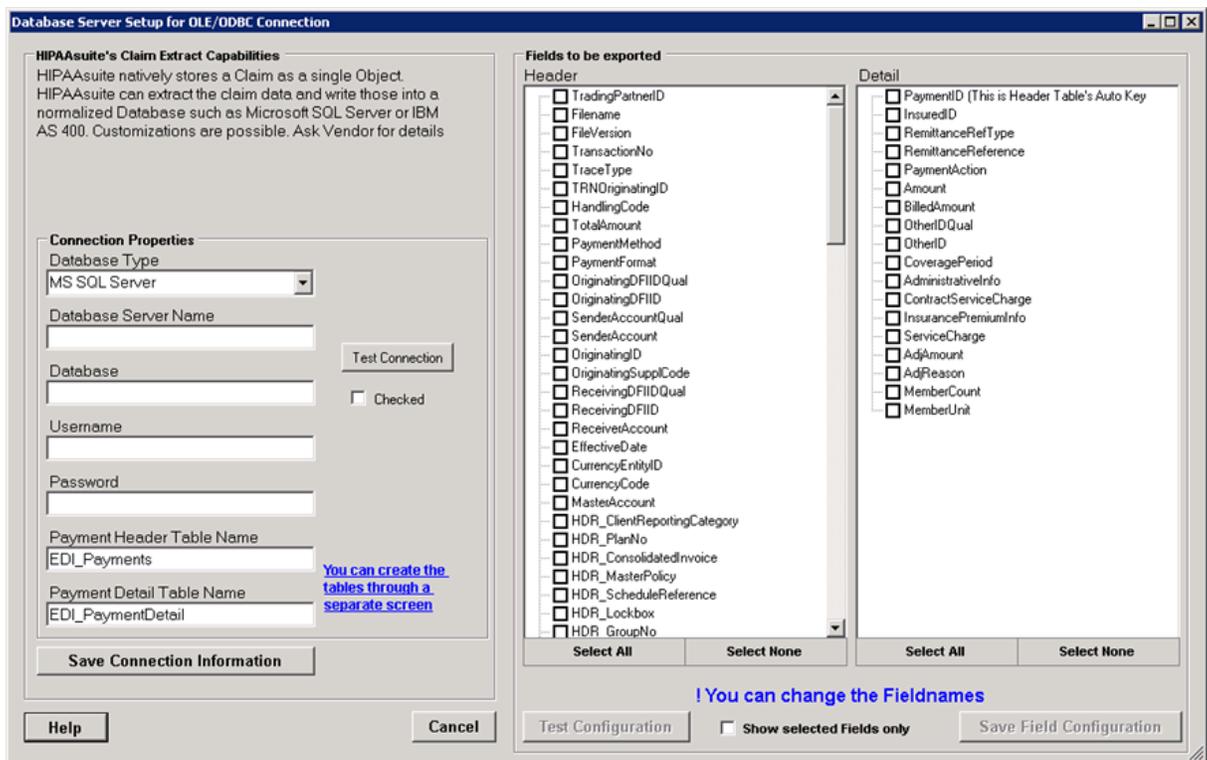
Once you have created created your tables and tested connection and table names, you can select which fields to export. Follow the instructions below.

1. Select *Data Export* ▸ *SQL Setup* in the main menu.
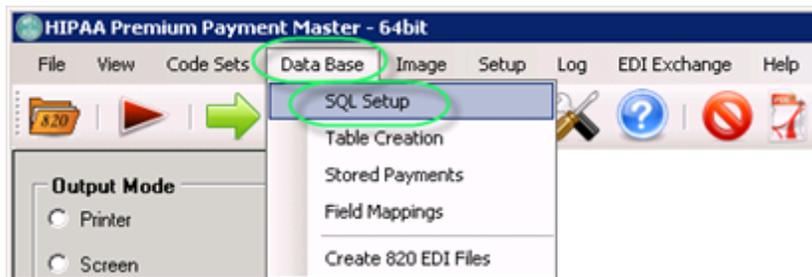
The "SQL Setup" menu

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 Server Setup for OLE/ODBC Connection" window

3. The right side of the screen shows all the available database fields and columns. Choose fields to be exported by selecting checkboxes in front of the fields in the following tables:

Header

- TradingPartnerID

- Filename

- FileVersion

- TransactionNo

- TraceType

- TRNOriginatingID

- HandlingCode

- TotalAmount

- PaymentMethod

- PaymentFormat

- OriginatingDFIIDQual

- OriginatingDFIID

- SenderAccountQual

- SenderAccount

- OriginatingID

- OriginatingSupplCode

- ReceivingDFIIDQual

- ReceivingDFIID

- ReceiverAccount

- EffectiveDate

- CurrencyEntityID

- CurrencyCode

- MasterAccount

- HDR_ClientReportingCategory

- etc.

Detail

- PaymentID - Header Table's Auto Key

- InsuredID

- RemittanceRefType

- RemitanceReference

- PaymentAction

- Amount

- BilledAmount

- OtherIDQual

- OtherID

- CoveragePeriod

- AdministrativeInfo

- ContractServiceCharge

- InsurancePremiumInfo

- ServiceCharge

- AdjAmount

- AdjReason

- MemberCount

- MemberUnit

Tip: We recommend to select **all fields**. This makes it possible to reassemble all the information in the EDI file and create the image. You can click on "Select ALL" and then test the configuration. With the scripts supplied with the application you should have no error messages.

Tip: Sometimes it might be necessary to rename a field or fields. Some legacy database want upper case only or lower case only field names. The HIPAA Premium Payment Master allows you to rename any field in any table. Click twice (not double-click) on a field and you are in "Edit" mode. Read more in the following "Renaming Fields" sub-topic.

The field selection list in "Edit" Mode

4. Once you have made your selection or selected all you have to test your setup, click on

the "Test Configuration" button.
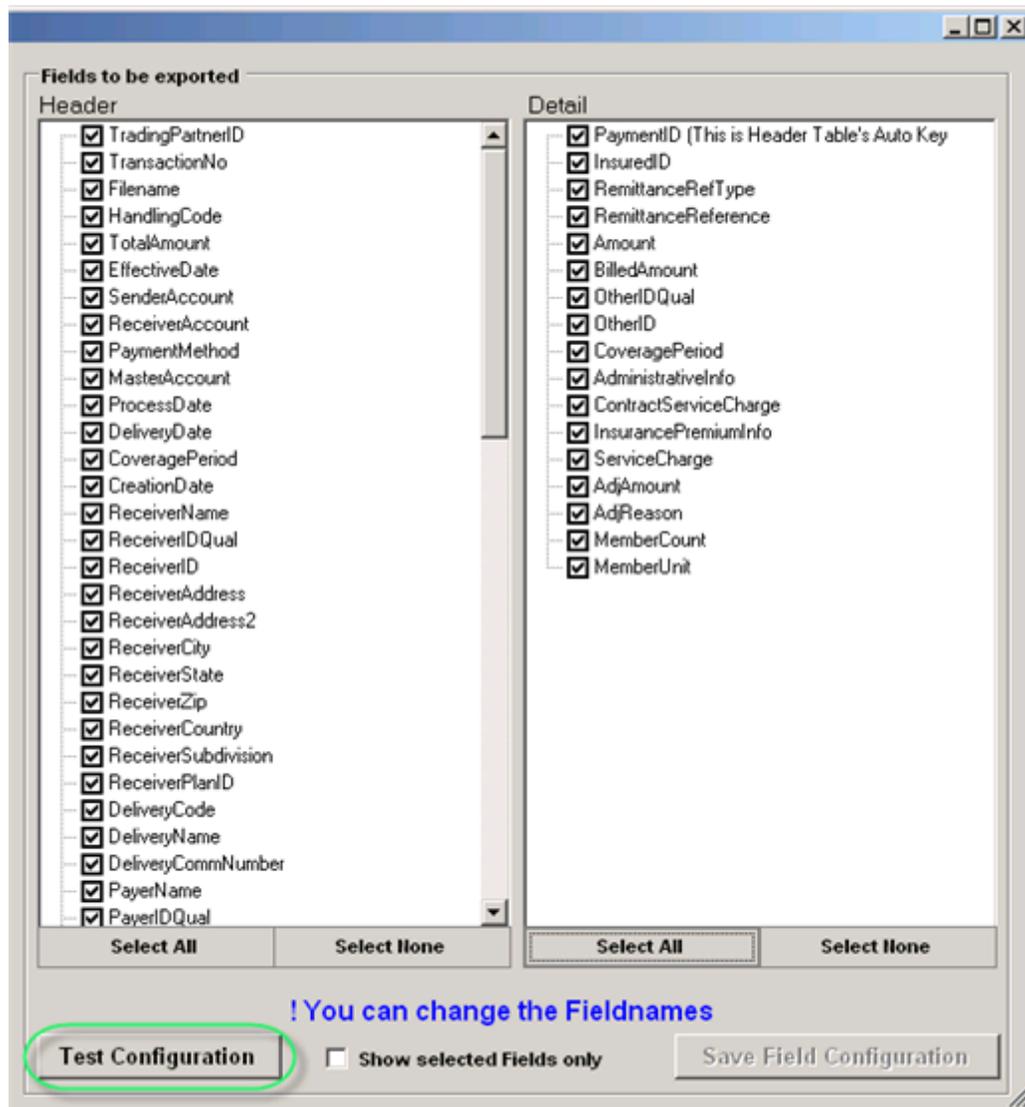
The "Test Configuration" button

The program will connect to the database and read the table definitions. Afterwards, all the fields that you selected will be tested.

Notice: Before you can save your field configuration, you have to test the setup to make sure that all the fields that you selected exist in the tables that you specified. The table scripts that come with the HIPAA Premium Payment Master do not have all the fields because some of the fields are very specific and not of use to many people.

You should receive a message like this. Click "OK."

The success message

If there are errors, refer to the following "Troubleshooting Data Fields" sub-section.

5. Only after the configuration have been checked out, are you allowed to save it. Click the "Save Field Configuration" button.

Important! After you have checked the setup and got the success message, you still need to save the configuration otherwise nothing will be exported.

The "Save Field Configuration" button

Renaming Fields

There are a few reasons why you would want to use different field names than the ones given by the HIPAA Premium Payment Master:
• Your database cannot handle long column names such as "CA Clipper" or "IBM AS 400."
• You already have a staging table and want to import the data straight into your own table which has different field names.

HIPAA Premium Payment Master lets you change the names of the columns that you selected for export:
1. Check the box near the field for import.
2. Click the field name twice. Do not double-click, but slowly click twice. You will see that the field name is now editable.
3. Change the name to your value and click somewhere outside the field.
4. Your field name has now been changed.

Editing a field name   Changed to:

The new value will be saved as long as this field is selected for Import. If you unselect the field and save your selection, the field will revert to its original name.

Notice: Field names must not contain spaces.

Troubleshooting Data Fields

If fields don't exist in the database that you specified, you will see the error screen:
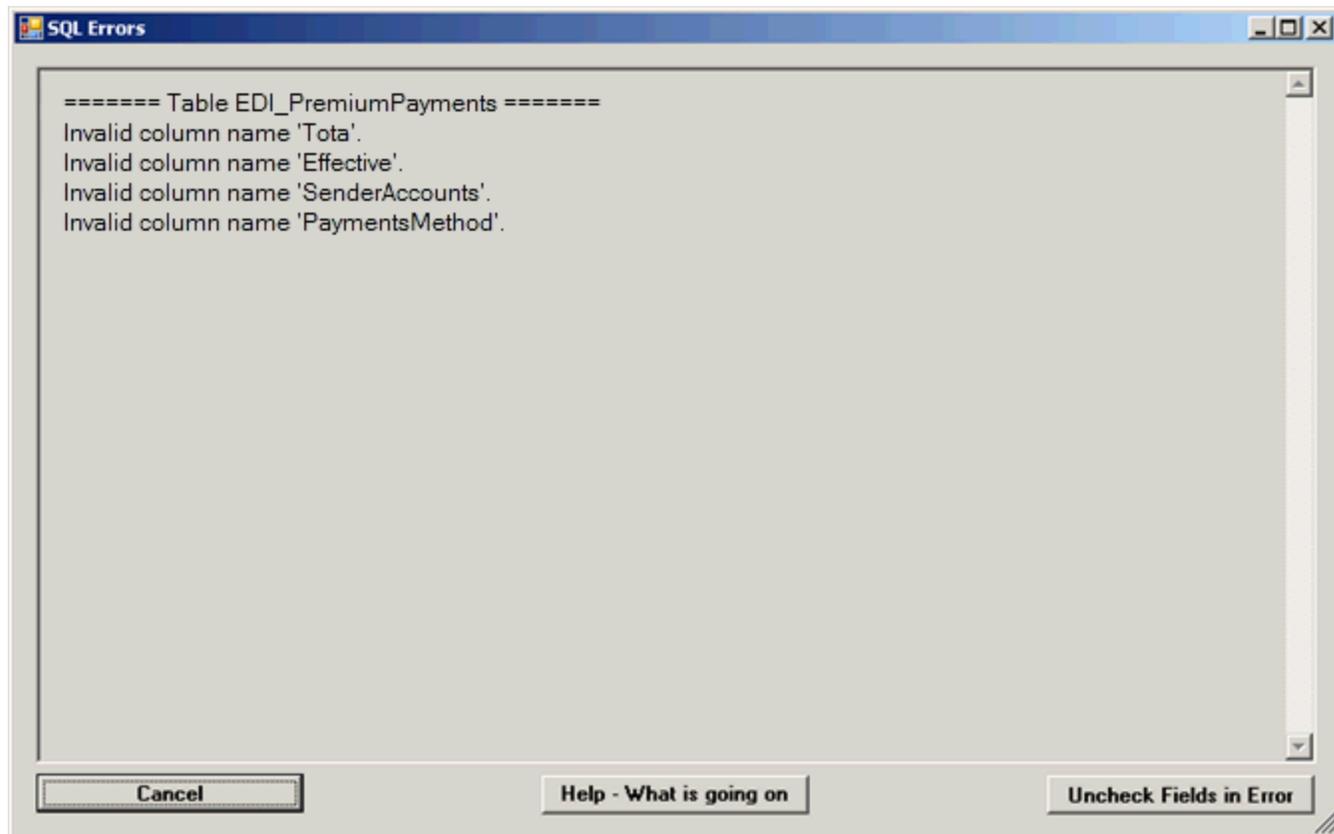
The "SQL Errors" window

Study the errors in detail and see what went wrong. In our case, for demonstration purposes we have changed the names and that caused the error. A solution is to click the "Uncheck the Fields in Error" button and return to the field selection screen.
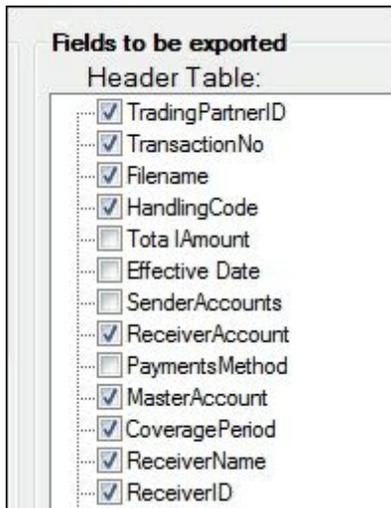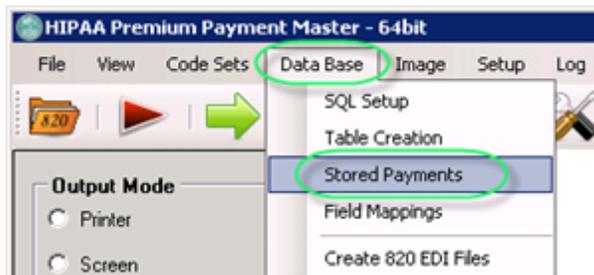
The fields in error are now unchecked.

5.5   Browsing Exported Data

The HIPAA Premium Payment Master can access the exported data and show it to the user. This might be helpful in tracking particular payments. You can work with the data in the eligibility tables through the "Exported Payments" screen.

Select the *Data Base ▸ Stored Payments* in the main menu.

The "Payments in Database" menu

You will see the following screen where you can see all the payments and review them. Here you can compose your query using the fields in the database and conditions that you select.

When you open the screen, it shows you the first record in the database and the screen would let you scroll through all the records. You can enter your SQL query to select certain records only either as free form query if you are experienced in the database query language or through the "Define Query" tab.

In addition, you can query the database for any of the displayed fields. For example, if you want to check if all the payments from a specific file were imported, you could type the filename into the appropriate field and click the "Query" button. The results will be

returned.
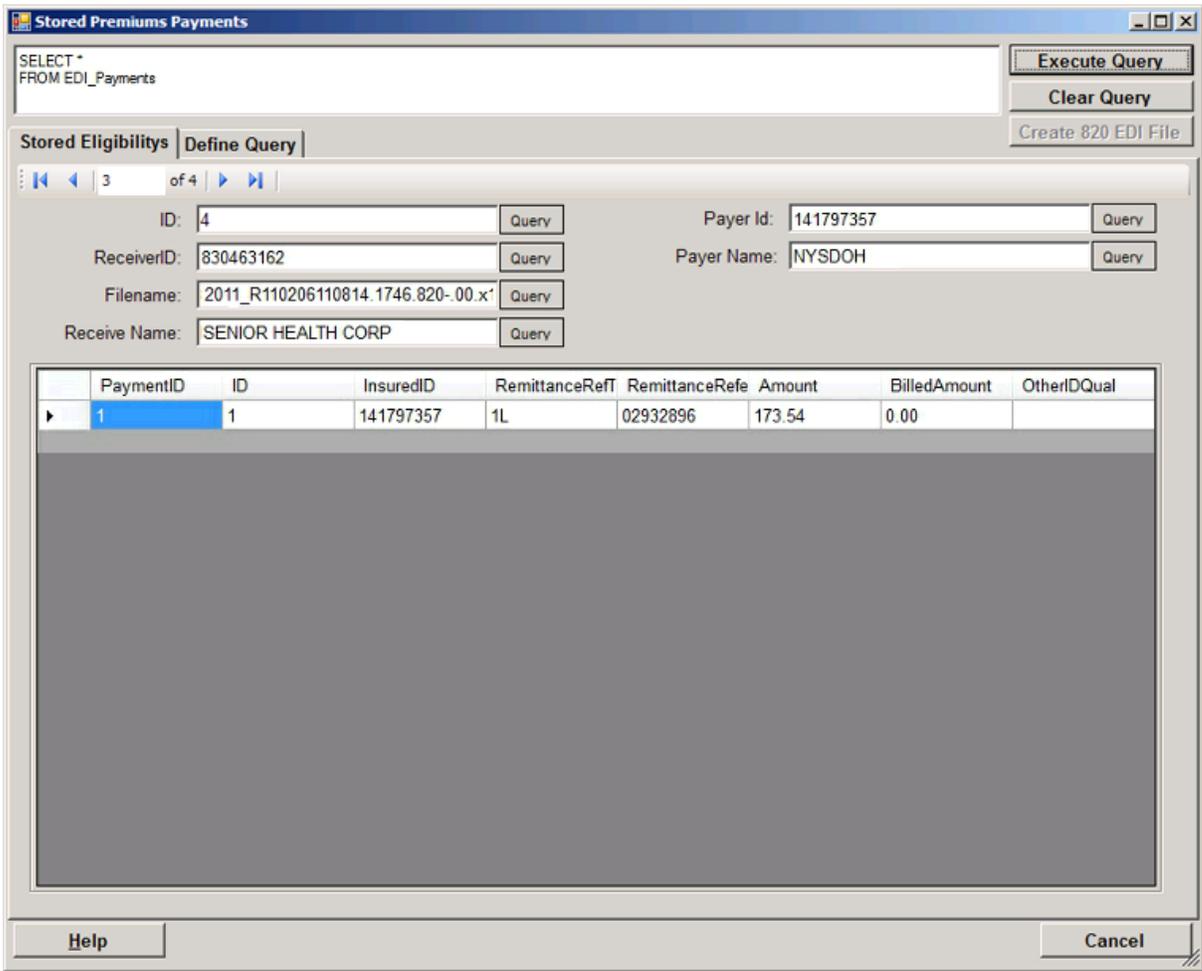
The "Stored Premium Payments" window
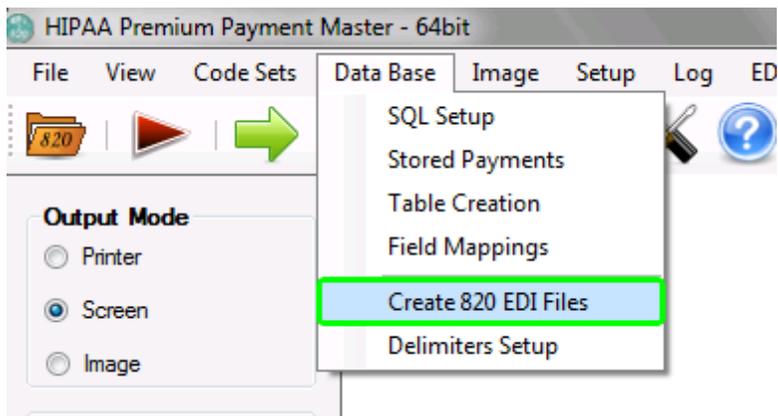
You can use the "Define Query" tab to create a query.

Stored Premiums Payments

5.6 Creating EDI Files from the Attached Database

Once the EDI Creation Feature is enabled, you can create the EDI files. Follow the instructions below.

1. To configure the company, select *Data Base ▸ Create 820 EDI Files* in the main menu.

The menu item to create EDI files under the "Data Base" menu

Alternatively, you can click the "Create 820 EDI File" button in the query builder (the "Stored Premium Payments" window). Refer to Exporting the Data.
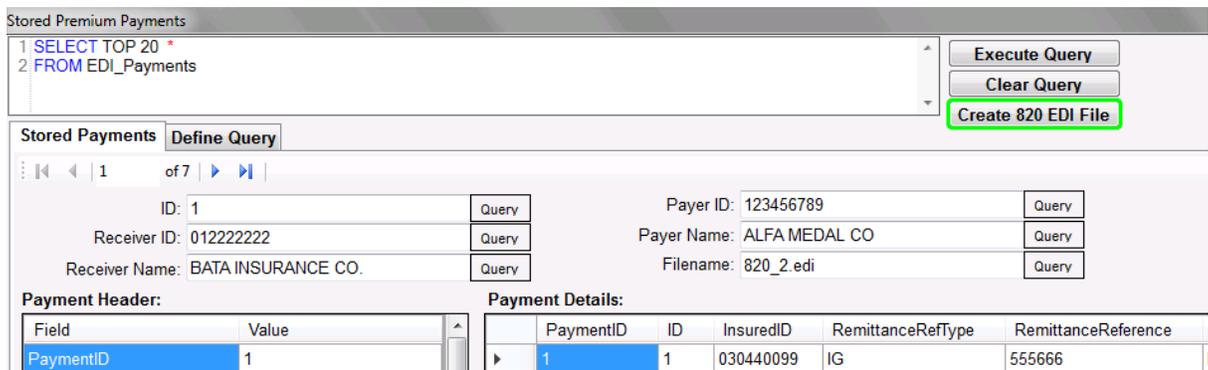
The "Create 820 EDI File" button located on the "Stored Premium Payments" screen

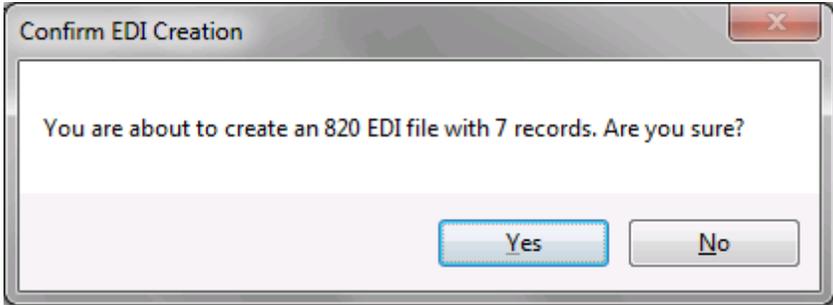2. Clicking the button will bring up the "Create 820 Transaction Sets" window with the query that you designed.

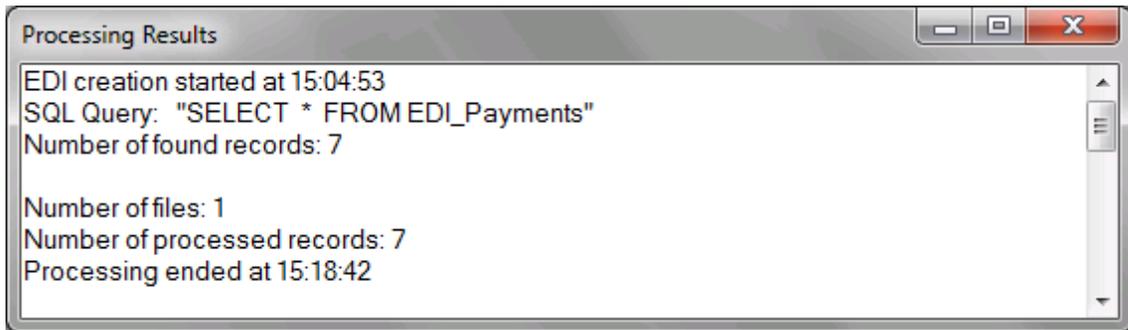3. After you have filled all necessary values, click "Go!"
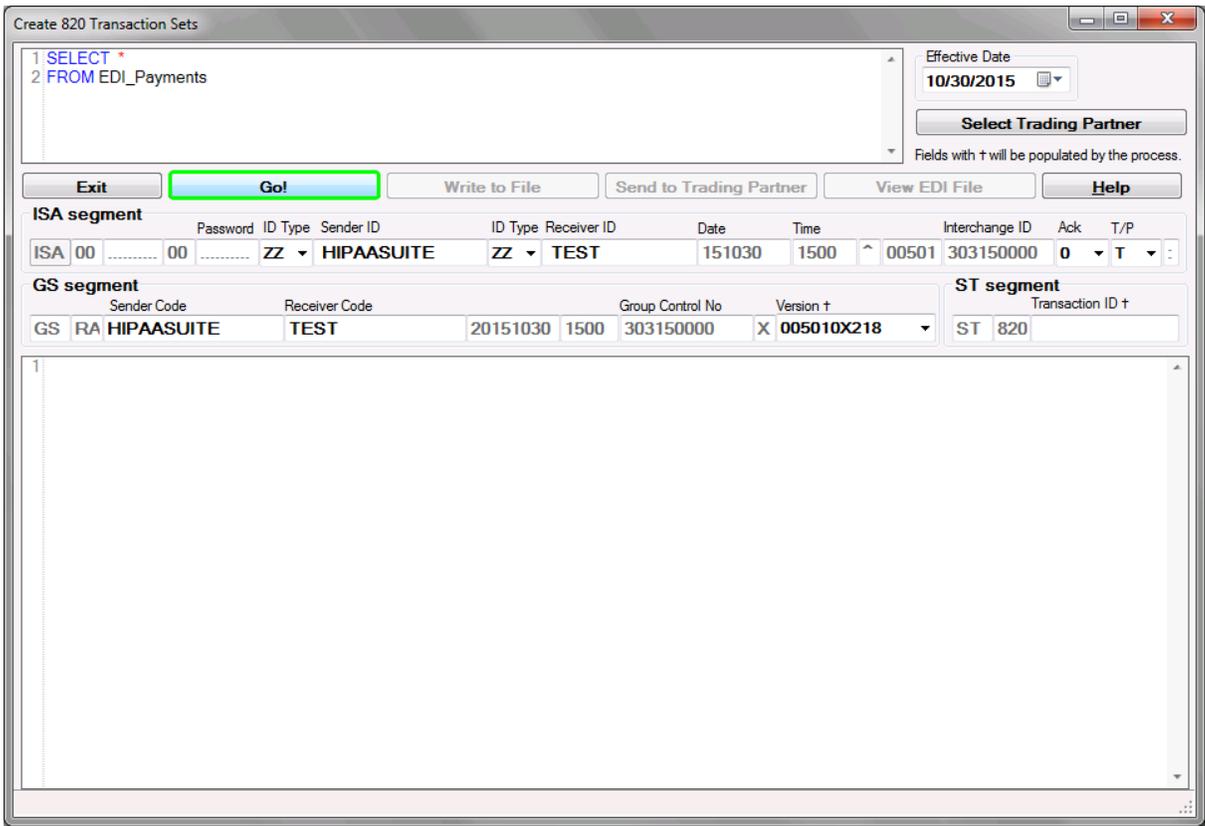
The "Create 820 Transaction Sets" window with the highlighted "Go!" button

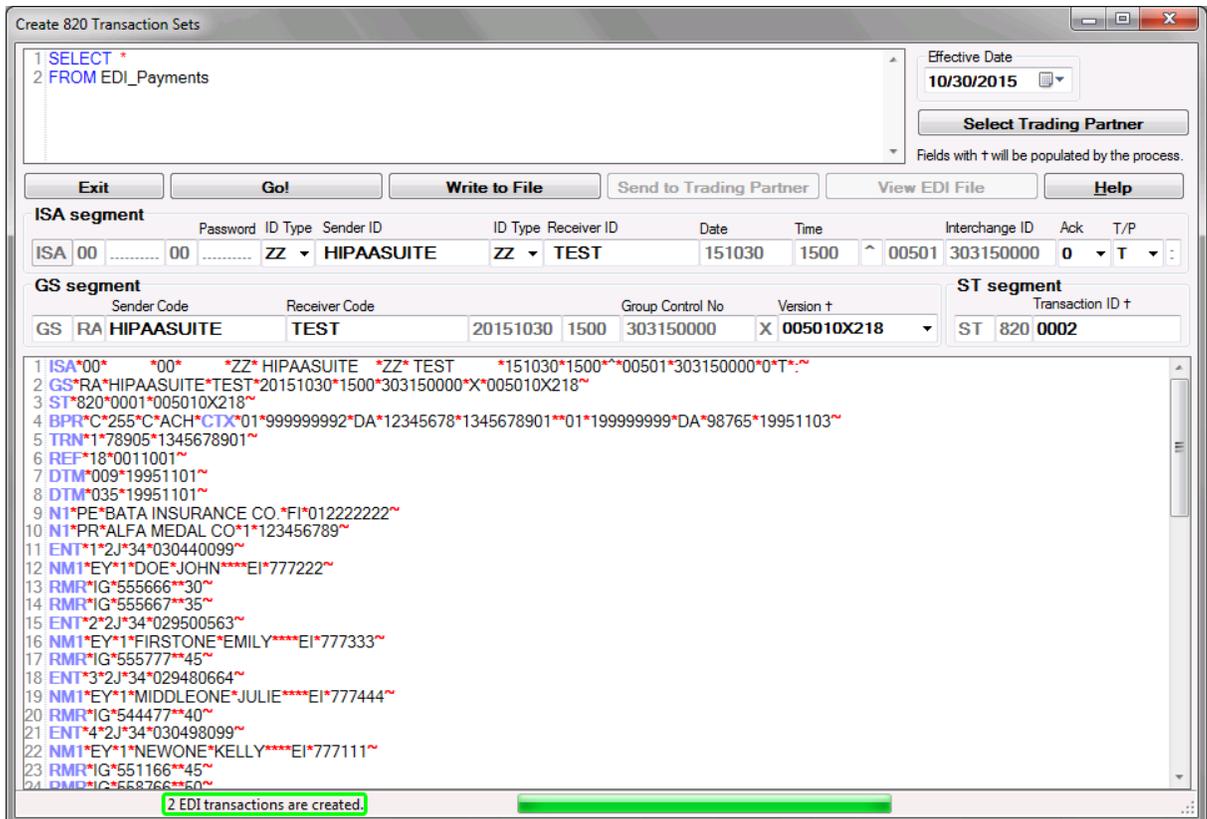4. You will see a confirmation dialog like this. Click "Yes."

