



Bureau of TennCare IS Policy Manual

Revised – 07/18/2012

Policy No: BTC-Pol-Enc-200711-001	
Subject: Encounter File Naming Standard	
Approval: Encounter Data Policy Workgroup	Date: 1/18/2008

PURPOSE OF POLICY STATEMENT: To clarify the Bureau of TennCare’s compliance expectations regarding the file naming standard for encounter claims.

POLICY: The Bureau of TennCare shall require the MCCs exclusively send TennCare Encounter files that follow the naming standards detailed below. Files that do not follow this standard will not be acquired by the scripts on the SFTP server.

CTYP | MCC | YYMMDD | YYMMDD | A | T | SS

CTYP = Claim Type: i837, p837, d837, CLME

MCC = Managed Care Contractor assigned three digit number; ex. 002, 031

YYMMDD = 2 digit year, 2 digit month, and 2 digit day of the beginning payment cycle date

YYMMDD = 2 digit year, 2 digit month, and 2 digit day of the ending payment cycle date

A = Letter of file sent; ex. a = 1st file; b = 2nd file of same type on the same day, etc.

T = File type; ex. n = New (aka Original); r = Replacement; f = Data Fix; v = Void; e = Edifecs; s = Supplemental Information

SS = Sequence number of file submission which represents the number of times the given file was submitted until it was accepted; ex. 01, 02, 03, etc.

Once a file has been correctly named and before it is uploaded to the SFTP server in the folder named MCCXXX/X12N/encounter/in, the file must be zipped and contain a “.zip” extension.

The automated scripts at TennCare will only pickup files that are named with a “.zip” extension. The internal file name in the header within the zip archive should match the external file name with an extension of .txt or .dat.

Examples of the file structure are detailed below.

File Details	File Name
Base File	p837070071019071026an01
Base File	p837070071019071026bn01
Resubmission of Non-Compliant bn01 file	p837070071019071026bn02
Resubmission of Non-Compliant an01 file	p837070071019071026an02
Resubmission of Non-Compliant an02 file	p837070071019071026an03
Replacement of rejected an03 file	p837070071019071026ar04
Void File	p8370701201131120228av01
Fix File	p837070120331120401af01

Justification for naming standard

By listing the date of begin and end payment cycle dates, users can quickly see from the file name what dates the Encounters were paid by the MCC. Additionally, by the use of alpha characters to represent the existence of multiple files of the same claim type sent for the same payment cycle date, it is easy to see when there is more than one file for the same payment cycle. By the use of the file type, there is no guessing about whether the file is an original or replacement. Lastly, the sequence number clearly indicates how many times the file was submitted before it was accepted/finalized.

Usage Clarification

1. All characters in filenames are lowercase except for "CLME".
2. The beginning payment date is the oldest payment date for any claim within the file.
3. The ending payment date is the newest payment date for any claim within the file.
4. The date ranges on a file are not intended to have intelligence beyond the first and last payment dates of a claim within a file and should be the same for a file that contains only 1 payment date.
5. File type "n" is for new transaction base files that have not been processed past TennCare's translation step. A transaction file that fails compliancy maintains an "n". Submissions start with a sequence number of 01 and roll upward for each subsequent submission of the same transaction file.
6. File type "r" is for replacement (old) transaction base files that were previously an "n" that have been rejected by TennCare. Submissions start with a sequence number 1 higher than the last submission under file type "n" for the given transaction set and roll upward by 1 for each subsequent submission.

BTC-Pol-Enc-200711-001

7. File type "v" is for files that contain only void records. A rejected or non-compliant void file maintains the "v" file type and its sequence number is rolled upward by 1 for each subsequent submission.
8. File type "f" is for files that contain data fixes requested by TennCare or identified by the MCC and agreed upon by TennCare. A rejected or non-compliant fix file maintains the "f" file type and its sequence number is rolled upward by 1 for each subsequent submission.
9. File type "e" is for files that contain data fixes as a result of Edifecs processing. A rejected or non-compliant Edifecs fix file maintains the "e" file type and its sequence number is rolled upward by 1 for each subsequent submission. Base Edifecs rejected transaction sets that require more than one Edifecs transaction set to resolve should utilize multiple send letters starting with "a"
10. File type "s" is for supplemental information files that supplement an established base file(s). These files may include groups of special claims or adjustments to a base file that do not fit into one of the above categories. A rejected or non-compliant supplemental file maintains the "s" file type and its sequence number is rolled upward by 1 for each subsequent submission.

POLICY EXCEPTIONS:

N/A

REFERENCE DOCUMENTS:

TennCare 5010 Front Matter

OFFICES OF PRIMARY RESPONSIBILITY:

Information Systems
Contract Compliance Unit