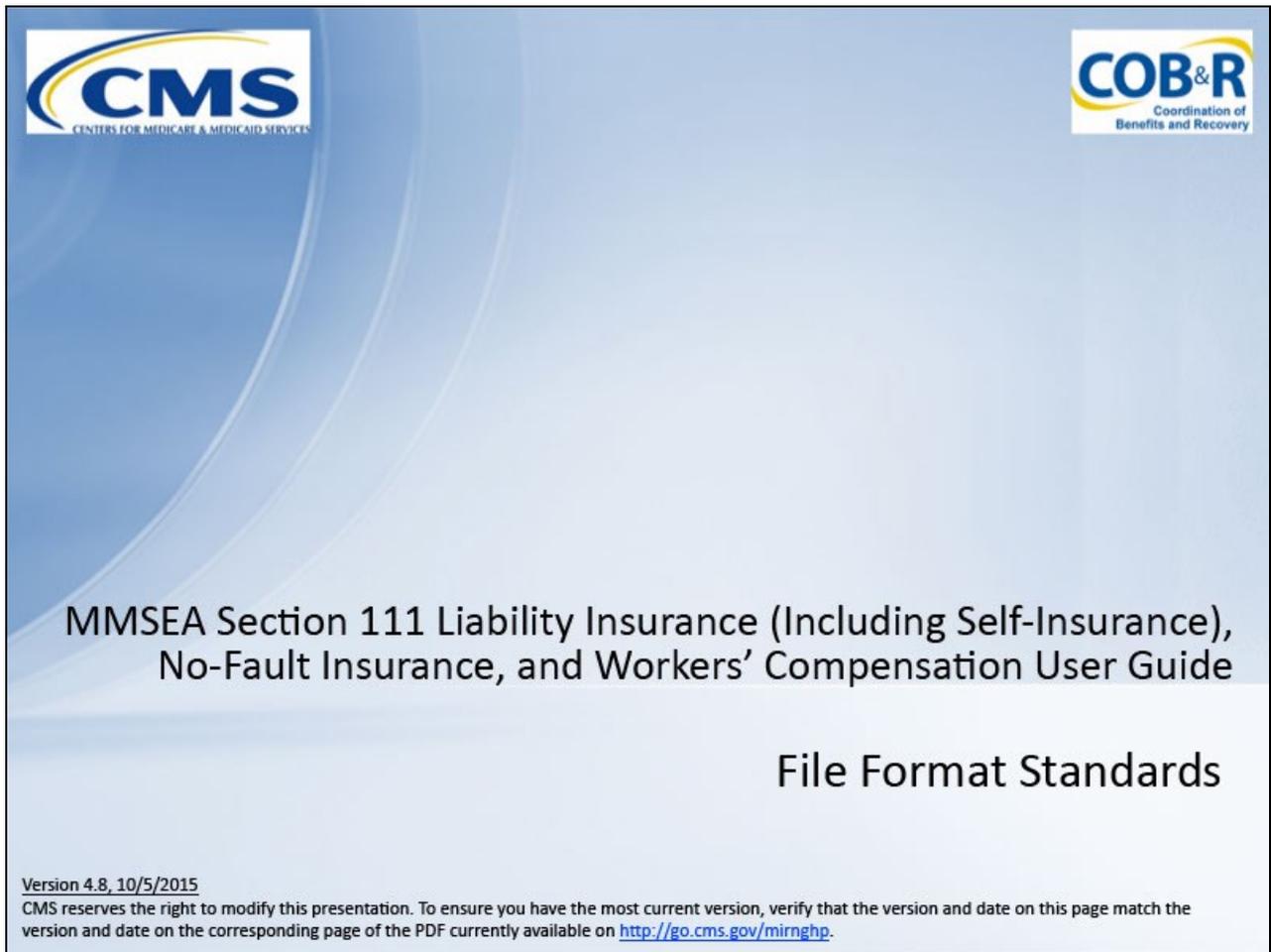


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The slide features a light blue background with a subtle wave pattern. In the top left corner is the CMS logo (Centers for Medicare & Medicaid Services). In the top right corner is the COB&R logo (Coordination of Benefits and Recovery). The main title is centered in the lower half of the slide. At the bottom left, there is a version number and a disclaimer with a URL.

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MMSEA Section 111 Liability Insurance (Including Self-Insurance),  
No-Fault Insurance, and Workers' Compensation User Guide

File Format Standards

Version 4.8, 10/5/2015  
CMS reserves the right to modify this presentation. To ensure you have the most current version, verify that the version and date on this page match the version and date on the corresponding page of the PDF currently available on <http://go.cms.gov/mirngbp>.

**Slide notes**

Welcome to the File Format Standards course.

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

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## 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 & Medicaid Services (CMS) instructions for the MMSEA Section 111 implementation. All affected entities are responsible for following the instructions found at the following link: <http://go.cms.gov/mirnghp>.

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## Course Overview

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



### Slide notes

The topics in this course include: 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.

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## 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 (2221<sup>st</sup> 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.