The verification message before the EDI records are created

5. After you click "Yes," the process of assembling the claims to the 820 files starts.

The Processing Results

6. The bottom pane informs you about the number of transactions created.

The bottom pane displaying the number of created EDI transactions

The EDI text is now displayed in the bottom part of the window.

7. Now you can write down the EDI text that is still in memory and visible in the text box to a file. Click on the "Write to File" button and you will have the choice to write in the default location which is the trading partner's outbox, or specify any other location:

- Use default path and names

- Select path and names

The "Write to File" button

The "Save As" dialog window

8. After successful writing, you get a message where the file was written to.
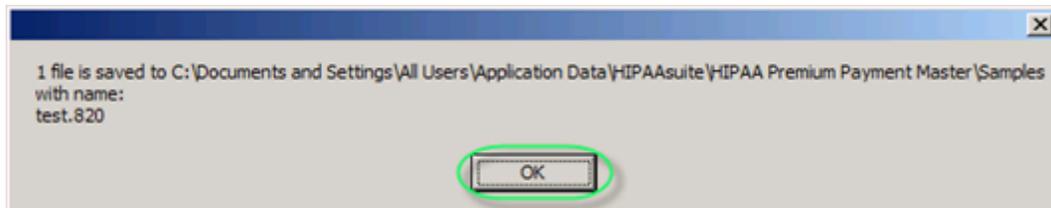
The confirmation message that the file was successfully written

Viewing the Saved Files

The button "View EDI File" is now enabled and you can bring up the EDI Editor to view it.

The "View EDI File" button highlighted

The following preview window will open.

```
   File: test.820                                                    _ □ ×
   [ Help ]                                                        [ Save ]

 1 ISA*00*        *00*        *ZZ*HIPAASUITE   *ZZ*TEST          *131112*1153*^*00501*316115327*0*P*:~
 2 GS*RA*HIPAASUITE*TEST*20131112*1153*316115327*X*005010X218~
 3 ST*820*0001*005010X218~
 4 BPR*C*19000*C*ACH*CTX*01*999999992*DA*12345678*1030449999**01*199999999*DA*98765*19970516~
 5 TRN*1*12345*1030449999~
 6 REF*18*12345~
 7 DTM*009*19970513~
 8 DTM*035*19970514~
 9 N1*PE*DEF HEALTH CARE INC.*FI*012222222~
10 N1*PR*ABC PLASTICS*1*123456789~
11 ENT*1*2L*1*123456789~
12 RMR*IK*970501001*PI*16500~
13 DTM*582****RD8~
14 IT1*1~
15 SLN*1**O*150*IE~
16 ADX*-141.48*AA~
17 RMR*IK*970501001*PI*1500~
18 DTM*582****RD8~
19 IT1*2~
20 SLN*2**O*90*IE~
21 RMR*IK*970501002*PI*2500~
22 DTM*582****RD8~
23 SE*21*0001~
24 ST*820*0002*005010X218~
25 BPR*U*20000*C*ACH*CCP*01*934257813*DA*1234587*1231555555**01*025677833*DA*99887766*19970620~
26 TRN*3*12345*1231555555~
27 REF*18*673001~
28 REF*2F*0004369123~
29 DTM*009*19970618~
30 DTM*035*19970619~
31 N1*PE*DEF HEALTHCARE CO*1*998216353~
32 N1*PR*ABC PLASTICS*1*000057811~
33 ENT*3*2J*34*179203456~
34 NM1*EY*1*JOHNSON*JOE****EI*934213~
35 RMR*CT*179203456**30~
36 DTM*582****RD8~
37 ADX*-100*52~
38 ENT*2*2J*34*163910163~
39 NM1*EY*1*JONES*MARY****EI*793016~
40 RMR*CT*163910163**10000*11000~
41 DTM*582****RD8~
42 ADX*-100*52~
43 ENT*1*2J*34*190206123~
44 NM1*EY*1*SMITH*JOHN****EI*123456~
45 RMR*CT*190206123**7000~
46 DTM*582****RD8~
47 ENT*3*2J*34*179203456~
48 NM1*EY*1*JOHNSON*JOE****EI*934213~
49 RMR*CT*179203456**30~
50 DTM*582****RD8~
51 ADX*-100*52~
52 ENT*2*2J*34*163910163~
53 NM1*EY*1*JONES*MARY****EI*793016~
54 RMR*CT*163910163**10000*11000~
55 DTM*582****RD8~
56 ADX*-100*52~
57 ENT*1*2J*34*190206123~
```
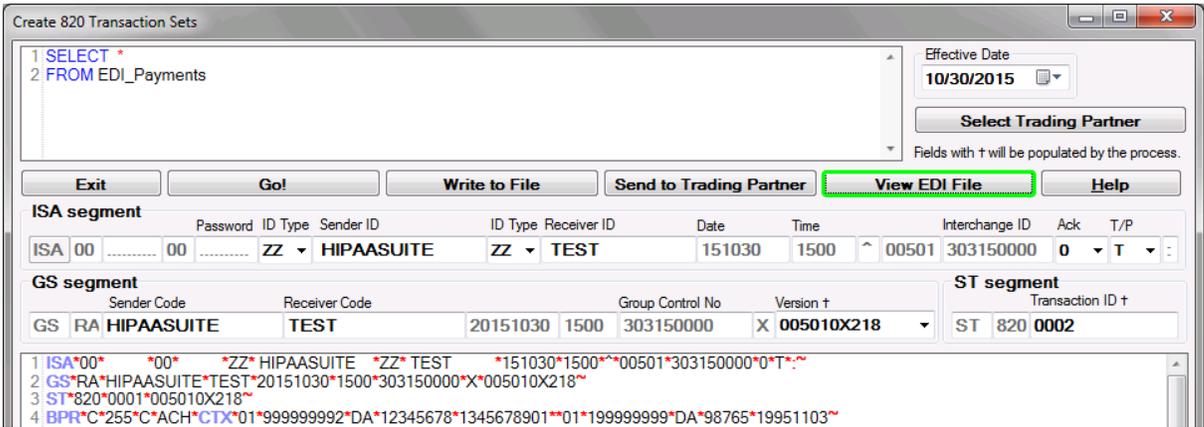
EDI preview window

5.7   Troubleshooting Database 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 Premium Payment Master displays a very detailed error message that tells you which claim failed, at what field and if applicable, which line.

This information should help you to trouble shoot the problems. It sometimes takes serious detective work to find and correct errors.

Below are some of the most common errors.

Item Cannot be Found

This error happens when a column that was selected for export does not exist in the Header table. In this particular case it is the field "ClaimNo." If you receive this error, go back to your table admin tool and check in the field "ClaimNo."

Multi-step OleDB Operation Generated Errors
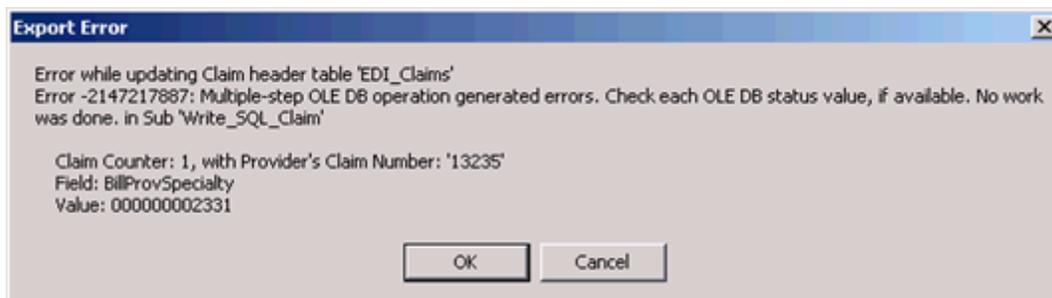
Typically, the message when the field definition in the database is different from the data. Here we see that the error occurred with the billing provider's specialty. The field definition in the table was set as varchar(10) and the value here:000000002331 has 12 digits, causing the error message.

Field Doesn't Have a Default Value

The field "ClaimNo" is defined as "Not Null." But somehow this data was not present and HIPAA Premium Payment Master tried to update the table with a null `ClaimNo`.

Type Mismatch
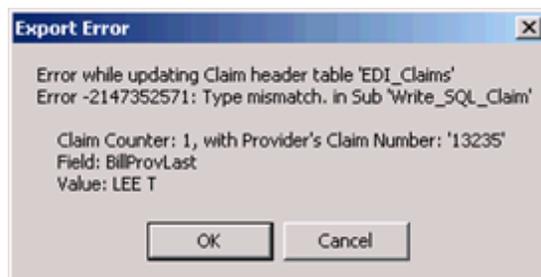
This error occurs when the HIPAA Premium Payment Master tries to write a letter to a field that is defined as "Integer" for example. The data type of the column does not match the data type of the value.

Claim Detail Errors
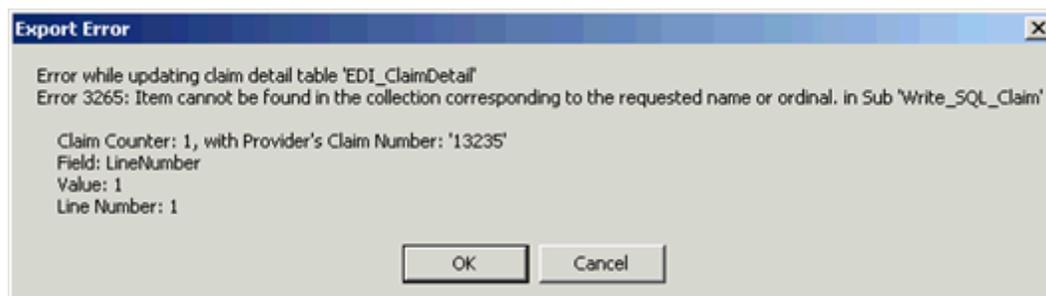
The errors with the claim detail table are similar, only that the error message indicates also at which line number it occurred.

6 Automating

6.1 Using Command Line Arguments

The HIPAA Premium Payment Master can also accept command line arguments. This is a very important feature if you want to put the HIPAA Premium Payment Master on a scheduler and automate the processing of files or directories. Refer to Running the Application via Scheduler.

The following is the list of the command line arguments; they must be separated by commas.

1. The first command line argument is the **filename** or the **directory path**. If not applicable, leave blank.

2. The second through fourth arguments following a **filename** or **directory path** are reserved for processing options and are triggered by a "Y" as followss:

   - 2nd argument — Export to database.

   ```
   C:\Program Files\HIPAAsuite\HIPAA Premium Payment Master>HIPAAPremiumPaymentMast
   er.exe D:\EDI\820_1.edi,Y
   ```
   Using the Export to Database option as a Command Line Argument

   - 3rd argument — TIFF/PDF File. The payment order/remittance advice will be saved as a TIFF image 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.

   ```
   C:\Program Files\HIPAAsuite\HIPAA Premium Payment Master>HIPAAPremiumPaymentMast
   er.exe D:\EDI\820_1.edi,,Y
   ```
   Using the TIFF/PDF Image option as a Command Line Argument

   - 4th argument — Print. If the fourth argument following a filename or directory path is filled with a "Y", the 820 file will be printed without ever being displayed

```
C:\Program Files\HIPAAsuite\HIPAA Premium Payment Master>HIPAAPremiumPaymentMast
er.exe D:\EDI\820_1.edi,,,Y
```

Using the Print option as a Command Line Argument

Again, be sure that you have tested the Image printing before trying the command line mode.

Using Several Arguments

You can have a combination of the above arguments. For example,

```
C:\Program Files\HIPAAsuite\HIPAA Premium Payment Master>HIPAAPremiumPaymentMast
er.exe D:\EDI\820_1.edi,Y,,Y
```

 will both export the "820_1.edi" file to the Database and print the file.

```
Processing ended at 10/30/2015 2:19:52 PM

Processing of 'D:\EDI\820_1.edi' started at 10/30/2015 2:20:37 PM
Processing of the file 820_1.edi began at 10/30/2015 2:20:37 PM
         Premium Payments will be printed
         Premium Payments will be exported
         1 Records have been processed
         1 Premium Payment Records have been printed
         1 Premium Payment Records have been exported to Live database
         Processing of the file 820_1.edi ended at 10/30/2015 2:20:38 PM

Processing ended at 10/30/2015 2:20:38 PM
```

Excerpt from HIPAA Premium Payment Master log after command line processing.

6.2 Processing with the EDI Exchange Module

## Processing EDI Files with the EDI Exchange Module Enabled

The only argument you need in this case is "Auto". The directory to look for new files and the processing options are defined in the setup screens for EDI Exchange. No further arguments are needed.

To setup autoprocess options, go to EDI Exchange -> Autoprocess Setup
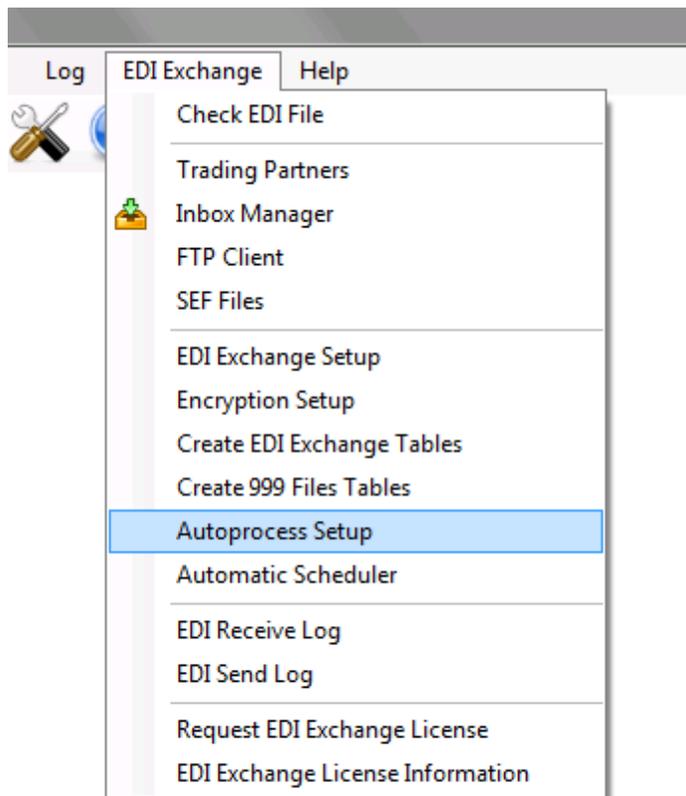
Autoprocess Setup option in EDI Exchange menu

Any options selected for autoprocessing will carry over to the command line.
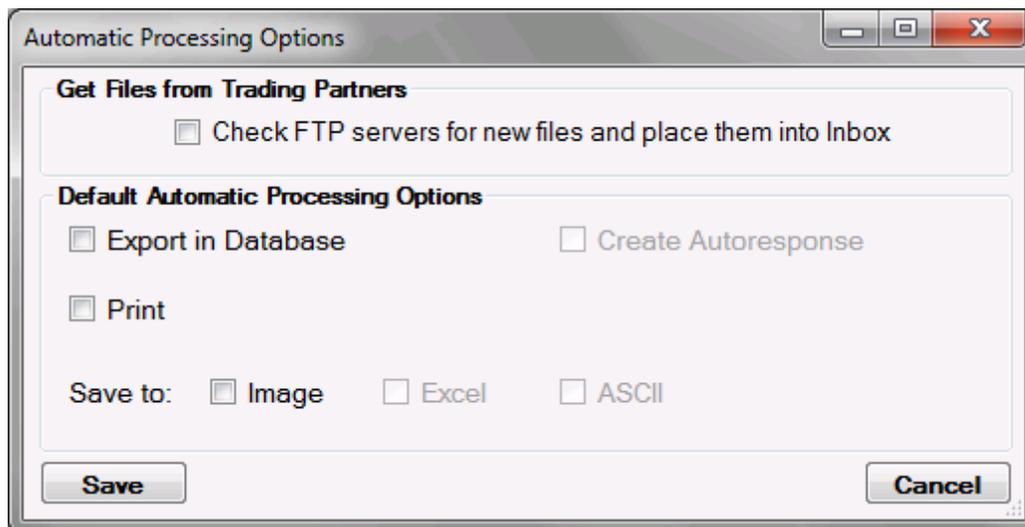
EDI Exchange Automatic Processing options

6.3 Working with the Database

To generate an 820 payment order/remittance advice file using the Database, the following command line arguments are needed in order:

1. Query - The full query to generate the desired transactions. Querying multiple rows will result in an 820 with multiple transactions.

2. "EDI" - To flag the query for EDI file creation.

3. Resulting filename - A filename for the resulting file. A **fully qualified path** may be used. A **relative address** (ex: "\820forTradingPartner\820.edi") will result in the file being written to the **EDI Root** directory.

4. Trading Partner - The trading partner to be used to build the ISA and GS segments. If this argument is left blank, the last Trading Partner used to build an EDI file in the Create 820 Transaction Sets window will be used.

Example of creating an EDI file from a database query:

```
C:\Program Files\HIPAAsuite\HIPAA Premium Payment Master>HIPAAPremiumPaymentMast
er.exe "SELECT TOP 2 * FROM EDI_Payments",EDI,D:\EDI\TEST820_06.edi,LOCAL
```

EDI file creation command specifying records with a query.

The above example has:

- A query in the first argument.

- The second argument is 'EDI', meaning that an EDI file is to be created using the results from a SQL query.

- Argument 3 is the filename for the resulting file. Since `D:\EDI\TEST820_06.edi` is a fully qualified path, the file is not written to the EDI Root directory and instead uses the specified path.

- The fourth argument specifies the ISA identifier of the destination trading partner. This works only with the EDI Exchange module enabled.

and will result in an EDI file named "TEST820_06.edi" in "D:\EDI\" containing the results of database query "SELECT TOP 2 * FROM EDI_Payments". The following is the log entry created by this command:

```
EDI creation started at 14:46:39
SQL Query:  "SELECT TOP 2 * FROM EDI_Payments"
Number of found records: 2

Number of files: 1
Number of processed records: 2
Processing ended at 14:46:39

File is created: D:\EDI\TEST820_06.820
```

Excerpt of HIPAA Premium Payment Master log.

6.4 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.

ISA Segment Sender Identifier	HIPAASUITE1	*
Qualifier	ZZ - Mutually Defined ▼	*
Application Sender's Code GS_2	HIPAASUITE1	*
Tax ID	9876543210	*

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:

