



EDI Export Interface Guide

Last Updated July 2018

Legal

The software described in this document is furnished under a license agreement. The software may be used or copied only in accordance with the terms of the agreement. No part of this document may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying and recording, for any purpose without the express written permission of Homecare Software Solutions, LLC. Information in this document may be revised from time to time without notice and is for informational purposes only. Consult with your legal advisor as to your required compliance with all laws and regulations.

Copyright ©2018 Homecare Software Solutions, LLC. All rights reserved.
One Court Square, 44th Floor, Long Island City, NY 11101
Part number: EDI Export Interface Guide

Document Revision History

Date	Description of Revision
11/14/2017	Initial version of the document
02/01/2018	Outbox structure changes and frequency of Outbox files
07/12/2018	Removal of the following export files from STFP: <ul style="list-style-type: none">• Patient Authorization• Patient Demographics• Patient Notes• POC

Table of Contents

Introduction	1
Audience	1
EDI Assistance	1
Understanding the EDI Process.....	2
What is EDI?	2
Export Process Flow	2
SFTP and File Requirements	3
SFTP Client Configuration Requirements.....	3
SFTP Folder Structure.....	3
Interface Summary.....	3
File Format	4
Naming Convention & File Frequency	4
Saving Sample Templates to a Workstation	5
Export Interfaces – Required Fields and Formats.....	6
Billing Exceptions Export.....	6
Billed (Processed) Visits Export.....	7
Pre-Adjudication Rejections Export	8

Introduction

The **HHAeXchange (HHAX) Export Interface Guide** offers guidance and instructions in understanding the files and formats created by HHAX and exported to an SFTP site. Herein users find the various interface formats for these export files.

Other relevant documentation regarding the EDI process includes:

- **EDI Import Interface Guide** – import files specifications, templates and formats
- **HHAX EDI Self-Service Tool Guide** - provides instructions and guidance on the EDI Self-Service Tool for import files into HHAeXchange and reprocessing.

This guide is updated on an ongoing basis as system capacities are implemented and additional functionality becomes available.

Audience

This guide is intended for System Users responsible for the electronic data interchange (EDI) between HHAX and an Agency Management System through an SFTP (Secure File Transfer Protocol).

EDI Assistance

If additional assistance is needed, please submit a ticket to Support@hhaexchange.com. Cases are escalated to the EDI Production Support queue. An available Support Team Members will contact you directly to assist.

