Pennsylvania PROMIS*e*™ Companion Guide

NCPDP Batch 1.2

September 2010   Version 1.0

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Overview

This Companion Guide contains detailed instructions for preparing NCPDP batch transaction records that can be submitted to PROMIS*e*™ in the NCPDP format. Please disregard any instructions that do not pertain to the services for which you are submitting.

Submitters (individual providers, billing services, software vendors, and managed care organizations) must complete a certification process in order to submit transactions to PROMIS*e*™ for production processing. The certification process consists of the submission of test claims to verify that all transactions are HIPAA compliant and conform to PROMIS*e*™. To initiate the certification process, see the certification registration process on the DPW web site at   http://www.dpw.state.pa.us/PartnersProviders/PROMISe/   or contact the HP Enterprise Services Provider Assistance Center at 800-248-2152.

This Companion Guide was developed to communicate the Pennsylvania Medical Assistance-specific information to process NCPDP transactions in a batch mode via a Bulletin Board System (BBS). All fields listed in the NCPDP Version 1.2 guide will be accepted, but only those fields pertinent to transaction processing will be used. Refer to the *NCPDP Batch Standard Batch Implementation Guide Version 1 Release 2* for further information on the various fields allowed.

This guide should be reviewed in conjunction with the following documents:

- Official Release of the *NCPDP Version 1 Release 2 Batch Standard Batch Implementation Guide (*January 2006*)*
- Pennsylvania Medical Assistance *NCPDP Version D.0 Companion Guide*
- Bulletin Board System User's Guide

The NCPDP Implementation Guide can be obtained from:

National Council for Prescription Drug Programs
9240 E. Raintree Drive
Scottsdale, Arizona 85260-7519

Phone: (480) 477-1000
Fax: (480) 767-1042
Email: NCPDP@NCPDP.ORG
Web: www.ncpdp.org

Revisions to the Companion Guide

To aid the provider community in organizing these Companion Guides and the revisions that may occur, this document will have a revision schedule and notification process.

The initial release of this Companion Guide was September 2010. The first release reflected all the known information as of that date. However, as the implementation phases of PROMIS*e*™ progress, updates and releases of new information may be forthcoming.

Revision Process:

For each new release of this Companion Guide, the information that has been changed since the previous version will be located in that specific section of the guide. If a revision is made to a data element, it will be detailed in the Revisions Description(s) section for that specific element. DPW will clearly define the change that was made so that it can be integrated into your process.

Accessing The Batch Bulletin Board System (BBS)

For detailed instructions regarding accessing the BBS, uploading batch files, and receiving upload confirmation messages, refer to the Bulletin Board System User's Guide.

Note: Managed care organizations (MCOs) do not use the BBS, and should therefore not refer to the Bulletin Board System User's Guide.

Batch File Information

Batch files sent by Fee-for-Service providers can be transmitted to the BBS 24 hours per day, 7 days per week, and will be processed when they are received. Batch files sent by MCOs for encounter transaction processing may be submitted only on the day on which they are scheduled to submit batch files.

Occasionally, scheduled downtime for implementations and system upgrades will prevent the batch response files submitted by fee-for-service providers from being processed upon receipt. When possible, a broadcast message will be placed on the bulletin board one or two weeks in advance to alert fee-for-service providers so that they can plan accordingly.

The batch specifications contained in this document include the header, trailer, and data file record layouts. Batch files should contain one header record, one trailer record, and a maximum of 10,000 data file records if submitted for fee-for-service transactions, and a maximum of 100,000 data file records if submitted for encounter transactions. Batch files should have a creation date in the batch header that is valid and less than 30 days old from the submission date of the file.

Values in the header and trailer will be edited to verify that they contain appropriate values. Most of the header and trailer edits will be fatal edits, meaning that the file will not be accepted by the BBS if the file fails to pass these edits.

Batch File Specifications

Batch Submission Transaction Header Record

Field Number	ID	Field Name	Format	Size	Values/Comments
880	K1	Sender ID	A/N	24	Fee-for-Service Claims: Positions 1- 9 contain the BBS ID assigned by HP Enterprise Services. Positions 10 – 18 contain the nine-digit PROMIS*e*™ MPI number assigned by DPW, followed by the four-digit Service Location Code in positions 19 – 22. Encounter Claims: Positions 1- 9 contain the BBS ID assigned by HP Enterprise Services. Positions 10 – 18 contain the managed care organization (MCO) nine-digit PROMIS*e*™ MPI number assigned by DPW, followed by the four-digit Service Location Code in positions 19 – 22..
880	K7	Receiver ID	A/N	24	600760.
Revision(s) Description:					