Current Company: 2 - HIPAASUITE1 ▼ ✓ Default company

1 - TESTRESPONDER
2 - HIPAASUITE1
3 - HIPAASUITE2
- Add company -

Company selection in Company Setup

Example

The command argument `setcompany 3`

```
C:\Program Files\HIPAAsuite\HIPAA Premium Payment Master>HIPAAPremiumPaymentMast
er.exe setcompany 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.

6.5   Running the Application via Scheduler

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

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 "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.
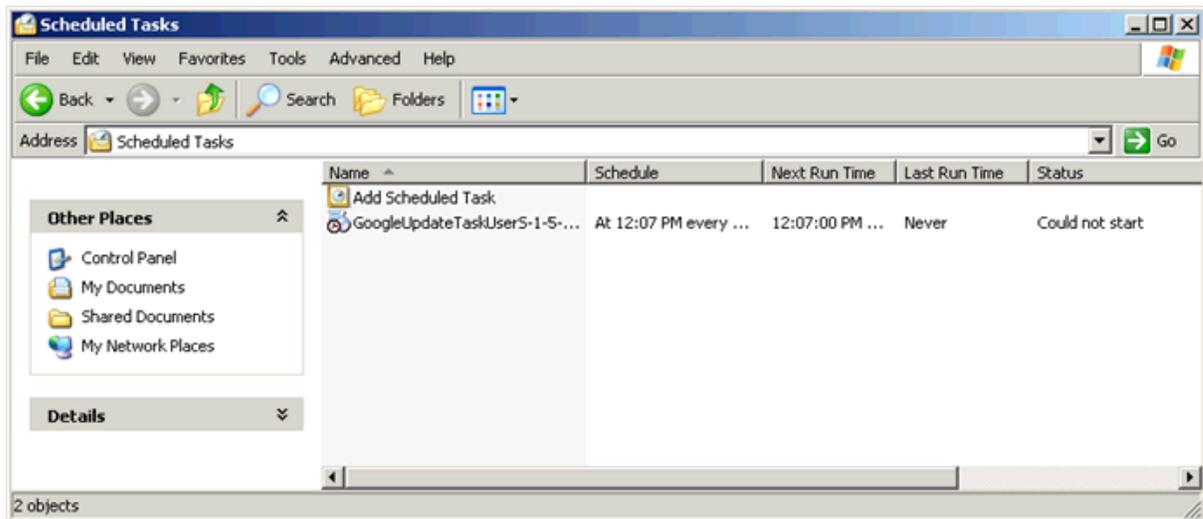
The Windows Task Scheduler

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

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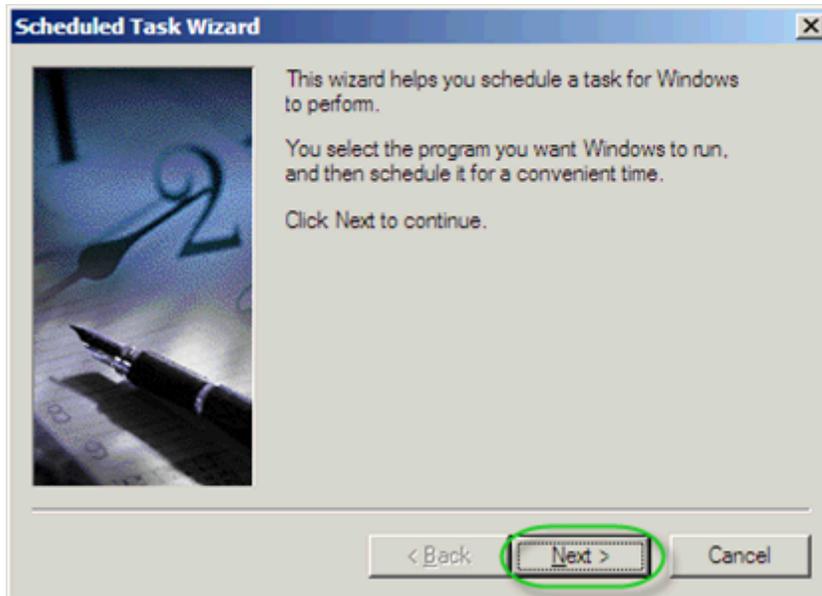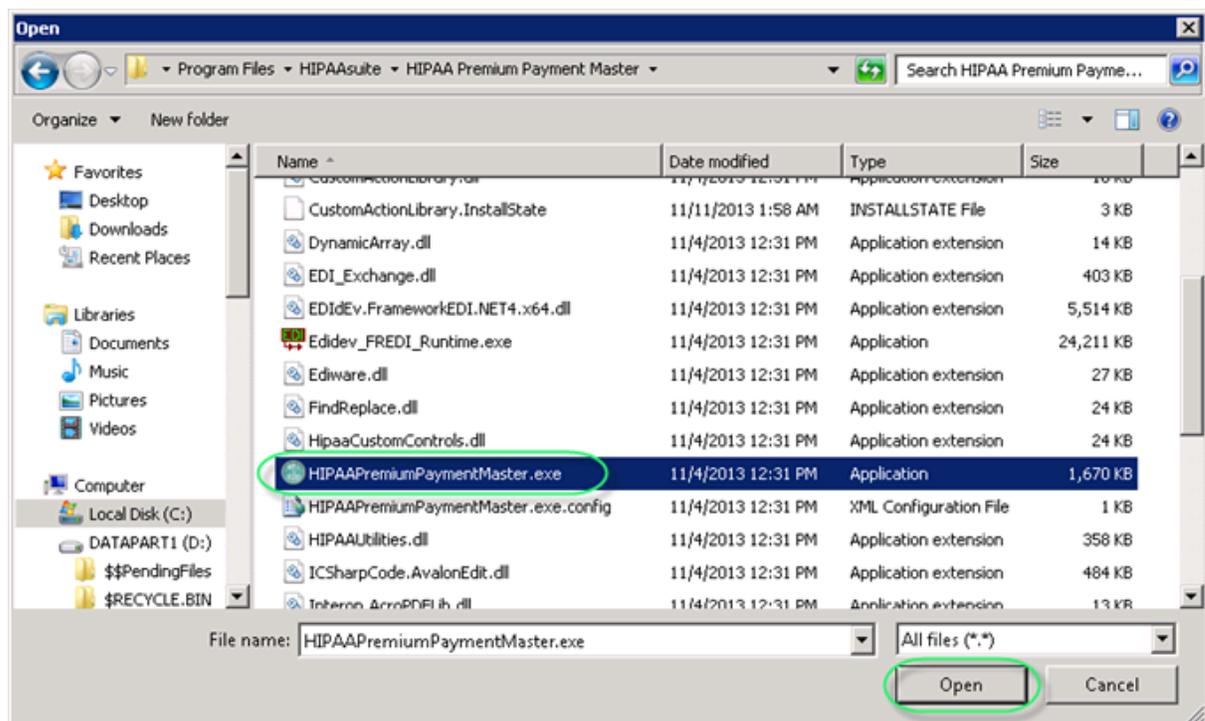

The "Scheduled Task Wizard" window

4. Browse to the `HIPAAPremiumPaymentMaster.exe` executable file.

The "Scheduled Task Wizard" window

By default, the application is located in `C:\Program Files\HIPAAsuite\HIPAA Premium Payment Master\HIPAAPremiumPaymentMaster.exe`

Selecting a program to schedule

Click "Next."

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

- Daily

- 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."

The "Scheduled Task Wizard" window

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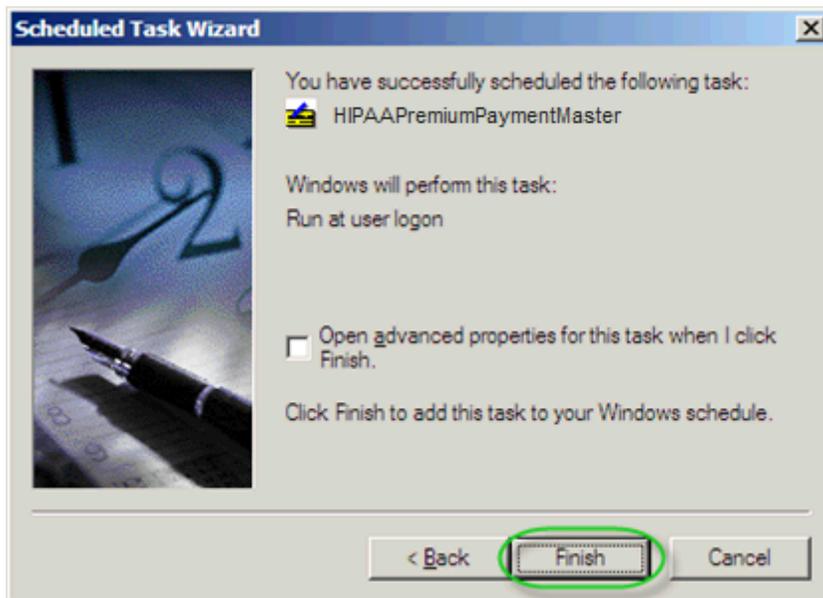
The "Scheduled Task Wizard" window

8. The scheduled task has been added to the system. Now lets 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.
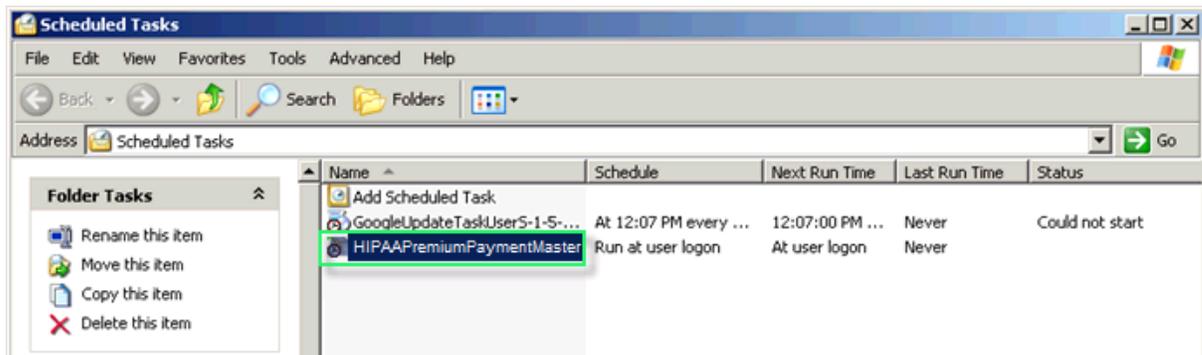
The Windows Task Scheduler

9. Enter parameters to the "Run" field after the application path and click "OK."

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

7 Using EDI Exchange Features

7.1 Getting Started

7.1.1 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.
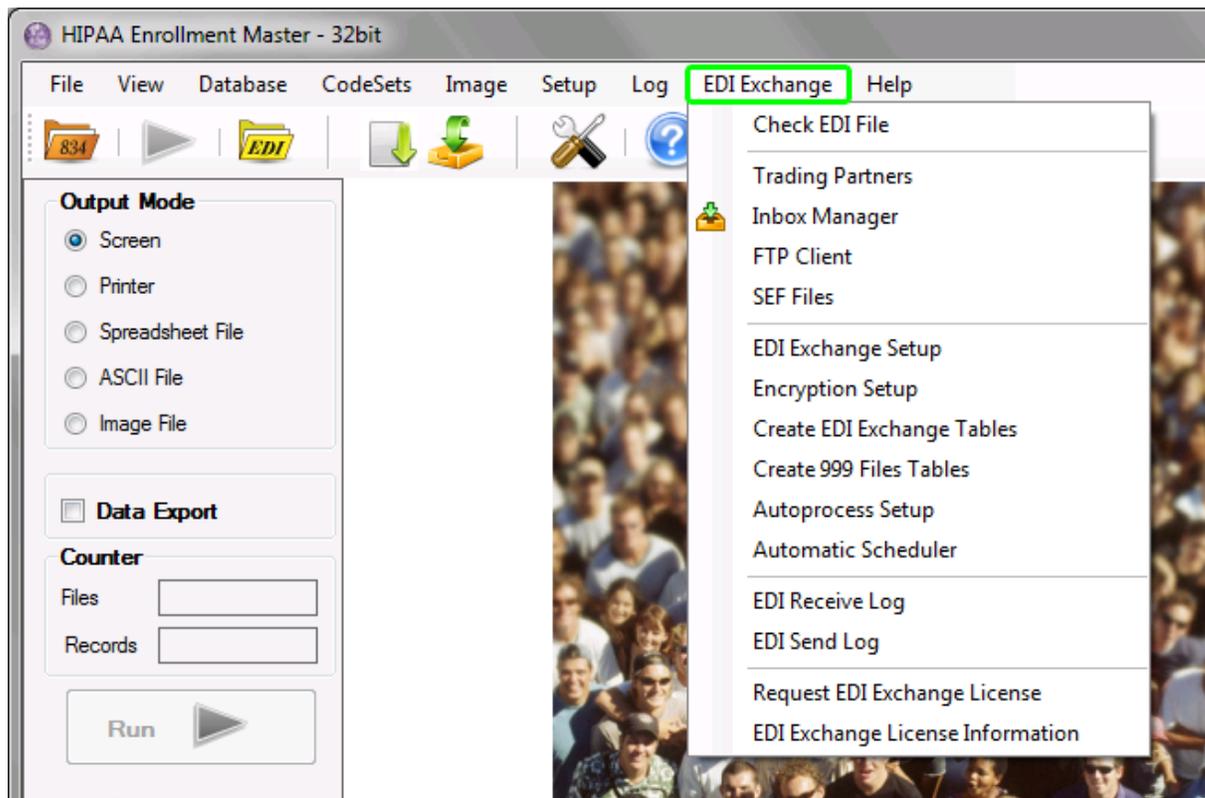
The "EDI Exchange" menu in HIPAA Enrollment Master

EDI Exchange performs the following functions:

- **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.

- **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**

7.1.2 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.
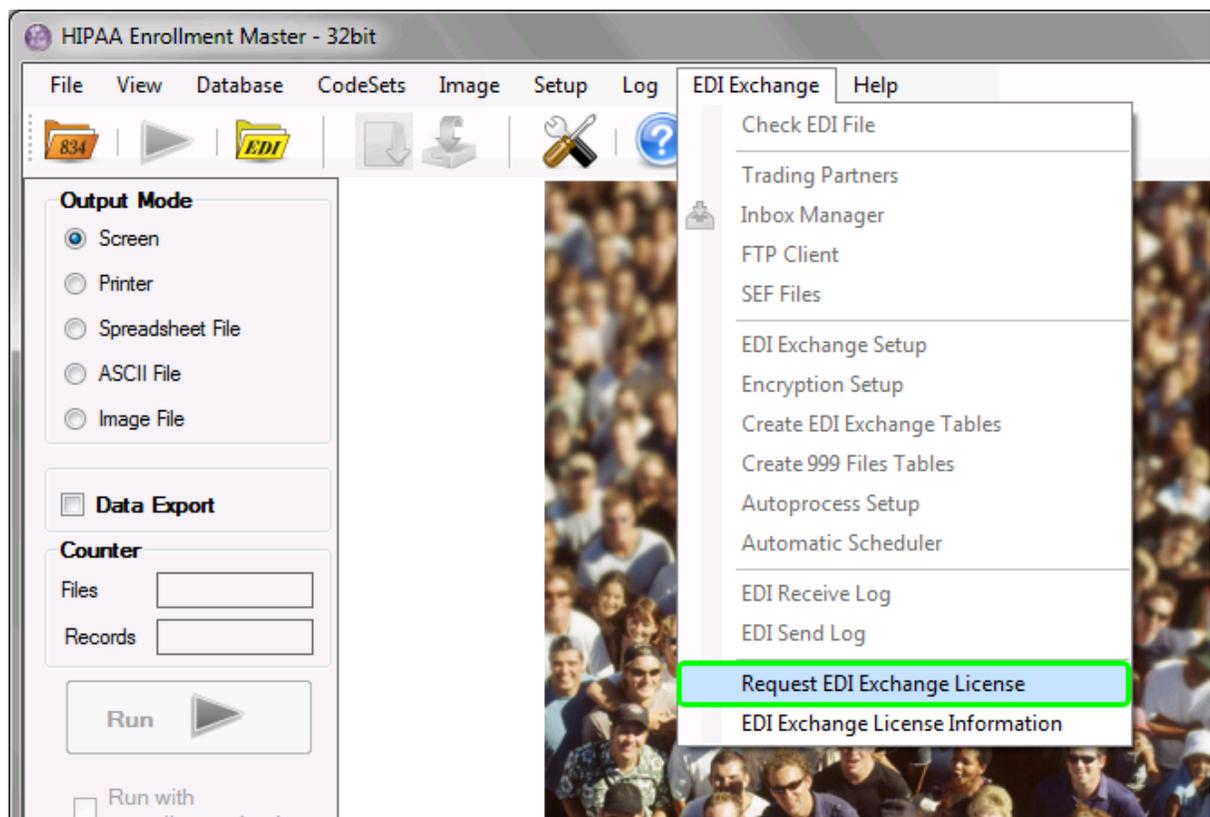
A menu item to request a license key

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 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

7.1.3 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.
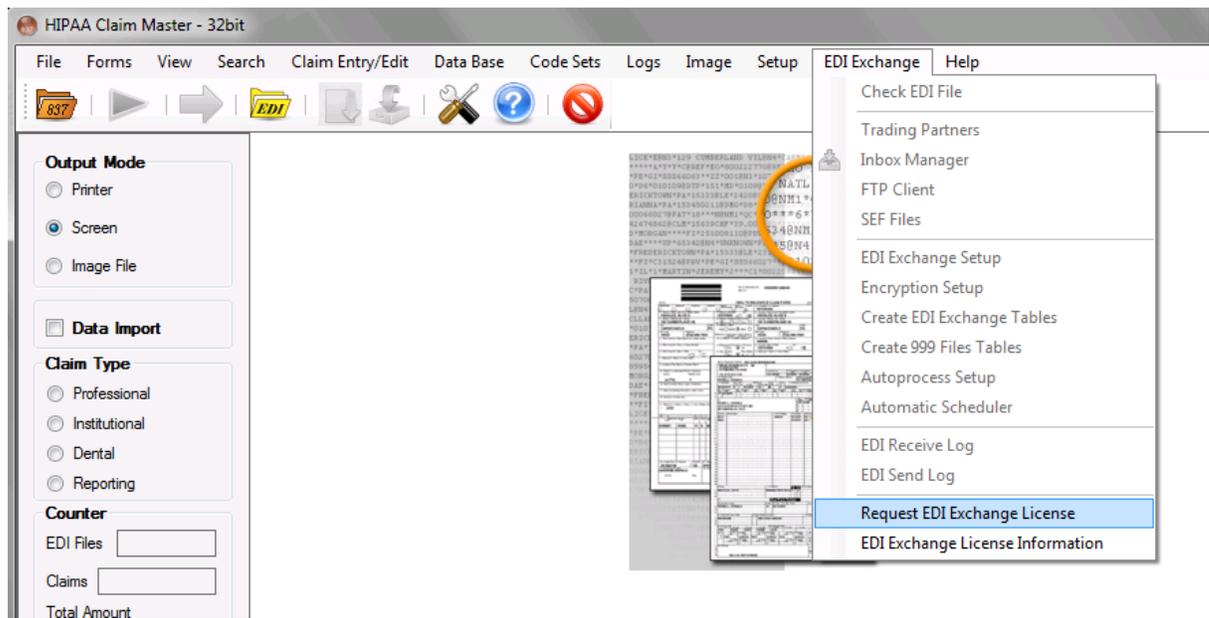
The "EDI Exchange" menu with menu items disabled

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

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.
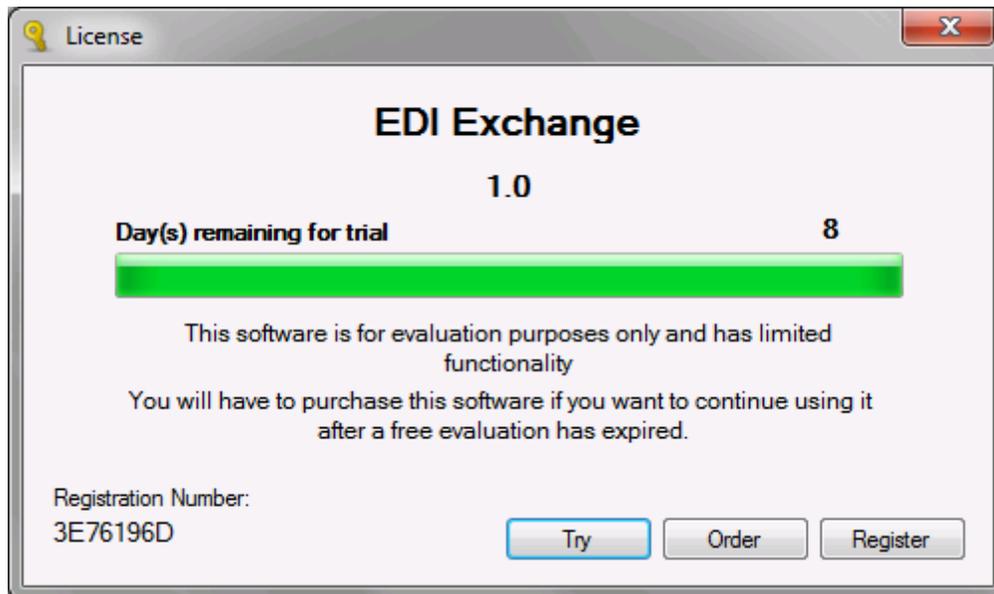
The license information screen

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.
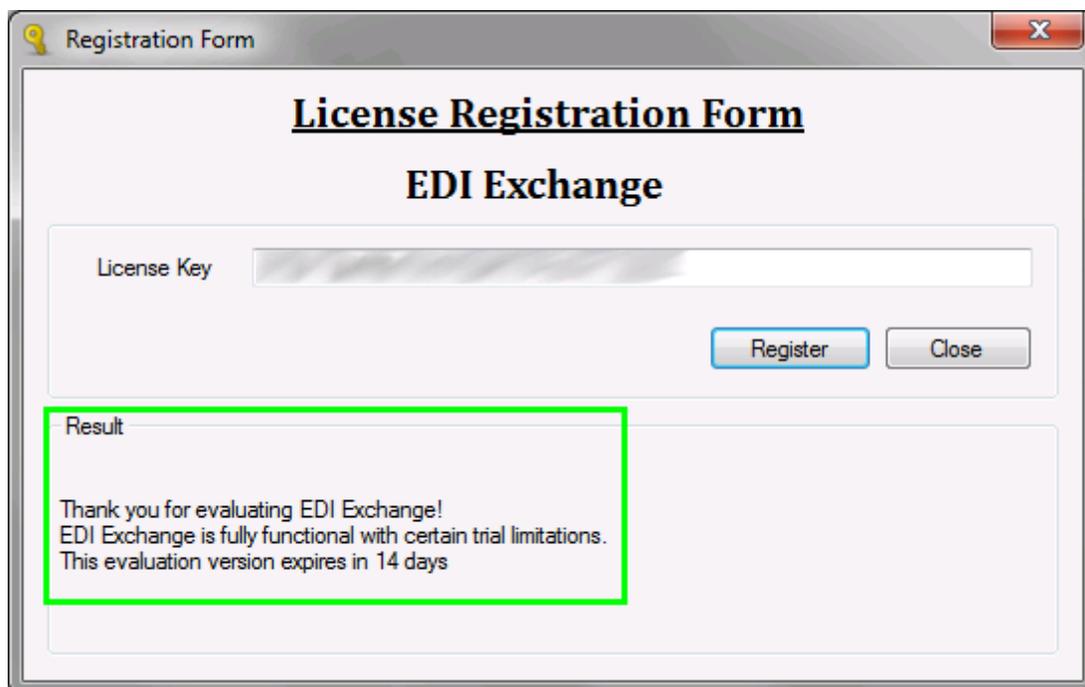
Extending the trial by entering a license key

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

7.2   Configuring EDI Exchange (Obligatory Settings)

7.2.1   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.

7.2.2   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.
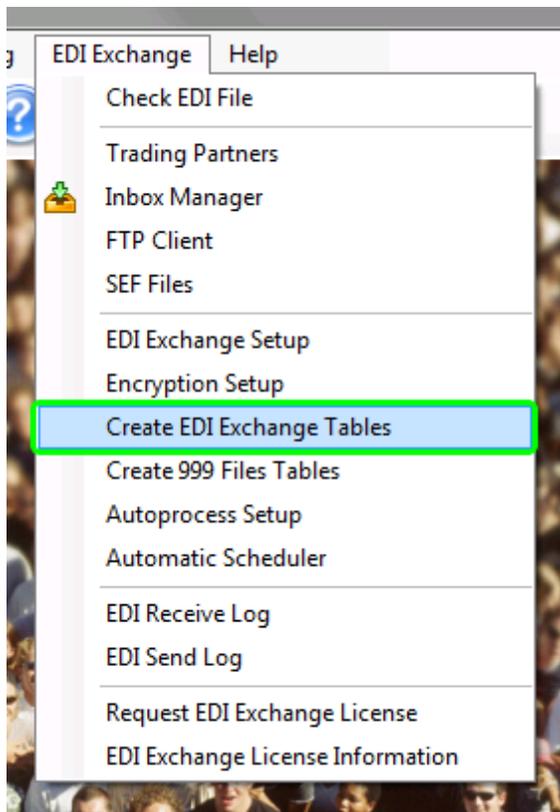
The menu item to create the necessary tables.

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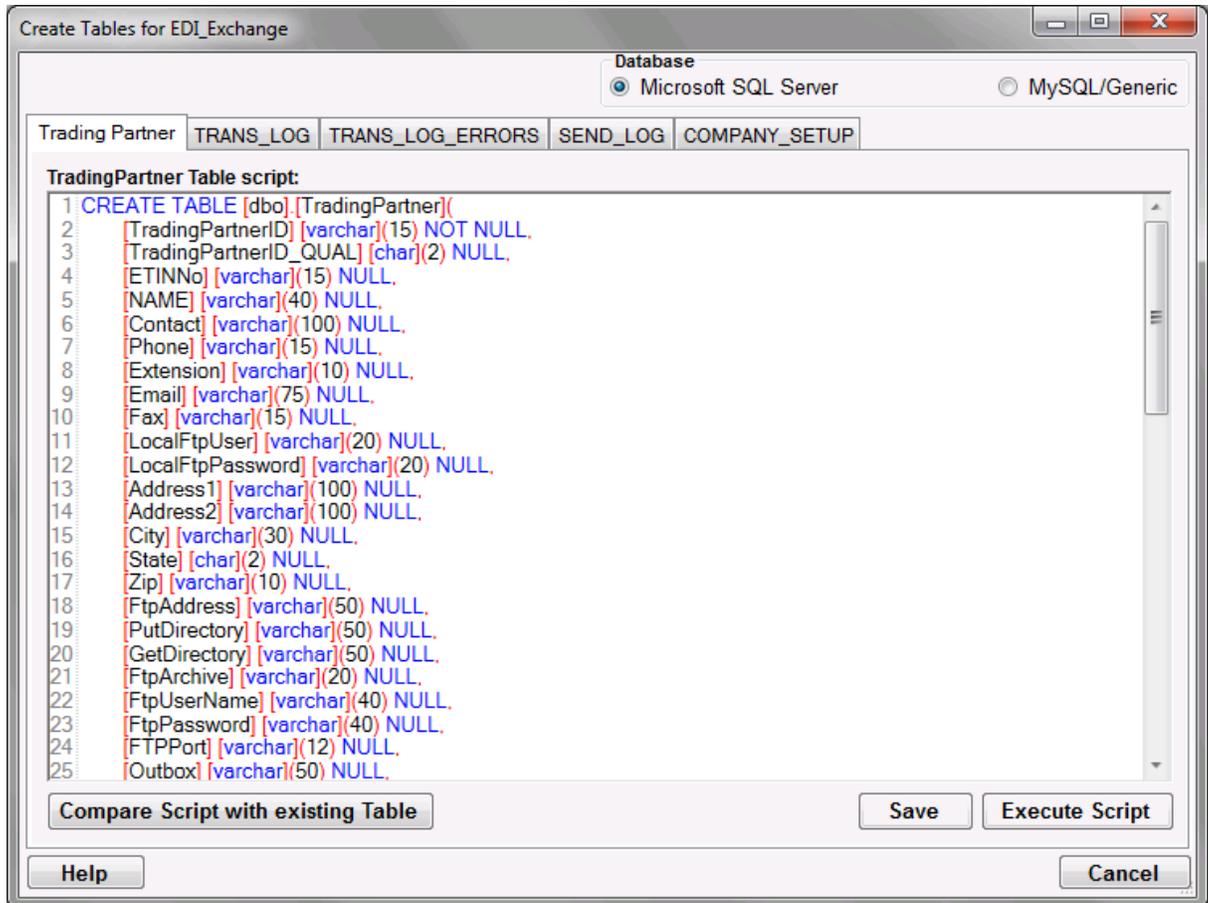
The screen to create the tables

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.
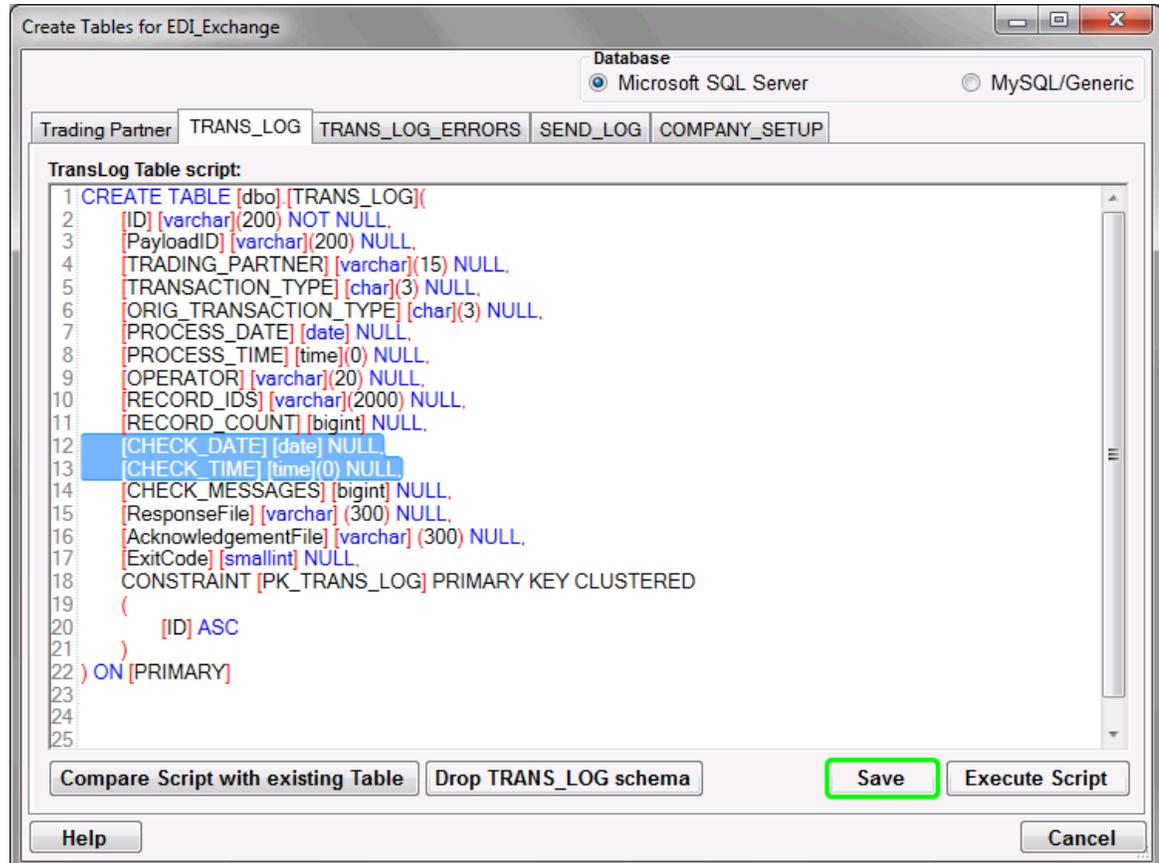
4. The following tables are part of EDI Exchange:

- **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.