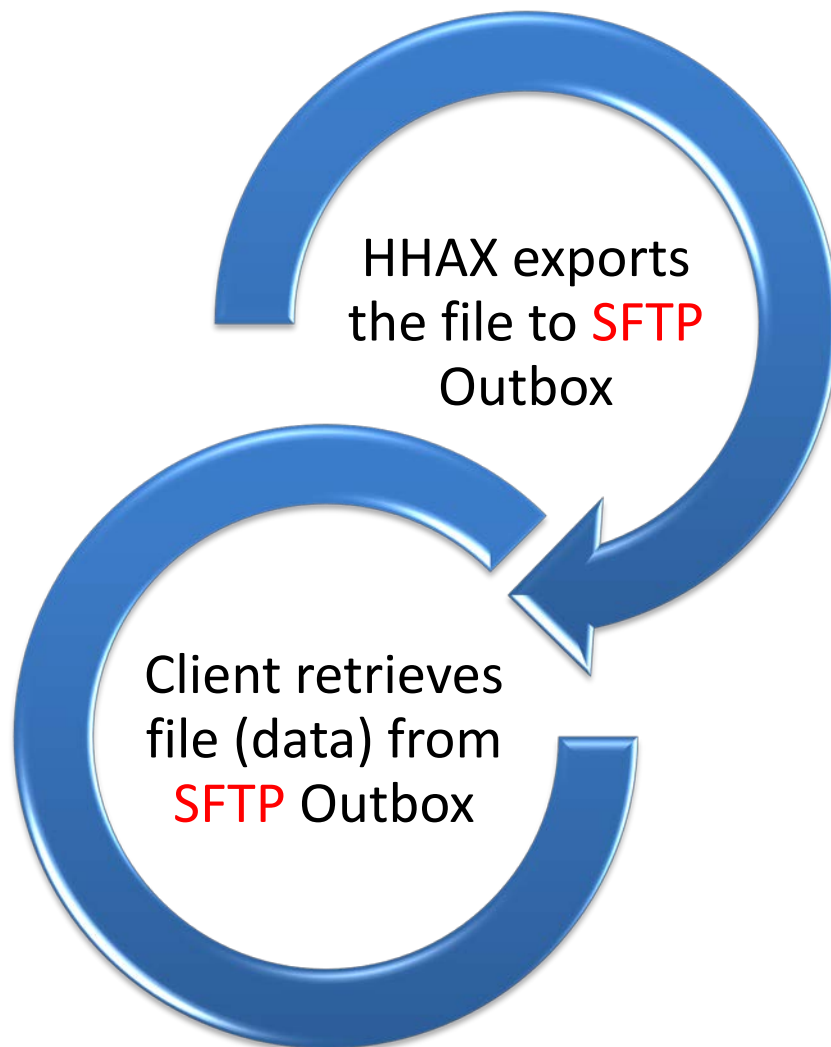
Understanding the EDI Process

What is EDI?

Electronic Data Interchange (EDI) is the electronic interchange of business information using a standardized format; a process which allows one system to send information to another system electronically rather than with paper. Business entities conducting business electronically are called trading partners.

Export Process Flow

The image below illustrates the high-level process flow currently in place when HHAX exports files.



HHAX EDI Export Process Flow

SFTP and File Requirements

Users need a Secure FTP client software to access their HHAX SFTP account. Although any standard SFTP client software should be able to connect to the HHAX SFTP, we recommend Core FTP Client software which can be downloaded from <http://www.coreftp.com/download/coreftplite.exe>.

SFTP Client Configuration Requirements

The following information is needed to connect to the SFTP location.

- HOST/IP/URL: **sftp.hhaexchange.com**
- Username: **Enter the user name received from HHAeXchange**
- Password: **Enter the password received from HHAeXchange**
- Port: **22**
- Connection: **SSH/SFTP**

SFTP Folder Structure

Folders are used to organize the files exchanged through SFTP as follows:

- **Inbox** – Used to *import* a file into HHAX. Users can place files into the Inbox folder for automated import into the HHAX system.
- **Outbox** – The export files are automatically placed by the HHAX system in the Outbox folder.

Interface Summary

The following table contains a brief description as well as direction and location of each Export interface.

Integration Guide			
Interface File	Direction	SFTP Folder	Description
Billing Exceptions	Export	Outbox\BillingExceptions	Exports confirmed visits that are not billable
Billed/Processed Visits	Export	Outbox\BilledVisits	Exports Billed visits
Pre-Adjudication Rejections	Export	Outbox\PreAdjRejections	Exports Billed visits that are not sent to the payer due to validation failures
Response File	Response	Outbox\ResponseFiles	Folder to hold Response Files for processed files

File Format

File Format	
File Type	CSV
Text Qualifier	Double Quotes
Headers are included?	Yes

Naming Convention & File Frequency

This naming convention and frequency is applicable to all export files, as noted in the table below.

HHAX Export Interface File Information			
File Name and Frequency			
Interface	SFTP Folder	File Name	Frequency
Billing Exceptions	Outbox\ BillingEx ceptions	LTDOUT_AgencyID_PayerID_BillingExceptions_YYYYMMDD HHMMSS.CSV	After processing billed visit file & once every night (Weekdays).
Pre-Adjudication Rejections	Outbox\ PreAdjRe jections	LTDOUT_AgencyID_PayerID_PreAdjRejections_YYYYMMDD HHMMSS.CSV	Incremental: N/A Full File every night
Billed /Processed Visits	Outbox\ BilledVisi ts	Incremental File: LTDOUT_AgencyID_PayerID_BilledVisits_YYYYMMDDHHM MSS.CSV Full File: LTDOUT_AgencyID_PayerID_BilledVisits_YYYYMMDDHHM MSS_Full.CSV	Visits billed during the day are exported every night. Billed visits for last 180 days (by visit date) are exported once every weekend.

To elaborate, the following example explains the naming convention:

File Name: **LTDOUT_123_456_BilledVisits_20180701080030.CSV**

LTDOUT = Hardcoded

123 = 3-character Agency ID

456 = Payer ID

BilledVisits = File type identifier (Billed Visits)

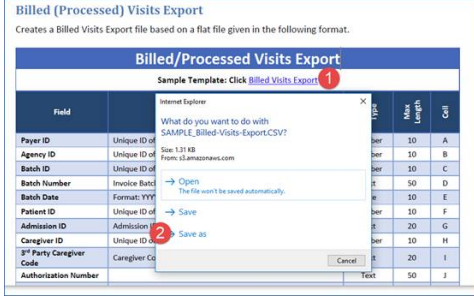
20180701 = Date in YYYYMMDD format

080030 = Time Stamp in HHMMSS format

HHAX saves all files with a “.csv” (extension) file. The system is not able to process or convert any other type of data file.

