



Non-Homecare Services EDI Export Interface Guide

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04/12/2019	Added: SFTP Retention Policy
11/06/2019	Updated: NHC Patient Demographic Export – User Field 1 (Patient County)

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Introduction

The **Non-Homecare Services EDI Export Interface Guide** provides 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.

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 EDISupport@hhaexchange.com. Cases are escalated to the EDI Production Support queue. An available Support Team Members will contact you directly to assist.

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.

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.

SFTP Retention Policy

The following guidelines address how long files are retained by HHAX before removal from the HHAX SFTP server.

- Files in Inbox folders are retained until successfully processed and moved to the *Processed* folder.
- All files size **50 MEGABYTES** or larger in the *Processed*, *Saved*, or *Outbox* SFTP folders are retained for **3 days**.
- All other files in the *Processed*, *Saved*, or *Outbox* SFTP folders are retained for **15 days**.

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
Patient Demographics	Export	Outbox\Patient	Exports Patient Demographic information
Patient Authorization	Export	Outbox\Authorization	Exports Patient Authorization information

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 Non-Homecare Export Interface File Information			
File Name and Frequency			
Interface	SFTP Folder	File Name	Frequency
Patient Demographics	Outbox\ Patient	Incremental File: LTDOUT_AgencyID_PayerID_NHCPATDem_YYYYMMDDHH MMSS.csv Full File: LTDOUT_AgencyID_PayerID_NHCPATDem_YYYYMMDDHH MMSS_Full.csv	Incremental: Once every night Full File: Every Weekend (All active patients + modified in the last 30 days)
Patient Authorization	Outbox\ Authoriz ation	Incremental File: LTDOUT_AgencyID_PayerID_NHCPatAuth_YYYYMMDDHH MMSS.CSV Full File: LTDOUT_AgencyID_PayerID_NHCPatAuth_YYYYMMDDHH MMSS_Full.CSV	Incremental: Once every night Full File Every Weekend (Authorizations for all active patients + authorizations modified in the last 30 days)

To elaborate, the following example explains the naming convention:

File Name: **LTDOUT_123_456_NHCPATDem_20180115080030.CSV**

LTDOUT = Hardcoded

123 = 3-character Agency ID

456 = Payer ID

NHCPATDem = File type identifier (Non-Homecare Patient Demographics)

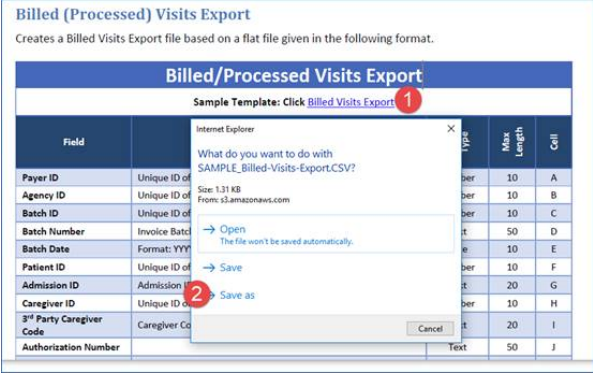
20180115 = Date in YYYYMMDD format

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
1	Click on the desired Template link.
2	<p>Select Save As and save as a *.csv file onto the workstation when prompted by the system.</p> 
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.

- NHC Patient Demographics Export
- NHC Patient Authorizations Export

NHC Patient Demographic Export

NHC Patient Demographics Export				
Sample Template: Click Patient Demographic 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
Patient ID	Unique ID of the Patient in HHAExchange. This field should be used as the key for all electronic data exchanges.	Number	10	C
Admission ID	Patient Admission ID	Text	20	D
First Name	First Name	Text	50	E
Middle Name	Middle Name	Text	50	F
Last Name	Last name	Text	50	G
MR Number	Always Blank. Reserved for future use.	Text	50	H
Gender	Possible Values (M/F)	Text	1	I
DOB	Format: YYYY-MM-DD	Date	10	J
Priority Code	Always Blank. Reserved for future use.	Number	1	K
Medicaid Number	Medicaid Number	Text	20	L
Street 1	Address 1	Text	500	M
Street 2	Address 2	Text	50	N
City	City	Text	50	O
State	State	Text	50	P
Zip	Zip	Number	5	Q
Cross Street	Always Blank. Reserved for future use.	Text	80	R
Home Phone	Format: XXX-XXX-XXXX	Text	12	S
Phone 2	Format: XXX-XXX-XXXX	Text	12	T
Phone 2 Description	Always Blank. Reserved for future use.	Text	50	U
Phone 3	Format: XXX-XXX-XXXX	Text	12	V
Phone 3 Description	Always Blank. Reserved for future use.	Text	50	W
Emergency 1 Name	Always Blank. Reserved for future use.	Text	50	X
Emergency 1 Address	Always Blank. Reserved for future use.	Text	50	Y
Emergency 1 Relationship	Always Blank. Reserved for future use.	Text	50	Z
Emergency 1 Phone 1	Always Blank. Reserved for future use.	Text	12	AA
Emergency 1 Phone 2	Always Blank. Reserved for future use.	Text	12	AB

