

File Formatting Standards Introduction

Slide 1 - of 16- File Formatting Standards Introduction

CMS
CENTERS FOR MEDICARE & MEDICAID SERVICES

COB&R
Coordination of
Benefits and Recovery

MMSEA Section 111 Medicare Secondary Payer Mandatory Reporting Liability Insurance (Including Self-Insurance), No-Fault Insurance, and Workers' Compensation

File Formatting Standards

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Slide notes

Welcome to the File Formatting Standards Introduction course.

Note: This module applies to Responsible Reporting Entities (RREs) that will be submitting Section 111 claim information via an electronic file submission.

Slide 2 of 16 - Disclaimer

Disclaimer

While all information in this document is believed to be correct at the time of writing, this Computer Based Training (CBT) is for educational purposes only and does not constitute official Centers for Medicare and Medicaid Services (CMS) instructions for the MMSEA Section 111 implementation. All affected entities are responsible for following the instructions found under the Reference Materials menu at the following link: <https://go.cms.gov/mirnghp>.

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Note: This module applies to Responsible Reporting Entities (RREs) that will be submitting Section 111 claim information via an electronic file submission.

Slide 3 of 16 - Course Overview

Course Overview

- PAID Act
- File Format
- Header, Detail and Trailer Records
- Data Formatting Standards

**Slide notes**

The topics in this course will include: ;PAID Act, File Format, Header, Detail and Trailer Records, and Data Formatting Standards.

NOTE: Liability insurance (including self-insurance), no-fault insurance and workers' compensation are sometimes collectively referred to as "non-group health plan" or "NGHP".

The term NGHP will be used in this CBT for ease of reference.

Slide 4 of 16 - PAID Act

PAID Act

The Medicare Secondary Payer (MSP) policy is designed to ensure that the Medicare Program does not pay for healthcare expenses for which another entity is legally responsible. To aid settling parties in determining this information, Congress has enacted the Provide Accurate Information Directly Act also known as the PAID Act requiring that CMS provide Non-Group Health Plans with a Medicare beneficiary's Part C and Part D enrollment information for the past 3 years.

This information will be provided both online, in the BCRS application, and COBSW S111/MRA and offline in the NGHP Query Response File. Additionally, CMS has requested that this solution also include the most recent Part A and Part B Entitlement dates.

**Slide notes**

The Medicare Secondary Payer (MSP) policy is designed to ensure that the Medicare Program does not pay for healthcare expenses for which another entity is legally responsible. To aid settling parties in determining this information, Congress has enacted the Provide Accurate Information Directly Act also known as the PAID Act requiring that CMS provide Non-Group Health Plans with a Medicare beneficiary's Part C and Part D enrollment information for the past 3 years.

This information will be provided both online, in the BCRS application, and COBSW S111/MRA and offline in the NGHP Query Response File. Additionally, CMS has requested that this solution also include the most recent Part A and Part B Entitlement dates.

Note: To support the PAID Act, the Query Response File will be updated to include Contract Number, Contract Name, Plan Number, Coordination of Benefits (COB) Address, and Entitlement Dates for the last three years (up to 12 instances) of Part C and Part D coverage. The updates will also include the most recent Part A and Part B entitlement dates.

Slide 5 of 16 - File Format

File Format

- With the exception of the X12 270/271, all data files must be fixed width, flat, text files
- Record length must match file layout
 - If data submitted ends prior to end of record layout, completely fill record with spaces
- Data fields are specified length and must be filled with proper characters to match lengths
 - No field delimiters allowed
- Place CRLF in the byte following the end of each record layout (2221st byte of the line if the record is defined as 2220 bytes)
- Detailed specifications found in the NGHP User Guide Appendices Chapter
- When information not supplied, provide default value

Slide notes

Section 111 requires all submitted data files to follow the detailed record and field specifications that are outlined in the NGHP User Guide Appendices Chapter.

With the exception of the X12 270/271 (which is used to transmit Query Files), all data files must be fixed width, flat, text files. All records in the file must be the same length as specified in the file layouts. If the data

submitted ends prior to the end of the specified record layout, the rest of the record must be completely filled or padded with spaces. All data fields on the files are of a specified length and should be filled with the proper characters to match these lengths. No field delimiters, such as commas between fields, are allowed.