- **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 in the database.

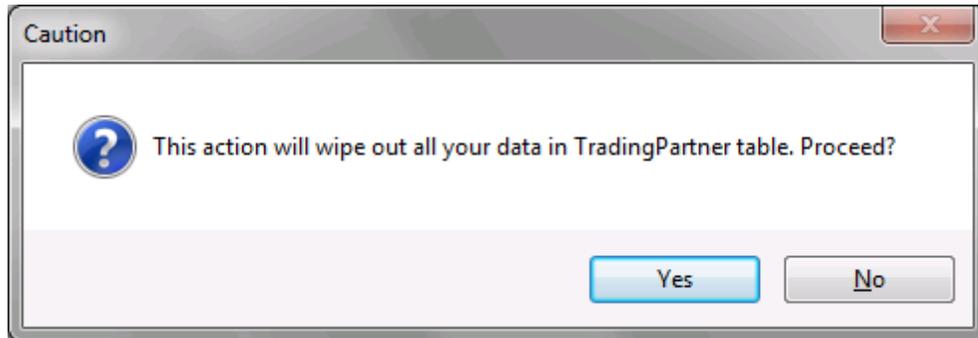

The "Execute Script" button

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..." 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.

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.

7.2.3   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.
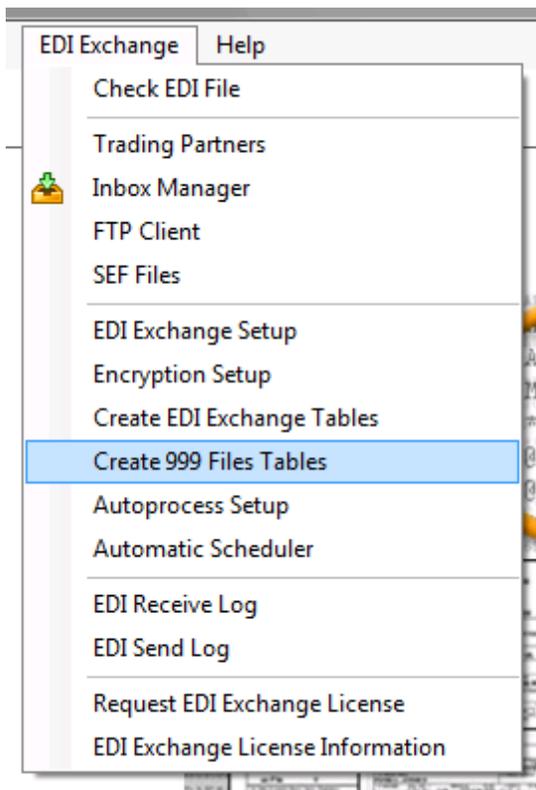
The menu item to create the necessary tables

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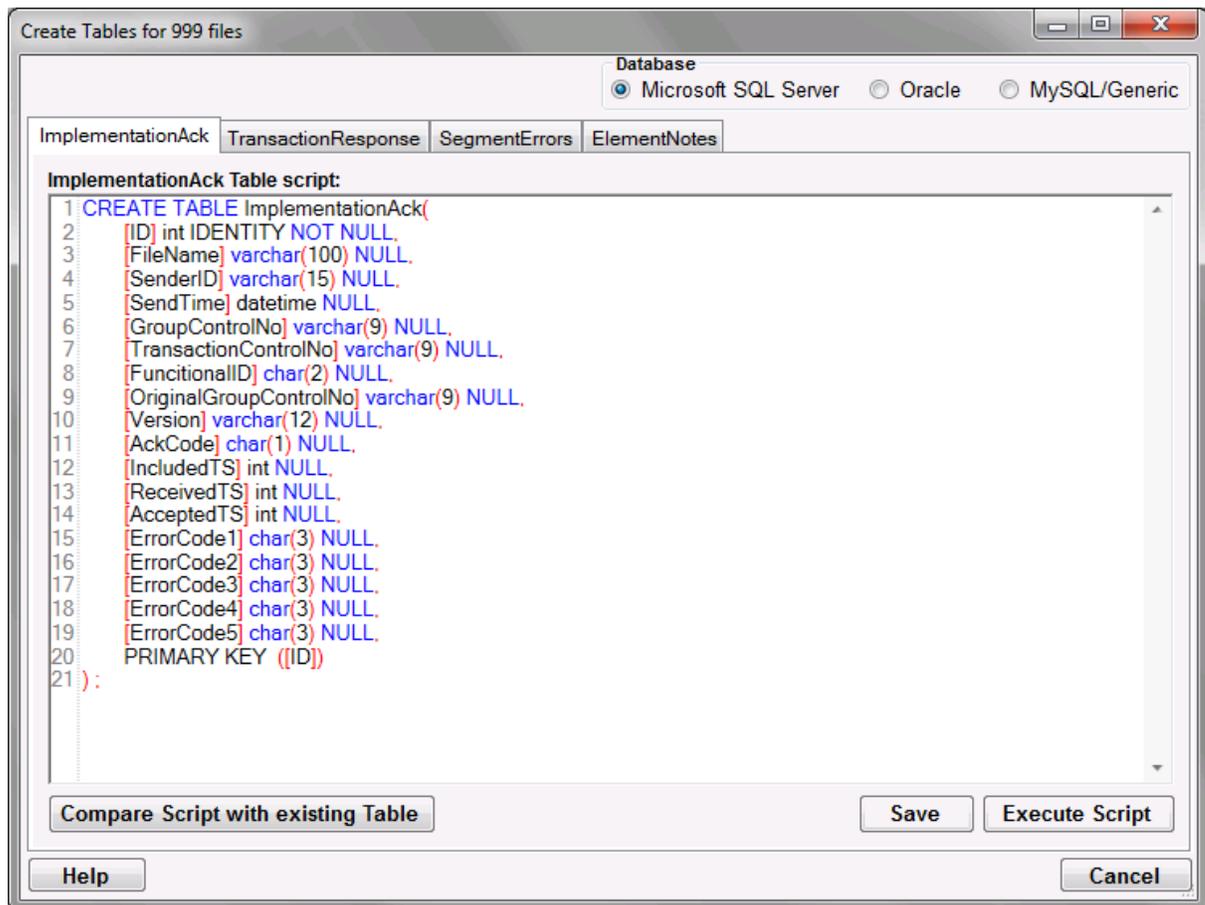
The screen to create the tables

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.

- **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.

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.

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
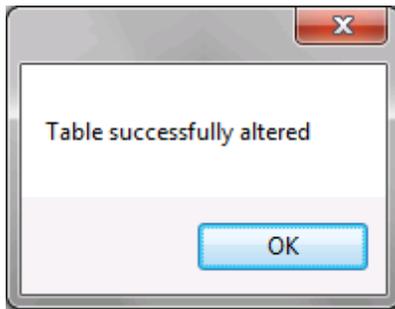
Alter Table statement successfully executed.

7.2.4 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.
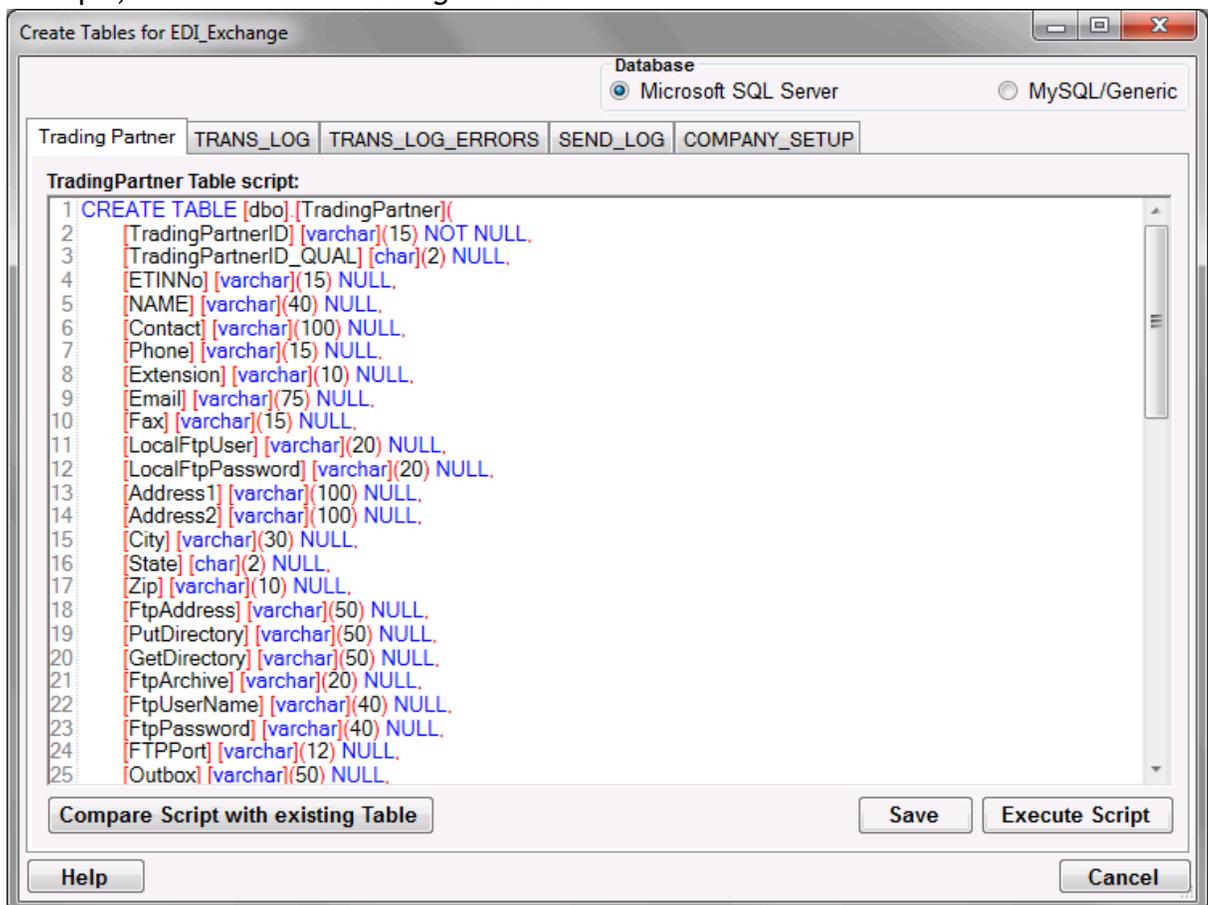
The table creation script for the Trading Partner table.

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.
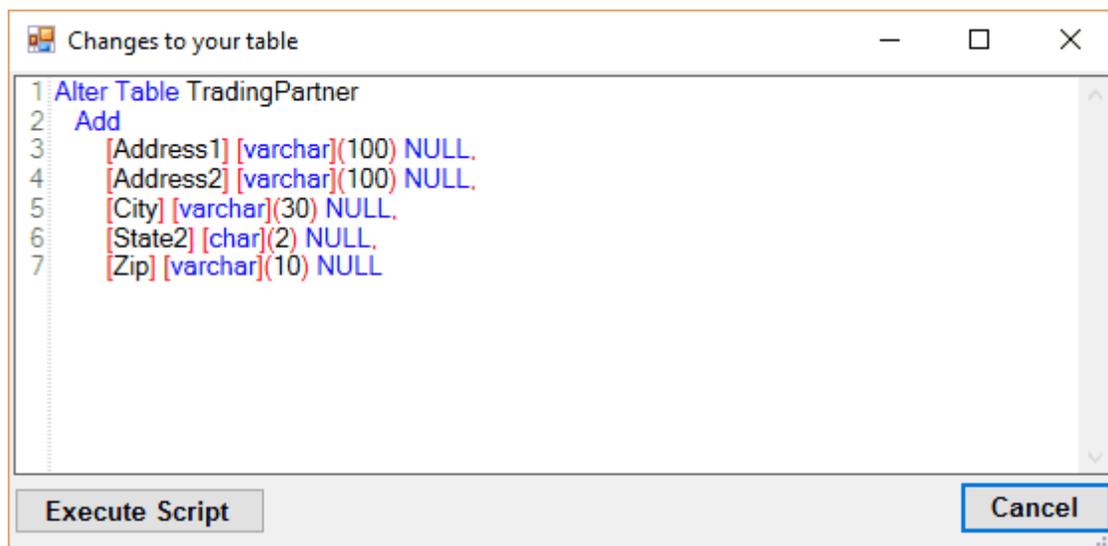
Changes to be made to Trading Partner table.

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.
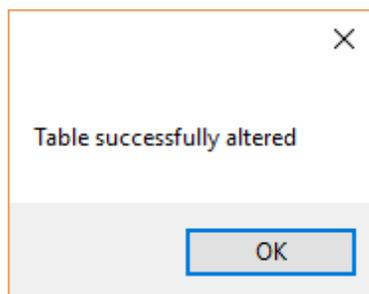
Table has been altered.

7.2.5   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.
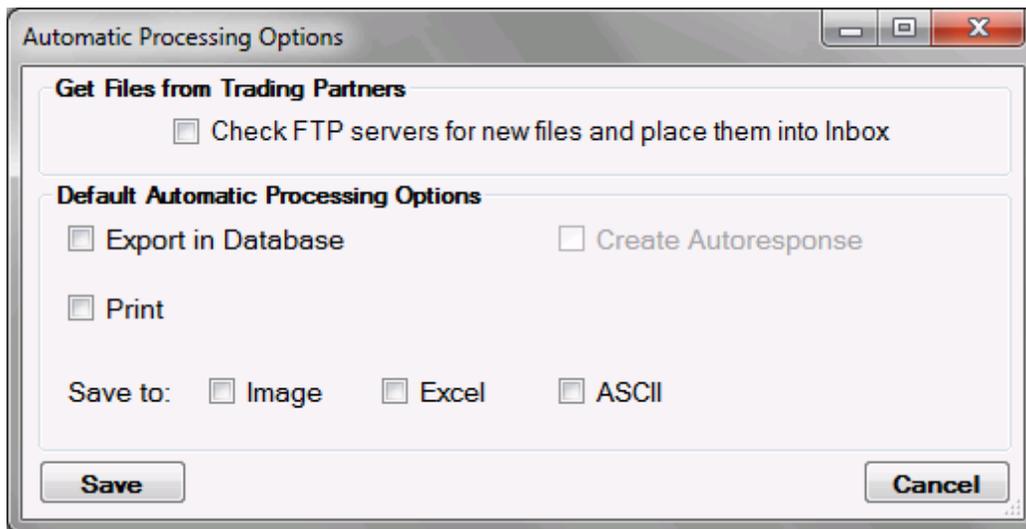
Follow the instructions below to specify the Auto Process Options.

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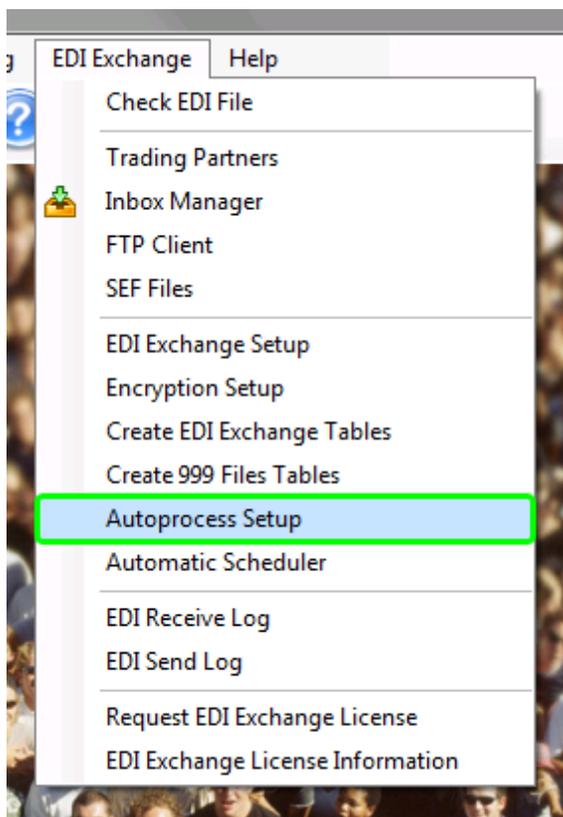
The "Autoprocess Setup" menu item

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

Defining the Auto Processing Options

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."
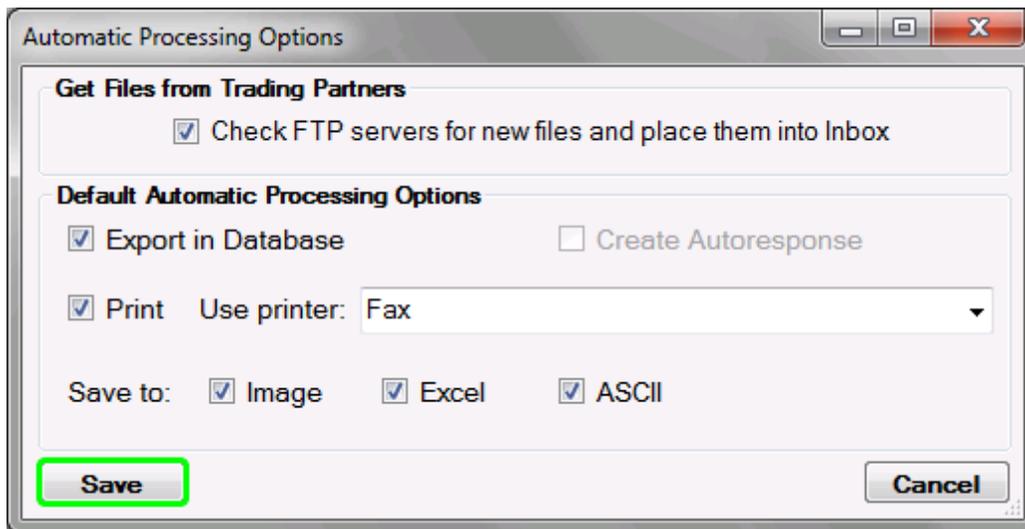
The "Save" button

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.

7.2.6   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.
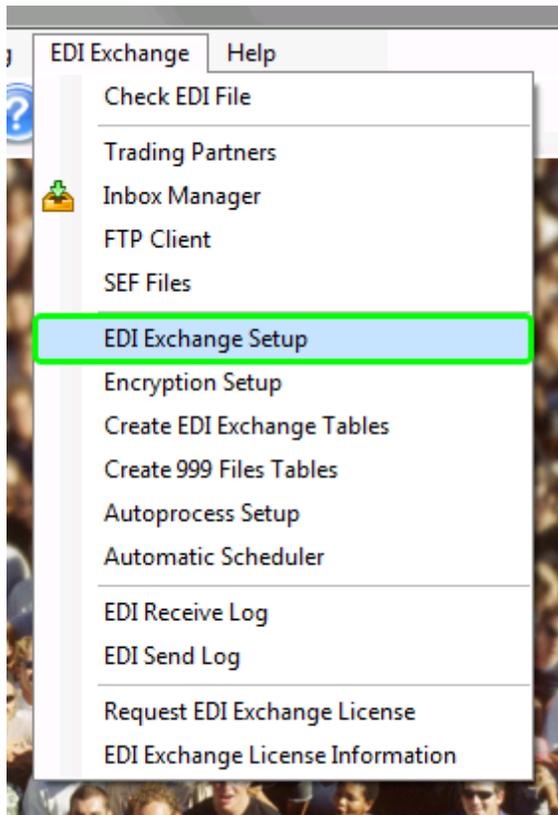
The "EDI Exchange Setup" menu item

2. The following window will appear.
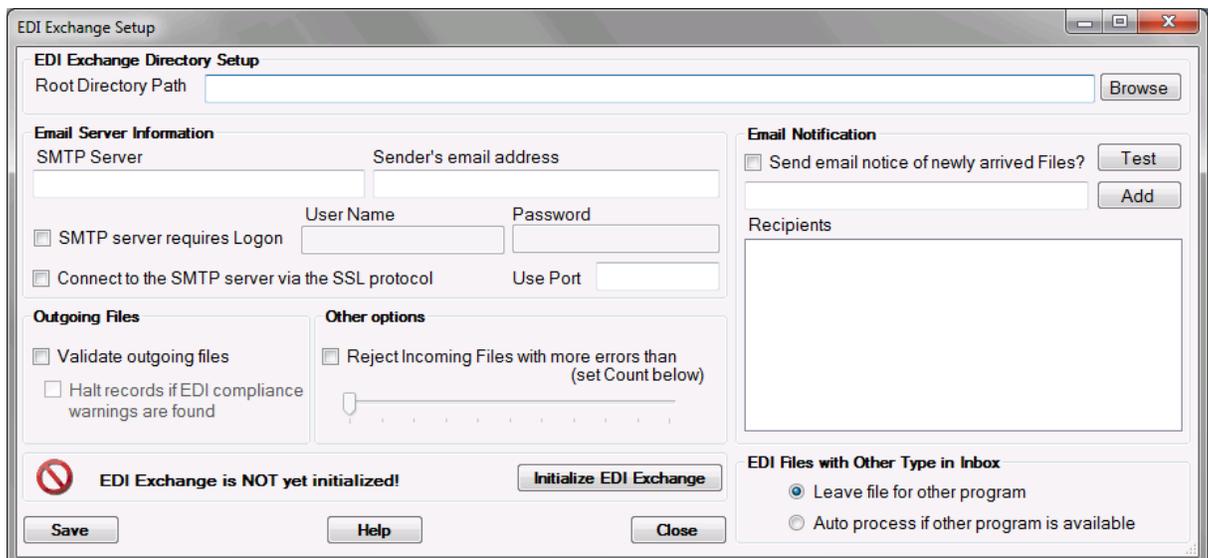
The "EDI Exchange Setup" window

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.
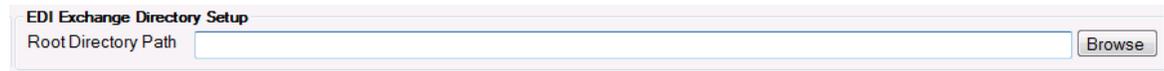
The root communications directory setup

4. Click "Save."
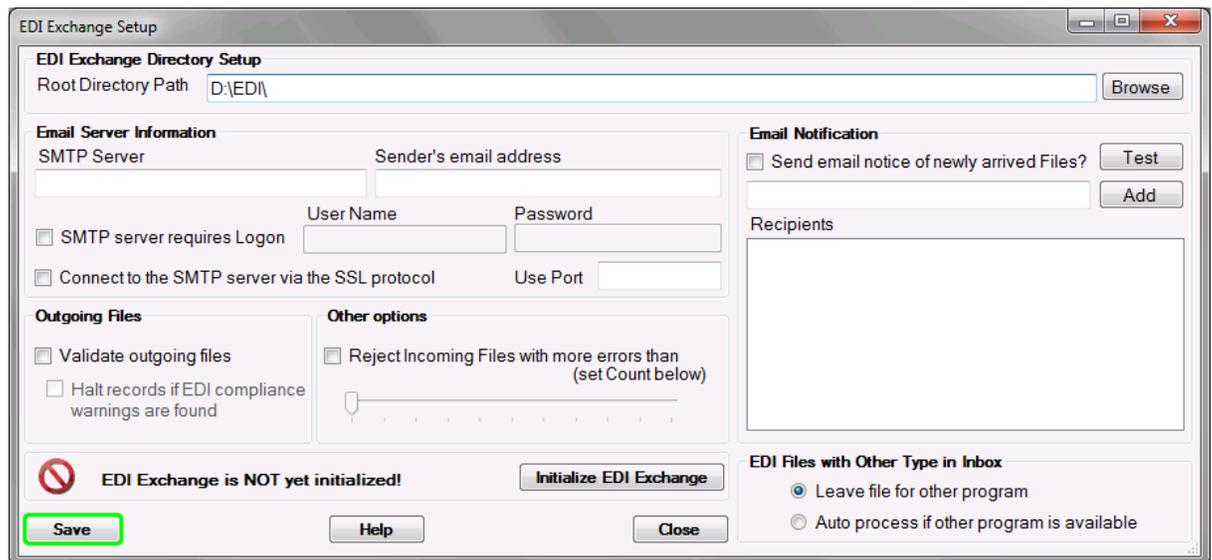
The "Save" button

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

7.2.7   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.
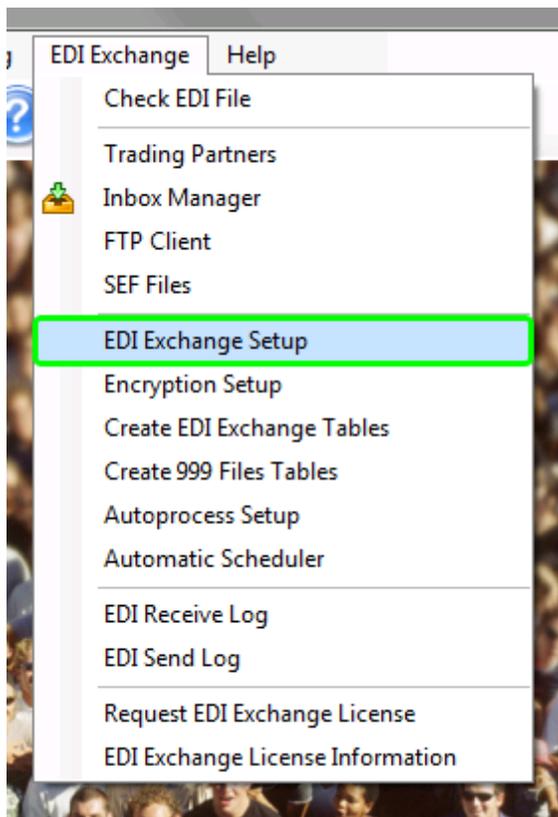
The "EDI Exchange Setup" menu item

2. The following window will appear.
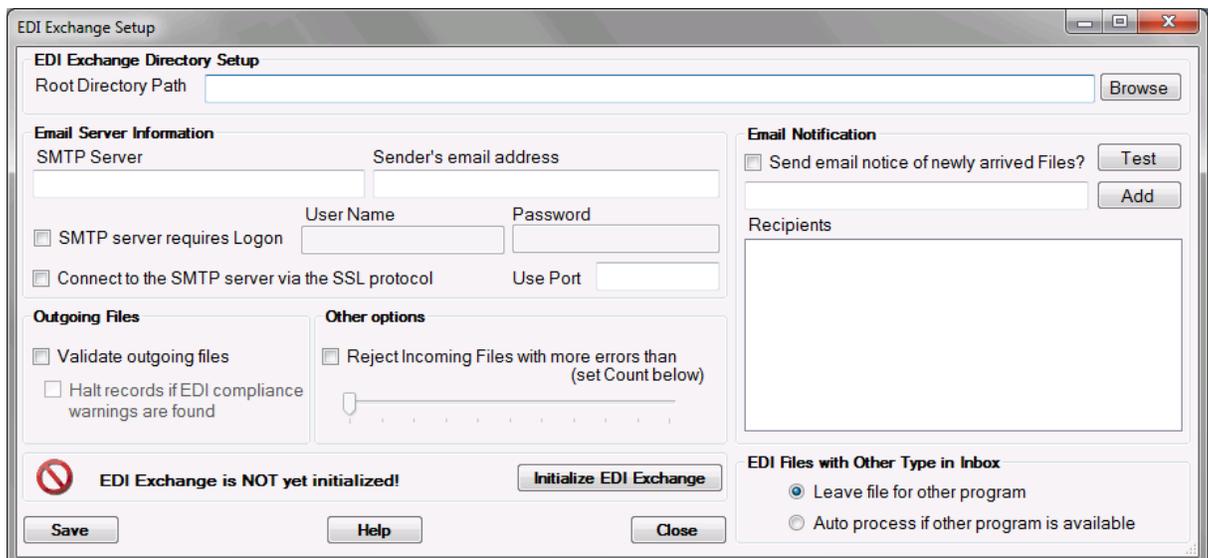
The "EDI Exchange Setup" window

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.
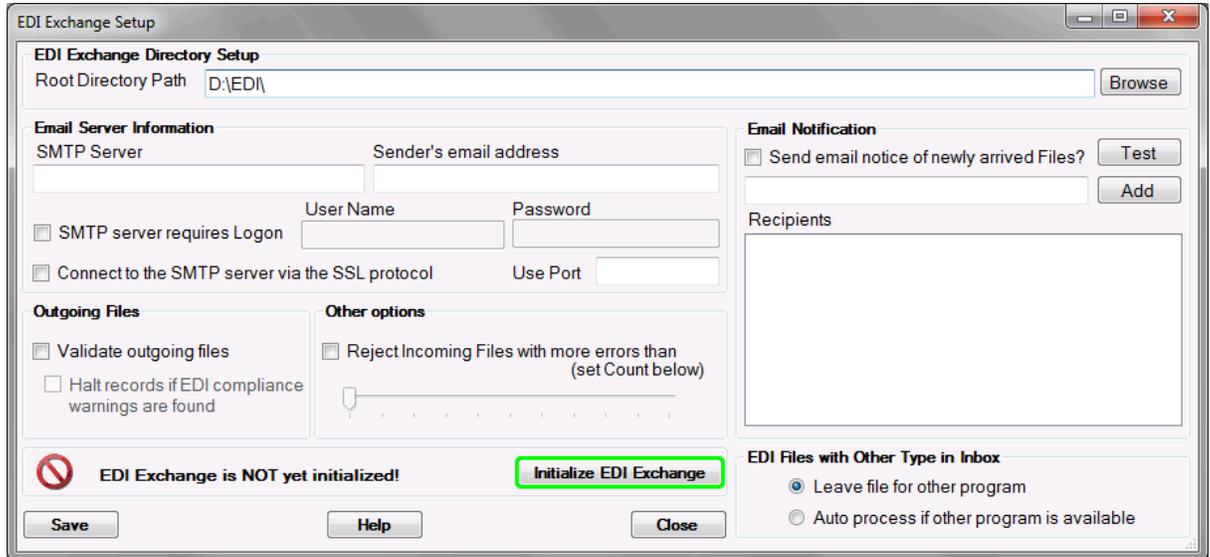
The "Initialize EDI Exchange" button

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 get an error like this:
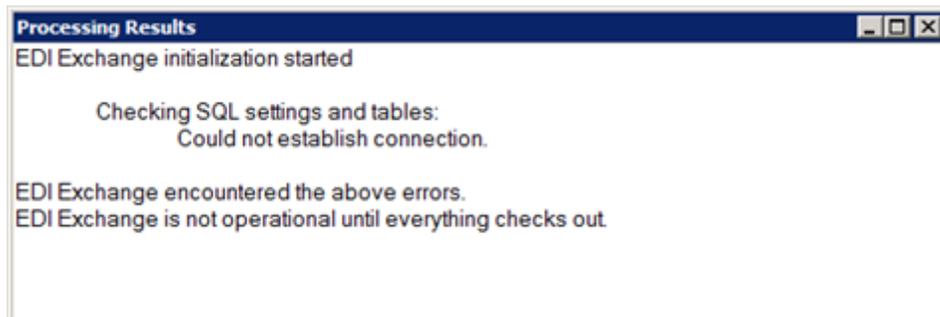
Initialization failed because of SQL connection problems

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:
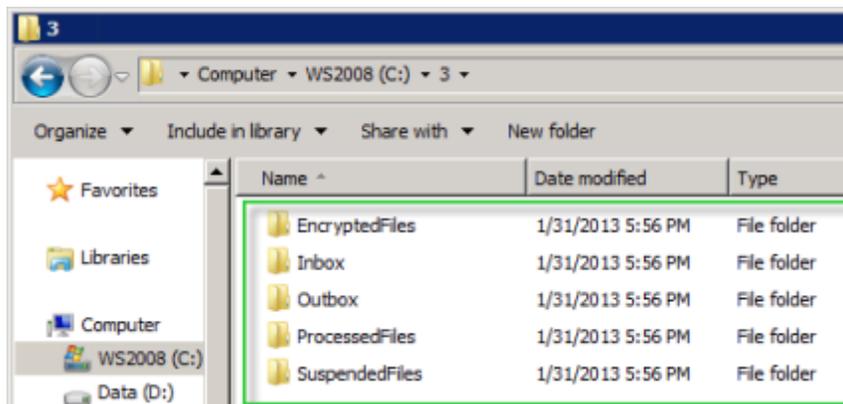
The directory structure of EDI Exchange

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:
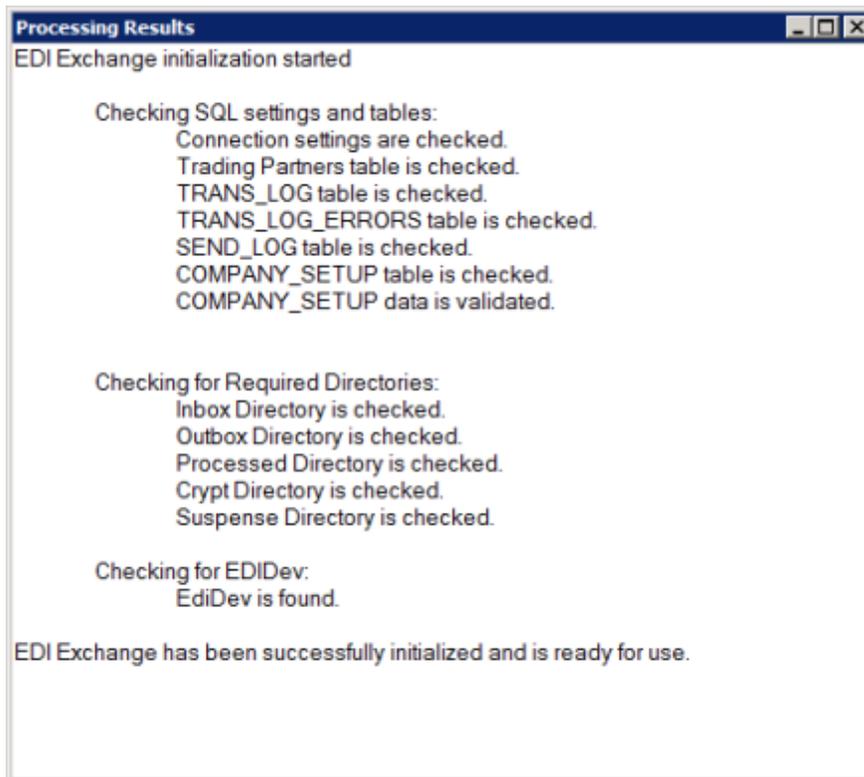
Successful initialization of EDI Exchange

After that your EDI Exchange is initialized.
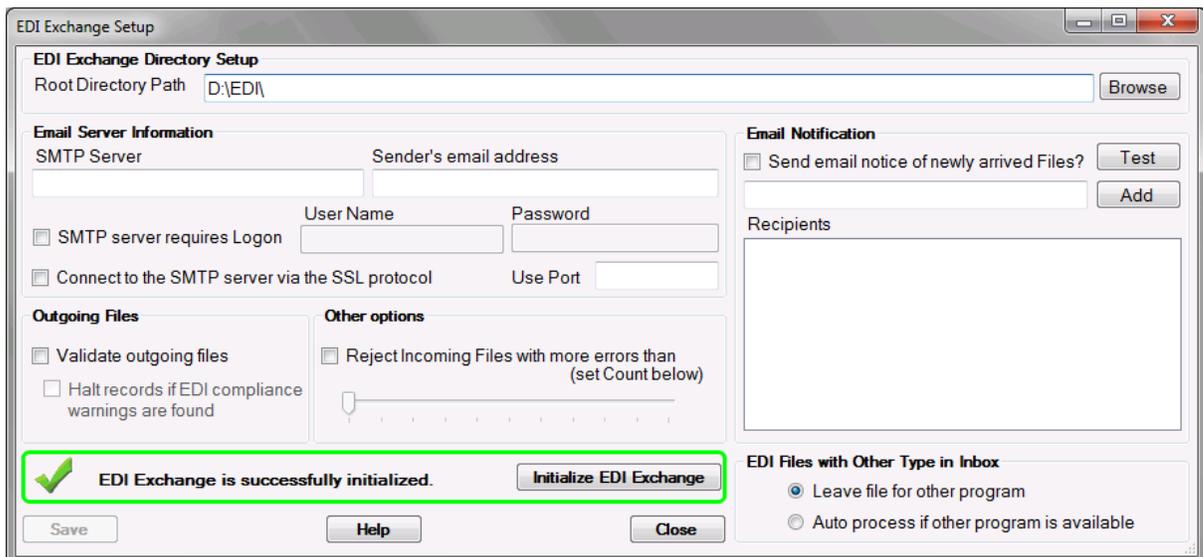
The "EDI Exchange is successfully initialized" message on the bottom of the "EDI Exchange Setup" window

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!`

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.

