

CMS Manual System	Department of Health & Human Services (DHHS)
Pub 100-20 One-Time Notification	Centers for Medicare & Medicaid Services (CMS)
Transmittal 2419	Date: January 15, 2020
	Change Request 11141

Transmittal 2324, dated July 24, 2019, is being rescinded and replaced by Transmittal 2419, dated, January 15, 2020, to update the effective date to February 3, 2020. All other information remains the same.

SUBJECT: Implementation to Send Pre-Pay Electronic Medical Documentation Requests (eMDR) to Participating Providers via the Electronic Submission of Medical Documentation (esMD) System

I. SUMMARY OF CHANGES: The purpose of this change request is to implement the changes required to receive and process the 'Pre-Pay eMDR' via esMD.

EFFECTIVE DATE: February 3, 2020

**Unless otherwise specified, the effective date is the date of service.*

IMPLEMENTATION DATE: October 7, 2019 - Analysis, Design, and Coding; January 6, 2020 - Testing and Implementation

Disclaimer for manual changes only: The revision date and transmittal number apply only to red italicized material. Any other material was previously published and remains unchanged. However, if this revision contains a table of contents, you will receive the new/revise information only, and not the entire table of contents.

II. CHANGES IN MANUAL INSTRUCTIONS: (N/A if manual is not updated)

R=REVISED, N=NEW, D=DELETED-Only One Per Row.

R/N/D	CHAPTER / SECTION / SUBSECTION / TITLE
N/A	N/A

III. FUNDING:

For Medicare Administrative Contractors (MACs):

The Medicare Administrative Contractor is hereby advised that this constitutes technical direction as defined in your contract. CMS does not construe this as a change to the MAC Statement of Work. The contractor is not obligated to incur costs in excess of the amounts allotted in your contract unless and until specifically authorized by the Contracting Officer. If the contractor considers anything provided, as described above, to be outside the current scope of work, the contractor shall withhold performance on the part(s) in question and immediately notify the Contracting Officer, in writing or by e-mail, and request formal directions regarding continued performance requirements.

IV. ATTACHMENTS:

One Time Notification

Attachment - One-Time Notification

Pub. 100-20	Transmittal: 2419	Date: January 15, 2020	Change Request: 11141
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I. GENERAL INFORMATION

A. Background: There have been several requests from Medicare providers to the Centers for Medicare & Medicaid Services (CMS) to enable the functionality to send Additional Documentation Request (ADR) letters electronically. CMS implemented a pilot supporting the electronic version of the ADR letter known as Electronic Medical Documentation Request (eMDR) via the Electronic Submission of Medical Documentation (esMD) system. Since the eMDRs may contain Protected Health Information (PHI) data being sent to the prospective provider, a valid consent is required from the authorized individual representing the provider along with the destination details including any delegation to their associated or representing organizations such as Health Information Handlers (HIHs). The sender will have to complete the required identity proofing and always make sure to check for any registration updates before sending out each eMDR. With the implementation of this CR, automation of eMDR registration and any corresponding updates will be done with esMD support.

CMS is requiring its review contractors to support sending ADR letters (**for Medical and Non-Medical Review**) electronically as eMDRs.

The purpose of this CR is to implement the changes required to receive and process the 'Pre-Pay eMDR' via esMD.

Assumptions:

- A provider (by billing National Provider Identifier (NPI)) registering for the first time to receive eMDR shall receive both electronically and by postal mail for the first three ADRs.
- A provider enrollment for Medicare Administrative Contractor (MAC) portals and Direct Data Entry (DDE) (Part A) are separate from eMDR enrollment and registration.
- **A provider (by billing NPI) registering for eMDR will receive ADR letters electronically via esMD from all review contractors sending out ADR letters.**
- **A provider (by billing NPI) registering for eMDR is applicable to receive eMDRs for all its Provider Transaction Access Numbers (PTANs).**

Terminology

1. **eMDR Registered Providers File** -A daily flat file from esMD system distributed to the data centers with the cumulative list of eMDR registered providers and their registration status.
2. **eMDR Letters Flat File** -A daily flat file generated by respective Virtual Data Centers (VDCs) (on behalf of Shared Systems) with all eMDR data elements (per ADR letter) as a row for all the ADR letters being sent out via esMD on that day.
3. **ADR Mail Letters File** -A daily file (as one letters file) from each VDC (from the respective MAC Cycle) sent to respective MAC data centers with all the pre-pay ADR formatted letters for that day, to be mailed to respective providers (excluding providers to receive as eMDR only).
4. **ADR esMD Letters File** -A daily file (as one letters file) from each VDC (from the respective MAC Cycle) sent to respective MAC data centers with all the pre-pay ADR formatted letters for that day to be sent via esMD to respective eMDR providers (MAC Print Center generates Portable Document Format (PDF) copies of each of these letters.)
5. **ADR Letter in PDF** -A copy of the ADR letter in PDF format (generated by MAC Print Center) to send it to providers via esMD as part of eMDR bundle (or to post on their respective portals).
6. **Zip File with ADRs in PDFs** -A daily zip file created by the esMD provided Application Program Interface (API) when MAC feeds all the individual ADR letters in PDF format for that day to be sent to esMD.
7. **eMDR Structured File** -esMD generated eMDR file in a structured format (Extensible Markup Language (XML)) for each ADR letter (from information provided in each row of eMDR Letters Flat File) as part of eMDR bundle to providers’.
8. **eMDR Error Details File** -A daily error status file listing of all the eMDRs that could not be sent to the HIH. HIH shall take the list to the provider and ask them to contact the respective MACs.
9. **eMDR Provider Delivery Notification** -A notification sent by HIH as a confirmation receipt to every eMDR delivered to their respective provider.

B. Policy: The Administrative Simplification provisions of Health Insurance Portability and Accountability Act (HIPAA) require the Secretary of the Department of Health and Human Services (HHS) to follow the Security Standards general rules as in § 164.306(a) and § 164.306(b) in order to protect the secure exchange of PHI/PII sensitive information electronically.

II. BUSINESS REQUIREMENTS TABLE

"Shall" denotes a mandatory requirement, and "should" denotes an optional requirement.

Number	Requirement	Responsibility							
		A/B MAC		D M E M A C	Shared- System Maintainers				Other
		A	B		H H H	F I S S	M C S	V M S	
11141.1	<p>The contractors shall create three (3) different files on a daily basis.</p> <ul style="list-style-type: none"> • eMDR Letters Flat File • ADR Mail Letters File • ADR esMD Letters File <p>NOTE:</p>					X	X	X	VDC, esMD

Number	Requirement	Responsibility								
		A/B MAC			D M E	Shared-System Maintainers				Other
		A	B	H H H		F I S S	M C S	V M S	C W F	
	<ul style="list-style-type: none"> Pre-Pay eMDR implementation (related to this CR) is to support Medical and Non-Medical Review ADRs. Below mentioned specific type of Non-Medical ADRs are excluded from the scope of this CR: <ul style="list-style-type: none"> Manually addressed ADR letters by MACs TACs letters Currently, the Shared System Maintainers (SSMs) (for Pre-Pay ADRs) create a 'ADR Mail letter file' and send to the MACs (via data centers) to be mailed to the providers. With the new process SSMs shall create three (3) different files as mentioned above. Relation between the current flags 'E' and 'B' of the 'eMDR registered provider file' to the eMDR files generated by the SSMs is as follows: <ul style="list-style-type: none"> If the current flag is 'E', 'eMDR Letters Flat File' and 'ADR esMD Letters File' are created. If the current flag is 'B', 'eMDR Letters Flat File', 'ADR esMD Letters File' and 'ADR Mail Letters File' is created. 									
11141.1.1	<p>The contractors shall create the eMDR Letters Flat File (for Pre-Pay ADRs) as per the flat file format mentioned in the workbook 'eMDR_Pre-Pay_Data_Elements_SSM-DC_to_esMD.xlsx' and send it to esMD via the daily batch process through the data centers.</p> <p>NOTES:</p> <ul style="list-style-type: none"> Definition of the Header, Trailer and the body are defined in the requirements below. All the specific rules related to each data element is mentioned in the column 'Comments / Rules' of the workbook 'eMDR_Pre-Pay_Data_Elements_SSM-DC_to_esMD.xlsx' tab 'eMDR Data Construct'. esMD shall receive one 'eMDR Letters Flat 					X	X	X	VDC, esMD	