NHC Patient Demographics Export

Sample Template: Click [Patient Demographic 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
Emergency 2 Name	Always Blank. Reserved for future use.	Text	50	AC
Emergency 2 Address	Always Blank. Reserved for future use.	Text	50	AD
Emergency 2 Relationship	Always Blank. Reserved for future use.	Text	50	AE
Emergency 2 Phone 1	Always Blank. Reserved for future use.	Text	12	AF
Emergency 2 Phone 2	Always Blank. Reserved for future use.	Text	12	AG
Status	Patient Status <ul style="list-style-type: none"> • Waiting • Pending • Active • Hospitalized • Discharged • Hold 	Text	50	AH
Start of Care Date	Format: YYYY-MM-DD	Date	10	AI
Discharge Date	Format: YYYY-MM-DD	Date	10	AJ
Payer Coordinator	Always Blank. Reserved for future use.	Text	100	AK
Agency Coordinator	Always Blank. Reserved for future use.	Text	100	AL
Frequency	Always Blank. Reserved for future use.	Text	50	AM
Source of Admission	Always Blank. Reserved for future use.	Text	50	AN
Location	Always Blank. Reserved for future use.	Text	100	AO
Team	Always Blank. Reserved for future use.	Text	100	AP
Branch	Always Blank. Reserved for future use.	Text	100	AQ
Modified Date	Modified/Created time in UTC Format: YYYY-MM-DD HH:MM:SS.MSS	Date/Time	25	AR
Is Deletion	Always "N". Reserved for future use.	Text	1	AS
Alternate Patient ID	Always Blank. Reserved for future use.	Text	50	AT
User Field 1	Patient County	Text	50	AU
User Field 2		Text	500	AV
User Field 3		Text	500	AW
User Field 4		Text	500	AX
User Field 5		Text	500	AY
User Field 6		Text	500	AZ
User Field 7		Text	500	BA

NHC Patient Authorization Export

Creates a Patient Authorization Export file based on a flat file given in the following format.

NHC Patient Authorization Export				
<p>Sample Template: Click Patient Authorization Export</p> <p>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.</p>				
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
Patient ID	Internal Unique ID of the Patient in HHAeXchange.	Number	10	C
Authorization ID	Unique ID of the Patient in HHAeXchange	Number	10	D
Admission ID	Patient Admission ID.	Text	20	E
Service Category	Service category such as "LTSS" or any other valid service category.	Text	50	F
Service Type		Text	50	G
Authorization Number	Authorization Number	Text	50	H
Billing Service Code	Billing Service Code	Text	50	I
From Date	Format: YYYY-MM-DD	Date	10	J
To Date	Format: YYYY-MM-DD	Date	10	K
Authorization Type	Possible Values: <ul style="list-style-type: none"> Entire Period 	Text	50	L
Hours Per Auth Period	Applicable if Authorization Type is "Entire Period"	Number	10	O
Invoice Limit		Decimal	6	P
Notes	Notes	Text	500	Q
Modified Date	Modified/Created time in UTC Format: YYYY-MM-DD HH:MM:SS.MSS	Date/Time	25	R
Is Deletion	Possible Values: Y (Yes) or N (No)	Text	1	S
User Field 1		Text	500	T
User Field 2		Text	500	U
User Field 3		Text	500	V
User Field 4		Text	500	W
User Field 5		Text	500	X
User Field 6		Text	500	Y
User Field 7		Text	500	Z