The recommended minimum system requirement for Framework EDI:

- 256 MB RAM
- 1GB available disk space
- Windows 2000/2003/2008/XP/Vista/7
- **Prerequisites:** Some systems may require Microsoft Redistributable Package to be installed first to support:
  - O Framework EDI.NET (32-bit) - download Microsoft Visual C++ 2005 Redistributable Package (x86)
  - O Framework EDI.NET4 (32-bit) - download Microsoft Visual C++ 2010 Redistributable Package (x86)
  - O Framework EDI.NET (64-bit) - download Microsoft Visual C++ 2005 Redistributable Package (x64)
  - O Framework EDI.NET4 (64-bit) - download Microsoft Visual C++ 2010 Redistributable Package (x64)

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

   • Framework EDI Enterprise evaluation 32-bit

   • Framework EDI Professional evaluation 64-bit

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

7.3　Configuring EDI Exchange (Optional Settings)

7.3.1　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.
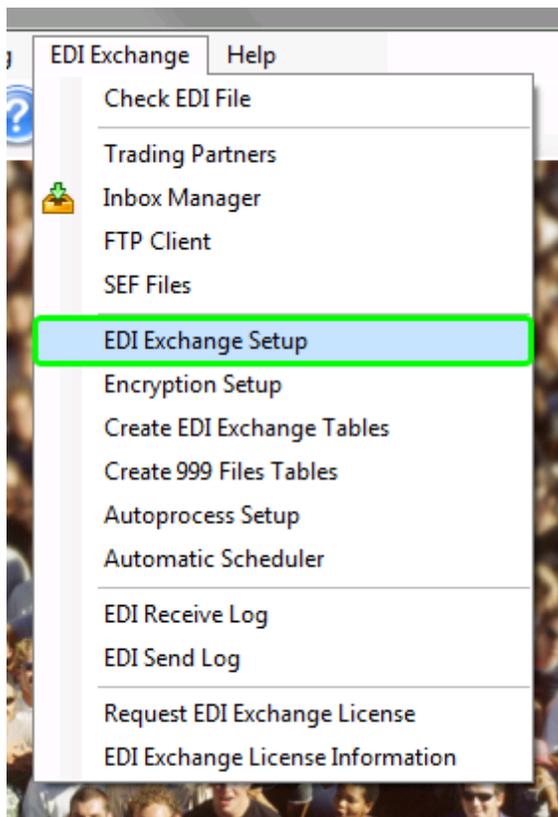
The "EDI Exchange Setup" menu item

2. The following window will appear.
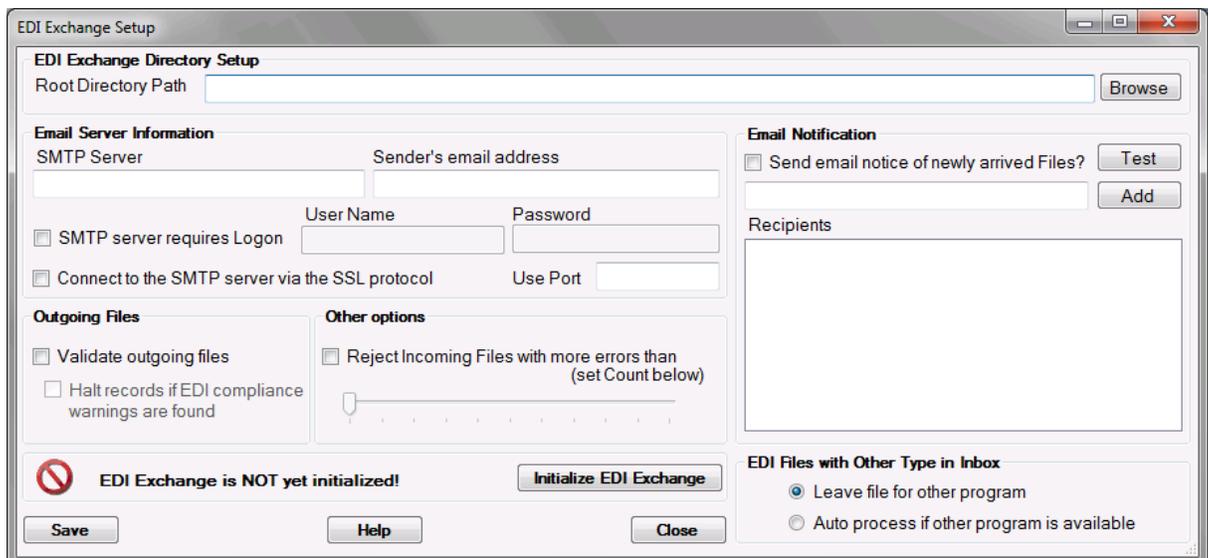
The "EDI Exchange Setup" window

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

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."
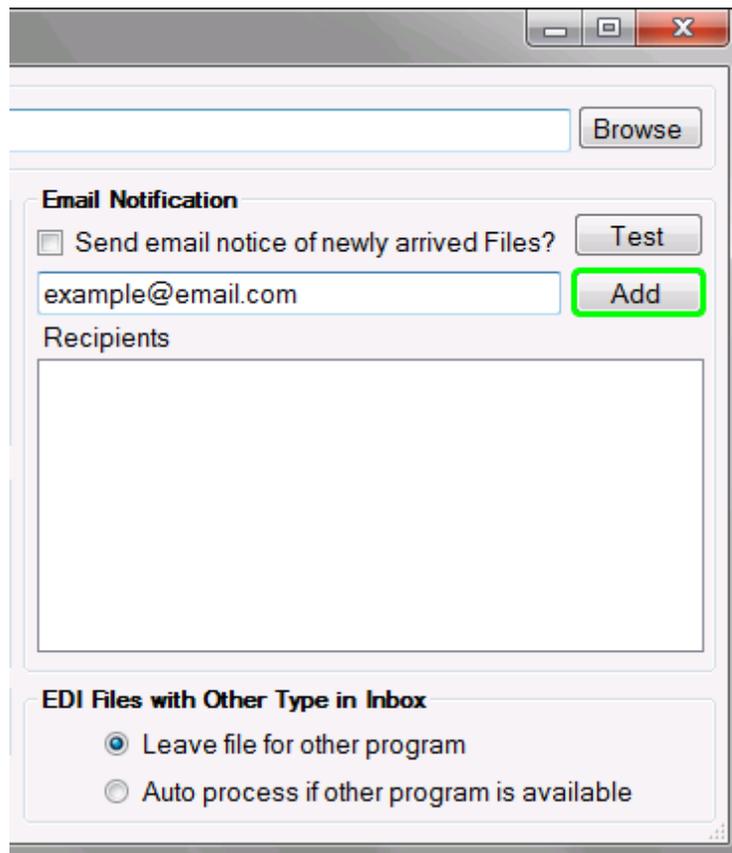
Setting up the email recipients

The email address will appear in the list.
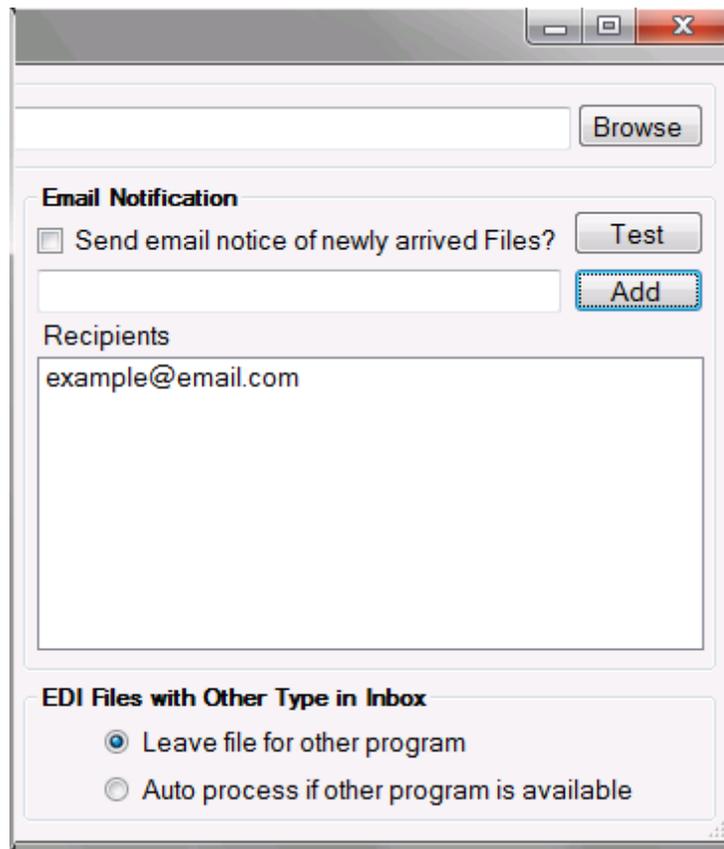
Added email recipient

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

6. Click on the "Save" button.
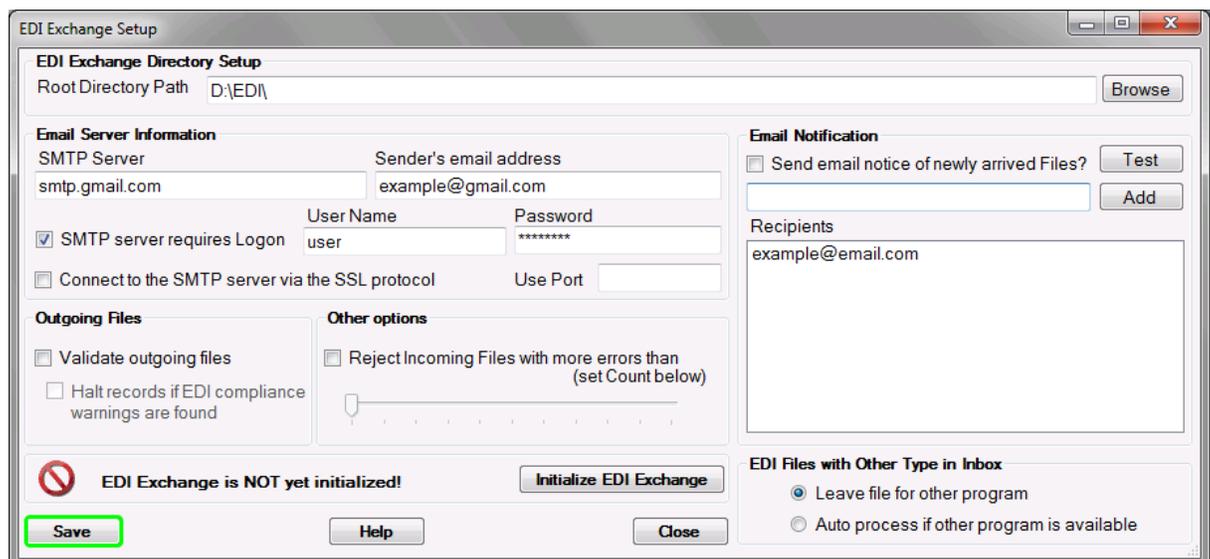
The "Save" button

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.
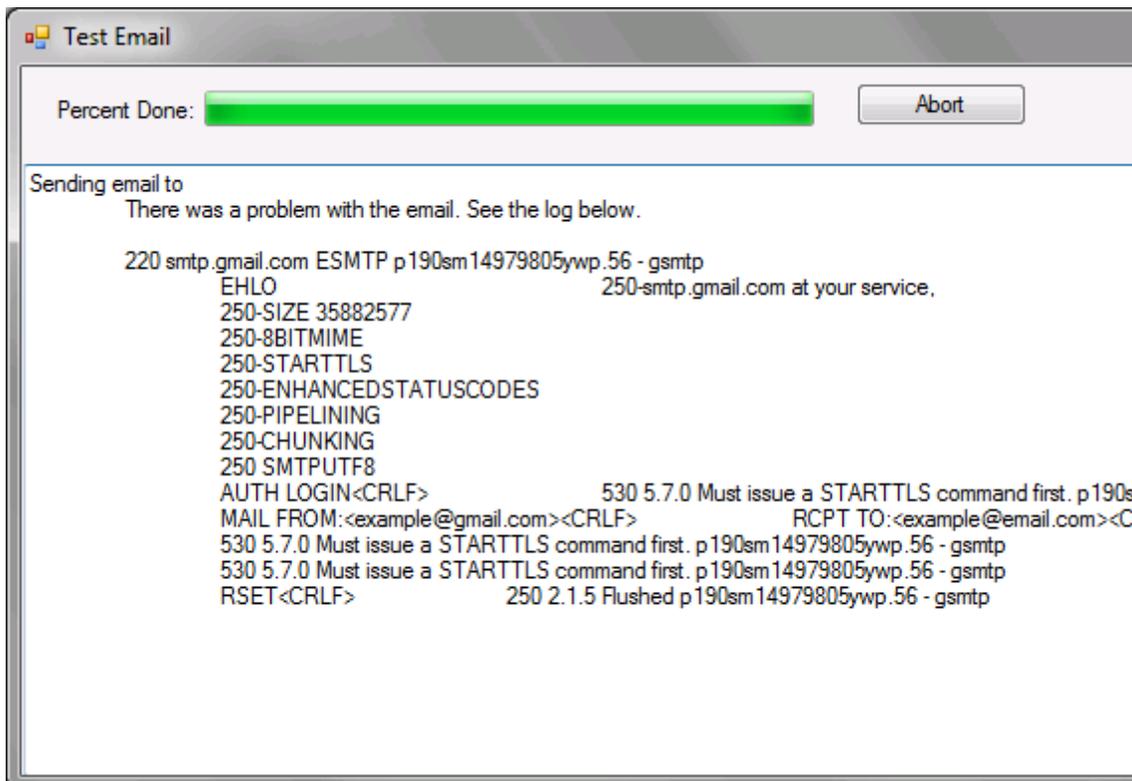
The process result screen with a detailed error message

7.3.2 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.
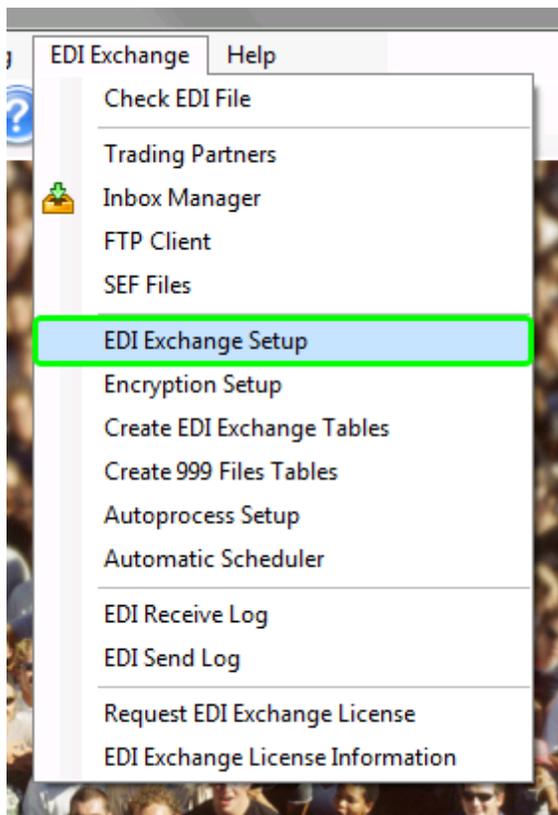
The "EDI Exchange Setup" menu item

2. The following window will appear.
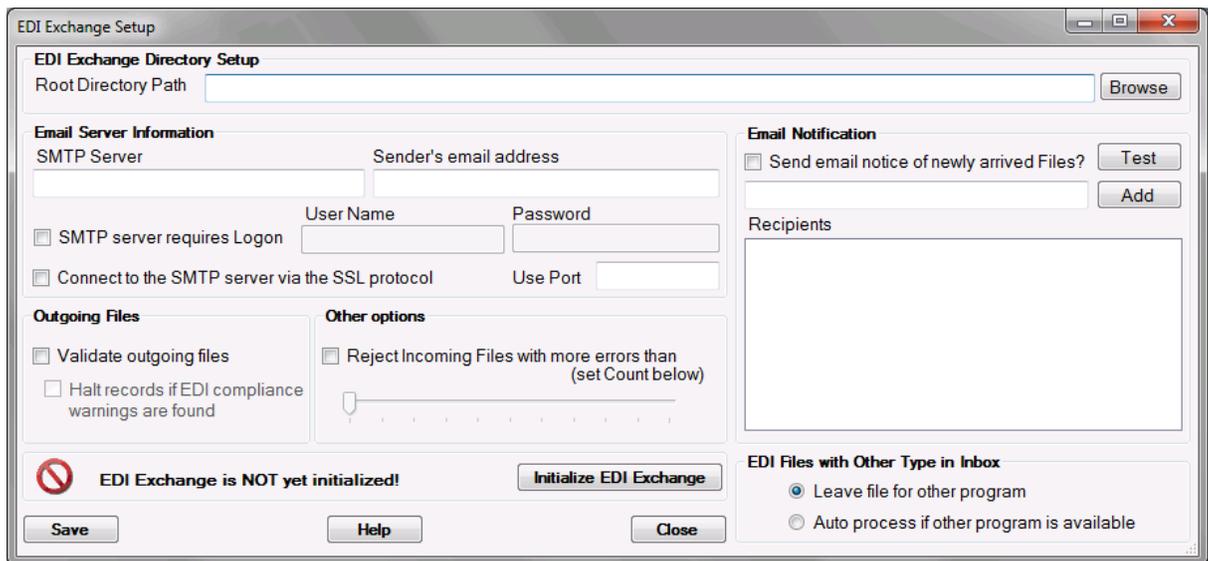
The "EDI Exchange Setup" window

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.
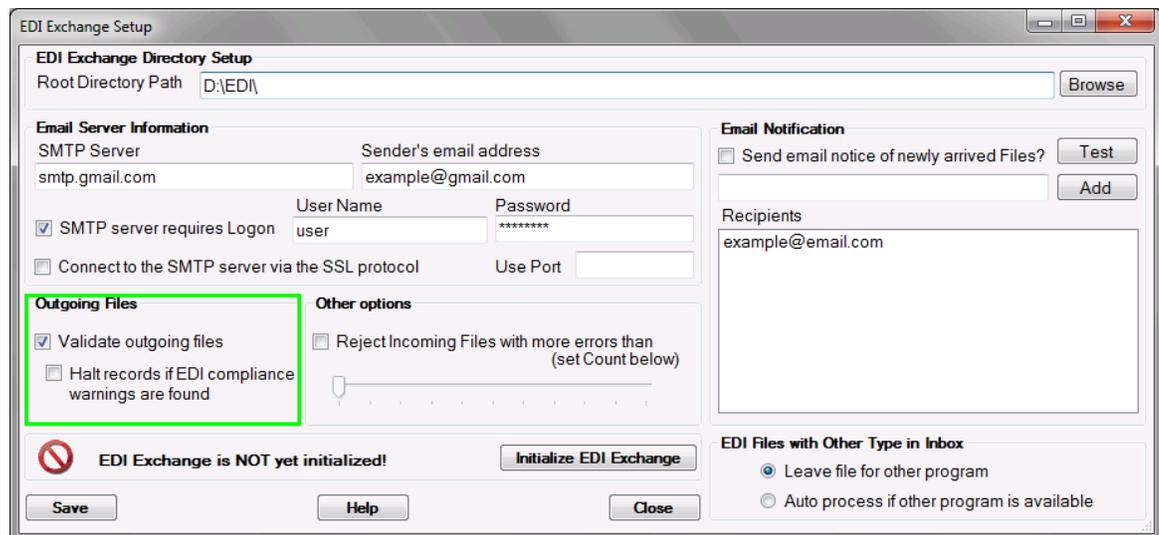
Validating outgoing files

4. Specify the following incoming files options:

Other Options

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

7.3.3   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
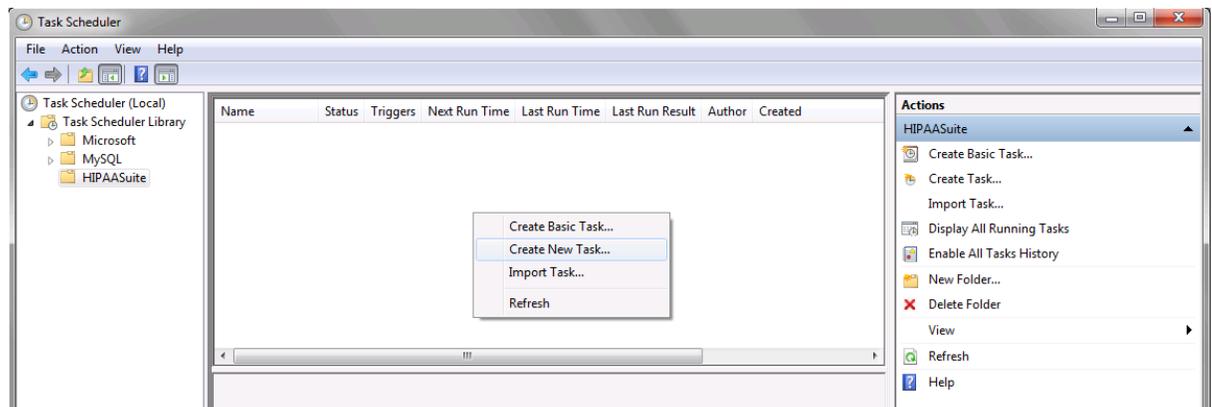
database.

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

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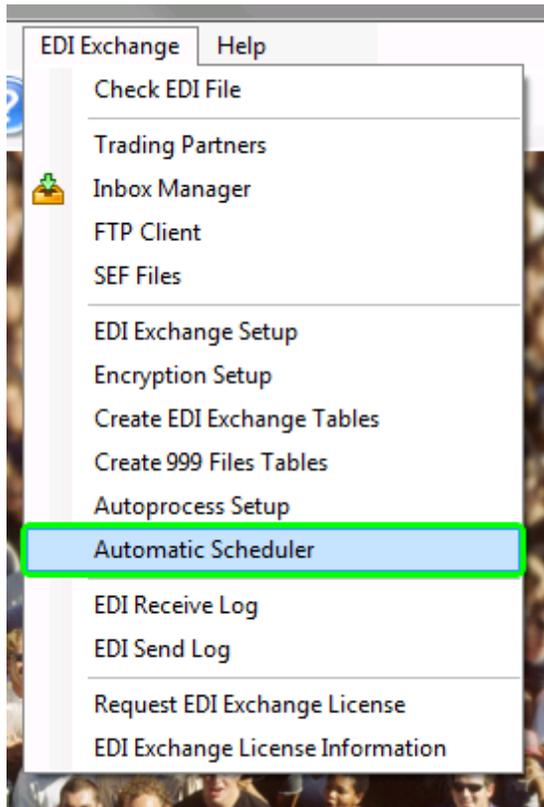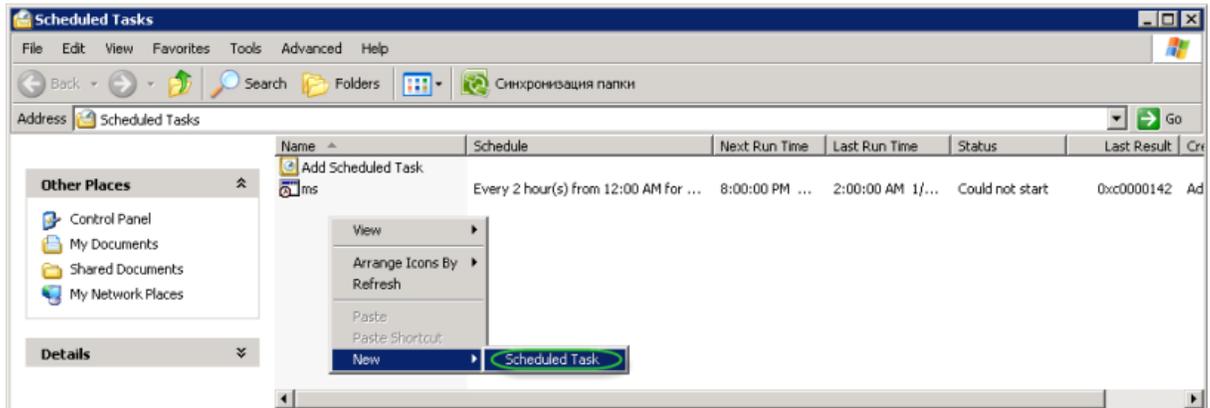

The "Automatic Scheduler" menu item

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:

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.

7.3.4 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.

## 7.4 Working with Trading Partners

7.4.1 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.
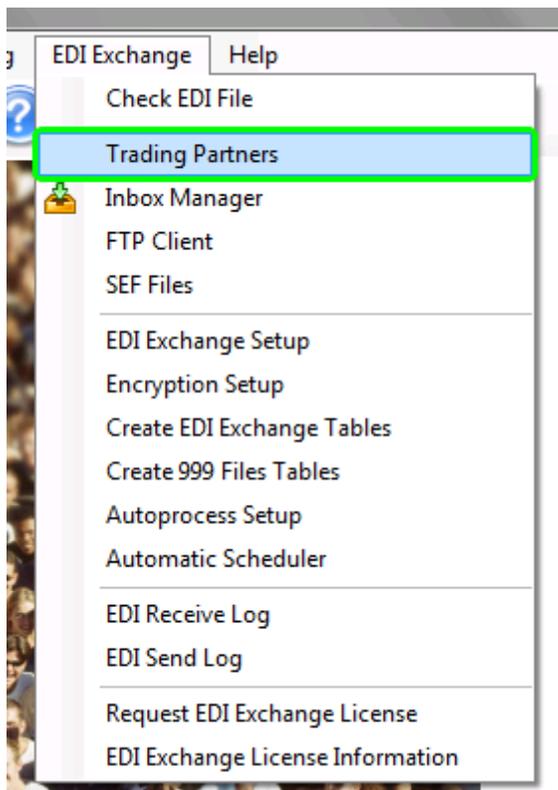
The "Trading Partners" menu item

2. The following screen will appear.

The "Trading Partners" window

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

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.

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.

- **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

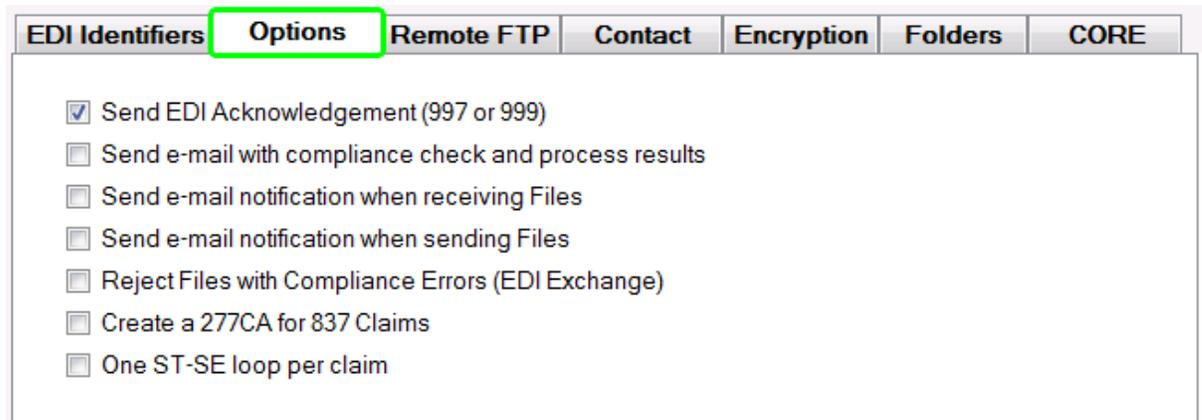This tab relates to the EDI identifiers and EDI Version.

The "EDI Identifiers" tab

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

- 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.

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

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