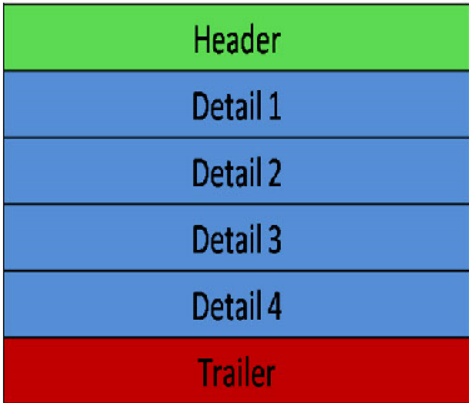
A carriage return/line feed (CRLF) character is in the byte following the end of each record layout defined in the appendices (2221st byte of the line if the record is defined as 2220 bytes).

Detailed record and field specifications are found in the NGHP User Guide Appendices Chapter. When information is not supplied for a field, provide the default value per the specific field type

(numeric and numeric date fields filled with zeroes; alphabetic, alphanumeric, alphanumeric plus parenthesis, and “Reserved for Future Use” fields filled with spaces.

Slide 6 of 16 - Header, Detail, and Trailer Records

Header, Detail, and Trailer Records



Header
Detail 1
Detail 2
Detail 3
Detail 4
Trailer

- Header record
 - Begins file
 - Identifies types of file being submitted and contains RRE ID
- Detail records
 - Claim information for injured parties who are/were Medicare beneficiaries, or
 - Query requests on Query Input File
- Trailer record
 - Ends file
 - Contains summary information

Slide notes

Each input file contains at least three record types: a header record, detail record(s) and a trailer record.

The file begins with a header record that identifies the type of file being submitted and will contain your Section 111 RRE ID. You will receive your RRE ID on your profile report after your registration for Section 111 is processed. Detail records represent claim information where the injured party was a Medicare beneficiary or query requests for individuals on the Query Input File. Each file will always end with a trailer record that marks the end of the file. It will contain summary information, including a count of the number of detailed records included in the submission for validation purposes.

Each header record must have a corresponding trailer record. Do not include the header and trailer records in the detailed record counts. If the trailer record contains invalid counts, your file will be rejected. The file submission date supplied on the header record must match the date supplied on the corresponding file trailer record.

As of July 12, 2023, the Receipt of Empty (Header & Trailer Record Only) Non-Group Health Plan (NGHP) Unsolicited Response Files will be transmitted regardless of record count. If the RRE has opted

in to receive the Unsolicited Response File will always receive a file that includes any updates made in the last 30 days. If there are no records updated by an outside source that are linked to, the Unsolicited Response File will be empty (Header & Trailer Record Only). Please note that the Non-Group Health Plan User Guide will also be updated to clarify the receipt of empty files.

Slide 7 of 16 - Formatting Address Fields

Formatting Address Fields

- Address regulations dictate which information is allowed
- Street number and street name should be placed on one address line
- Do not include extraneous information in the same Address Line field where the street number and street name are submitted
- Supplemental information (such as apartment number, suite number, “Attention To:”) must be placed on other address line
- Example: 123 Wall Street, Recovery Dept., Suite 1A
 - Address Line 1 should contain: Recovery Dept., Suite 1A
 - Address Line 2 should contain: 123 Wall Street

Slide notes

Address regulations dictate which information is allowed on which line in a mailing address. The street number and street name should be placed on one address line.

RREs must ensure that they do not include any extraneous information in the same Address Line field where they are submitting the street number and street name. Other supplemental information (such as apartment number, suite number, “Attention To:”) must be placed on the other address line.

Address Example: 123 Wall Street, Recovery Dept., Suite 1A. Address Line 1 should contain Recovery Dept, Suite 1A.

Address Line 2 should contain 123 Wall Street. Note: Whatever extraneous information is not submitted in the Address Line field with the street number and name must be submitted in the other Address Line field.

Slide 8 of 16- Data Formatting Standards

Data Formatting Standards

Data/Field Type	Formatting Standards	Examples
Numeric	Zero through 9 (0-9)	Numeric (with 5 characters): "12345"
	Right justified	
	Padded with leading zeroes	
	Do not include decimal point (see individual field descriptions for any assumed decimal places)	Numeric (5): "00032"
	Default to all zeroes unless otherwise specified in the record layouts	
	Note: the last two positions of dollar amount fields reflect cents. For example, in an 11 byte numeric field specified as a dollar amount, an amount of 10,000 (ten thousand) dollars and no cents must be submitted as "00001000000"	

Slide notes

This section describes the formatting standards for each data type found in the Section 111 files. These formatting standards are for both the input and response files.

These standards apply unless otherwise noted in specific file layouts.

Data/Field Type: Numeric

Formatting Standards: Zero through 9; Right justified; Padded with leading zeroes; Do not include decimal point (see individual field descriptions for any assumed decimal places); Default to all zeroes unless otherwise specified in the record layouts.