Saving Sample Templates to a Workstation

By default, these files open in Excel, which may alter the format of certain fields. To maintain the integrity of the sample templates and formats, HHAX strongly recommends that these templates be saved on a User's workstation first using the following steps:

Step	Action	Action
1	Click on the desired Template link.	
2	Select Save As and save as a *.csv file onto the workstation when prompted by the system.	
3	To open the file from the workstation, select Open With and select a text editor (such as Notepad). This preserves the formats for each field.	

Export Interfaces – Required Fields and Formats

HHAX Flat File Data Exchange interfaces support the below-listed exports from HHAX to the SFTP Outbox folder. All interfaces and applicable file formats are explained in the following tables.

- Billing Exceptions Export
- Billed/Processed Visits Export
- Pre-Adjudication Rejections Export
- Response Files

Billing Exceptions Export

Creates a Billing Exceptions Export file based on a flat file given in the following format.

Billing Exceptions Export				
Sample Template: Click Billing Exceptions Export <i>Save the *.CSV file on your computer, and Open the file using a text editor (such as Notepad) to preserve the formats for each field.</i>				
Field	Description	Data Type	Max Length	Cell
Payer ID	ID of the Payer in HHAExchange.	Number	10	A
Agency ID	ID of the Agency in HHAExchange.	Number	10	B
Patient ID	Unique ID of the Patient in HHAExchange.	Number	10	C
Admission ID	Patient Admission ID.	Text	20	D
Caregiver ID	Unique ID of the Caregiver in HHAExchange.	Number	10	E
3rd Party Caregiver Code	Internal Caregiver Code received from the Agency’s Management System.	Text	20	F
Coordinator Name	Name of the agency’s coordinator.	Text	50	G
Schedule ID	Unique ID of the Schedule in HHAExchange.	Number	10	H
3rd Party Schedule ID	Schedule ID received from the Agency’s Management System	Text	20	I
Schedule Date	Format: YYYY-MM-DD	Date	10	J
Schedule Start	Schedule Start Time - YYYY-MM-DD HH:MM as per Agency’s Timezone	Date/Time	16	K
Schedule End	Schedule End Time - YYYY-MM-DD HH:MM as per Agency’s Timezone	Date/Time	16	L
Billing Service Code	Billing Service Code	Text	50	M
Visit Start	Visit Start Time - YYYY-MM-DD HH:MM as per Agency’s Timezone	Date/Time	16	N
Visit End	Visit End Time - YYYY-MM-DD HH:MM as per Agency’s Timezone	Date/Time	16	O
Problem	Comma separated list of billing validation reasons. See below for a list of Billing Validation Reasons.	Text	500	P
3rd Party Invoice Number	Invoice number received from the Agency’s Management System, if available.	Text	20	Q

Billing Validation Reasons

Billing Validation Reasons (Problem)	
Reason	Comments
Unbalanced	
Caregiver Overlapping	
Shift Overlapping	
More than 24 hours	
Unverified Visit	
TT/OT Not Approved	
Temp Caregiver	
Restricted Caregiver	
Caregiver Compliance	
Timesheet Not Approved	
POC Compliance	
No authorization	
Missing HHA/PCA Registry Information	
Scheduled with Hold rate	
Missing Caregiver SSN	

Billed (Processed) Visits Export

Creates a Billed Visits Export file based on a flat file given in the following format.