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.

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**

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.
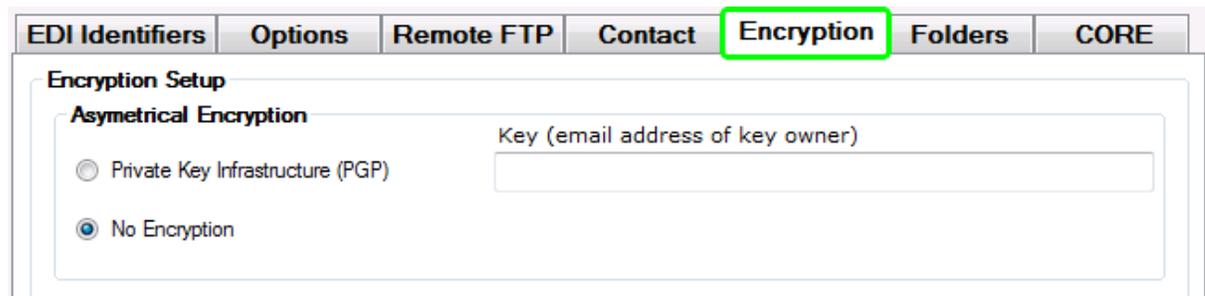
The "Encryption" tab

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.

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,

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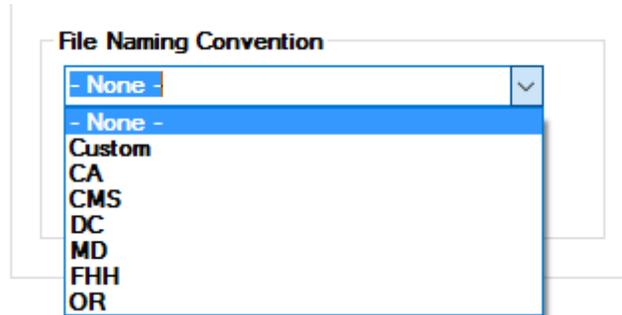
Filenaming dropdown menu options

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

- **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**

  o **MIME Address** - Trading Partner's web address for MIME Real-Time transactions.

  o **SOAP Address** - Trading Pertner's web address for SOAP Real-Time transactions.

- **Batch**

  o **MIME Submission Address** - Trading Partner's web address for MIME Batch transactions.

  o **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.

  o **SOAP Submission Address** - Trading Partner's web address for SOAP Batch transactions.

  o **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.
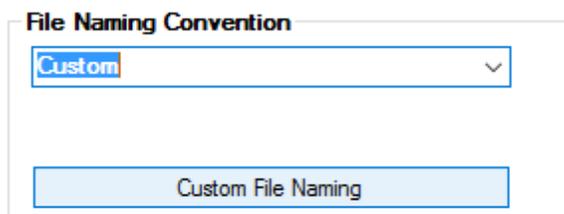
7.4.2   Custom File Naming Conventions

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.
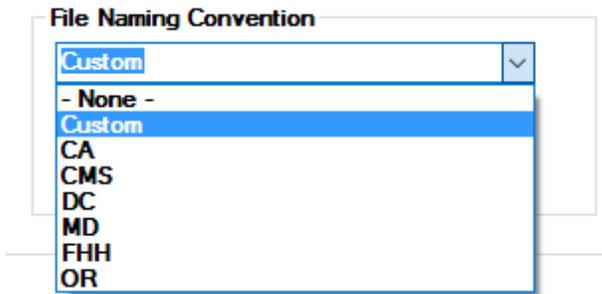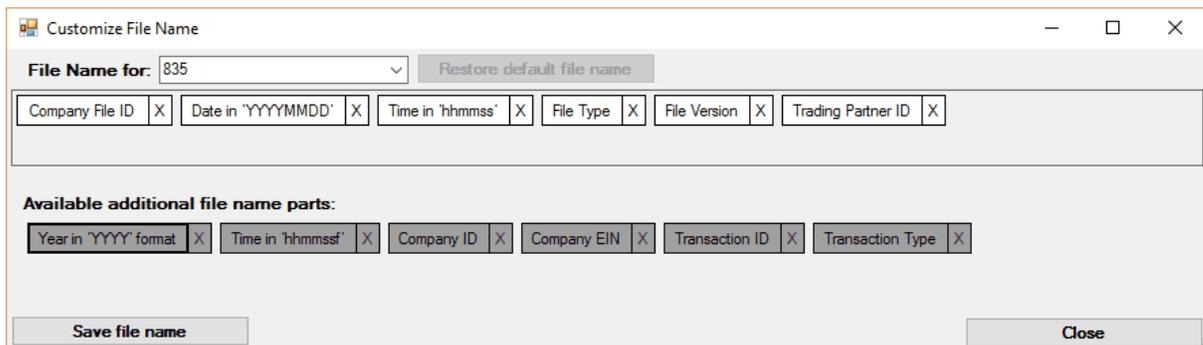
Custom File Naming Convention option highlighted

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

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:
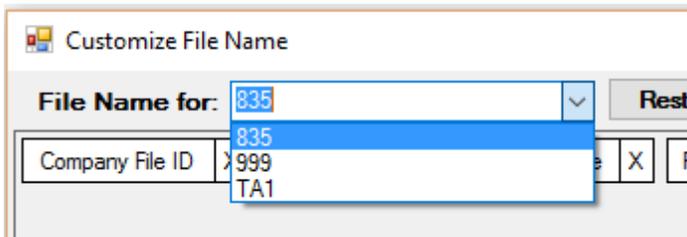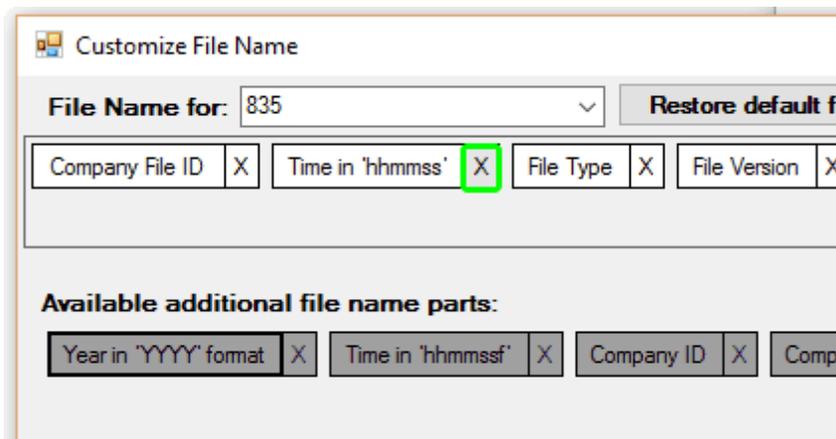

Changing the filetype

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:
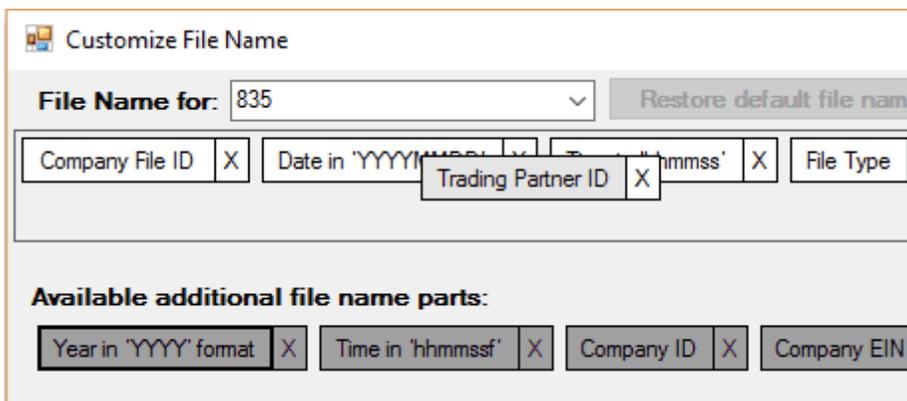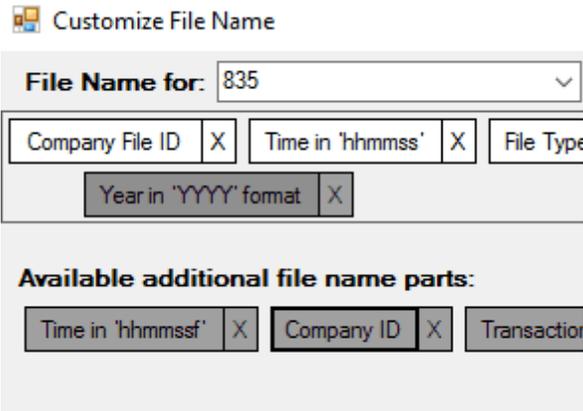

Click-dragging an element into position

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

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:
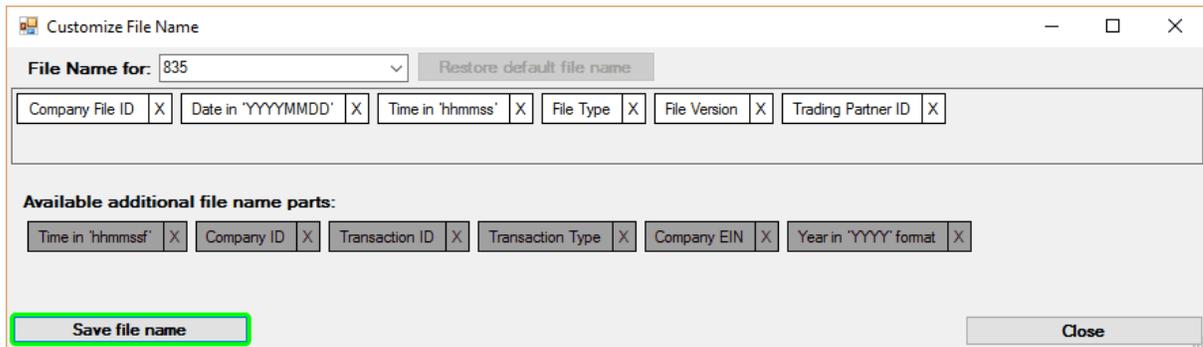

Adding a file name element

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*.

Save button on file name customization screen

7.4.3 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.)
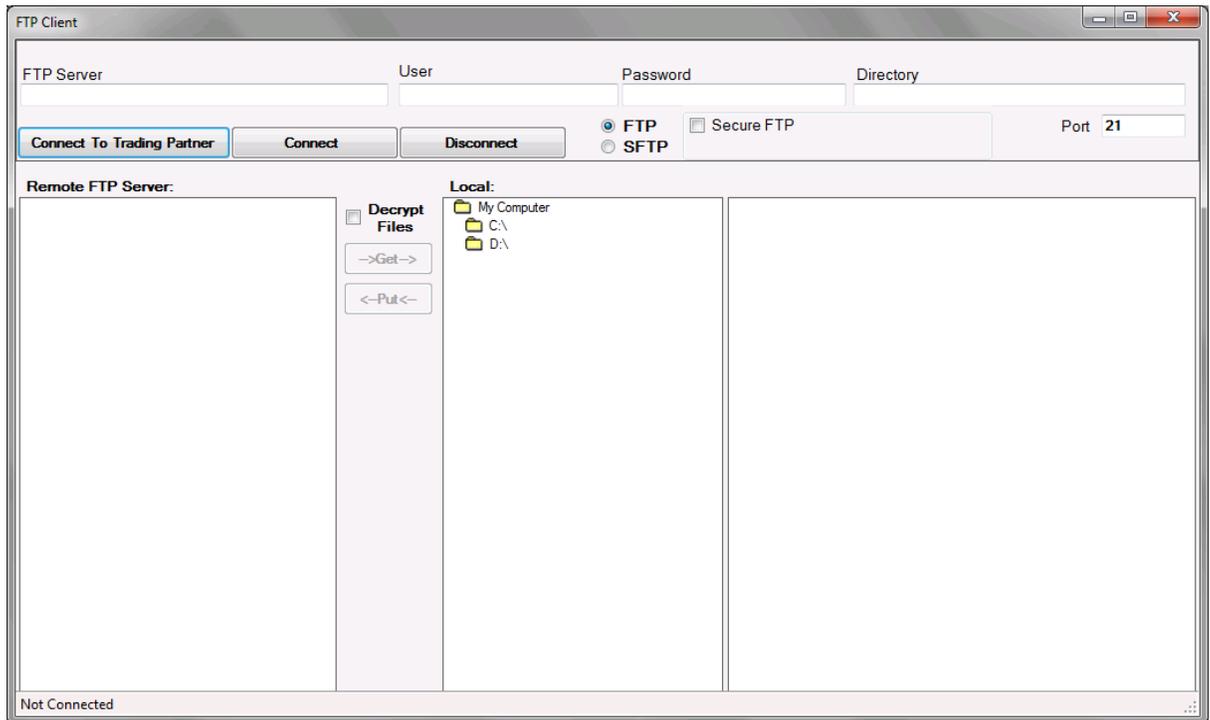
Follow the instructions below to exchange EDI files with your Trading Partner.

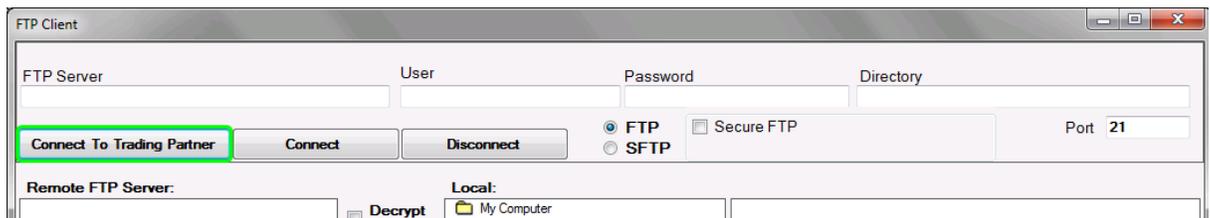1. To access the FTP client, select "FTP Client" under the "EDI Exchange" menu item.
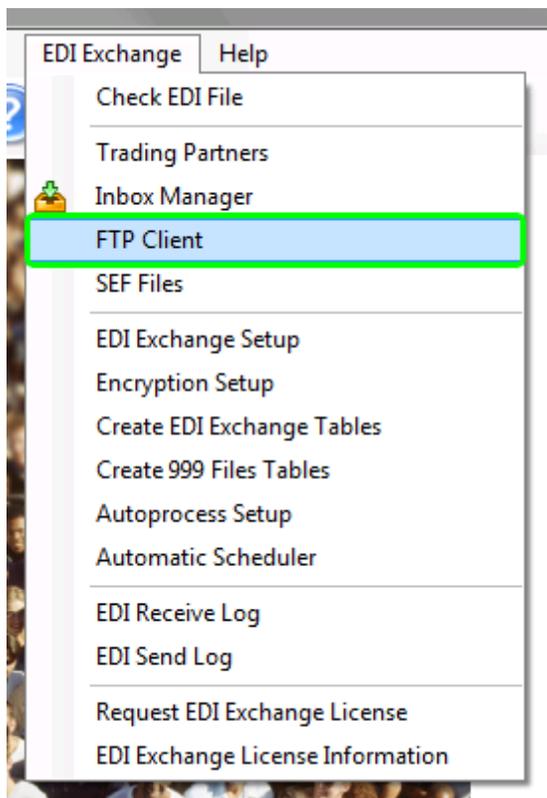
The "FTP Client" menu item
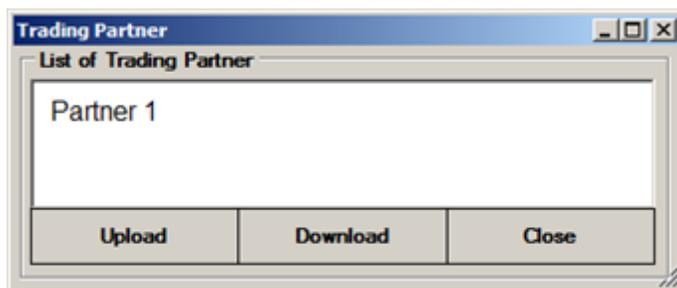
2. The following window will appear.

The built-in FTP client

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

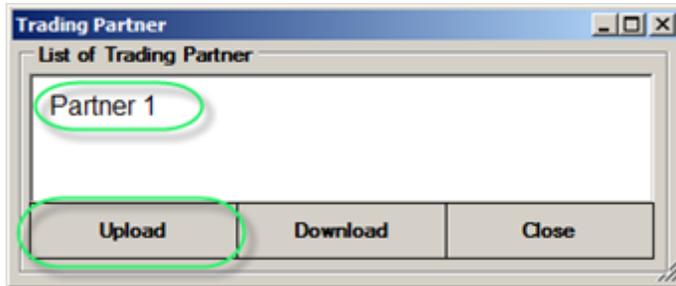The "Connect to Trading Partner" button

4. The following screen opens.

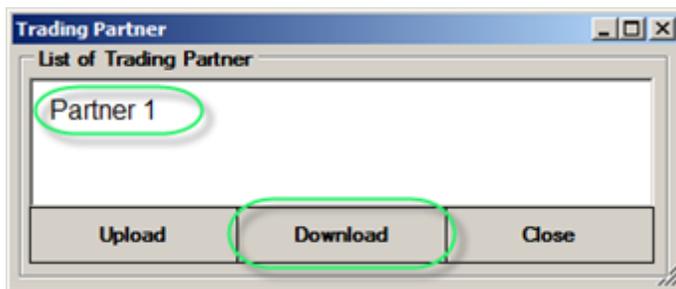Selecting a Trading Partner for FTP transfer

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 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.
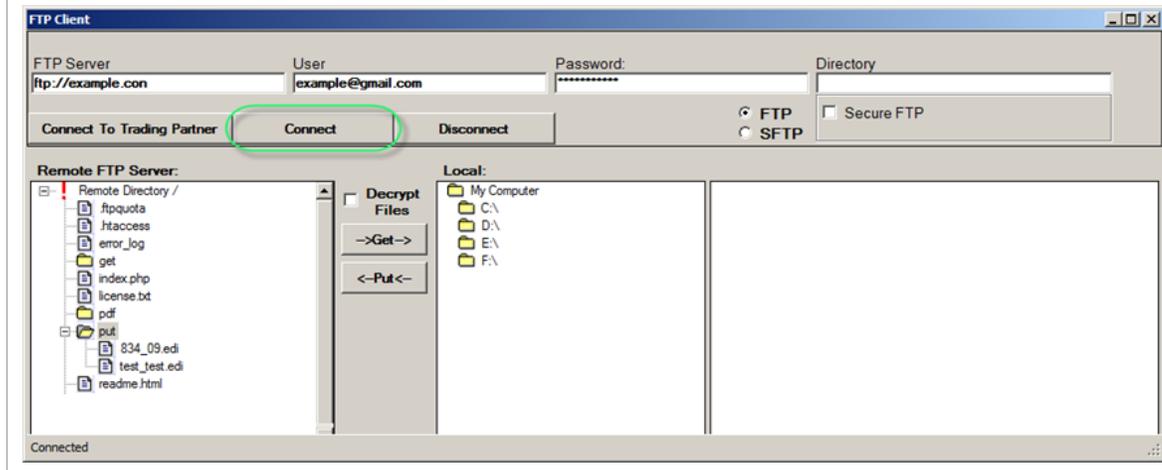
4. Once connected, the content of the folder on the server is displayed. On the right side, you can browse your local PC.
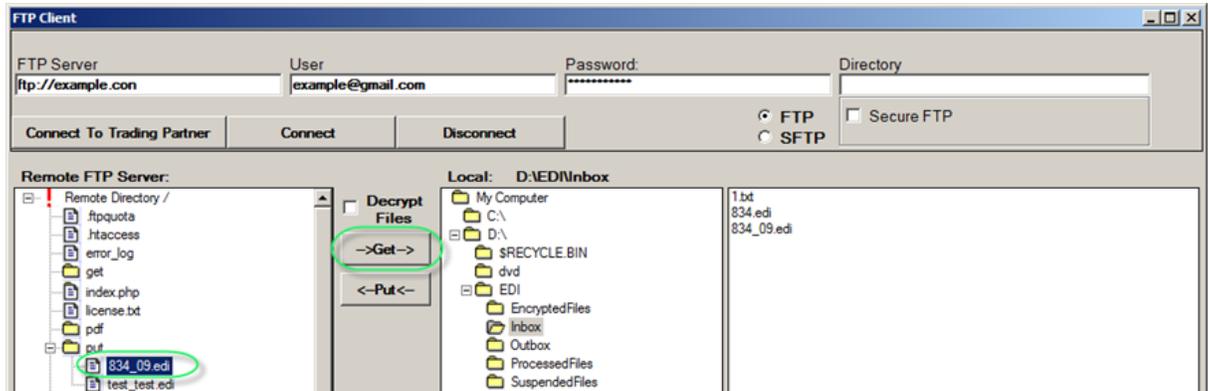
5. To upload a file to the server, select the file on your local PC and click on the "Put" button.
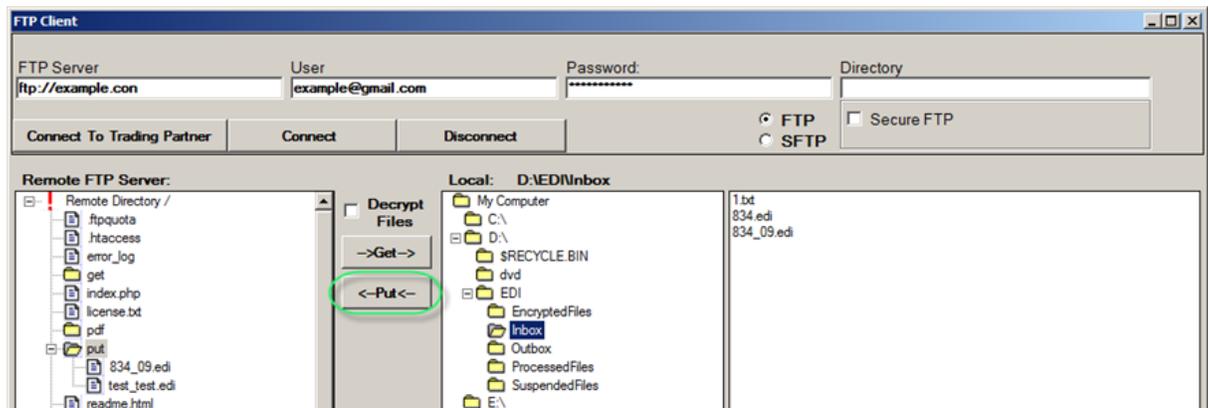

The file will appear in the remote folder. You will receive the "File <filename> successfully uploaded" message on the bottom status bar of the FTP client.
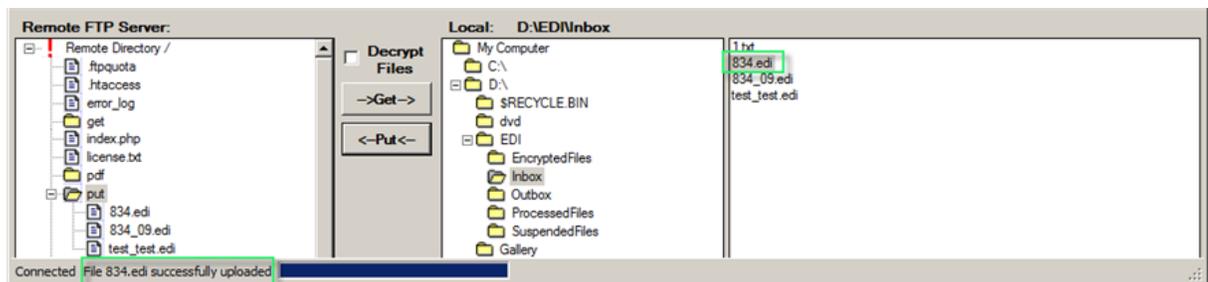
6. To download a file from the server, select a file in the left side, and then click on the "Get" button.

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.
