



**FTP Guidelines for Encounter Data Submission**  
**Monday, June 2, 2008**

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### Defining the Filename

One filename (defined below) is intended for a single submission (batch). A [Certification Letter](#) will be required for each submission.

FTP limits the size of a file to 2GB, therefore if the data is greater than that, a second file, and a second Certification Letter will be required. The original 99,999 claim limit per submission is still in effect, and will be handled in a similar manner.

- (A) Use a 6 character scheme
- (B) 1st character: Place an "H" for MCP encounter data
- (C) 2nd through 3rd character: Place the 2 characters of the alphabetic submitter ID
- (D) 4th character: Indicate the format type as follows  
"D" for NCPDP, "N" for NSF, "U" for UB-92
- (E) 5th through 6th character: Place a 2 digit sequence number ("01"-"99"). Increment the sequence number by 1 for each filename, restarting from "01" after reaching "99"

E.G.: Using MCP Any Health Plan (AP) for UB-92  
data, first submission: filename is HAPU01  
Using MCP Any Health Plan (AP) for NSF  
data, fifth submission: filename is HAPN05

This filename will also be used on the Certification Letter

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### Submissions

A text file of ASCII data type containing carriage return (X'0D') and line feed (X'0A') at the end of each record must be used.

The directories for FTP for each MCP are within their respective folders as follows:

EncntrData\DropOff is for submissions

The data should have the following format for the filename:

filename.dat

E.G.: Using MCP Any Health Plan (AP) for UB-92  
data, first submission: filename is HAPU01.dat

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### Reports

The directories for FTP for each MCP are within their respective folders as follows:

EncntrData\PickUp is for reports

The reports will have the following format for the filename:

filename.rpt

E.G.: Using MCP Any Health Plan (AP) for UB-92  
data, first submission: filename is HAPU01.rpt

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### Testing Procedure

For the filename please follow the instructions under [Defining the Filename](#) with the following exceptions:

- (A) 1st character: Place a "T" instead of an "H" for MCP encounter data
- (B) A Certification Letter will be required for each submission only to ensure that the form is being filled correctly. Once this is done, no more certifications will be required for testing.

E.G.: Using MCP Any Health Plan (AP) for UB-92  
data, first submission: filename is TAPU01  
Using MCP Any Health Plan (AP) for NSF  
data, fifth submission: filename is TAPN05

This filename will also be used in an email to be sent to MIS\_EncounterData\_Support@odjfs.state.oh.us. In addition include the type of claims, number of claims, the name, phone number, and the email address of the person to whom the results are to be communicated. The "Subject" should contain "Encounter Data Testing for" with the above filename.

A minimum of 250 claims will be required for the first type of test. To ensure that no errors were caused by transmission issues, a 100% pass rate will be required.

Once the MCP passes the initial test, a stress test will be required that will contain 99,000 claims. Here we are testing volume only and the claims information could be repeated.

To minimize effort, it is recommended that the claims from the first test be used 396 times ( $250 \times 396 = 99,000$ ). This will also make it easier to calculate control totals.

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### Contact Information

FTP Issues  
ODJFS Help Desk  
Ph: 614-466-0978

NCPDP UB92 and NSF  
Ken Ferguson  
Ph: 614-387-8921  
Em: ken.ferguson@jfs.ohio.gov

Unit Supervisor  
Korrine Rowe  
Ph: 614-387-8328  
Em: korrine.rowe@jfs.ohio.gov

MIS\_EncounterData\_Support@jfs.ohio.gov  
Any other issues such as testing

Data\_Scheduling\_Unit@jfs.ohio.gov  
All production issues, including Certification Letters

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### Attachments

Certification Letter MS Word



C:\UserData\Encntr\  
Docs\EncounterData1

Certification Letter

Adobe Acrobat



C:\UserData\Encntr\  
Docs\EncounterData1

Certification Letter Instructions



C:\UserData\Encntr\  
Docs\EncounterData1

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### Revisions History

November 02, 2005

The following wording has been removed in the "General" section:  
An exception to this is the last record, which should not contain a carriage return (X'0D') and line feed (X'0A') at the end.

November 23, 2005

Added testing procedure

December 06, 2005

Added contact information

April 06, 2006

Added table of contents

May 04, 2006

The following wording has been added in the "Testing Procedure" section:

To ensure that no errors were caused by transmission issues, a 100% pass rate will be required.

Again to minimize effort, it is recommended that the claims from the first test be used 396 times (250 X 396 = 99,000). This will also make it easier to calculate control totals

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