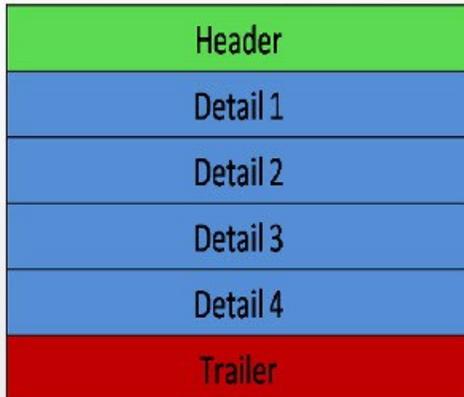
No field delimiters, such as commas between fields, are allowed. A carriage return/line feed (CRLF) character is in the byte following the end of each record layout defined in the appendices (2221st byte of the line if the record is defined as 2220 bytes).

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 parens, and "Reserved for Future Use" fields filled with spaces.

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## Header, Detail, and Trailer Records



- 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 which 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 detail 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 detail 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.

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## 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, Recover 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.

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## 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.

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## 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

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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"> <li>• Comma (,)</li> <li>• Ampersand (&amp;)</li> <li>• Space ( )</li> <li>• Dash (-)</li> <li>• Period (.)</li> <li>• Single quote (')</li> <li>• Colon (:)</li> <li>• Semicolon (;)</li> <li>• Number (#)</li> <li>• Forward slash (/)</li> <li>• At sign (@)</li> </ul>	Text (with 8 characters): "AB55823D"
		Text (8): "XX299Y "
	Left justified	Text (12): "800-555-1234"
	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	Text (12): "#34 "
Parantheses ( ) are not accepted		

Slide notes

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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

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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

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## 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

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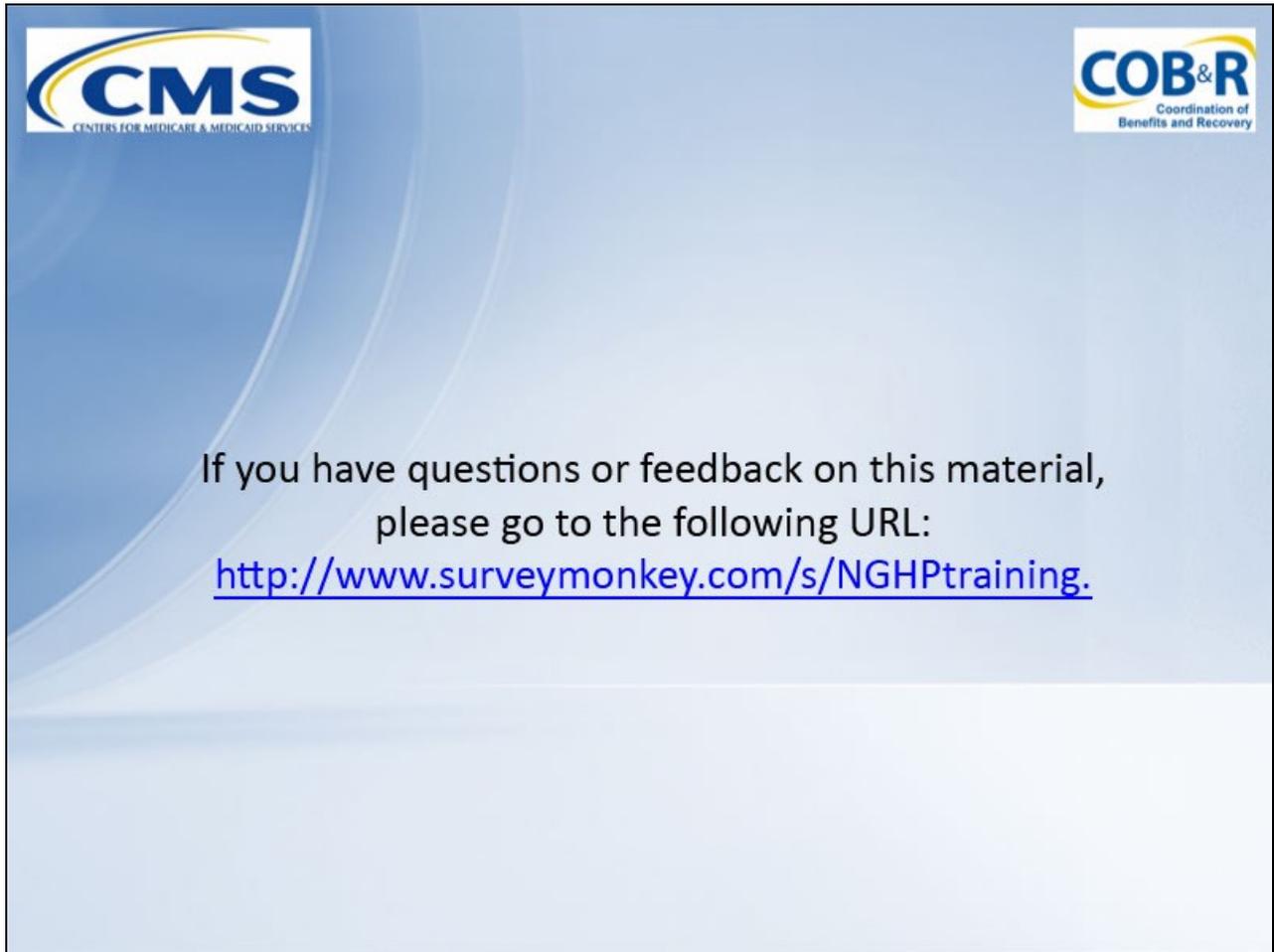
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Slide notes

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