



Companion Guide

to the

Benefit Enrollment and Maintenance (834) X12n/005010x220a1
Technical Report (Tr3)

Document history

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May 2003	1.0	Creation date
September 2003	1.1	Contact information
September 2003	1.2	Addenda
November 2012	1.3	Creating one document for 4010 and 5010
January 2013	1.4	Acknowledgement Update
June 2017	1.5	Updated Fallon Health EDI system Maintenance information
May 2018	1.6	Updated Fallon Health EDI system Maintenance information

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Introduction

The Health Insurance Portability and Accountability Act – Administration Simplification (HIPAA-AS) requires that Fallon Health and all other covered entities comply with the electronic data interchange standards for health care as established by the Secretary of Health and Human Services. The department of Health and Human Services (HHS) released the Final Rule adopting the updated versions of the standards under the Health Insurance Portability and Accountability Act (HIPAA). This rule updates the mandated X12 transactions to version 005010 with a compliance date of January 1, 2012. The 5010 Technical Report Type 3s (TR3s) for each transaction can be downloaded for a fee from the WPC Web site, www.wpc-edi.com/.

Although the TR3s contain requirements for use of specific segments and data elements within the segments, the reports were for use by all health benefit payors. This document has been prepared as an Fallon-specific companion document to the TR3s to clarify when conditional data elements and segments must be used for Fallon reporting, and to identify those codes and data elements that do not apply to Fallon.

This companion guide document supplements, but does not contradict, any requirements in the 834 version 5010 TR3.

The intended audience for this document is the technical area that is responsible for submitting electronic enrollment transactions to Fallon. In addition, this information should be communicated and coordinated with the employer groups responsible for maintaining this information.

Confidentiality, privacy and security

Maintaining the confidentiality of personal health information has been, and continues to be, one of Fallon Health's guiding principles. Fallon has a strict confidentiality policy with regard to safeguarding patient, employee and health plan information. All staff is required to be familiar with, and comply with Fallon policy on the confidentiality of member personal and clinical information to ensure that all member information is treated in a confidential and respectful manner. The policy permits use or disclosure of members' medical or personal information only as necessary to conduct required business, care management, approved research or quality assurance or measurement activities, or when authorized to do so by a member or as required by law.

In order to comply with our own internal policies and the provisions of the Health Insurance Portability and Accountability Act, 1996 (HIPAA), Fallon has outlined specific requirements applicable to the electronic exchange of protected health information (PHI) including provisions for:

- maintaining confidentiality of protected information
- confidentiality safeguards
- security standards
- return or destruction of protected information
- compliance with state and federal regulatory and statutory requirements
- required disclosure
- use of business associates

Implementing EDI transactions with Fallon

Contact an EDI coordinator at:

Fallon Health: 1-866-275-3247, option 6, or e-mail edi.coordinator@fallonhealth.org

Trading partners who want to exchange electronic transactions with Fallon should call or e-mail the contact above, and the necessary information for implementation will be provided. An enrollment packet can be obtained in PDF format from the Fallon Web site at fallonhealth.org.

Trading partner set-up

There are many data elements in the ISA segment that are used for processing control purposes. For example, the ISA segment contains data elements such as authorization information, security information, sender identification and receiver identification that can be used for control purposes. These data elements are agreed-upon by the trading partners prior to exchange of electronic information. Fallon-specific requirements are defined in subsequent sections of this document.

Testing

All trading partners are required to test the exchange of electronic transactions with Fallon prior to the exchange of production files with live data.

Fallon will assign two usernames and passwords: one for testing and another for production. The production username and password will be assigned upon successful completion of simulation testing.

All test files will be processed at time of receipt and feedback to the employer group will occur within five business days. Preliminary test files should contain at least 25 enrollment transactions and no more than 50.