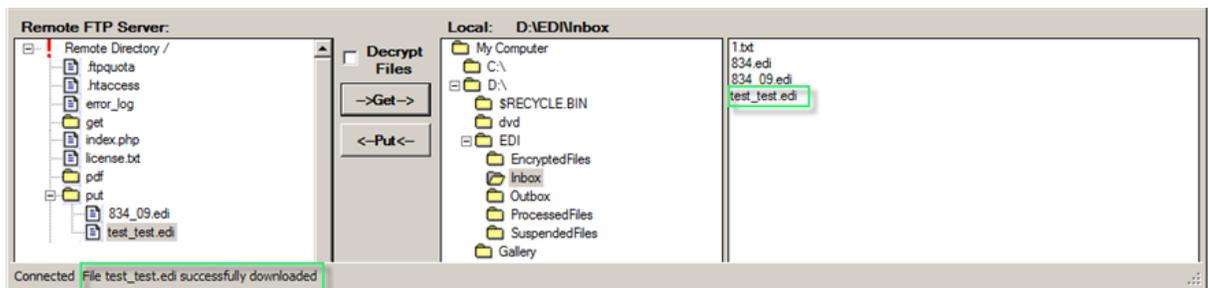

7.4.4 Creating a Trading Partner Automatically

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.
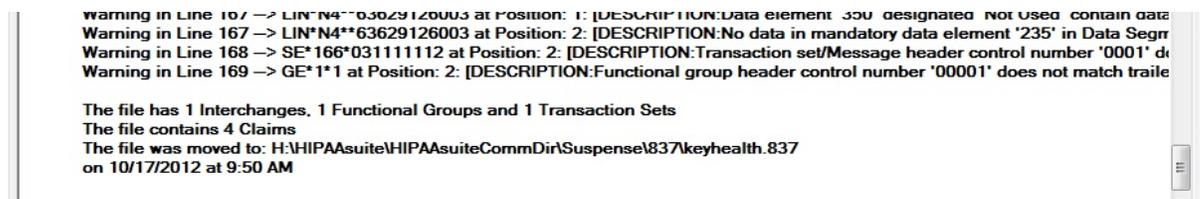

The "New Trading Partner" dialog box

If you abort the process, you still will get the EDI file analysis.
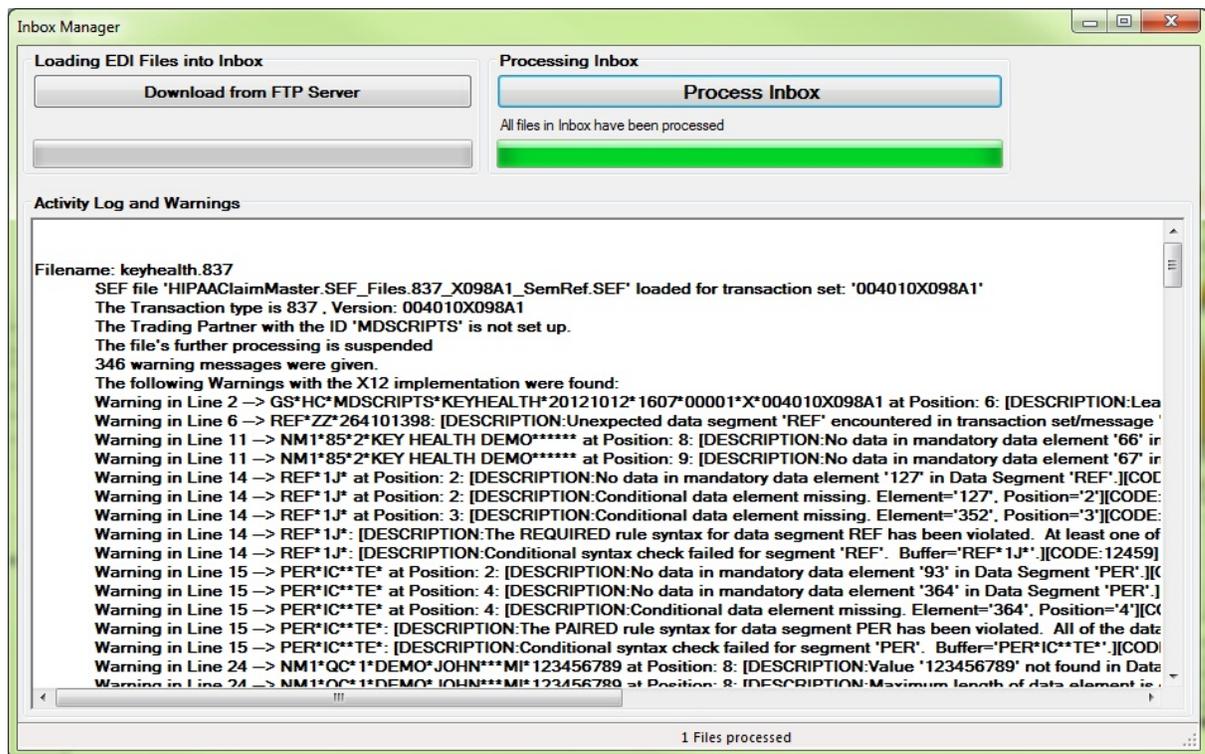
EDI compliance check results after further processing was aborted.

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

7.4.5 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

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.
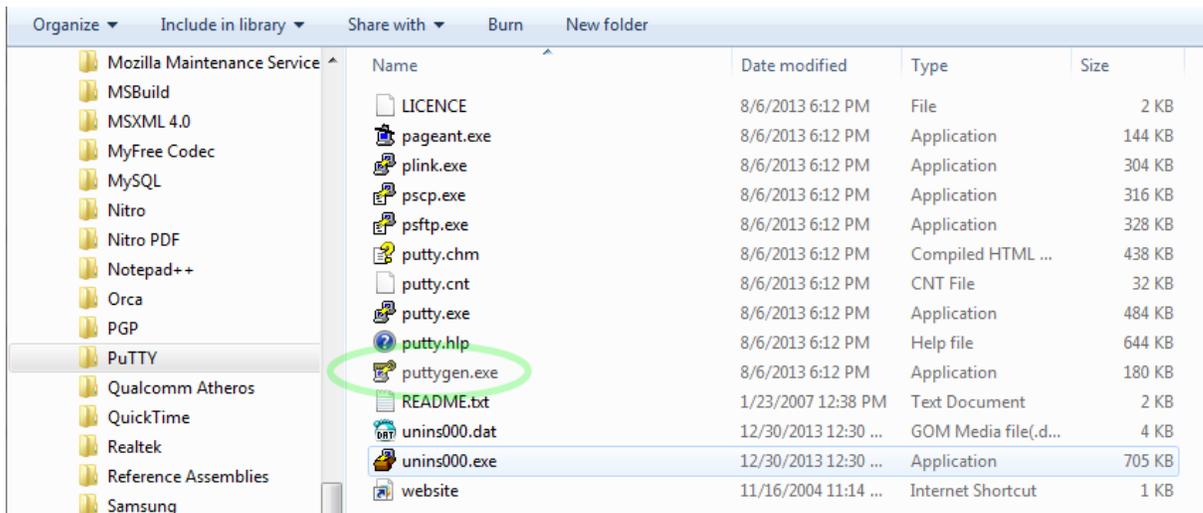

The programs and files that come with putty

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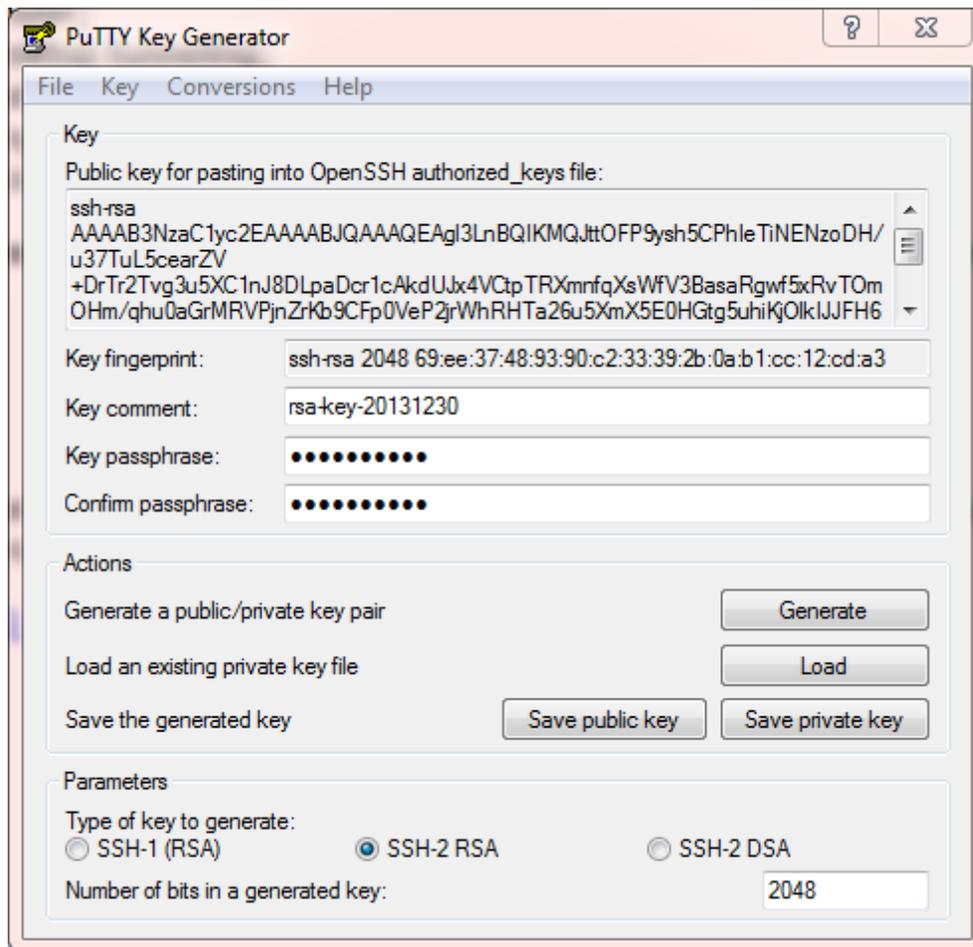
Creating a public /private key pair with puttygen

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
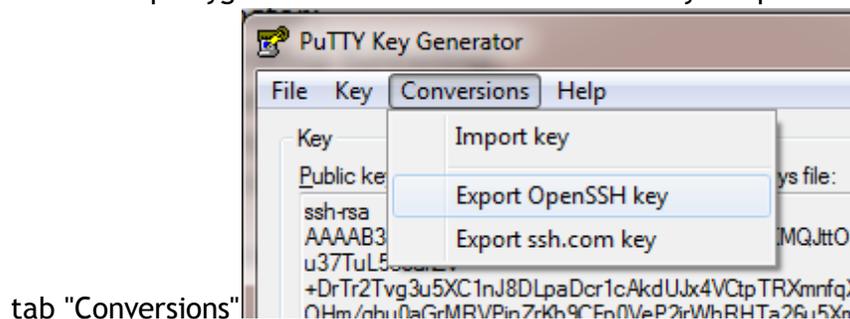
tab "Conversions"

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.

7.5 Using Encryption

7.5.1 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.
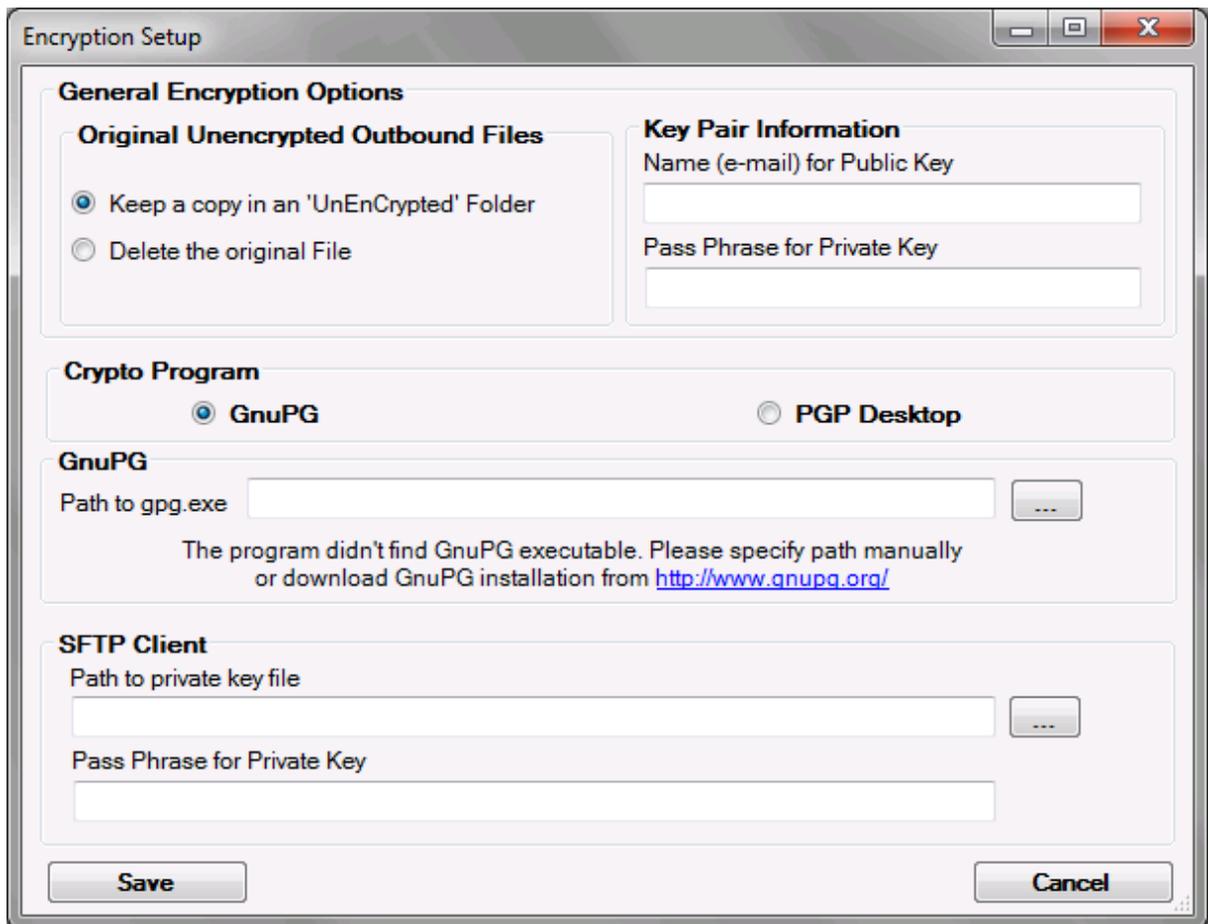
7.5.2 Setting up Encryption

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.
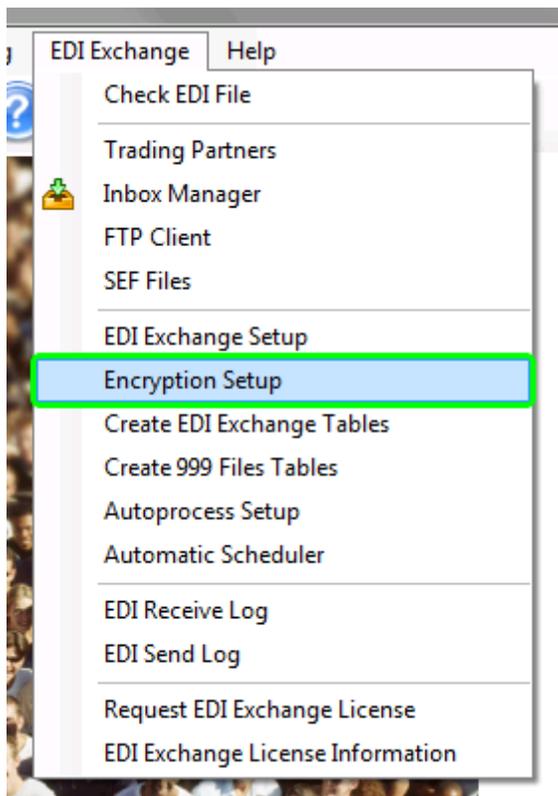
The encryption setup menu

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 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.
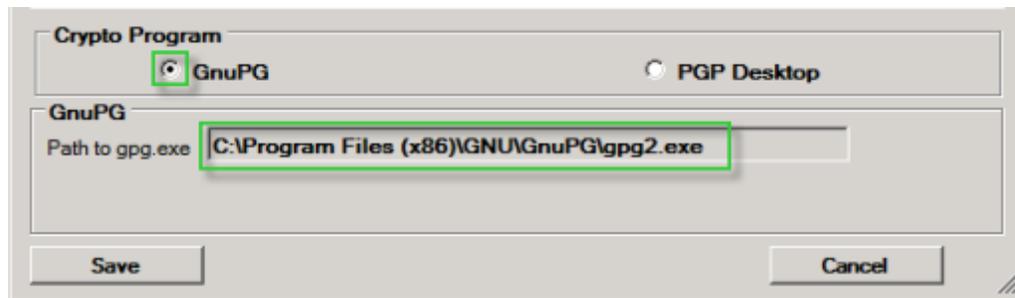

The configuration using GnuPG

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.
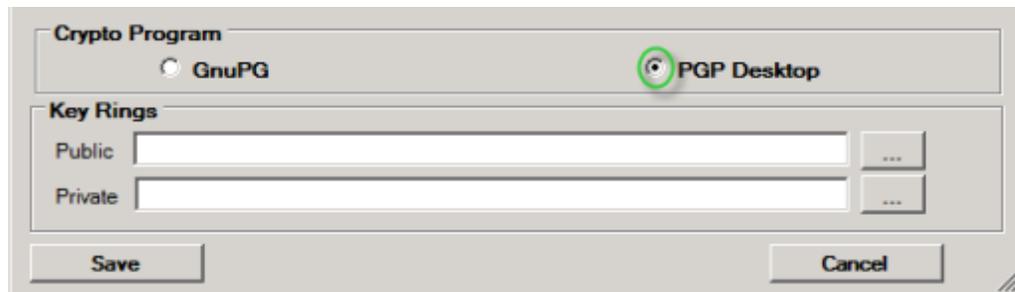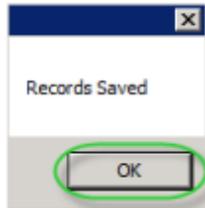

The configuration using PGP Desktop

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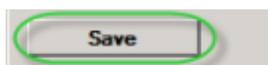
The "Save" button

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

Notification window

7.5.3 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:

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.

7.5.4   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 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.
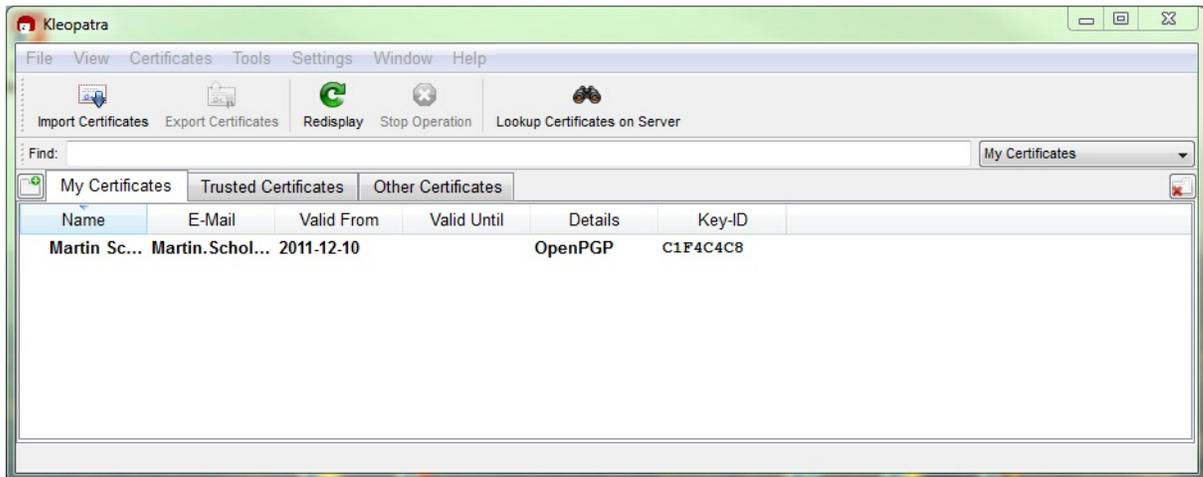
Kleopatra, a certificate manager for OpenPGP and X.509 (S/MIME) and common crypto dialogs

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.
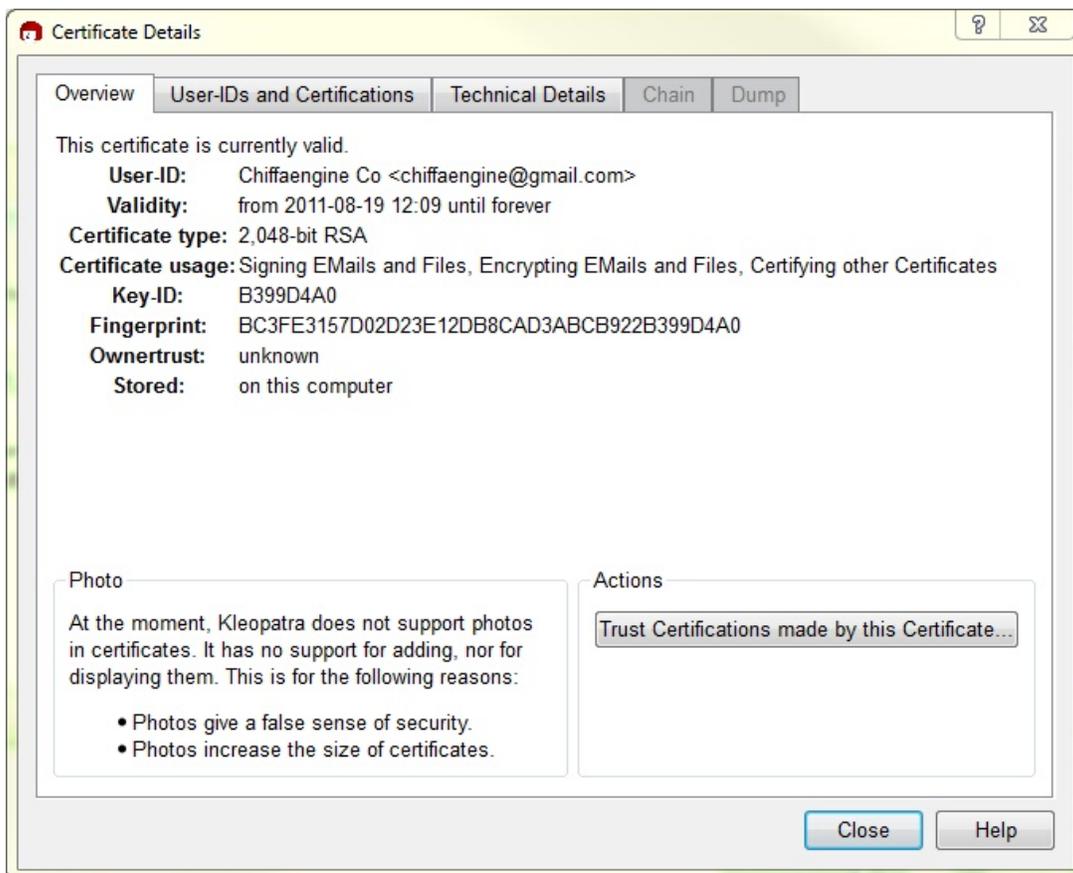

Certificate details with Kleopatra

## 7.6   Using EDI Exchange Features

7.6.1   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.
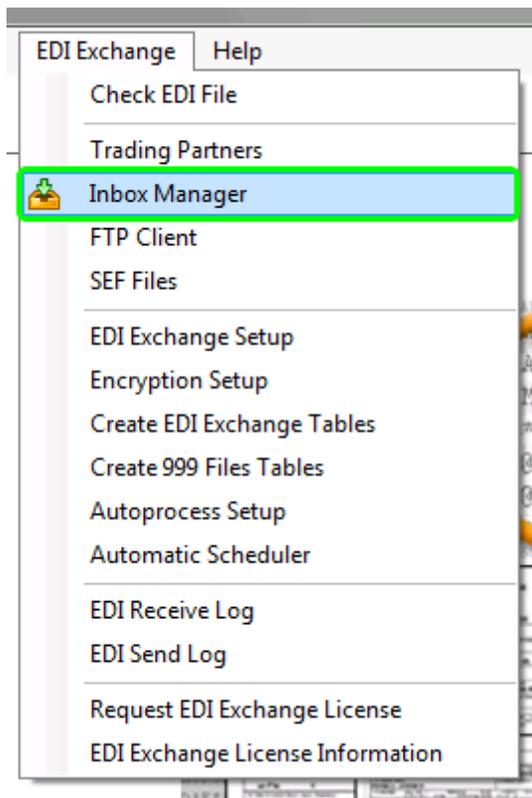
The "Inbox Manager" menu item

2. The following screen will come up.
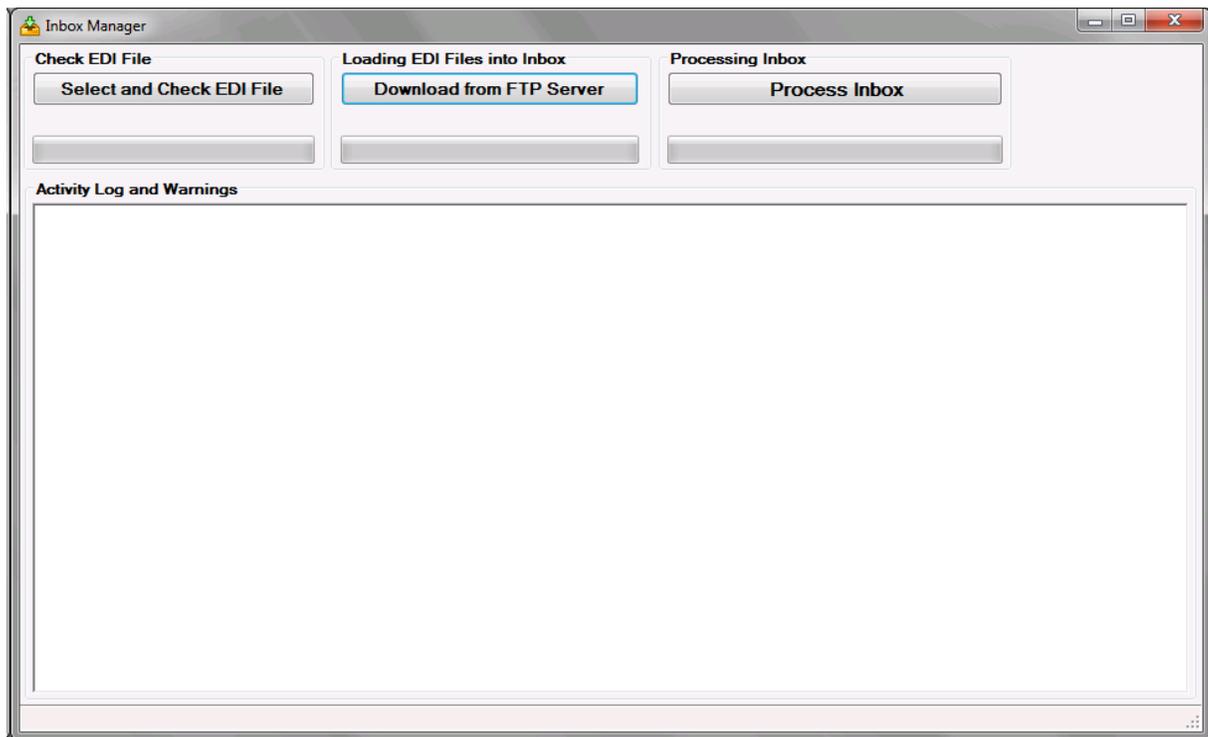
The "Inbox Manager" window

Read more in:

- [Downloading EDI Files From FTP Server](#)

- [Processing EDI Files](#)

- [Selecting and Checking EDI Files](#)

7.6.2 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.
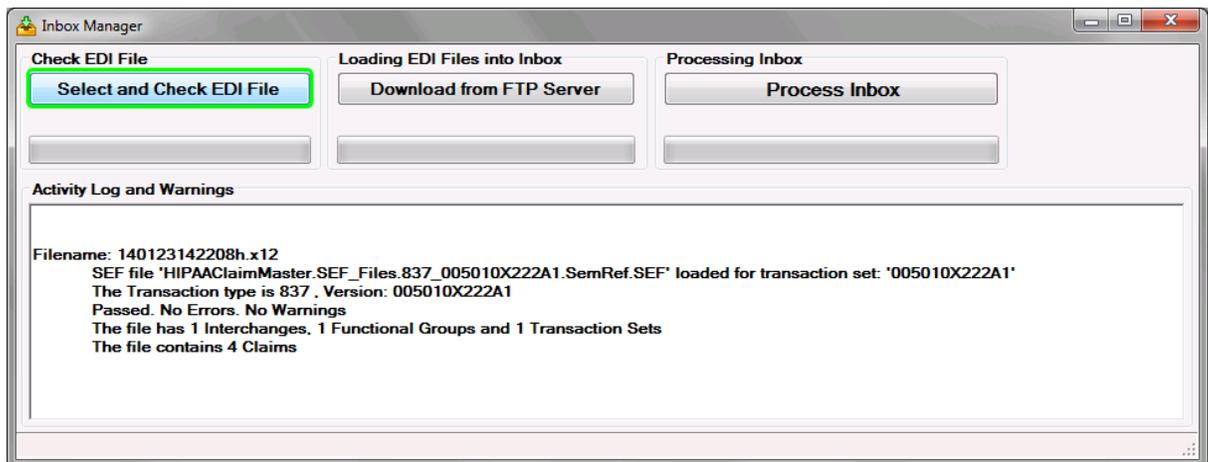
Follow the instructions below to check EDI files for compliance.

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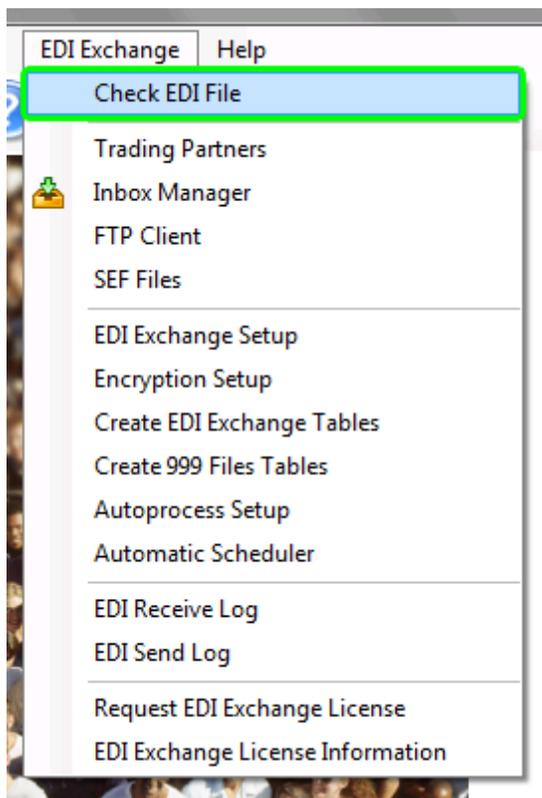
The "Check EDI File" menu item

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.
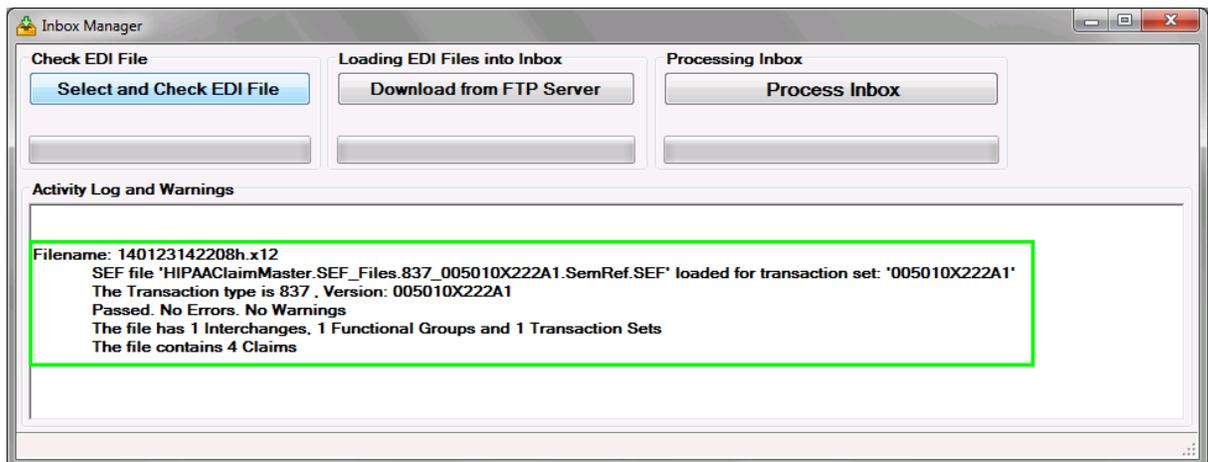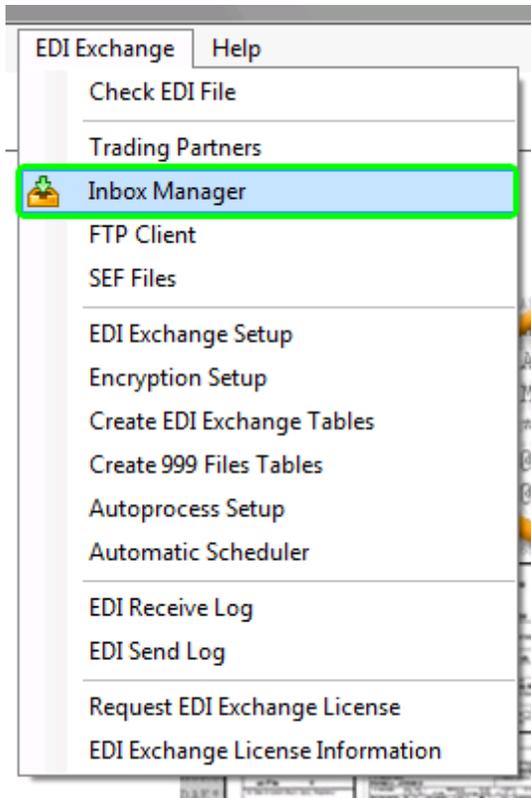

The "Activity Log and Warnings" area displaying log messages

7.6.3 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.
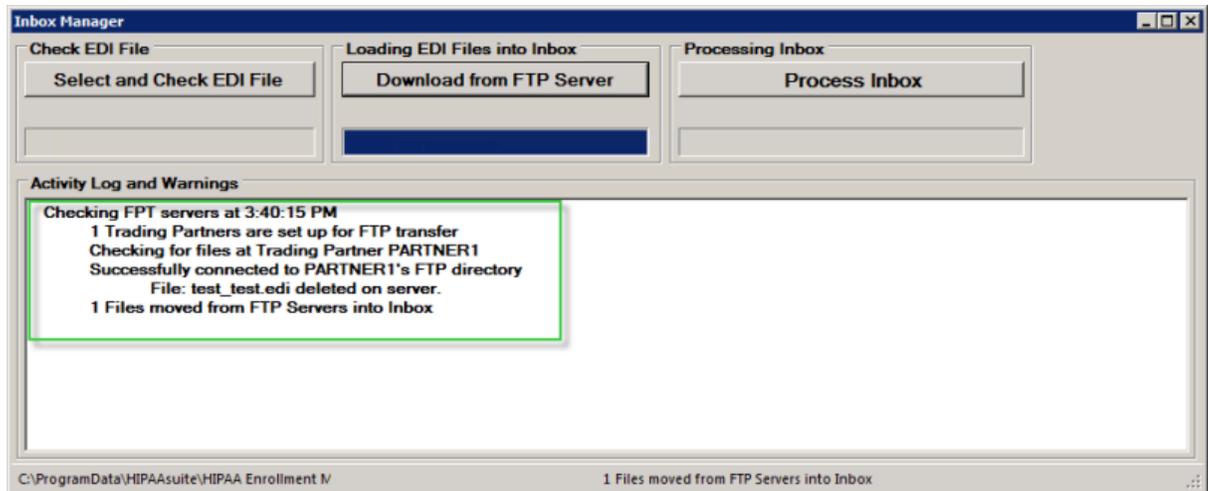

The "Inbox Manager" menu item

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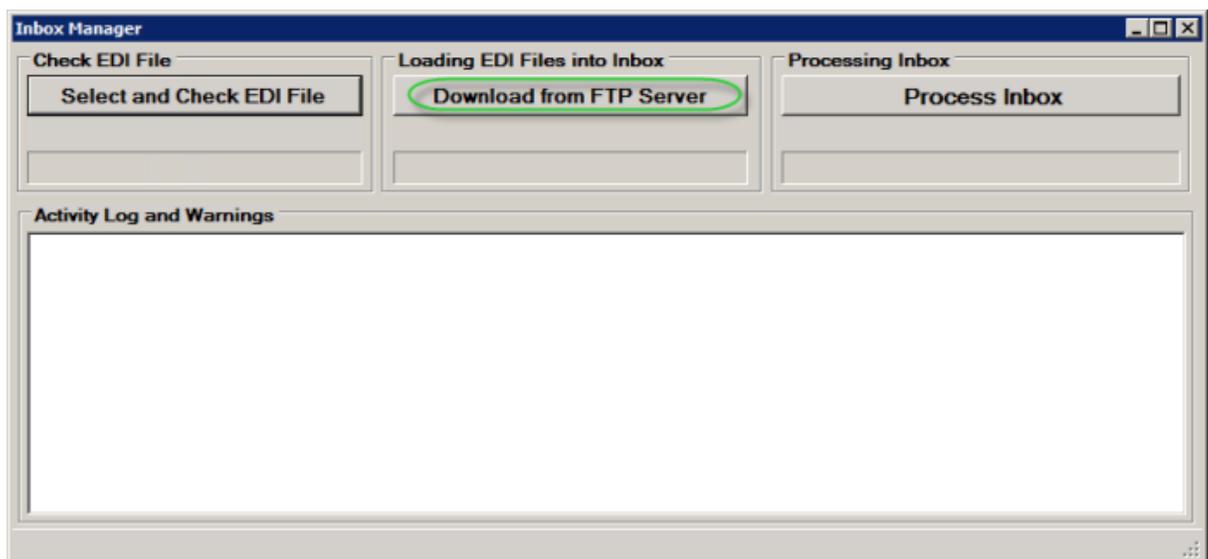
The "Download from FTP Server" button

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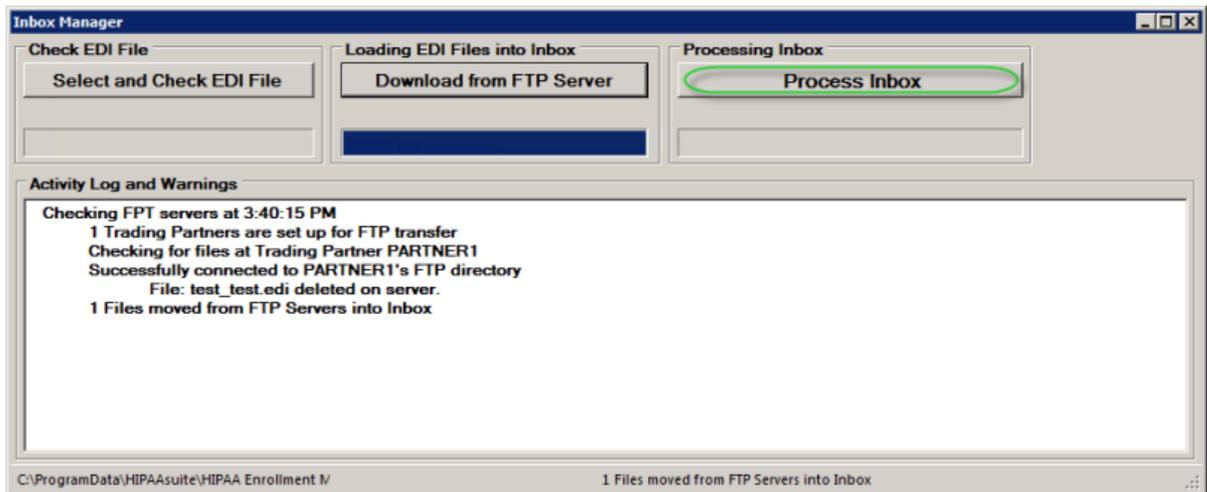