Number	Requirement	Responsibility							
		A/B MAC		D M E M A C	Shared- System Maintainers				Other
		A	B		H H H	F I S S	M C S	V M S	
	File' from each MAC cycle per data center.								
11141.1.1 .1	<p>The contractors shall send a header record with main elements as mentioned below (details of all the elements are mentioned in the 'Header- Trailer DC-RC to esMD' tab of the workbook 'eMDR_Pre-Pay_Data_Elements_SSM-DC_to_esMD.xlsx'):</p> <ol style="list-style-type: none"> Record Type Indicator: - This element shall indicate the starting point of the header. ('U' shall be the value populated for this element.) Datacenter Batch Cycle Date: - Represent the Creation Date of the eMDR letter info file, at the Sender's end. Type of eMDR: - Constant value to indicate the type of origin of the eMDR. (PRE-PAY is the only value allowed) Workload number; - Represents the Workload Number of the MAC who is the sender of the eMDR. 					X	X	X	VDC, esMD
11141.1.1 .2	<p>The contractors shall send a trailer record with main elements as mentioned below (details of all the elements are mentioned in the 'Header- Trailer DC-RC to esMD' tab of the workbook 'eMDR_Pre-Pay_Data_Elements_SSM-DC_to_esMD.xlsx'):</p> <ul style="list-style-type: none"> Record Type Indicator: - This element shall indicate the starting point of the trailer. ('W' shall be the value populated for this element.) Total Number of records: - This element shall specify the total number of records sent by the Shared System Maintainer to esMD. <p>NOTE:</p> <p>If there are no ADRs for the day per cycle/workload then the data centers shall send an empty file for that cycle/workload (a file with a Header and Trailer Record, no Detailed Body eMDR records) with the</p>					X	X	X	VDC, esMD

Number	Requirement	Responsibility								Other
		A/B MAC		D M E M A C	Shared- System Maintainers					
		A	B		H H H	F I S S	M C S	V M S	C W F	
	trailer specifying '0' records.									
11141.1.1 .3	<p>The contractors shall send the body of the file as per the data elements mentioned in the 'eMDR Data Construct' tab of the workbook 'eMDR_Pre-Pay_Data_Elements_SSM-DC_to_esMD.xlsx'.</p> <p>Following data elements/section to be sent as part of each eMDR are mandatory:</p> <ol style="list-style-type: none"> 1. Record Type Indicator ('V' is the only value allowed. This element indicates the starting point of the body) 2. Unique Letter ID 3. Letter date 4. Respond to (section) 'Organization Name' and 'Address'. 5. Provider (section) 'Name' 'Address' and 'NPI' 6. Respond by 7. Jurisdiction / Zone of the MAC 8. Program Name / Line of Business (LOB) 9. Claim ID 10. Beneficiary last name 11. Beneficiary ID <p>NOTE:</p> <p>Rules for each of the data element is mentioned in column 'Comments / Rules' of the workbook.</p>					X	X	X		VDC, esMD
11141.1.1 .3.1	<p>The contractors shall populate the 'Unique letter id' as per the below mentioned rules:</p> <ul style="list-style-type: none"> • This element be a combination of <ul style="list-style-type: none"> • Numbers (0 to 9) • Any of the 26 alphabets (A to Z in upper or lower case) • Fiscal Intermediary Shared System (FISS) shall populate this element with the 'Case-id' used on the ADR. 					X	X	X		VDC, esMD

Number	Requirement	Responsibility							
		A/B MAC		D M E M A C	Shared- System Maintainers				Other
		A	B		H H H	F I S S	M C S	V M S	
	<ul style="list-style-type: none"> Multi-Carrier System (MCS) shall populate this element with the 'Document-id' used on the ADR. ViPS Medicare System (VMS) shall populate this element with the 'Case-id' used on the ADR. <p>NOTE:</p> <p>No Special characters can be used for this element.</p>								
11141.1.1 .4	<p>The contractors shall send the body of the file as per the data elements mentioned in the 'eMDR Data Construct' tab of the workbook 'eMDR_Pre-Pay_Data_Elements_SSM-DC_to_esMD.xlsx'.</p> <p>Following section(s) to be sent as part of each eMDR are situational:</p> <p>Sender Details:</p> <ul style="list-style-type: none"> If the 'sender' MAC of the eMDR is different from the 'respond to' RC, then 'Sender Details' section shall be populated by the contractors. If the 'sender' MAC of the eMDR is same as the 'respond to' RC, then 'Sender Details' section shall be populated with spaces. While sending the information in the 'Sender Details' section please follow the usage mention in column 'H' (of the workbook) for each element. <p>NOTE:</p> <p>Rules for each of the data element is mentioned in column 'Comments / Rules' of the workbook.</p>					X	X	X	VDC, esMD
11141.1.1 .5	<p>The contractors shall populate the 'Date(s) of Service' as per the below mentioned rules</p>					X	X	X	VDC, esMD

Number	Requirement	Responsibility							
		A/B MAC		D M E M A C	Shared- System Maintainers				Other
		A	B		H H H	F I S S	M C S	V M S	
	<ul style="list-style-type: none"> Element Name: Date(s) of Service (Claim Header section) and Date(s) of Service (Claim Detail section) <p>Condition: Date(s) of Service can be populated in the Claim Header, Claim detail, or at both the sections; For an eMDR at least one of them shall be populated.</p>								
11141.1.2	<p>The SSMs shall create 'ADR Mail Letters File' for Pre-Pay ADRs (as per the current process) and send it to the respective MACs via the daily batch process through the data centers.</p> <p>NOTE:</p> <ul style="list-style-type: none"> This file shall contain all the ADR letters that will be mailed to the providers. 					X	X	X	VDC
11141.1.3	<p>The SSMs shall create 'ADR esMD Letters File' (for Pre-Pay ADRs) and send it to the respective MACs Via the daily batch process through the data centers.</p>					X	X	X	VDC
11141.1.4	<p>The datacenters shall receive information from esMD helpdesk ticket for the file level issues stated below, to make the MACs aware:</p> <ul style="list-style-type: none"> any file level errors found with the 'eMDR Letters Flat File'. not receiving at least one file from each MAC cycle per data center. 	X	X	X	X				VDC, esMD
11141.2	<p>Each contractor shall convert each ADR letter of the 'ADR esMD Letters File' into a PDF version (using their own print center function).</p> <p>Notes:</p> <p>Please refer to the attached PDF document for the specific naming convention (PDF Copy of ADR letter Naming Convention.PDF)</p> <ul style="list-style-type: none"> 'Unique letter id is the value mentioned in the BR 11141.1.1.3.1 	X	X	X	X				esMD