Fallon requires the following naming convention for all test files submitted: XXMMDDVT.834 (eight character maximum). The first 2 letters are used to identify trading partner, then 2 digit month, 2 digit day, version number, and test file indicator. If multiple files are to be sent on the same day, then version numbers would need to be sent as part of the file naming convention.

The test indicator is crucial to the entry of the file into the test environment.

Changes and “verify” (audit) transactions must be sent in separate files.

Production

At the completion of successful simulation testing, trading partners will be given a production username and password, as well as a date to begin the exchange of compliant production transaction files.

Fallon requires the following naming convention for all production files submitted: XXMMDDV1.834 (eight character maximum). The first 2 letters are used to identify trading partner, then 2 digit month, 2 digit day, version number, and production file indicator. If multiple files are to be sent on the same day, then version numbers would need to be sent as part of the file naming convention.

The production indicator is crucial to the entry of the file into the test environment.

Maintenance

Routine downtime is scheduled weekly from 6 p.m. to 11 p.m. on Thursdays and 7 a.m. to 11 a.m. on Sundays to support maintenance and enhancements for all EDI transactions. Non-routine downtime will be communicated via email at least one week in advance. Emergency unscheduled downtime will be communicated to trading partners via email within one hour following the determination that emergency downtime is needed.

Acknowledgement

TA1 interchange acknowledgement

Fallon will generate a TA1 acknowledgement if the trading partner requests it by submitting a **1** in the ISA14. If a trading partner does not want a TA1 acknowledgement, a **0** should be submitted in the ISA14.

999 implementation acknowledgement

Fallon will generate 999 acknowledgements for all trading partners. It is the trading partner's responsibility to retrieve and review the 999 to determine if Fallon accepted or rejected the file in its entirety.

Specific data requirements for Fallon

General

The purpose of this section is to clarify when data elements and segments must be used for Fallon Health. The following information is designed to help you complete the 834 transactions. If you follow these guidelines, we will be better able to process your enrollment transactions accurately and efficiently.

Fallon requires the following terminators:

Segment Terminator (ASCII Value 126) ~
Element Terminator (ASCII Value 42) *
Sub-element Terminator (ASCII Value 62) >

BOLD indicates value should be submitted as shown. All fields in the ISA are required and fixed length and should be blank filled if field value is not at the requested length.

Seg ID	Segment description	Loop ID	Seg Req	Valid values	Fallon specific requirements
ISA	Interchange Control Header		R		
	ISA01-Auth Info Qualifier		R	00/03	00
	ISA02-Auth Information		R		Blank fill
	ISA03-Security Info Qual		R	00/01	00
	ISA04-Security Information		R		Blank fill
	ISA05-Interchange ID Qual		R		ZZ
	ISA06-Interchange Sender ID		R	<Sender ID>	Trading Partner Name
	ISA07-Interchange ID Qual		R		ZZ
	ISA08-Interchange Receiver ID		R	<Receiver ID>	FCHP
	ISA09-Interchange Date		R	<YYMMDD>	
	ISA10-Interchange Time		R	<HHMM>	
	ISA11-Interchange Control Std		R	^	
	ISA12-Interchange Version		R	00501	
	ISA13-Interchange Control		R	<Unique #>	Unique number sent by TP
	ISA14-Ack requested		R		1/0
	ISA15-Test/Production		R	P/T	T for test or P for production
	ISA16-Component Element Sep		R		>
GS	Functional Group Header		R		
	GS01-Functional ID Code		R		BE
	GS02-App Sender's Code		R	<Sender ID>	Sender's TIN
	GS03-App Receiver's Code		R	<Receiver Code>	FALLON834
	GS04-Date		R	<CCYYMMDD >	
	GS05-Time		R	<HHMM>	
	GS06-Group Control Number		R	<Unique #>	
	GS07-Resp Agency Code		R		
	GS08-Version		R		005010X220A1
ST	Transaction Set Header		R		
	ST01-Transaction Set ID Code		R		834
	ST02-Transaction Control #		R	<Unique #>	
	ST03 – Implementation Version		R	005010X220A 1	