Note: The last two positions of dollar amount fields reflect cents. For example, in an 11 byte numeric field specified as a dollar amount, an amount of 10,000 dollars and no cents must be submitted as "00001000000".

Examples: Numeric (with 5 characters): 12345, or 00032.

Slide 9 of 16 - Data Formatting Standards

Data Formatting Standards

Data/Field Type	Formatting Standards	Examples
Alphabetic	A through Z	Alpha (with 12 characters): "TEST EXAMPLE"
	Left justified	
	Non-populated bytes padded with spaces	
	Lower case characters converted and returned in upper case	Alpha (12): "EXAMPLE "
	Default to all spaces unless otherwise specified in the record layouts	Alpha (12): "SMITH-JONES"
	Embedded hyphens (dashes), apostrophes, and spaces will be accepted in alphabetic last name fields	Alpha (12): "O'CONNOR "
	First name may only contain letters and spaces	

Slide notes

Data/Field Type:

- Alphabetic

Formatting Standards:

- A through Z
- Left-justified
- Non-populated bytes padded with spaces
- Lower case characters converted and returned in upper case
- Default to all spaces unless otherwise specified in the record layouts
- Embedded hyphens (dashes)
- Apostrophes
- Spaces will be accepted in alphabetic last name fields; first name may only contain letters and spaces

Examples: Alpha (with 12 characters): "TEST EXAMPLE" or "EXAMPLE" or "SMITH-JONES" or "O'CONNOR".

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Data Formatting Standards

Data/Field Type	Formatting Standards	Examples
Alphanumeric	A through Z (all alpha) + 0 through 9 (all numeric) + special characters <ul style="list-style-type: none"> • Comma (,) • Ampersand (&) • Space () • Dash (-) • Period (.) • Single quote (') • Colon (:) • Semicolon (;) • Number (#) • Forward slash (/) • At sign (@) 	Text (with 8 characters): "AB55823D"
	Left justified	Text (8): "XX299Y "
	Non-populated bytes padded with spaces	Text (12): "800-555-1234"
	Lower case characters converted and returned in upper case	
	Default to all spaces unless otherwise specified in the record layouts	Text (12): "#34 "
	Parentheses () are not accepted	

Slide notes

Data/Field Type:

- Alphanumeric

Formatting Standards:

- A through Z (all alpha) + 0 through 9 (all numeric) + special characters
- Comma
- Ampersand
- Space
- Dash
- Period
- Single quote
- Colon
- Semi-colon
- Number
- Forward slash

- At sign
- Left-justified
- Non-populated bytes padded with spaces
- Lower case characters converted and returned in upper case
- Default to all spaces unless otherwise specified in the record layouts (parentheses are not accepted)

Examples: Text (with 8 characters): "AB55823D" or "XX299Y" or "800-555-1234" or "#34".

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Data Formatting Standards

Data/Field Type	Formatting Standards	Examples
Alphanumeric Plus Parens	Same as alphanumeric, except Parentheses are allowed	"Department Name (DN)"

Slide notes

Data/Field Type: Alphanumeric plus parenthesis.

Formatting Standards: Same as alphanumeric, except Parentheses are allowed.

Examples: Department Name (DN).

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Data Formatting Standards

Data/Field Type	Formatting Standards	Examples
Numeric Date	Zero through nine (0-9)	A date of March 25, 2011 would be formatted as "20110325"
	Formatted as CCYYMMDD	
	No slashes or hyphens	
	Default to zeroes unless otherwise specified in the file layouts (no spaces are permitted)	Open-ended date: "00000000"

Slide notes

Data/Field Type: Numeric date.

Formatting Standards:

- Zero through nine
- Formatted as CCYYMMDD
- No slashes or hyphens
- Default to zeroes unless otherwise specified in the file layouts (no spaces are permitted)

Examples: A date of March 25, 2011, would be formatted as "20110325". Open-ended date: 00000000

Slide 13 of 16 - Data Formatting Standards

Data Formatting Standards

Data/Field Type	Formatting Standards	Examples
Reserved for Future Use	Populate with spaces	
	Fields defined with this field type may not be used by the RRE for any purpose. They must contain spaces.	

Slide notes

Data/Field Type: Reserved for Future Use.

Formatting Standards:

- Populate with spaces
- Fields defined with this field type may not be used by the Responsible Reporting Entity for any purpose. They must contain spaces.

