



User's Guide

For

Shared Claims Processing



**BlueCross BlueShield
of Illinois**

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User's Guide

For

Shared Claims Processing

On the

**RISC Electronic Data Interchange Link Blue (rEDI-link Blue)
Dial-Up (asynchronous)**

The Shared Claims Processing user's guide takes you step by step through the tasks that Shared Claims Processing accounts need to perform on rEDI-Link in order to correspond electronically with BCBSIL.

The Shared Claims Processing user's guide is not meant to replace the instructions that came with your computer, modem, communication software or disk operating system.

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General Information

rEDI-link Blue is the Shared Claims Processing new front-end system used to collect and distribute electronic files. The system is available 24 hours per day, 7 days per week.

Current method available for submission of electronic files to rEDI-link Blue:

Dial-up (asynchronous) – A method of transmitting data using a modem.

While the rEDI-link Blue system is available 24 hours per day, 7 days per week, the real-time editing system is down from 1:00 AM to 1:15 AM CST. If you transmit during this time, you may still upload a file. When the editing system resumes processing, files in rEDI-link Blue will be edited. On a daily basis you have 1 minute of idle time and an unlimited time for file transfers. In addition, any user of rEDI-Link Blue has a maximum daily session count of 99.

Return receipt files (.RTN files) are still available in the same format. The default is the processing successful report. The real-time return receipt file will be built immediately and loaded into your mailbox for retrieval at your convenience.

rEDI-link does not support any software vendor's products.

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Instructions

An electronic file is transmitted via modem to HCSC via rEDI-link Blue system using one of four popular dial-up protocols: Kermit, X-modem (Check Sum), Y-modem (Batch), and Z-modem at speeds up to 56 kbps. Most off the shelf communication software will support one or all of these protocols. You may select any of the protocols indicated however; we recommend Z-modem based on its speed and reliability.

HCSC encourages the use of PKZIP compatible compression with dial-up.

Requirements

The dial-up user's modem should be compatible with V.90(56K) or V.34(28.8 bps).

The following are some communication packages that you may consider transmit to rEDI-link Blue:

ProComm Plus	Release 2.11 (Windows)
Crosstalk	Release 2.2 (Windows)
QuickLink2	Release 1.4.3 (Windows)
PC Anywhere	Release 2.0 (Windows)
Term	Release 6.1, 6.2 and 6.3
Mlink	Release 6.07
HyperTerminal	Included in Windows '95, 98 & NT

The settings you should verify are: (refer to page 6 for connection properties example)

Terminal emulation must be VT100
Parity - NONE,
Data Bits - 8, and
Stop Bits - 1

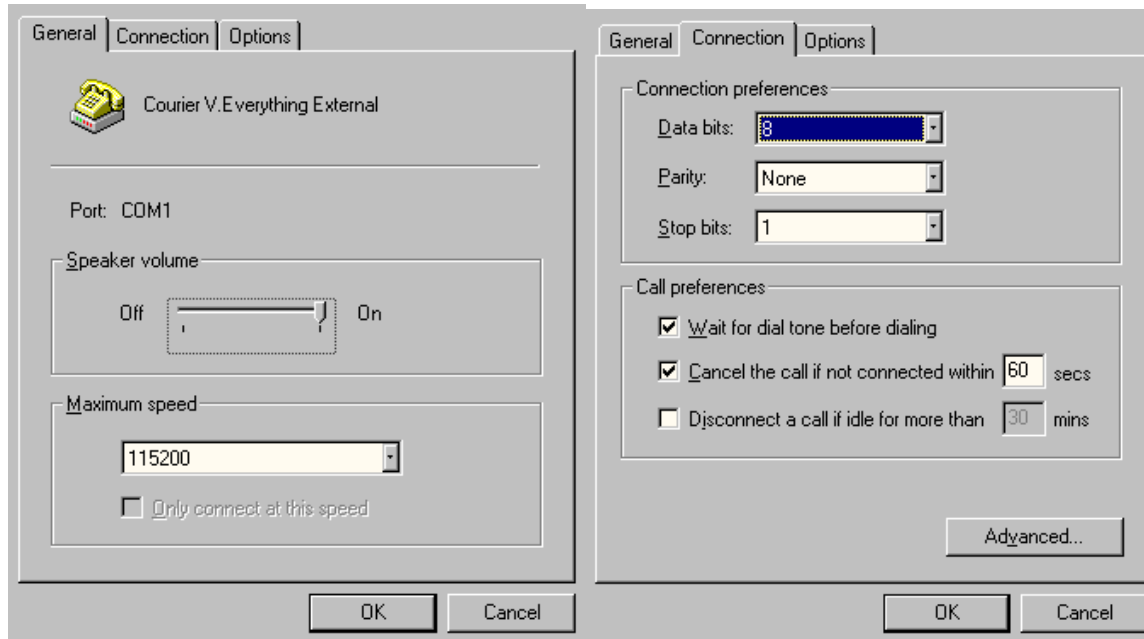
The rEDI-link Blue dial-up transmission phone number is: **(312) 297-7920**

The following are instructions and screen samples for dial-up submission.

