
Electronic Transmission User's Guide

PART 3—TESTING REQUIREMENTS (LISTED BY DATA TYPE)

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Medical Data Call

Submitting Files to NCCI

The following table contains the data file options, resources, and file name extensions for each Medical Data Call certification and production file submitted to NCCI using **Data Transfer via the Internet** or **Secure FTP** Software.

Data File	Resource	Certification File Name	Production File Name
Medical Data Call File	Medical Data Call Reporting Guidebook	medical.*.tst [] e.g.,medical.4Q10.tst	medical.*.txt [] e.g., medical.4Q10.txt

For file name:

- The prefix “medical.” must precede any additional characters in the file name.
- The asterisk (*) indicates where up to 30 additional characters (no spaces), may be inserted to help identify the file within the Medical data provider’s system
- Valid characters in the filename include: 0 thru 9, A thru Z, dash '-', underscore '_', or period '.'

Additional File Specifications:

- File should not contain invalid character such as binary zeros, or [NULL] values.
- File must contain only one submission control record.
- The number of records and headers in the file must match the submission control record or the file will reject for “out of balance.”
- File will reject for “invalid record length” if any of the records are greater than 350 characters.

Data Tools and Resources:

[] **Medical Data Collection**— This Web-based application [] allows Medical data providers the ability to view the results of Medical Call data submissions reported to NCCI, in one centralized location. This tool [] is your single source to allow you to monitor: []

- Medical Call file submission status
- Quality Tracking results and edit information
- Quarter End Validation results and distributions

The **Medical Data Call Reporting Guidebook** contains the rules and requirements for reporting the Medical Call data information including details on the record layout and Call structure and the **Edit Matrix**.

The **Edit Matrix** provides details on each edit, and the editing process that currently takes place in NCCI's database. This online matrix is the most comprehensive resource for information on NCCI's Medical Call data editing and can be used when monitoring quality tracking and quarter-end validation to obtain the details on each edit. It is updated frequently to ensure the most current editing information is provided.

Certification Process and Testing Requirements

Medical Data Providers must pass certification for each carrier group before they can submit production files to NCCI. This ensures that all connections are functioning and that data files are processing correctly.

The Certification Process is divided into three parts:

- Setup
- Testing
- Approval

Setup

The first step in the setup is the completion and receipt of the Data Provider Profile Form. If the Medical data provider has not submitted this form requesting access to test Medical Call data records, they would need to do so before certification can commence. Refer to **Data Provider Profile Form section** for more information

If a TPA, MGA or [] **Other** is being used, a Service Provider Attachment & Service Provider Data Tool Access Addendum are also required.

1. [] After the completed profile has been received by NCCI, a representative will contact the requester and the Medical data provider (if different from requester) to:

- Confirm that the information provided on the form is accurate and complete.
- Establish testing contact(s).
- Review expectations for testing (see Testing). This allows for the opportunity for the Medical data provider to go over any preliminary questions they may have.

2. Grant access to submit a certification (.TST) file

Testing

Certification testing is comprised of:

- Creation of Test Submission
- File Acceptance(accept or reject)
 - Verifies the file structure of the control record and detail records
 - Verifies that the submitter of each file is allowed to submit on behalf of the carrier at a group and/or pup code level
 - Verifies the completeness and validity of required elements
- Quality Tracking – assesses the validity of data via the Medical Call data edits for all submissions for a given Medical data provider associated with the data reporting group

For more details on File Acceptance and Quality Tracking edits, please see the **Edit Matrix** at **ncci.com**

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When completing certification testing, the following instructions will assist with the process:

Certification Testing	
[] Stage	Instructions

<p>Creation of Test Submission</p>	<p>Submit a file of detailed medical transactions that represents production data as agreed upon by the Medical data provider and NCCI.</p> <p>Data can be either current, live data or a set of historical data from the Medical data provider's system.</p> <ul style="list-style-type: none"> • Reporting year must be within the past 2 years • Transaction dates must be within the reporting quarter <p>Submission Control record must be included in the test submission.</p> <p>The volume of transactions should be between 5,000 and 50,000.</p> <p>The Medical data provider should submit a single file for certification.</p> <ul style="list-style-type: none"> • If the Medical data provider is submitting on behalf of more than one of the group carrier's subsidiaries, the certification file [] <u>must</u> include transactions for each of these subsidiaries. <p>At the option of the medical data provider, cancellation and replacement record types may be tested but are not required.</p> <p>Note: Cancellations and replacements should be related to original transactions contained within the files submitted.</p> <p>To ensure the file is properly formatted, refer to the <i>Medical Data Call Reporting Guidebook</i> for detailed instructions on file layouts.</p> <p>Submit the test file through DTVI. []</p>
<p>File Acceptance</p>	<p>Monitor the transmission in Submission Tracking located in <i>Medical Data Collection</i>:</p> <ul style="list-style-type: none"> • If file rejects at the File Acceptance Stage for Submission Edits – refer to submission status e-mail for corrective action and

	<p>resubmit</p> <p><u>Do not submit a subsequent certification file until you have reviewed the results of the previous certification submission and made the necessary corrections to the data that caused it to reject</u></p> <ul style="list-style-type: none"> • If the file contains <u>rejected records</u>, the testing representative will contact you [___] • If file passes the File Acceptance stage of testing, it will move onto the Quality Tracking stage
<p>Quality Tracking</p>	<p>Once certification test file has passed File Acceptance an e-mail will be sent indicating that the Quality Results are available. Review the test file results <u>located on the Quality Tracking screen found in Medical Data Collection</u> for the percentage of data that passed quality edits.</p> <p>NCCI will review the Quality Tracking results and contact the data provider to discuss results and either:</p> <ul style="list-style-type: none"> • Provide feedback regarding changes needed to pass the data quality portion of certification or • Determine that the file is acceptable and begin the approval process <p><u>If it is determined that changes are needed, you must make corrections and resubmit another test file to NCCI.</u></p> <p><u>Keep in mind that it might take more than one test cycle to work out discrepancies.</u></p>
<p><u>Quarter End Tracking</u></p>	<p><u>Not available during certification testing</u></p>

Approval

The approval step officially completes the certification process. Once NCCI has determined that the submission has passed the File Acceptance edits and the quality of the data is considered acceptable, NCCI will:

1. Notify the Medical data provider of approval via email, that they have passed certification testing
2. Grant access to submit [] production [] files