Number	Requirement	Responsibility								
		A/B MAC			D M E	Shared-System Maintainers				Other
		A	B	H H H		F I S S	M C S	V M S	C W F	
11141.3	<p>Each MAC shall use RC client API's to send the ADR PDFs for the day to esMD via Managed File Transfer (MFT).</p> <p>Notes:</p> <ul style="list-style-type: none"> esMD shall release the RC Client API software and its specification to MACs 3 months in advance. The Review Contractor shall share the location of the documents to the API method. The RC Client API shall furnish necessary information about pdf files within the process metadata based on the filenames provided to the RC Client API and send it as zip file to esMD via MFT. 	X	X	X	X					esMD
11141.4	The contractors shall participate during the User Acceptance Testing (UAT) sessions to test the changes. (December 2019).	X	X	X	X					STC, VDC, esMD
11141.5	<p>The contractors shall attend the following one-hour calls to kick-off the discussions with all participants to:</p> <ul style="list-style-type: none"> Understand when/how/what test data can be exchanged; and Resolve any issues related to test data and the specification changes. <p>- Up to 3 one-hour calls shall be scheduled between the SSMs, RCs, VDCs and esMD teams starting in July 2019.</p> <p>- 1 one-hour call shall be scheduled between the esMD and STC teams in August 2019.</p>	X	X	X	X	X	X	X		STC, VDC, esMD

Number	Requirement	Responsibility							
		A/B MAC		D M E M A C	Shared- System Maintainers				Other
		A	B		H H H	F I S S	M C S	V M S	
	<p>During the UAT period in December, up to 2 calls can be scheduled for all parties to discuss any testing issues that may occur.</p> <p>NOTES:</p> <ul style="list-style-type: none"> • esMD team shall schedule the calls. • Each SSM shall post the minutes of the meeting for their specific issues being discussed in the call, (Post the minutes within 2 business days of the meeting in eChimp) • Each contractor must post the minutes of the meeting for their specific issues being discussed in the call. (Post the minutes within 2 business days of the meeting in eChimp) • The SSMs, STC and contractors shall provide their point of contacts for the calls within 3 business days after the CR is released. 								
11141.6	<p>esMD, the SSMs and the contractors shall exchange the test files as per the schedule included in the attached document "Testing Criteria-Pre-Pay eMDR.docx".</p> <p>NOTE:</p> <ul style="list-style-type: none"> • SSMs are included in this business requirement just to provide the valid test data to esMD. System to System testing is specific to the STC and MACs. 	X	X	X	X	X	X	X	STC, VDC, esMD
11141.7	<p>The 'Date of Service' mentioned in the comment below the 'Effective Date' of the CR has no functional impact to these CR requirements.</p>	X	X	X	X	X	X	X	

III. PROVIDER EDUCATION TABLE

Number	Requirement	Responsibility
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		A/B MAC			D M E	C D I
		A	B	H H H	M A C	
	None					

IV. SUPPORTING INFORMATION

Section A: Recommendations and supporting information associated with listed requirements: N/A

"Should" denotes a recommendation.

X-Ref Requirement Number	Recommendations or other supporting information:
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Section B: All other recommendations and supporting information: N/A

V. CONTACTS

Pre-Implementation Contact(s): Melanie Jones, 410-786-5461 or Melanie.Jones@cms.hhs.gov

Post-Implementation Contact(s): Contact your Contracting Officer's Representative (COR).

VI. FUNDING

Section A: For Medicare Administrative Contractors (MACs):

The Medicare Administrative Contractor is hereby advised that this constitutes technical direction as defined in your contract. CMS does not construe this as a change to the MAC Statement of Work. The contractor is not obligated to incur costs in excess of the amounts allotted in your contract unless and until specifically authorized by the Contracting Officer. If the contractor considers anything provided, as described above, to be outside the current scope of work, the contractor shall withhold performance on the part(s) in question and immediately notify the Contracting Officer, in writing or by e-mail, and request formal directions regarding continued performance requirements.

ATTACHMENTS: 3

CR	Change Requested	Explanation	Date
11141	Update the Length of the Unique Letter id to 30.	GDIT in their POC1 Comment requested to update the length to 30. Action performed :- Length is updated to 40 to accommodate any future changes. Due to this change the total length has been updated.	1//11/2019
11141	Update the description of 'Batch Cycle Date'	GDIT in their POC1 Comment requested to update the 'Description' of the 'Batch Cycle Date' to reflect only date. Action Performed :- Description has been updated to mention only the date. Time variant has been removed from this data element.	1//11/2019
11141	Update the 'Comments' Column ('I') of the 'Unique Letter id' to say upto 40 characters.	GDIT in their POC2 comments requested the change. Action Performed :- Column 'I' (Comments) has been updated to mention only the date. Time variant has been removed from this data element.	01/23/2019
11139	Updated the length of the Document Code element	Based on the analysis call discussions a maximum of 20 document codes can be accommodated in the 'Documents Code' element. As the length of the document code is 24 numerics, to allow 20 document codes this element shall have a length of 480.	03/04/2019
11139	Add 3 more Document Code Request blocks.	During the analysis calls it was stated by MCS that they allow 53 messages per ADR. To accommodate all the 53 messages into eMDR the layout now has 53 'Document Code Request' blocks.	03/06/2019
11139	Change the format of the 'Respond by' and 'Letter Date' field	To be consistent across the layout the format of the 'Respond By' and 'Letter Date' elements have been updated as 'mm/dd/yyyy'	03/06/2019
11139	Miscellaneous	Based on the analysis call discussions row 50 in the 'eMDR Data Construct' tab has been updated to be referred as 'Analysis Factor'. Description and the Comments column of the 'Analysis Factor' is also updated to reflect the latest information.	03/11/2019
11141	'Comments' column for the data element 'Total Number of Records' needs a change.	FISS, during their development cycle pointed out, that the existing comment in the tab 'Header- Trailer DC to esMD' for the element 'Total Number of Records' is contradicting with the BR language stated in 11141.1.1.2 (Notes). Actual comment 'Must be present with a value greater than ZERO' Updated Comment 'Values allowed are 0 to 9999999'	05/27/2019
11141	Comments/ Rules column of the 'Documents Requested' section requires the guidelines.	MCS during the correction review period, pointed out that CMS shall update the 'Documents Requested' section (tab 'eMDR Data Construct') to mention "This section is for future use and spaces are expected at this time". Updated the column 'I' (" Comments / Rules ") rule (Row number 49) Rules : This section is reserved for future use. All the fields in this section shall be sent as spaces to esMD. In the following rows the striked out content has been modified / removed. Row 24 Column B (ID / Section) , the content of this column has been modified as 'Provider details (Billing Provider) ' Column D (Description), the contents of this column has been modified as 'Provider to whom the intended eMDR is to be delivered 'Addressed To' Row 25 Column D (associated to Data Element - First Name), the description has been modified as 'First Name of the Billing Provider'. Row 26 Column D (associated to Data Element - Middle Name), the description has been modified as 'Middle Name of the Billing Provider'. Row 34 Column D (associated to Data Element - Provider NPI), the description has been modified as 'NPI of the eMDR Registered Billing Provider'. Column 'A' of the tab 'eMDR Data Construct' is updated to reflect the correct sequential numbers.	06/11/2019
11141	SSM pointed out that 'Provider Details' section (rows 24 to 32) shall remove the reference of the word 'Billing'. This Section shall have the details of the provider to whom the eMDR is 'Addressed To'. OTS requested to update the correct S.No. on the spreadsheet.	Column D (associated to Data Element - First Name), the description has been modified as 'First Name of the Billing Provider'. Column D (associated to Data Element - Middle Name), the description has been modified as 'Middle Name of the Billing Provider'. Column D (associated to Data Element - Provider NPI), the description has been modified as 'NPI of the eMDR Registered Billing Provider'. Column 'A' of the tab 'eMDR Data Construct' is updated to reflect the correct sequential numbers.	07/08/2019 07/15/2019

Details of the elements for the Header and Trailer while sending eMDR (Pre-Pay) request from DC to esMD .