Slide 14 of 16- Course Summary

Course Summary

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- Data Formatting Standards



Slide notes

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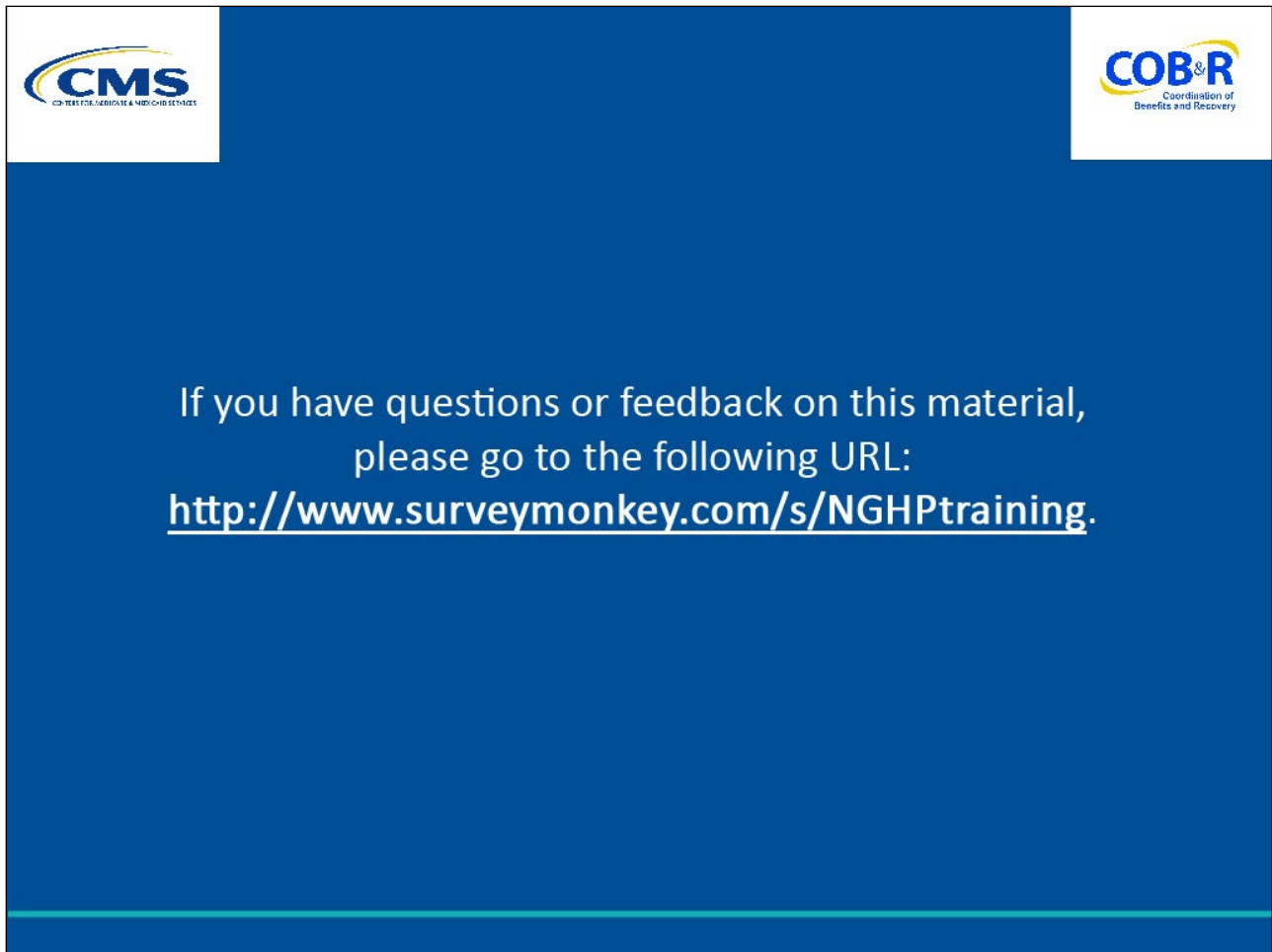
Slide 15 of 16 - Conclusion

You have completed the File Format Standards course. Information in this presentation can be referenced by the Liability Insurance (Including Self-Insurance), No-Fault Insurance and Workers' Compensation User Guide's table of contents and any subsequent alerts. These documents are available for download at the following link:
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Slide 16 of 16 - Survey



The slide features a dark blue background. In the top left corner is the CMS logo (Centers for Medicare & Medicaid Services). In the top right corner is the COB&R logo (Coordination of Benefits and Recovery). The main text is centered and reads: "If you have questions or feedback on this material, please go to the following URL: <http://www.surveymonkey.com/s/NGHPtraining>."

Slide notes

If you have questions or feedback on this material, please go to the following URL: [Training Survey](#).