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Setting up the Dial-In Session

From your terminal software (HyperTerminal, ProComm, etc.), configure a new session using the phone number provided by your Marketing representative. Please make sure that the following modem settings are used in your session modem properties.



Your connection properties should be as follows:

Data bits: 8, Parity: None, Stop bits: 1

Normally you will not have to change modem settings with most software programs, as these are the default settings in Windows.

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Main Menu

After reviewing the messages screen for announcements, press <RETURN> and the main menu will be presented identifying the users' options. You may select either the number corresponding to your desired selection or the first letter of the selection (identified in parenthesis). Following is a sample of the main menu:

```
                Welcome to rEDI-link Blue
                =====

                1. (D)ownload
                2. (U)pload
                3. (L)ist Files in Mailbox
                4. (H)elp
                5. (Q)uit

                Selection:
```

Upload

Upon selection of the "2. (U)pload" option to upload files to the system, the user is prompted to select the file transfer protocol of their choice. If the user selects "Q", it will return to the main menu.

```
<<<< UPLOAD A FILE >>>>

**** Select Protocol:      K for Kermit
                          X for XMODEM
                          Y for YMODEM (BATCH)
                          Z for ZMODEM

                          or Q to QUIT
```

If the user selects any one of the protocols, the user will be further prompted to initiate the file transfer on the remote computer. Disposition file names may be anything you prefer, the only requirement related to the disposition file name is that it must not have an embedded space. For example, "BS claims.dat" will cause the transmission to fail. If the file transfer is complete and successful, the "Transfer COMPLETED SUCCESSFULLY" message will be displayed on the screen. If the file transfer fails, the "Transfer FAILED" message will be displayed on the user's screen.

```
<<<< UPLOAD A FILE >>>>

**** Select Protocol:      K for Kermit
                          X for XMODEM
                          Y for YMODEM (BATCH)
                          Z for ZMODEM

                          or Q to QUIT

**** Please place your pc in Kermit mode to send the file.

**** Transfer COMPLETED SUCCESSFULLY ****
Press <RETURN> to continue
```

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Upon successful transmission of a file the user may do one of two things. Exit and dial back in a few minutes to download the return receipt file, **or** go directly into the "List files in Mailbox" and await the return receipt. When the return receipt, RTN file, is available - the user should proceed to the "Download" option.

Your file must be completely (including logging off the system) transmitted by 10:00 p.m., CST to be processed by HCSC the next business day. If your files are still being transmitted past the 10:00 p.m. cut-off time, rEDI-link Blue continues to accept the information but the files will be processed the first business day following the next day.

WARNING! If a file transfer fails during the transmission process or your phone is disconnected, the whole file is deleted and you must restart the transmission from the beginning.

Note:

BCBSIL will not send empty LTF or LBF files, however, a RJT file will be sent each day even if there are no claims in the file. An empty Reject File is easily noticeable by its byte size. If the file size is 127 bytes or less, the group can be assured that the file is empty and there were no rejects from the last Disposition File.

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Download

Upon selection of the "1. (D)ownload" option to download files, the user is prompted for the following:

```
>>>> DOWNLOAD A FILE <<<<
**** Select Protocol:      K for Kermit
                           X for XMODEM
                           Y for YMODEM (BATCH)
                           Z for ZMODEM
                           or Q to QUIT
```

If the user selects Zmodem, Kermit, or Ymodem, the user will be presented a prompt asking if the user wishes to download all files in the mailbox. If the user selects this option, a Zmodem, Kermit, or Ymodem transfer will be initiated to download all files. If the user does not select this option, the user will be presented with a list of files available for download. If the user selects Xmodem, the file list will be presented.

The user will simply enter the number associated with the file to commence the download:

```
>>>> DOWNLOAD A FILE <<<<
**** Select Protocol:      K for Kermit
                           X for XMODEM
                           Y for YMODEM (BATCH)
                           Z for ZMODEM
                           or Q to QUIT

Do you wish to download all of the files in the mailbox? (Y/N)
Press Y/N to continue or q to quit

Your mailbox contains the following files
#  Filename                               Type  Size  Date/Time          Ftype
=====
1.  LTF08071.ZIP                          f     759   Aug  07  02:50         Seq
2.  LTF08081.ZIP                          f    4742  Aug  08  02:55         Seq

**** Please enter the number corresponding to your file choice or q to quit
**** and press <RETURN> to continue:
```

All files in the outbound mailbox will have a verbal description in the first 3 letters of the normal DOS-compliant filename. For file name descriptions refer to description table on Page 12.