Seg ID	Segment description	Loop ID	Seg Req	Valid values	Fallon specific requirements
BGN	Beginning		R		
	BGN01-Transaction Purpose Cd		R	00/15/22	00
	BGN02-Reference ID		R		
	BGN03-Date		R	<CCYYMMDD >	
	BGN04-Time		R	<HHMM>	
	BGN05-Time Code		S	01/02/03/04/05 /06/07/08/09/1 0/11/12/13/14/ 15/16/17/18/19 /20/21/22/23/2 4/AD/AS/AT/ CD/CS/CT/ED/ ES/ET/GM/HD/ HS/HT/LT/MD/ MS/MT/ND/NS /NT/PD/PS/PT/ TD/ TT/UT	ET
	BGN06-Reference ID		S		
	BGN08-Action Code		R	2 or 4	
REF	Transaction Set Policy Number		S		
	REF01-Reference Id Qualifier		R	38	
	REF02-Reference Id		R	<Master Policy #>	
DTP	File Effective Date		S		
	DTP01-Date/Time Qualifer		R	007/303/382/3 88	007
	DTP02-Date/Time Period Format Qualifier		R	D8	
	DTP03-Date/Time Period		R	<CCYYMMDD >	
QTY	QTY – Transaction Set Control Totals		S		
	QTY01 – Quantity Qualifier			DT, ET, TO	
	QTY02 – Quantity				
N1	Sponsor Name	1000 A	R		
	N101-Entity Identifier Code	1000 A	R	P5	
	N102-Name	1000	S	<Client Name>	

Seg ID	Segment description	Loop ID	Seg Req	Valid values	Fallon specific requirements
		A			
	N103-Id Code Qualifier	1000 A	R	FI/ZZ/24/94	FI
	N104-Identification Code	1000 A	R	Sponsor Identifier	<Sender's TIN>
N1	Payer	1000 B	R		
	N101-Entity Identifier Code	1000 B	R	IN	
	N102-Name	1000 B	S	<Insurer Name>	
	N103-Identifier Code Qualifer	1000 B	R	FI/XV	FI
	N104-Identification Code	1000 B	R	<Insurer Id Code>	FCHP TIN
INS	Member Level Detail	2000	R		
	INS01-Yes/No Condition	2000	R	Y or N	
	INS02-Ind Relation Code	2000	R	01/03/04/05/06 /07/08/09/10/1 1/12/ 13/14/15/17/18 /19/23/24/25/2 6/31/ 32/33/38/48/19 /53	
	INS03-Maintenance Reason Code	2000	R	001/021/024/0 25/030	
	INS04-Maintenance Reason Code	2000	S	01/02/03/04/05 /06/07/08/09/1 0/11/14/15/16/ 17/18/20/21/22 /25/26/27/28/2 9/31/32/33/37/ 38/39/40/41/43 /AI/XN/XT/AA/ AB/AC/AD/AE/ AF/AG/AH/AJ/ AL/EC	
	INS05-Benefit Status Code	2000	R	A/C/S/T	
	INS06-Medicare Plan Code	2000	S	A/B/C/D/E	
	INS07-COBRA Qualifying	2000	S	1/2/3/4/5/6/7/8	
	INS08-Employment Status Code	2000	S	AC/AO/AU/FT/ L1/PT/RT/TE	
	INS09-Student Status	2000	S	F/N/P	
	INS10-Yes/No Response	2000	S	N/Y	