HEADER							
Data Element	Description	Usage Reg.	Format/Values	Starting position	Length	Comments/Rules	Justification / Fillers in SSM / DC flat file to esMD
Record Type Indicator	This element indicates the starting point of Header of the eMDR letter info file.	R	Value: U	1	1	Rules: 1. Must be present with a value as stated in Column D . (same row)	
Type of EMDR	Constant value to indicate the type of origin of the eMDR	R	Values: PRE-PAY	2	7	Rules: 1. Must be present with the value stated in Column D	
Workload number	Represents the Workload Number of the RC who is the Sender of the eMDR.	R	Format: Alphanumeric	9	5		
Data Center Batch Cycle Date	Represent the Creation Date of the eMDR letter info file, at the Sender's end	R	Format: CCYYMMDD	14	8	Rules: 1. Must be present, valid and in the format stated in Column D .	
FILLER	Intended for future use	R	SPACES	22	27843	To fill out the full record length for this file The record length of the detail body for this file is 27864.	
					27864		

Detailed Body

Elements for the body of the response are mentioned in the tab (eMDR Data Construct)

Trailer							
Data Element	Description	Usage Reg.	Values / Formats	Starting position	Length	Comments	Justification / Fillers in SSM / DC / RC flat file to esMD
Record Type Indicator	This element indicates the starting point of Trailer of the eMDR letter info file.	R	Value: W	1	1	Rules: 1. Must be present with a value as stated in Column D .	
Total Number of Records	The number of eMDR records in the Data Center or Review Contractor to esMD file	R	Format: Numeric	2	7	Rules: 1. Values allowed are 0 to 99999999	Right justified, zero padded
FILLER	Intended for future use	R	SPACES	9	27856	To fill out the full record length for this file The record length of the detail body for this file is 27864.	
					27856		
					27864		

S. No.	ID / Section	Data Element	Description	Type / Format / Values	Starting Position	Length	Usage Req.	Comments / Rules	Justification / Fillers to SSM / CC for the eMDR
1		Record Type Indicator	This element indicates the starting point of Detail Body of the eMDR letter info file.	Value: V	1	1	R	Rules: 1. Must be present with a value as stated in Column E .	
2		Unique Letter Id	This represents the identifier assigned by the Sender of the eMDR letter information (SSM), to identify each eMDR letter record uniquely. Note to eMDR: This Identifier Value: 1. Shall be used by the eMDR to track each eMDR uniquely. 2. Shall be used by eMDR to create the bundle of the structured eMDR and the PDF format of the letter (provided from the MAC).	Type: Alphanumeric	2	40	R	Rules: 1. It shall be up to 40 characters in Length. 2. Each SSM agreed to send their unique id in this element. -MCS shall send this element as 'Document ID'. -FIS shall send this element as 'Case ID'. -VMS shall send this element as 'Case ID'. 3. This unique id should not have any special characters.	Left justified, space padded
3		Letter Date	Date affixed on the ADR letter	Format: mm/dd/yyyy	42	10	R	Rules: 1. Must be valid date	
		"Respond To" Details	N/A	RC to whom the ADR response needs to be sent by the Provider	52	0	R		
4		Organization Name	Name of the Organization to which the ADR Response needs to be sent by the Provider	Type: Character	52	60	R	Rules: 1. Name of the Organization must be present	Left justified, space padded
5		Address 1	First Address Line of the RC, to which the documentation needs to be sent by the provider	Type: Character	112	55	R	Rules: 1. Address Line 1 of the Organization address must be present.	Left justified, space padded
6		Address 2	Second Address Line of the RC, to which the documentation needs to be sent by the provider	Type: Character	167	55	O		
7		City	City associated with the RC address, to which the documentation needs to be sent by the provider	Type: Character	222	30	R	Rules: 1. City of the Organization address must be present	Left justified, space padded
8		State	State associated with the RC address, to which the documentation needs to be sent by the provider	Values: All standard 2 character value representation for US states	252	2	R	Rules: 1. State of the Organization address must be present. 2. Must be valid State value in US	
9		Zip Code	ZIP Code associated with the RC address, to which the documentation needs to be sent by the provider	Type: Character Format: 99999999 (5 + 4)	254	9	R	Rules: 1. ZIP Code of the Organization address must be present. 2. Must be valid value in US. 3. When populated with just 5 digits, let the rest of the 4 digits be filled with SPACES.	Left justified, space padded
10		Telephone	Information to the provider to contact the RC in case of any questions.	Format: 9999999999 (10 numeric)	263	10	O		Right justified, zero padded
11		Telephone Ext	Information to the provider to contact the RC in case of any questions.	Format: 99999 (5 numeric)	273	5	O		Right justified, zero padded
12		Fax number	Fax number to respond with documentation	Format: 9999999999 (10 numeric)	278	10	O		Right justified, zero padded
		Sender Details	N/A	MAC who is responsible for sending the eMDR	288	0	S	Condition: 1. If the MAC who is sending the eMDR is different from the RC to whom the ADR Response needs to be sent by the Provider, the Sender Detail section is Required. Notes: 1. While sending the information in this section please follow the usage mention in column "R" for each element. 2. If the RC who is sending the eMDR is same as the RC to whom the ADR Response needs to be sent by the Provider, the Sender Detail information shall be populated with SPACES.	
13		Organization Name	Name of the Organization which is sending the ADR, to the Provider.	Type: Character	288	60	R	Rules: 1. Name of the Organization must be present	Left justified, space padded
14		Address 1	First Address Line of the MAC, who is sending the ADR letter, to the Provider.	Type: Character	348	55	O		
15		Address 2	Second Address Line of the MAC, who is sending the ADR letter, to the Provider.	Type: Character	403	55	O		
16		City	City associated with the MAC address, who is sending the ADR letter, to the Provider.	Type: Character	458	30	O	Rules: 1. City of the Organization address may be provided	
17		State	State associated with the MAC address, who is sending the ADR letter, to the Provider.	Values: All standard 2 character value representation for US states	488	2	O	Rules: 1. State of the Organization address may be provided. 2. Must be valid State value in US, when populated	
18		Zip Code	ZIP Code associated with the MAC address, who is sending the ADR letter, to the Provider.	Type: Character Format: 9999999999 (5 + 4)	490	9	O	Rules: 1. ZIP Code of the Organization address may be provided. 2. Must be valid State value in US. 3. When populated with just 5 digits, let the rest of the 4 digits be filled with SPACES.	Left justified, space padded
19		Telephone	Contact Telephone Number of the Sender of the ADR, to facilitate Provider inquiry, as needed only.	Format: 9999999999 (10 numeric)	499	10	O		Right justified, zero padded
20		Telephone Ext	Contact Telephone Number extension of the Sender of the ADR, to facilitate Provider inquiry, as needed only.	Format: 99999 (5 numeric)	509	5	O		Right justified, zero padded
		Provider details	N/A	Provider to whom the structured eMDR is Addressed To	514	0	R	Note: The elements marked as Required under this section must be provided.	
21		First Name	First Name of the Provider	Type: Character	514	10	O		
22		Middle Name	Middle Name of the Provider	Type: Character	549	25	O		
23		Last Name / Organization Name	Last Name of the Individual Provider OR Name of the Organization	Type: Character	574	60	R	Rules: 1. Name of the Organization must be present, when Provider Detail information is provided	Left justified, space padded
24		Address 1	First Address Line of the Provider, to whom the ADR letter is getting sent.	Type: Character	634	55	R	Rules: 1. First address line must be present, when Provider Detail information is provided	Left justified, space padded
25		Address 2	Second Address Line of the Provider, to whom the ADR letter is getting sent.	Type: Character	689	55	O		
26		City	City associated with the Provider address, to whom the ADR letter is getting sent.	Type: Character	744	30	R	Rules: 1. City of the Organization address must be present, when Sender Detail information is provided	Left justified, space padded
27		State	State associated with the Provider address, to whom the ADR letter is getting sent.	Values: All standard 2 character value representation for US States	774	2	R	Rules: 1. State of the Organization address must be present, when Provider Detail information is provided. 2. Must be valid State value in US.	
28		Zip Code	ZIP Code associated with the Provider address, to whom the ADR letter is getting sent.	Type: Character Format: 9999999999 (5 + 4)	776	9	R	Rules: 1. ZIP Code of the Organization address must be present, when Provider Detail information is provided. 2. Must be valid State value in US. 3. When populated with just 5 digits, let the rest of the 4 digits be filled with SPACES.	Left justified, space padded
29		Provider Number / PTAN	Represents the Provider Number or Provider Transaction Access Number (PTAN)	Type: Alphanumeric	785	11	O		
30		Provider NH	NH of the eMDR Registered Provider	Type: Numeric	798	10	R	Rules: 1. Must be present and 10 numeric digit. 2. Must be a Valid eMDR Registered NH, associated to the corresponding HH.	
31		Fax	Fax number of the Provider / Provider Organization	Format: 9999999999 (10 numeric)	808	10	O		Right justified, zero padded
		Letter Details	N/A		818	0	R		
32		Respond By	Date by which the Response to the ADR is expected from the Provider, by the MAC (Due date)	Format: mm/dd/yyyy	818	10	R	Rules: 1. The Date must be present and valid. 2. Must be in the mentioned format. 3. Must be a future date	
33		Jurisdiction / Zone of the MAC	Represents the Jurisdiction or the Region to the MAC who is sending the letter.	Type: Character Values: example 'TX', 'IL'	828	5	R	Rules: 1. Jurisdiction OR Zone text must be present. Note: eMDR system will neither maintain the values, nor, verify whether the populated value is valid.	Left justified, space padded
34		Program name (Line of Business)	Indicates the Name of the Program which is sending this ADR letter	Type: Character Values: The following are suggested: Part A, Part B, DMC, HHS, Or Any value as deemed	833	10	R	Rules: 1. The Value must be present Note: eMDR system will neither maintain the values, nor, verify whether the populated value is valid.	Left justified, space padded
		Claim Details / Header	N/A		843	0	R		
35		Claim ID	The Claim Reference Number in OMS/RC System	Type: Alphanumeric	843	23	R	Rules: 1. Must be present 2. Must exist in one of following formats 13 numeric characters in length, 14 numeric characters in length, 15 numeric characters in length, OR 17 - 23 variable (can include alphabets, numbers, dashes and space) characters in length	
36		Patient Control Number	The reference number of the Beneficiary in Provider system.	Type: Alphanumeric	866	25	O		Left justified, space padded
37		Beneficiary Id	Identifier of the Beneficiary who is receiving the Service	Formats: Applicable eMDR or MBI formats	891	12	R	Rules: 1. Must be present 2. Must exist in one of the respective applicable formats. After the MBI transition is complete MBI is the only value allowed	Left justified, space padded
38		Beneficiary First Name	First Name of the Beneficiary who is receiving the Service	Type: Character	903	35	O		Left justified, space padded
39		Beneficiary Middle Name	Middle Name of the Beneficiary who is receiving the Service	Type: Character	938	25	O		Left justified, space padded
40		Beneficiary Last Name	Last Name of the Beneficiary who is receiving the Service	Type: Character	963	60	R	Rules: 1. Last Name of the Beneficiary must be present	Left justified, space padded