LTF08071.ZIP = Labor Illinois Claims Aug 07
LTF08081.ZIP = Labor Illinois Claims Aug 08

Note: The "ZIP" extension will replace the three character extensions in the file name based on the Zip flag in our control file.

If the file transfer is complete and successful the "Transfer COMPLETED SUCCESSFULLY" message will be displayed on the screen and the file will be deleted from the mailbox. If the file transfer fails, the "Transfer FAILED" message will be displayed on the user's screen. Files will not be deleted from the user's mailbox if the file retrieval failed.

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List Files

Upon selection of the "3. (L)ist Files" option on the main menu or if the user selects (X)modem in the Download option, the user is presented a list of the files in their mailbox.

Following is a sample of the List Files screen:

```
**** Enter the filename you wish to have listed,
**** or press <RETURN> to list all files in your mailbox.

**** Enter Search Pattern:

Your mailbox contains the following files
#  Filename                               Type  Size   Date/Time          Ftype
=====
1.  LTF08071.ZIP                          f     759   Aug 07 02:50       Seq
2.  LTF08081.ZIP                          f    4742  Aug 08 02:55       Seq

*** End of file list, Press any key to continue
```

All files matching the search pattern in the user's mailbox will be displayed. If no matching files are found, an appropriate message will be displayed and the script will present "Enter Search Pattern:" prompt again. If there are more than 15 files to be listed, the system will pause and scroll the listing.

WARNING! rEDI-link Blue automatically stores reports and messages for up to 21 days. After the 21 days, rEDI-link Blue archives the reports. If a report is automatically deleted after the 21 day period or is accidentally erased, the report can be recovered upon request by calling your Marketing Support representative. Groups can avoid losing files if they download files to their system on a regular basis.

Logout

1. To log off, enter [5] for Quit and to display the Main Menu.
2. To confirm log off, enter [Y].

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Illinois (Local)

File Name	Definition
LTFmmddi	Illinois Claims File (ETR3 Format)
LI7mmddi	Illinois Institutional Claims File (HIPAA 837 Format)
LP7mmddi	Illinois Professional Claims File (HIPAA 837 Format)
LPPmmddi	LCSL Reports (HCFA 1500, Fund to Pay & UB92, Lines >39)
RJTmmddi	Illinois Reject File (ETR3 Format)
L35mmddi	Illinois Reject File (HIPAA 835 Format)
RL5mmddi	Illinois Reject Report (HIPAA 835 Format)
FINmmddi	Illinois DOL Informational File – Withdrawn/Denied Claims (ETR3 Format)
DI7mmddi	Illinois Institutional DOL Informational File (HIPAA 837 Format)
DP7mmddi	Illinois Professional DOL Informational File (HIPAA 837 Format)
E35mmddi	Illinois Disposition Files (HIPAA 837 Format)

Illinois Aged Claim Reports

File Name	Definition
RPTmmddi	Backlog Report (Illinois) Weekly
IRLmmddi	Illinois Electronic Bi-Monthly Aged Claims Report
HARmmddi	SCP Home Aged Report - DCR Inventory Report

Attachment Reports

File Name	Definition
ECMdlns	Attachments NOT tied to claims
dlnscoop	Attachments tied to claims

BlueCard (Out-of-State)

File Name	Definition
LBFmmddi	BlueCard Claims File (ETR3 Format)
BI7mmddi	BlueCard Institutional Claims File (HIPAA 837 Format)
BP7mmddi	BlueCard Professional Claims File (HIPAA 837 Format)
LPBmmddi	LCSL Reports (HCFA 1500, Fund to Pay & UB92, Lines >39)
RJBmmddi	BlueCard Reject File (ETR3 Format)
B35mmddi	BlueCard Reject File (HIPAA 835 Format)
RB5mmddi	BlueCard Reject Report (HIPAA 835 Format)
CLOmmddi	BlueCard DOL Informational File – Withdrawn/Denied Claims (ETR3 Format)
CI7mmddi	BlueCard Institutional DOL Informational File (HIPAA 837 Format)
CP7mmddi	BlueCard Professional DOL Informational File (HIPAA 837 Format)
E35mmddi	BlueCard Pend Files (HIPAA 837 Format)

BlueCard Aged Claim Reports

File Name	Definition
BCBmmddi	Backlog Report (BlueCard) Weekly
IRBmmddi	BlueCard Electronic Bi-Monthly Aged Claims Report

callernumber.RTN	Return Receipt for File Sent
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