Seg ID	Segment description	Loop ID	Seg Req	Valid values	Fallon specific requirements
	Code				
	INS11-Date/Time Formal Qualifier	2000	S	D8	
	INS12-Date/Time Period	2000	S	<CCYYMMDD >	
	INS13 – Confidentiality Code	2000	S	R,U	
	INS17-Number	2000	S	<number>	
REF	Subscriber Number	2000	R		
	REF01-Ref Identification Qualifier	2000	R	0F	
	REF02-Reference Identification	2000	R		Subscriber's SSN
REF	Member Policy Number	2000	S		
	REF01-Ref Identification Qualifier	2000	R	1L	
	REF02-Reference Identification	2000	R	<Group or Policy Number>	
REF	Member Identification Number	2000	S		
	REF01-Ref Identification Qualifier	2000	R	17/23/3H//DX/ F6/Q4/ZZ	ZZ
	REF02-Reference Identification	2000	R	<reference number>	Subscriber's SSN
DTP	Member Level Dates	2000	R		
	DTP01-Date/Time Qualifier	2000	R	286/296/297/3 00/301/303/33 6/337/338/339/ 340/341/350/3 51/356/357/38 3/393/394/473/ 474	
	DTP02-Date/Time Format Qualifier	2000	R	D8	
	DTP03-Date/Time Period	2000	R	<CCYYMMDD >	
NM1	Member Name	2100 A	R		
	NM101-Entity Identifier Code	2100 A	R	IL/74	IL
	NM102-Entity Type Qualifier	2100	R	1	

Seg ID	Segment description	Loop ID	Seg Req	Valid values	Fallon specific requirements
		A			
	NM103-Last Name	2100 A	R		
	NM104-First Name	2100 A	R		
	NM105-Middle Name	2100 A	S		
	NM106-Name Prefix	2100 A	S		
	NM107-Name Suffix	2100 A	S		
	NM108-ID Code Qualifier	2100 A	S	34/ZZ	
	NM109-Identification Code	2100 A	S	< Identifier>	
PER	Member Communication Numbers	2100 A	S		
	PER01-Contact Function Code	2100 A	R	IP	
	PER03-Communication Number Qualifier	2100 A	R	EM/EX/FX/HP/TE/WP	
	PER04-Communication Number	2100 A	R	<number>	
	PER05-Communication Number Qualifier	2100 A	S	EM/EX/FX/HP/TE/WP	
	PER06-Communication Number	2100 A	S	<number>	
	PER07-Communication Number Qualifier	2100 A	S	EM/EX/FX/HP/TE/WP	
	PER08-Communication Number	2100 A	S	<number>	
N3	Member Residence Street Address	2100 A	S		
	N301-Address Informatin	2100 A	R	<address line 1>	
	N302-Address Information	2100 A	S	<address line 2>	
N4	Member Residence City,State,Zip code	2100 A	S		
	N401-City Name	2100 A	R		
	N402-State or Providence Code	2100 A	R		

Seg ID	Segment description	Loop ID	Seg Req	Valid values	Fallon specific requirements
	N403-Postal Code	2100 A	R		
	N404-Country Code	2100 A	S		
	N405-Location Qualifier	2100 A	S	60/CY	
	N406-Location Identifier	2100 A	S		
DMG	Member Demographics	2100 A	S		
	DMG01-Date/Time Format Qualifier	2100 A	R	D8	
	DMG02-Date/Time Period	2100 A	R	<CCYYMMDD >	
	DMG03-Gender Code	2100 A	R	F/M/U	
	DMG04-Marital Status Code	2100 A	S	B/D/I/M/R/S/U/ W/X	
	DMG05-Race or Ethnicity Code	2100 A	S	7/A/B/C/H/I/N/ O	
	DMG06-Citizenship Status Code	2100 A	S	1/2/3	