41		Type Of Bill	Represent the Bill Type for Institutional Claims	Format: Numeric	1023	3	0	Condition: May be populated for Institutional Claims only. Rules: 1. Must be 3 numeric, when populated	Right justified, zero padded
42		Date(s) of Service	Represents the Date of Service OR Range of Date of Service on the Claim (Header Level of the Claim)	Formats: Date: mm/dd/yyyy OR Date Range: mm/dd/yyyy-mm/dd/yyyy	1026	21	0		Left justified, zero padded
	Documents Requested	N/A			1047	0	0	Rules: This section is reserved for future use. All the fields in this section shall be sent as spaces to eMDS.	
		Analysis Factor	Documents are requested by each line of business based on a particular Analysis Factor. Example: Reason Code, Procedure code etc.	Type: Alphanumeric	1047	5	0	Rules: FIS / PART A MACs request the documents at Reason code level. They shall always populate a reason code for this element. MCS / PART B MACs request the documents at Procedure code or at the claim level. They shall populate a procedure code or the word 'CLAIM' to refer to what level the document codes are requested in each block. VMS / DME MACs request the documents at Procedure code or at the claim level. They shall populate a procedure code or the word 'CLAIM' to refer to what level the document codes are requested in each block. For VMS if the documents are requested specifically at the procedure level then procedure shall be populated for this element.	
43	Document Code Request Block 1	Date(s) of Service	Represents the Date of Service OR Range of Date of Service per procedure / claim line level	Formats: Date: mm/dd/yyyy OR Date Range: mm/dd/yyyy-mm/dd/yyyy	1052	21	0	Rules: 1. When populated, must adhere to the respective formats specified. 2. When populated, must be a valid date, or a valid date range, as applicable. 3. When populated as a range, the starting date in the range of dates, must be earlier to the end range of the date.	Left justified, zero padded
		Document Codes	The Identifier representing the Document, which is requested by the MAC. Note: Provision for a maximum of 20 document codes	Type: Alpha Numeric	1073	480	0	Can be populated with more than ONE Document Code each with a length of 24 characters, upto a maximum of 20. Example: 32051321032 312051323466654321 123456789012345678	
44	Document Code Request Block 2	Analysis Factor, Date of Service and Document Code(s) shall be repeated			1553	506	0		
45	Document Code Request Block 3	Analysis Factor, Date of Service and Document Code(s) shall be repeated			2059	506	0		
46	Document Code Request Block 4	Analysis Factor, Date of Service and Document Code(s) shall be repeated			2565	506	0		
47	Document Code Request Block 5	Analysis Factor, Date of Service and Document Code(s) shall be repeated			3071	506	0		
48	Document Code Request Block 6	Analysis Factor, Date of Service and Document Code(s) shall be repeated			3577	506	0		
49	Document Code Request Block 7	Analysis Factor, Date of Service and Document Code(s) shall be repeated			4083	506	0		
50	Document Code Request Block 8	Analysis Factor, Date of Service and Document Code(s) shall be repeated			4589	506	0		
51	Document Code Request Block 9	Analysis Factor, Date of Service and Document Code(s) shall be repeated			5095	506	0		
52	Document Code Request Block 10	Analysis Factor, Date of Service and Document Code(s) shall be repeated			5601	506	0		
53	Document Code Request Block 11	Analysis Factor, Date of Service and Document Code(s) shall be repeated			6107	506	0		
54	Document Code Request Block 12	Analysis Factor, Date of Service and Document Code(s) shall be repeated			6613	506	0		
55	Document Code Request Block 13	Analysis Factor, Date of Service and Document Code(s) shall be repeated			7119	506	0		
56	Document Code Request Block 14	Analysis Factor, Date of Service and Document Code(s) shall be repeated			7625	506	0		
57	Document Code Request Block 15	Analysis Factor, Date of Service and Document Code(s) shall be repeated			8131	506	0		
58	Document Code Request Block 16	Analysis Factor, Date of Service and Document Code(s) shall be repeated			8637	506	0		
59	Document Code Request Block 17	Analysis Factor, Date of Service and Document Code(s) shall be repeated			9143	506	0		
60	Document Code Request Block 18	Analysis Factor, Date of Service and Document Code(s) shall be repeated			9649	506	0		
61	Document Code Request Block 19	Analysis Factor, Date of Service and Document Code(s) shall be repeated			10155	506	0		
62	Document Code Request Block 20	Analysis Factor, Date of Service and Document Code(s) shall be repeated			10661	506	0		
63	Document Code Request Block 21	Analysis Factor, Date of Service and Document Code(s) shall be repeated			11167	506	0		
64	Document Code Request Block 22	Analysis Factor, Date of Service and Document Code(s) shall be repeated			11673	506	0		
65	Document Code Request Block 23	Analysis Factor, Date of Service and Document Code(s) shall be repeated			12179	506	0		
66	Document Code Request Block 24	Analysis Factor, Date of Service and Document Code(s) shall be repeated			12685	506	0		
67	Document Code Request Block 25	Analysis Factor, Date of Service and Document Code(s) shall be repeated			13191	506	0		
68	Document Code Request Block 26	Analysis Factor, Date of Service and Document Code(s) shall be repeated			13697	506	0		
69	Document Code Request Block 27	Analysis Factor, Date of Service and Document Code(s) shall be repeated			14203	506	0		
70	Document Code Request Block 28	Analysis Factor, Date of Service and Document Code(s) shall be repeated			14709	506	0		
71	Document Code Request Block 29	Analysis Factor, Date of Service and Document Code(s) shall be repeated			15215	506	0		
72	Document Code Request Block 30	Analysis Factor, Date of Service and Document Code(s) shall be repeated			15721	506	0		
73	Document Code Request Block 31	Analysis Factor, Date of Service and Document Code(s) shall be repeated			16227	506	0		
74	Document Code Request Block 32	Analysis Factor, Date of Service and Document Code(s) shall be repeated			16733	506	0		
75	Document Code Request Block 33	Analysis Factor, Date of Service and Document Code(s) shall be repeated			17239	506	0		
76	Document Code Request Block 34	Analysis Factor, Date of Service and Document Code(s) shall be repeated			17745	506	0		
77	Document Code Request Block 35	Analysis Factor, Date of Service and Document Code(s) shall be repeated			18251	506	0		
78	Document Code Request Block 36	Analysis Factor, Date of Service and Document Code(s) shall be repeated			18757	506	0		
79	Document Code Request Block 37	Analysis Factor, Date of Service and Document Code(s) shall be repeated			19263	506	0		
80	Document Code Request Block 38	Analysis Factor, Date of Service and Document Code(s) shall be repeated			19769	506	0		
81	Document Code Request Block 39	Analysis Factor, Date of Service and Document Code(s) shall be repeated			20275	506	0		
82	Document Code Request Block 40	Analysis Factor, Date of Service and Document Code(s) shall be repeated			20781	506	0		
83	Document Code Request Block 41	Analysis Factor, Date of Service and Document Code(s) shall be repeated			21287	506	0		
84	Document Code Request Block 42	Analysis Factor, Date of Service and Document Code(s) shall be repeated			21793	506	0		
85	Document Code Request Block 43	Analysis Factor, Date of Service and Document Code(s) shall be repeated			22299	506	0		
86	Document Code Request Block 44	Analysis Factor, Date of Service and Document Code(s) shall be repeated			22805	506	0		
87	Document Code Request Block 45	Analysis Factor, Date of Service and Document Code(s) shall be repeated			23311	506	0		
88	Document Code Request Block 46	Analysis Factor, Date of Service and Document Code(s) shall be repeated			23817	506	0		
89	Document Code Request Block 47	Analysis Factor, Date of Service and Document Code(s) shall be repeated			24323	506	0		
90	Document Code Request Block 48	Analysis Factor, Date of Service and Document Code(s) shall be repeated			24829	506	0		
91	Document Code Request Block 49	Analysis Factor, Date of Service and Document Code(s) shall be repeated			25335	506	0		
92	Document Code Request Block 50	Analysis Factor, Date of Service and Document Code(s) shall be repeated			25841	506	0		
93	Document Code Request Block 51	Analysis Factor, Date of Service and Document Code(s) shall be repeated			26347	506	0		
94	Document Code Request Block 52	Analysis Factor, Date of Service and Document Code(s) shall be repeated			26853	506	0		
95	Document Code Request Block 53	Analysis Factor, Date of Service and Document Code(s) shall be repeated			27359	506	0		
							27864		