Activity Log and Warnings information

7.6.4 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

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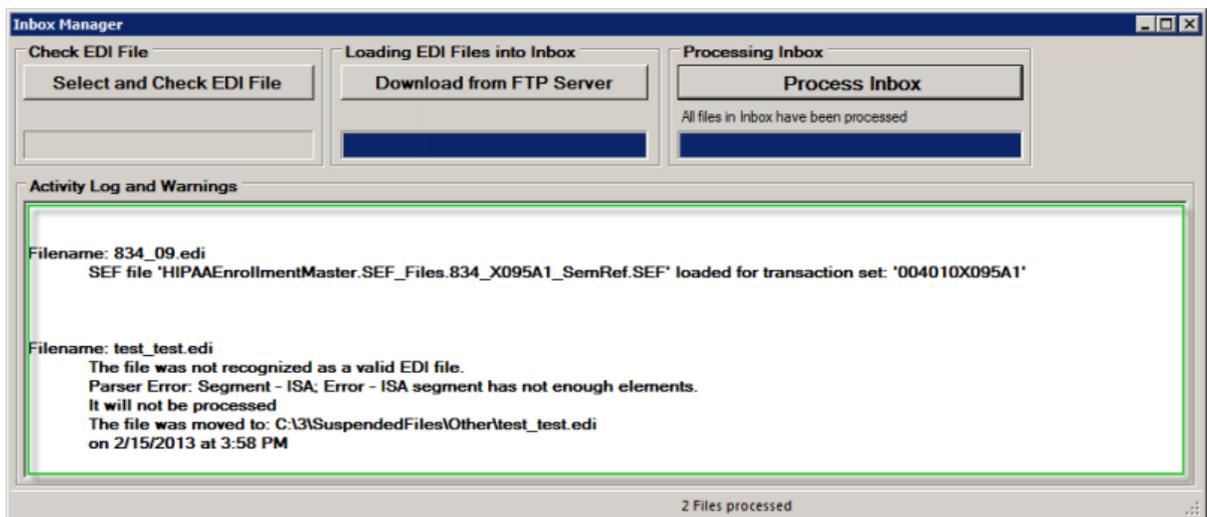
Activity Log and Warnings information

7.6.5   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.
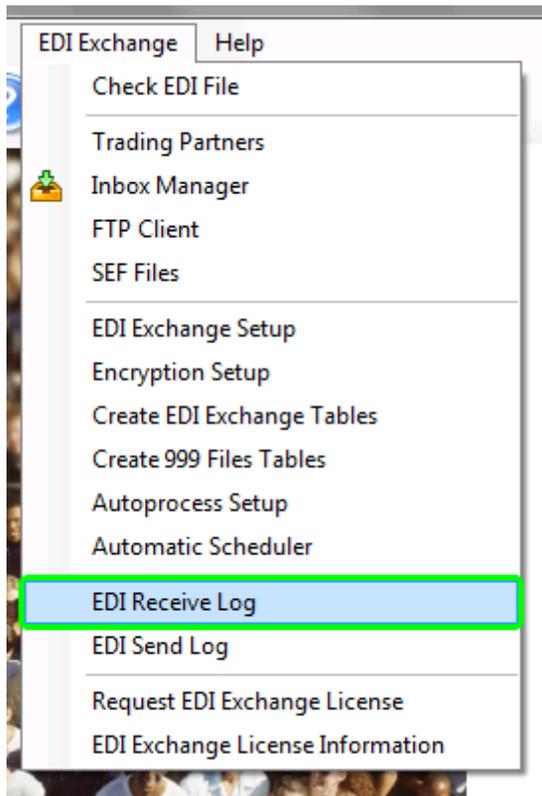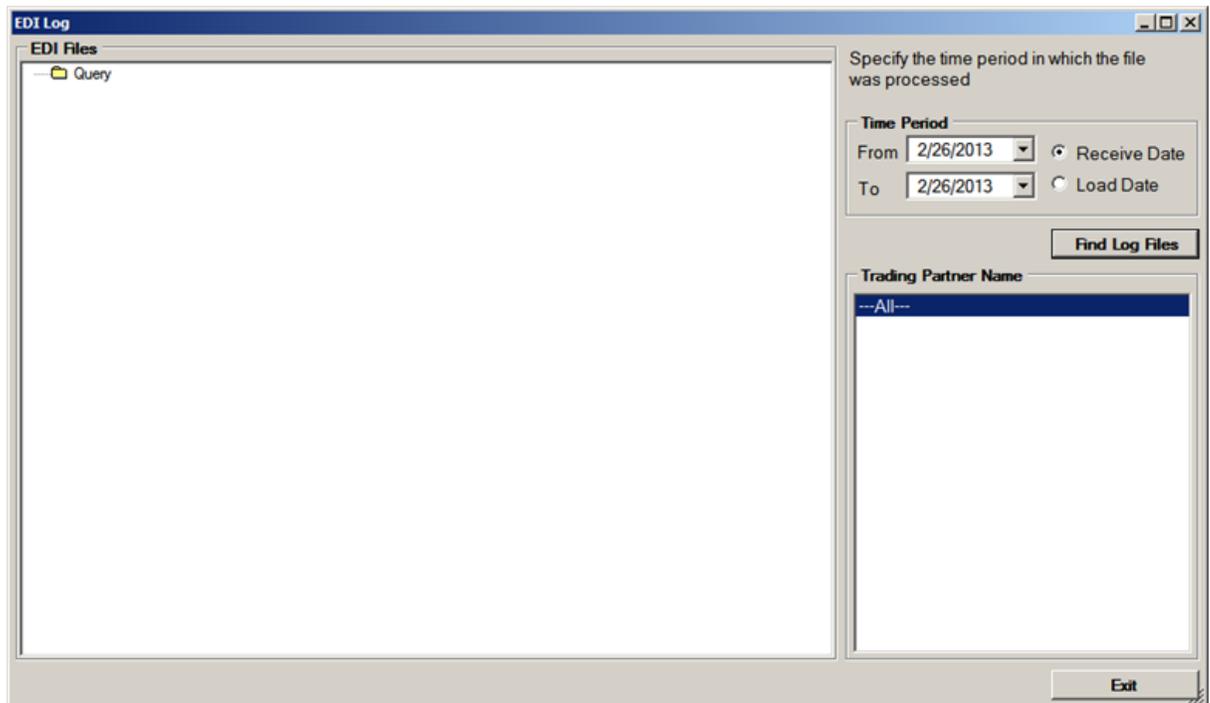
The menu for the EDI Receive Log

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.
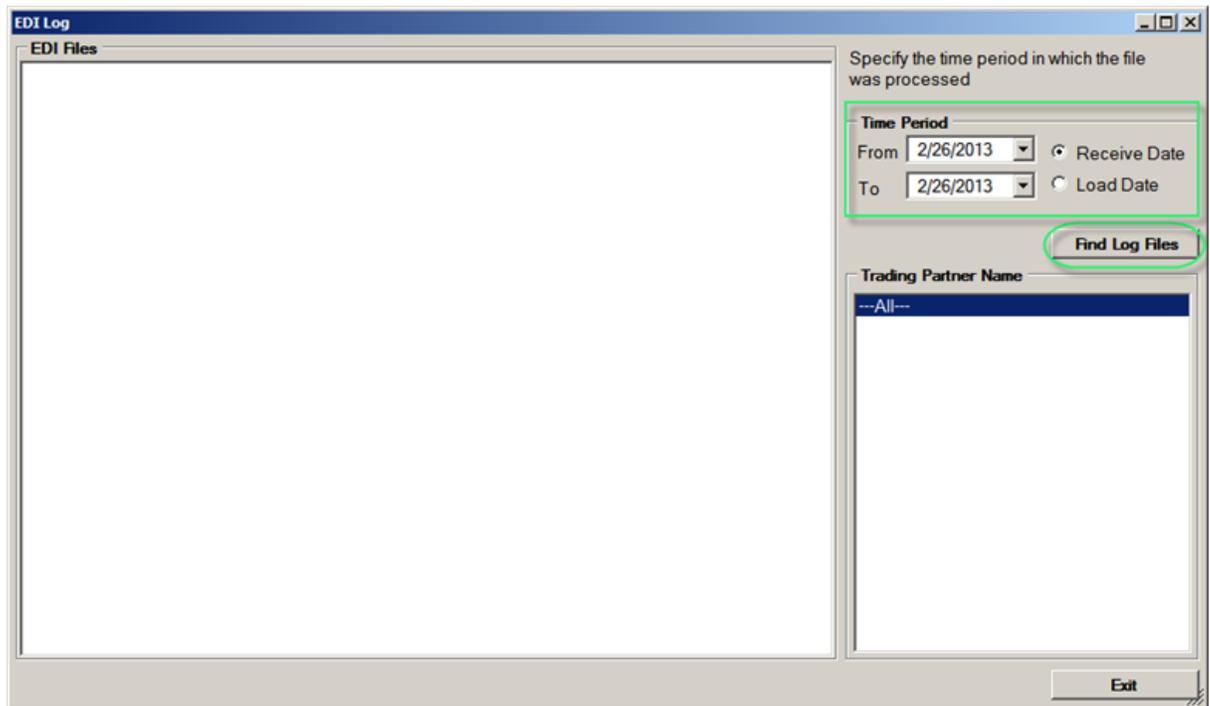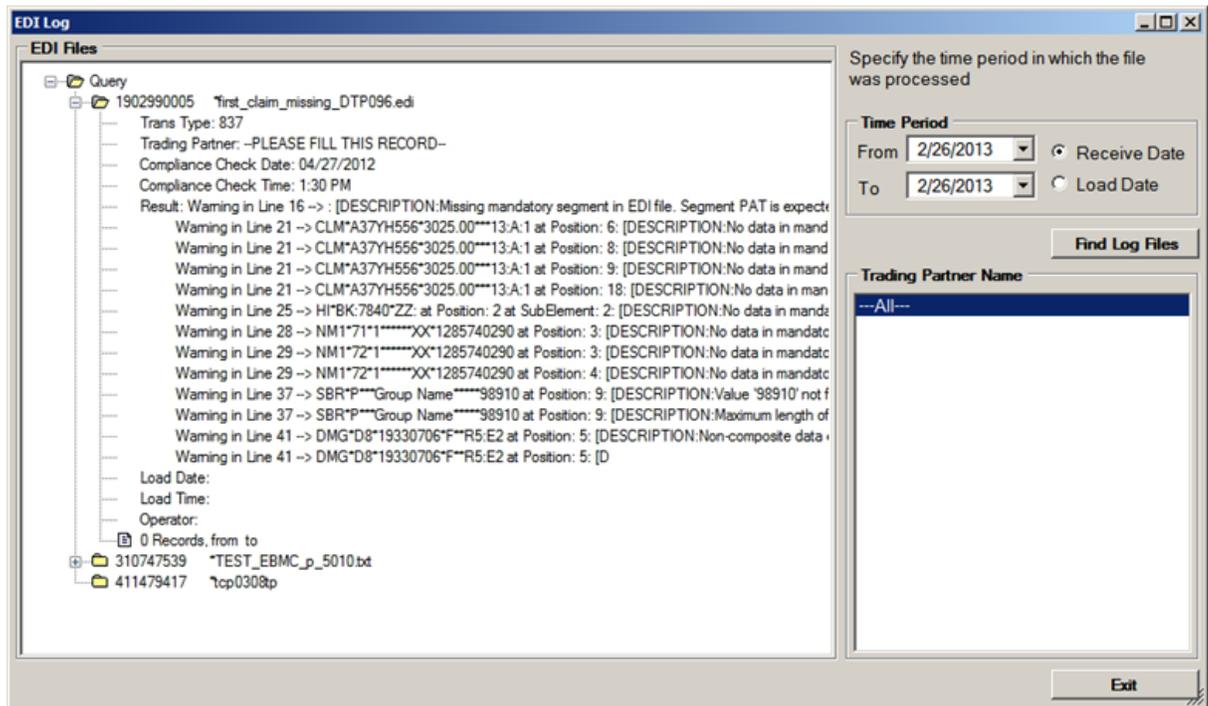
Specifying the time period

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.

Details of the EDI Receive Log

If the records have been exported to the database, you can see the time, date and record count.
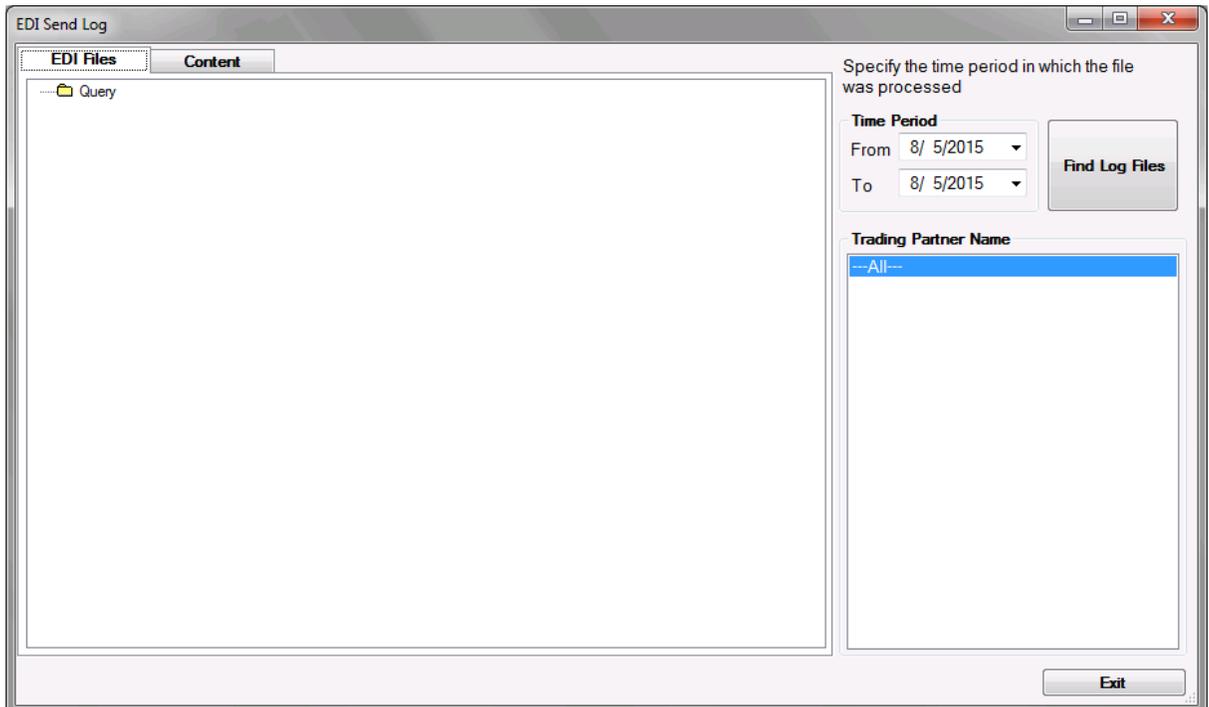
7.6.6 Accessing EDI Send Log

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.
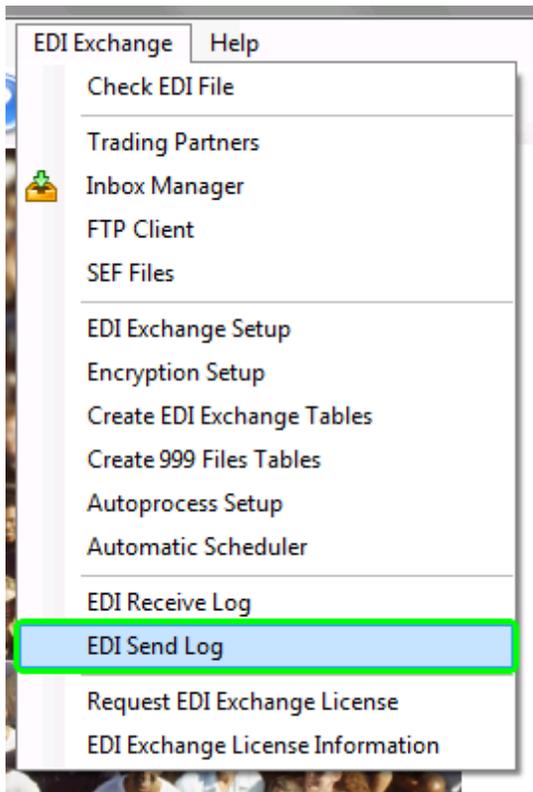
The "EDI Send Log" menu

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 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.

7.6.7   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.
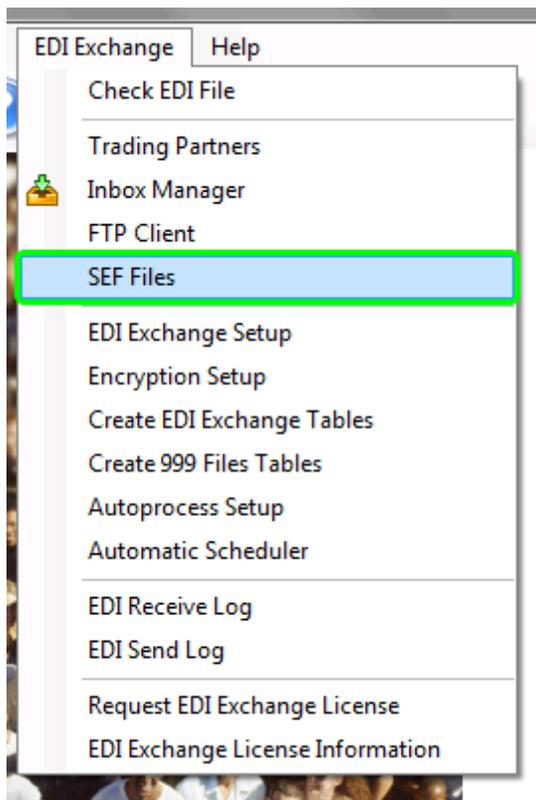
The "SEF Files" menu item

2. The "SEF Files" window will appear.
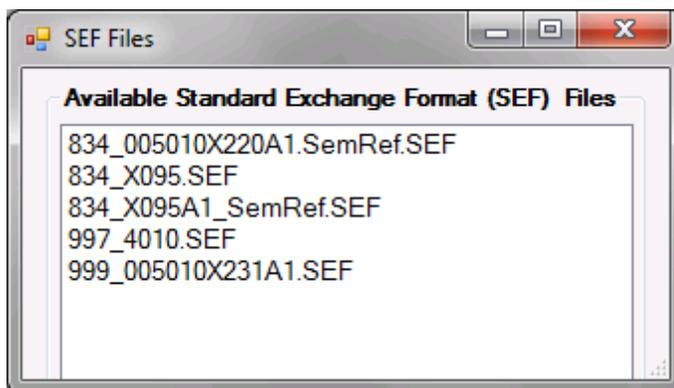

A list of SEF files

8   Bug Reporting and Program Update

8.1   Reporting an Issue

HIPAAsuite likes to make bug fixes fast and transparent. For this purpose we include n

Bug tracker with the HIPAA Eligibility Responder. 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.
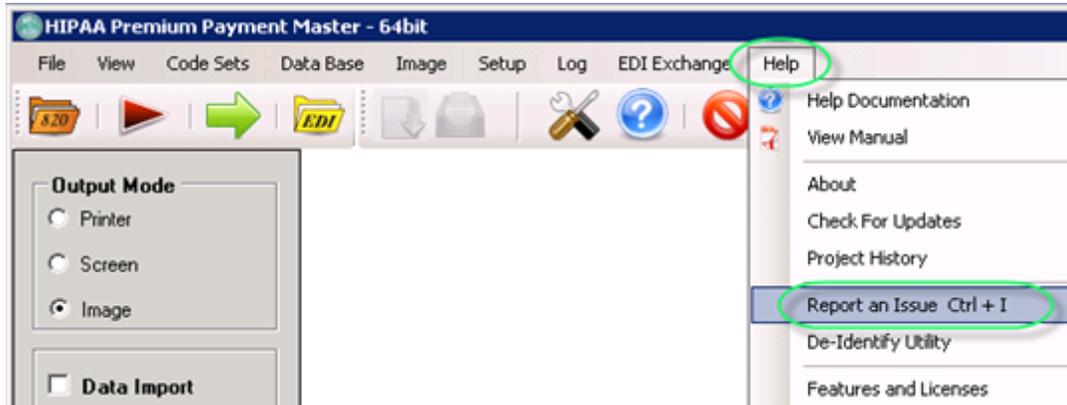

The "Report an Issue" menu

Alternatively, you can use the `ctrl + I` shortcut 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.
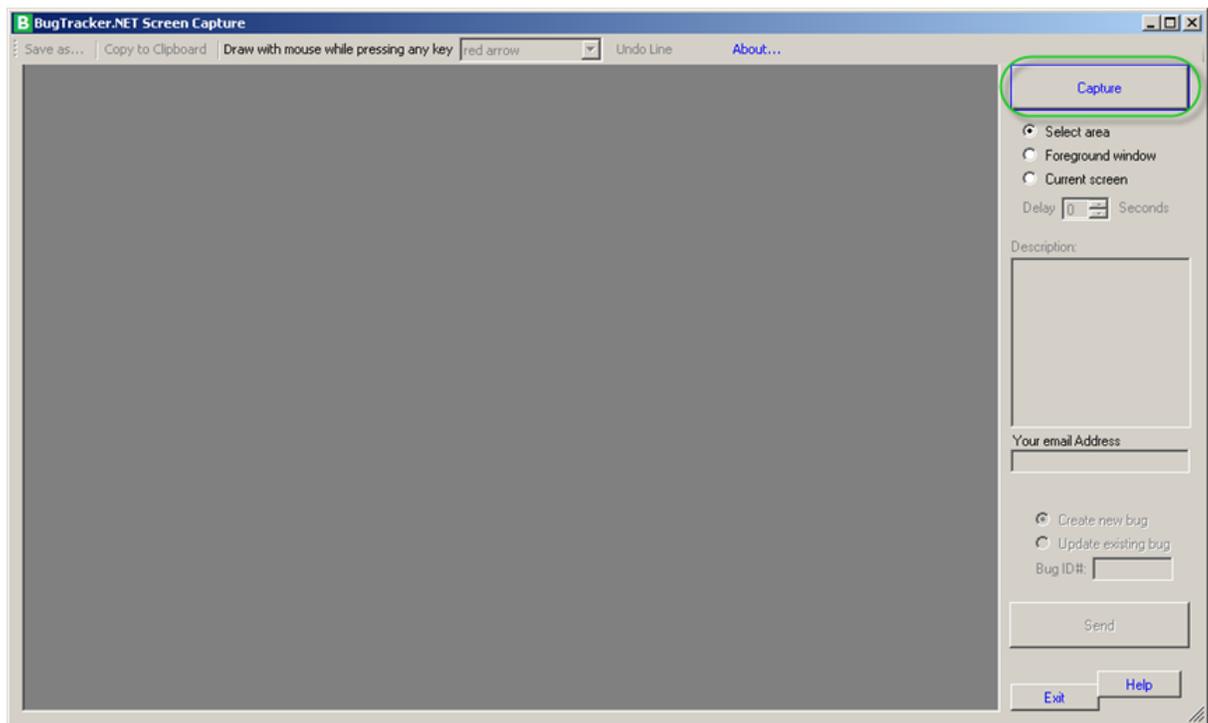
The "Capture" button

3. Using the mouse, select the area to make a screen-shot of and to attach to the bug report.
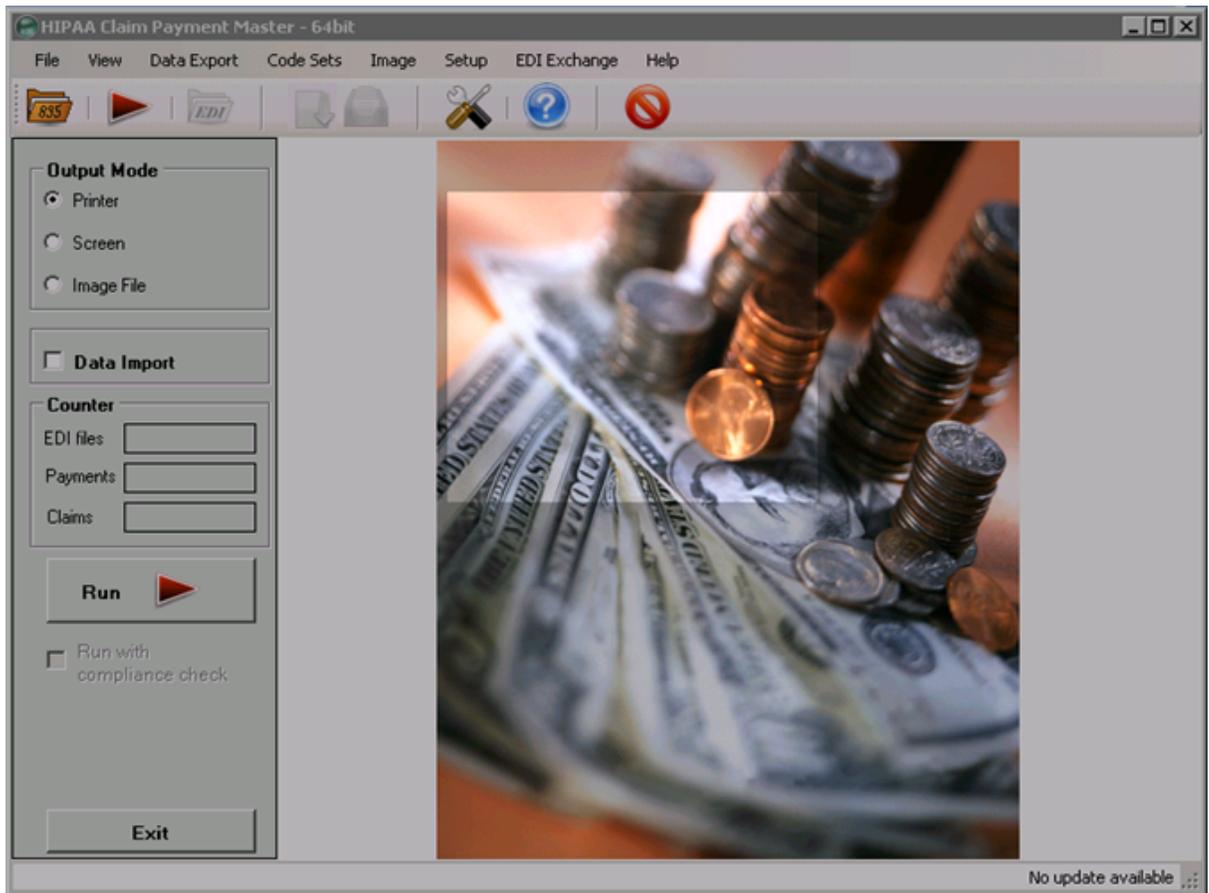
Selecting the area

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

You can enhance your screen shot 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.
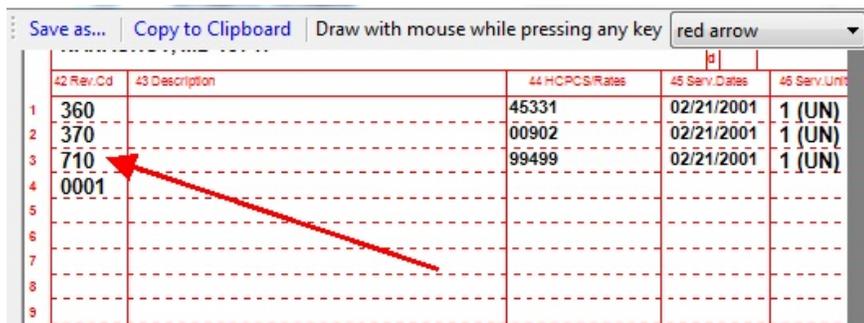
You can highlight sections as shown further.

High lighting a section

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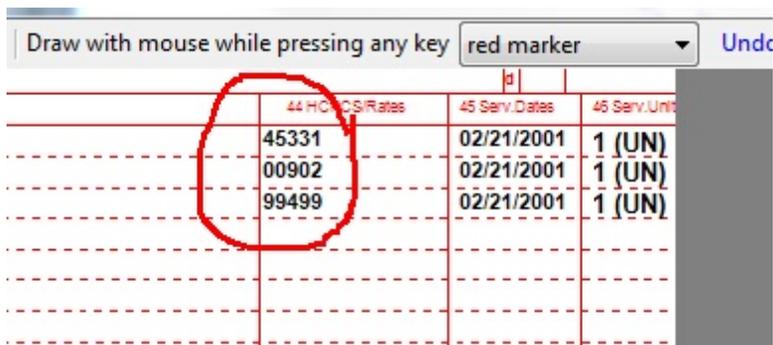
Circling a section

You can point arrows to pinpoint your concerns.

Drawing an arrow

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

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

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

8. Then click on "Send."

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

10. Then you will get updates on the issue by email.

8.2   Updating the Program

Tip: An alert on version update will be available at the bottom right end section of the application.

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."

Then you will need to re-certify the application.

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

Then the program will start downloading.
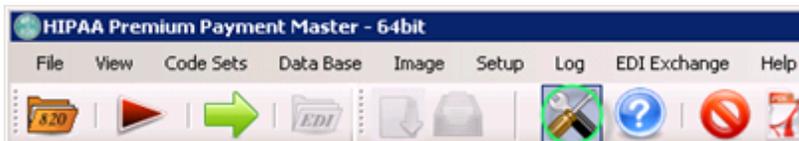
Then you will need to install the application.

Manual Updates

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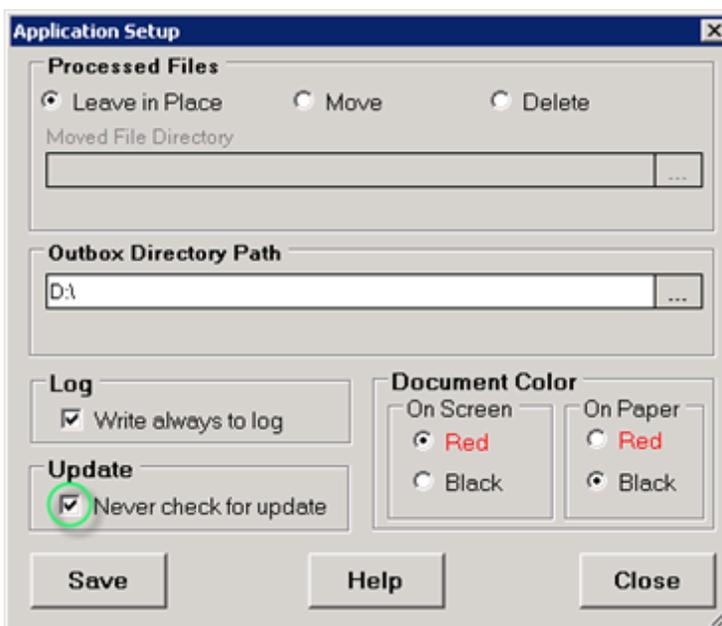

The "Application Setup" menu

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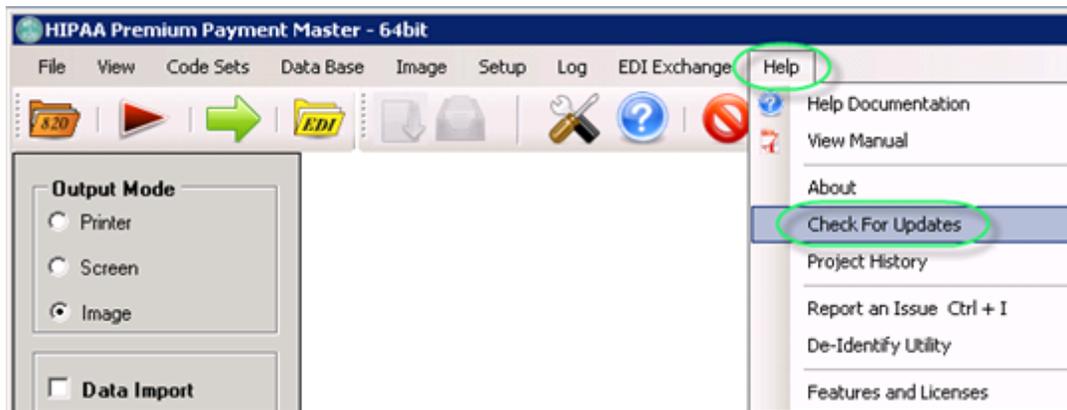

The "Setup" button

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

The "Options" window

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

The "Check for Updates" menu item