Seg ID	Segment description	Loop ID	Seg Req	Valid values	Fallon specific requirements
NM1	INCORRECT MEMBER NAME	2100 B	S		
	NM101-Entity Identifier Code	2100 B	R	70	
	NM102-Entity Type Qualifier	2100 B	R	1	
	NM103-Name Last	2100 B	R		
	NM104-Name First	2100 B	R		
	NM105-Name Middle	2100 B	S		
	NM106-Name Prefix	2100 B	S		
	NM107-Name Suffix	2100 B	S		
	NM108-ID Code Qualifier	2100 B	S	34/ZZ	
	NM109-Identification Code	2100 B	S		
DMG	INCORRECT MEMBER DEMOGRAPHICS	2100 B	S		
	DMG01-Date/Time Format Qualifier	2100 B	S	D8	
	DMG02-Date/Time Period	2100 B	S	CCYYMMDD	
	DMG03-Gender Code	2100 B	S	F/M/U	
	DMG05 – Race or Ethnicity	2100 B	S	7/A/B/C/H/I/N/O	
NM1	MEMBER MAILING ADDRESS	2100 C	S		
	NM101-Entity Identifier Code	2100 C	R	31	
	NM102-Entity Type Qualifier	2100 C	R	1	
N3	MEMBER MAIL STREET ADDRESS	2100 C	S		
	N301-Address Information	2100 C	R		
	N302-Address Information	2100 C	S		
N4	MEMBER MAIL	2100	S		

Seg ID	Segment description	Loop ID	Seg Req	Valid values	Fallon specific requirements
	CITY,STATE,ZIP	C			
	N401-City Name	2100 C	R		
	N402-State or Providence Code	2100 C	R		
	N403-Postal Code	2100 C	R		
	N404-Country Code	2100 C	S		
HD	Health Coverage	2300	R		
	HD01-Maintenance Type Code	2300	R	001/002/021/024/025/026/030/032	
	HD03-Insurance Line Code	2300	R	AG/AH/AJ/AK/DCP/DEN/EP O/ FAC/HE/HLT/HMO/LTC/LTD /MM/ MOD/PDG/PO S/PPO/PRA/S TD/ UR/VIS	HMO
	HD04-Plan Coverage Description	2300	S		
	HD05-Coverage Level Code	2300	S	CHD/DEP/E1D / E2D/E3D/E5D/ E6D/E7D/E8D/ E9D/ECH/EMP / ESP/FAM/IND/ SPC/SPO/TW O	
DTP	Health Coverage Dates	2300	R		
	DTP01-Date/Time Qualifier	2300	R	303/348/349/543	
	DTP02-Date/Time Format Qualifier	2300	R	D8	
	DTP03-Date/Time Period	2300	R	<CCYYMMDD >	
REF	Health Coverage Policy Number	2300	R		
	REF01-Ref Identification Qualifier	2300	R	17/1L/ZZ	1L
	REF02-Reference	2300	R		Group Number

Seg ID	Segment description	Loop ID	Seg Req	Valid values	Fallon specific requirements
	Identification				
NM1	Provider Name	2310	R		
	NM101-Entity Identifier Code	2310	R	3D/OD/P3/QA/ QN/Y2	
	NM102-Entity Type Qualifier	2310	R	1 or 2	
	NM103-Name Last	2310	S		
	NM104-Nmae First	2310	S		
	NM105-Name Middle	2310	S		
	NM106-Nmae Prefix	2310	S		
	NM107-Name Suffix	2310	S		
	NM108-ID Code Qualifier	2310	S	34/FI//SV/XX	
	NM109-Identification Code	2310	S		
	NM110-Entity Relationship Code	2310	R	25/26/72	
N4	PROVIDER CITY, STATE, ZIP CODE	2310	S		
	N401-City Name	2310	R		
	N402-State/Province Code	2310	R		
	N403-Postal Code	2310	R		
	N404-Country Code	2310	S		
	N405-Location Qualifier	2310	S		
	N406-Location Identifier	2310	S		
SE	Transaction Set Trailer		R		
	SE01-Number of Segments		R	<number>	
	SE02-Control Number		R	<number>	
GE	Functional Group Trailer		R		
	GE01-Number of Transaction Sets Included		R	<number>	
	GE02-Group Control Number		R	<number>	
IEA	Interchange Control Trailer		R		
	IEA01-Number of Transaction Sets Included		R	<number>	
	IEA02-Group Control Number		R	<number>	