E

January 2020 Release

Criteria Required to Generate Test Files from SSM/RCs to esMD for CRs 31044 (eChimp CR 11141)

*****esMD UAT Starts in the 1st week of December 2019 *****

Testing support call schedule and expected attendees:

DPSS esMD Team would need to set up three calls, starting in July 2019 (once a month) **to collaborate on the content of the Test Files/Test cases.**

The goal of these calls is to ensure that the SSM/RCs discuss how / by when / what test data shall be shared. esMD team is mainly looking for the NPI data to be used for testing as esMD would register the test NPIs in the NPPES Provider Registry.

- July : Unit Test Preparation Call (SSMs/RCs/VDCs only and esMD teams)
- August : STC Test Preparation Call (STC only and esMD teams)
- September: UAT Test Preparation Call (SSMs/RCs/VDCs only and esMD teams)

During the UAT period in December, up to 2 calls can be scheduled for all parties to discuss any testing issues that may occur.

Note:

- During Call 3, verify all the test Providers NPIs are already registered in the NPPES system and the NPI details has been shared to the HIHs participating in UAT testing via TOSS esMD Service Desk. Also, esMD team should provide UAT testing plan to SSMs for Pre-Pay functionality.
- In case if the SSM/RCs want to share any technical information with esMD they can share during these calls.
- Common set of NPIs shall be used during the testing phase of all the following CRs (11003,11141 and 11142)

January 2020 Release SSMs, STCs Testing Plan:

Responsible parties are marked in each step of testing.

Test Criteria (Refer to Figure 1 for eMDR Pre-Pay flow)	Unit Test Key Dates	STC Test Phase Key Dates	UAT Test Key Dates
Step 1: Data Center (for respective SSMs) send eMDR Letters Flat File to esMD.	10/01/2019 to 10/04/2019 (VDC to esMD)	11/01/2019 to 11/06/2019 (STC\VDC to esMD)	12/02/2019 to 12/05/2019 (STC\VDC to esMD)
Step 1.1 : Receiving helpdesk ticket in case of file level errors.	10/01/2019 to 10/04/2019 (esMD to VDC)	11/01/2019 to 11/06/2019 (esMD to VDC)	12/02/2019 to 12/05/2019 (esMD to VDC)

Test Criteria (Refer to Figure 1 for eMDR Pre-Pay flow)	Unit Test Key Dates	STC Test Phase Key Dates	UAT Test Key Dates
Step 2: RCs sends Zip File with ADRs in PDF format via RC Client API Note: RCs should use the same Letter ID that was sent in the eMDR flat file while generating the zip package to esMD. esMD team would provide RC Client API to support this functionality.	10/05/2019 to 10/10/2019 (RC to esMD)	NA	12/06/2019 to 12/11/2019 (RC to esMD)
2.1: esMD sends error messages to RCs only if there are validation errors during processing of the Zip package received from RCs.	10/05/2019 to 10/10/2019 (esMD to RC)	NA	12/07/2019 to 12/12/2019 (esMD to RC)
3: esMD sends eMDR XML file and ADR files in PDF format to the HIHs Note: HIH would receive the eMDR and ADR files only after esMD has successfully processed the files received from SSMs and RCs.	10/11/2019 to 10/16/2019 (Between esMD and HIH)	NA	12/12/2019 to 12/16/2019 (Between esMD and HIH)
3.1: esMD receives eMDR delivery acknowledgement from HIH after esMD successfully sent the eMDR and ADR files to HIH.			
3.2: esMD sends the success/failure delivery acknowledgement to RC's depending on whether esMD successfully/failed delivering to HIH.	10/11/2019 to 10/16/2019 (esMD to RC)	NA	12/12/2019 to 12/16/2019 (esMD to RC)
4: esMD receives eMDR provider delivery notification from HIH after HIH sends the eMDR and ADR files to Providers. Delivery notification will be captured in the esMD database for any reporting/audit purpose.			