Billed/Processed Visits Export				
Sample Template: Click Billed Visits Export <i>Save the *.CSV file on your computer, and Open the file using a text editor (such as Notepad) to preserve the formats for each field.</i>				
Field	Description	Data Type	Max Length	Cell
Payer ID	Unique ID of the Payer in HHAExchange.	Number	10	A
Agency ID	Unique ID of the Agency in HHAExchange.	Number	10	B
Batch ID	Unique ID of the Batch in HHAExchange.	Number	10	C
Batch Number	Invoice Batch number in HHAExchange.	Text	50	D
Batch Date	Format: YYYY-MM-DD	Date	10	E
Patient ID	Unique ID of the Patient in HHAExchange.	Number	10	F
Admission ID	Admission ID of the patient.	Text	20	G
Caregiver ID	Unique ID of the Caregiver in HHAExchange.	Number	10	H
3rd Party Caregiver Code	Caregiver Code received from the Agency’s Management System.	Text	20	I
Authorization Number		Text	50	J
Schedule ID	Unique ID of the Schedule in HHAExchange.	Number	10	K
3rd Party Schedule ID	Schedule Id received from the Agency’s Management System.	Text	20	L
Schedule Date	Format: YYYY-MM-DD	Date	10	M
Billing Service Code	Billing Service Code	Text	50	N
Schedule Start Time	Schedule Start Time - YYYY-MM-DD HH:MM	Date/Time	20	O
Schedule End Time	Schedule End Time - YYYY-MM-DD HH:MM	Date/Time	20	P
Visit Start Time	Visit Start Time - YYYY-MM-DD HH:MM	Date/Time	20	Q

Billed/Processed Visits Export

Sample Template: Click [Billed Visits Export](#)

Save the *.CSV file on your computer, and Open the file using a text editor (such as Notepad) to preserve the formats for each field.

Field	Description	Data Type	Max Length	Cell
Visit End Time	Visit End Time - YYYY-MM-DD HH:MM	Date/Time	20	R
Duties	Pipe () separated list of the duties; e.g., "016 021 023 027"	Text	1024	S
3 rd Party Invoice Number	Invoice# received from the Agency's Management System, if available.	Text	20	T
Invoice Date	Invoice Date Format: YYYY-MM-DD	Date	10	U
Invoice Number	Invoice Number in HHAExchange.	Number	10	V
Billed Minutes		Number	10	W
Billed Amount	Format: 999999.99	Number	20	X
OT Minutes		Number	10	Y
OT Amount	Format: 999999.99	Number	20	Z
TT Minutes		Number	10	AA
TT Amount	Format: 999999.99	Number	20	AB
Total Invoice Amount	Format: 999999.99	Number	20	AC

Pre-Adjudication Rejections Export

Creates a Pre-Adjudication Rejections Export file based on a flat file given in the following format.

Pre-Adjudication Rejections Export

Sample Template: Click [Pre-Adjudication Rejections Export](#)

Save the *.CSV file on your computer, and Open the file using a text editor (such as Notepad) to preserve the formats for each field.

Field	Description	Data Type	Max Length	Cell
Payer ID	ID of the Payer in HHAExchange.	Number	10	A
Agency ID	ID of the Agency in HHAExchange.	Number	10	B
Patient ID	Unique ID of the Patient in HHAExchange.	Number	10	C
Admission ID	Patient Admission ID.	Text	20	D
Caregiver ID	Unique ID of the Caregiver in HHAExchange.	Number	10	E
3 rd Party Caregiver Code	Caregiver code received from the Agency's Management System.	Text	20	F
3 rd Party Schedule ID	Schedule ID received from the Agency's Management System.	Text	20	G
Coordinator Name	Name of the agency's coordinator.	Text	50	H
Schedule ID	Unique ID of the Schedule in HHAExchange.	Number	10	I
Schedule Date	Format: YYYY-MM-DD	Date	10	J

Pre-Adjudication Rejections Export

Sample Template: Click [Pre-Adjudication Rejections Export](#)

Save the *.CSV file on your computer, and Open the file using a text editor (such as Notepad) to preserve the formats for each field.

Field	Description	Data Type	Max Length	Cell
Schedule Start	Schedule Start Time - YYYY-MM-DD HH:MM as per Agency's Timezone	Date/Time	16	K
Schedule End	Schedule End Time - YYYY-MM-DD HH:MM as per Agency's Timezone	Date/Time	16	L
Billing Service Code	Billing Service Code	Text	50	M
Visit Start	Visit Start Time - YYYY-MM-DD HH:MM as per Agency's Timezone	Date/Time	16	N
Visit End	Visit End Time - YYYY-MM-DD HH:MM as per Agency's Timezone	Date/Time	16	O
Hold Reasons	Comma separated list of the reasons for rejection.	Text	500	P
3rd Party Invoice Number	Invoice# received from the Agency's Management System, if available.	Text	20	Q
Invoice Date	Format: YYYY-MM-DD	Date	10	R
Invoice Number	Invoice Number in HHAExchange.	Number	10	S
Billed Units	Units in decimal format	Number	10	T
Billed Amount	Billed Amount	Number	10	U