SSM Unit Test POC details:

1. POCs from esMD team : DATSDev@grsi.com; DATSAnalysts@grsi.com; DPSESMD@cms.hhs.gov
2. POCs from SSM team : **SSM Teams' information needed**
3. POCs from VDC team : Will.Braat@perspecta.com; Scott.Kennedy@perspecta.com

STC Test POC details:

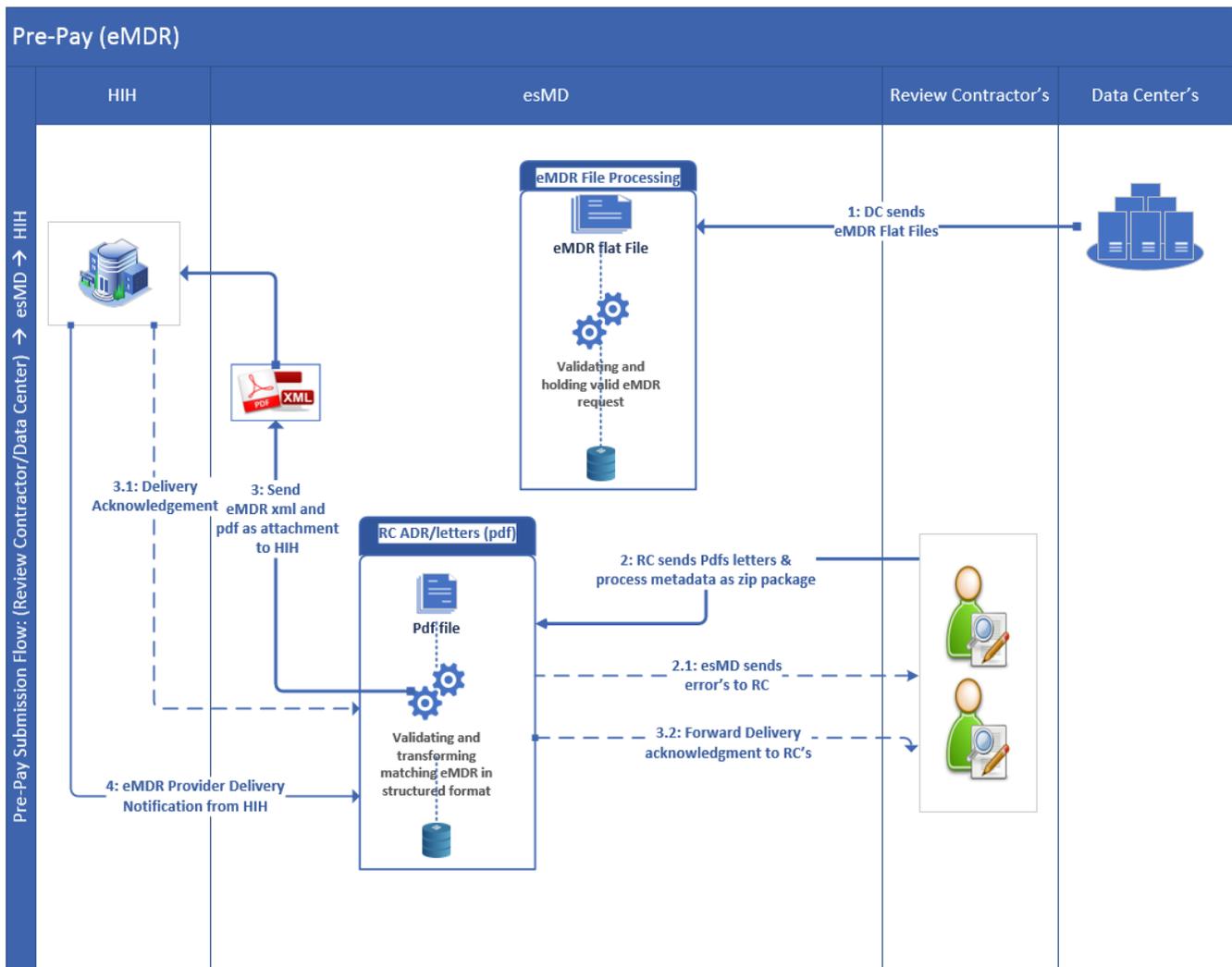
1. POCs from esMD team : TOSS_Testing@actionet.com; DPSESMD@cms.hhs.gov
2. POCs from STC team : STCAdmin@dcca.com.
3. POCs from VDC team : Will.Braat@perspecta.com; Scott.Kennedy@perspecta.com

SSM/RCs UAT Test POC details:

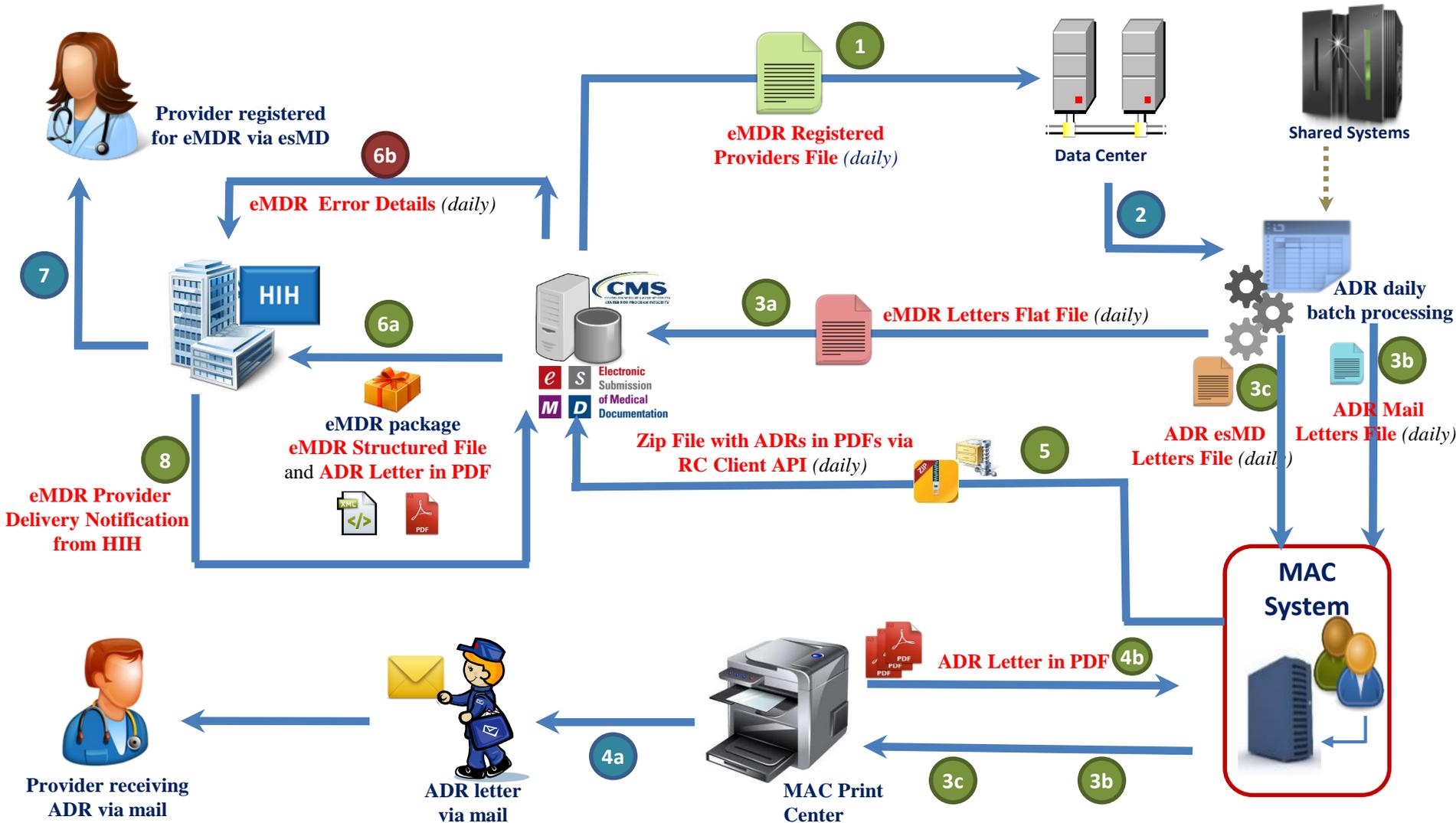
1. POCs from esMD team : TOSS_Testing@actionet.com; DPSESMD@cms.hhs.gov
2. POCs from SSM/RCs : **SSM/RC Teams' information needed**
3. POCs from VDC team : Will.Braat@perspecta.com; Scott.Kennedy@perspecta.com

The end-end flow for eMDR Pre-Pay are shown in *Figure 1: eMDR Pre-Pay Flow*

Figure 1: eMDR Pre-Pay Flow



Process flow for Pre-Pay eMDRs



SSM is generating 100 ADR letters on a day (for a MAC), for 3 providers.
 Provider 1 is not enrolled for eMDR. 40 letters for this provider
 Provider 2 and 3 are enrolled for eMDR. 30 letters for each provider.

S.No.	eMDR registration Status	Action by SSMs
1	Provider 2 and 3 have the eMDR flag as 'B'	SSM via 3(a) shall send 60 letters and via 3(b) shall send 100 letters. MAC shall send 60 PDFs to esMD.
2	Provider 2 has the flag 'E' Provider 3 has the flag 'B'	SSM via 3(a) shall send 60 letters and via 3(b) shall send 70 letters. MAC shall send 60 PDFs to esMD.
3	Provider 2 has the flag 'E' Provider 3 has the flag 'E'	SSM via 3(a) shall send 60 letters and via 3(b) shall send 40 letters. MAC shall send 60 PDFs to esMD.
4	Provider 2 has the flag 'M' Provider 3 has the flag 'E'	SSM via 3(a) shall send 30 letters and via 3(b) shall send 70 letters. MAC shall send 30 PDFs to esMD.
5	Provider 2 has the flag 'M' Provider 3 has the flag 'M'	SSM via 3(a) shall send 0 letters and via 3(b) shall send 100 letters. MAC shall send 0 PDFs to esMD.

Provider enrollment flag E -> eMDR only , B -> Both eMDR and Mail , M -> Changing to "Mail only"

Common Terminology

ID	Term	Definition
1	eMDR Registered Providers File 	A daily flat file from esMD system distributed to Data Centers with the cumulative list of eMDR registered providers and their registration status
2	eMDR Letters Flat File 	A daily flat file generated by respective Shared Systems with all eMDR data elements (per ADR letter) as a row for all the ADR letters being sent out via esMD on that day.
3	ADR Mail Letters File 	A daily file (as one letters file) from each Shared System sent to respective RC Print Center with all the pre-pay ADR formatted letters for that day <u>to be mailed</u> to respective providers (<i>excluding providers to receive as eMDR only</i>)
4	ADR esMD Letters File 	A daily file (as one letters file) from each Shared System sent to respective RC Print Center with all the pre-pay ADR formatted letters for that day <u>to be sent via esMD</u> to respective eMDR providers (<i>RC Print Center generates PDF copies</i>)

Common Terminology

ID	Term	Definition
5	ADR Letter in PDF 	A copy of the ADR letter in PDF format (generated by RC Print Center) to send it to providers via esMD as part of eMDR bundle (or to post on their respective portals)
6	Zip File with ADRs in PDFs 	A daily zip file created by the esMD provided API when RC feeds all the individual ADR letters in PDF format for that day to be sent to esMD
7	eMDR  Structured File	esMD generated eMDR file in a structured format (XML) for each ADR letter (from information provided in each row of eMDR Letters Flat File) as part of eMDR bundle to providers
8	eMDR Error Data  File	A daily error status file listing of all the eMDRs that could not be sent to the HII. HII shall take the list to the provider and ask them to contact the respective MACs.
9	eMDR Provider Delivery Notification 	A notification sent by HII as a confirmation receipt to every eMDR delivered to their respective provider.

Example

SSM is generating 100 ADR letters on a day (for a MAC), 70 shall be mailed out to the providers and 30 shall go to esMD (for the providers who are registered for eMDR).

Step	Description
3a	SSM shall create 'eMDR Letters Flat File' containing 30 rows. Each row shall represent the data elements of one letter. esMD shall receive the file from the datacenters. Any file level errors shall be communicated by helpdesk ticket to the DCs.
3b	SSM shall create 'ADR Mail Letters File' (as per their current process) containing 70 LETTERS and send it to the respective MAC via DCs. These letters are then mailed out to the providers. .
3c	SSM shall create 'ADR esMD Letters File' containing 30 LETTERS and send it to the respective MAC via DCs.
4b	MAC print center shall generate 30 PDFs (1 for each row from step 3c) for the MAC. MAC print center shall follow a specific naming convention for each generated PDF. <Unique_letter_id>_<Current_time_stamp(YYYYMMDDHHMMSS)>_<Name>.PDF Note :- Unique_letter_id shall not have any special character.
5	MAC shall pass all the 30 PDFs to the API which inturn creates the Zip file.

Example

Step	Description
6a	esMD shall generate the eMDR bundle after all the validations and shall deliver the same to the HIHs.
6b	esMD shall send the details of error records to the HIH. HIH shall have the responsibility to inform the provider about the failures. Provider can further contact MAC to clarify.
8	HIH shall inform esMD about the delivery details of the eMDR bundle to the intended provider.

Error Scenarios

Step	Description
3a	<ol style="list-style-type: none"> 1. A Daily file was never delivered to esMD. esMD helpdesk shall inform the Datacenters via helpdesk ticket. 2. There can be some validation failures like <ul style="list-style-type: none"> • Mandatory element missing. • Invalid format of an element. • Duplicate claim ids within a letter file.
5	<ol style="list-style-type: none"> 1. Error in the PDF/ Zip file naming convention. 2. Any type of admin error. 3. Virus scan failure, Extraction or Unzip, parsing error, File size.
6a	<ol style="list-style-type: none"> 1. esMD could not link a PDF copy (Step 5) and the letter row (from Step 3a).
8	<p>esMD may not be able to deliver to the HIH for any of the following</p> <ol style="list-style-type: none"> 1. esMD system is down. 2. HIH system is down.

Data Elements

Latest spread sheet is on the RC portal.

<http://rcportal.mettles.com/page/emdranalysis>