Electronic Data Transfer

User Manual

Ontario

Electronic Data Transfer

User Manual

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Ministry of Health and Long-Term Care
Registration and Claims Branch
Business Operations and Claims
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1. INTRODUCTION

About This Manual

The Ministry of Health and Long-Term Care (MOHLTC) is promoting the Electronic Data Transfer (EDT) service for submission of claims, using the Government of Ontario Network (GONet).

If you have already registered for EDT service, you will have received your EDT user ID and temporary password on the '*Approval Notification for GONet EDT Service*' form accompanying this manual.

The specifications in this manual are subject to change.

The purpose of this manual for users of the EDT service is to:

- provide information regarding hardware and software technical requirements.

- guide the user through initial access to the GONet EDT service.

- provide information on system security, including password changes.

- assist the user to send and receive files through the GONet EDT service.

- give information about applications available through the GONet EDT service.

- direct the user to the EDT Help Desk when further support for technical issues is required.

If you have require further information or technical assistance, please contact the EDT Help Desk at:

1 800 262-6524 or in Kingston call 548-7981

What is EDT?

The GONet EDT service is an interface designed by the Ontario government to upload and download (send/receive) files to and from authorized users using a modem and telephone lines.

The GONet EDT service is available 24 hours a day, 7 days a week for file transfer to the ministry and other users with minor exceptions for system maintenance.

The ministry has reserved 5:00 am to 8:00 am on Sundays to perform any system changes that may be required.

The current EDT service allows authorized users to:

- submit fee-for-service claims.

- transfer fee-for-service medical claims to the ministry mainframe computer, eliminating the need for mailing of disks/claim cards to ministry offices.

- receive claims error reports and remittance advice (RA) reports from the ministry mainframe computer via the GONet EDT service.

- send and receive files to/from other EDT users.

- check the validity of health numbers through Overnight Batch Eligibility Checking (OBEC).

- OBEC allows you to electronically send a formatted file of health numbers/version codes to the ministry for validation before a health service is provided. Only one version code per health number should be submitted per file. Files received by 4:00 pm are processed overnight and a response text is returned by 7:00 am the next business day. Response codes are identical to those used for other health card validation systems such as Interactive Voice Response (IVR) and Health Card Reader (HCR). Refer to Appendix B, Response Codes.

- receive compressed Remittance Advices when requested.

Note: *OBEC does not provide the correct health number/version codes or guarantee payment. The EDT service is not to be used to determine the current version code of a health number.*

Future EDT applications will allow you to receive ministry business communications, such as bulletins electronically.

2.   TECHNICAL REQUIREMENTS

Access

In addition to a computer system, the following is required to gain ministry approved access to the GONet EDT service:

- A modem

- Telephone line capable of handling data communications

- Dialup communication software with a file transfer protocol of ZMODEM, YMODEM, XMODEM or KERMIT and supports VT100 terminal emulation

Choose your access method to the EDT service:

Direct Dial (ministry recommended)

- Supports up to a 56K modem

- Connects directly to the GONet Log On screen

- Requires no set up fees or monthly administrative fees; however, long distance charges from your location to Kingston will apply. You can choose the long distance carrier with the best rate.

Note: *The telephone number for the production environment and the test environment will be provided upon EDT registration.*

Datapac

The other access to the EDT Service is through Bell Canada Datapac. You must contact a Datapac business office to register for a Datapac Network User Identifier (NUI). There is a one-time registration fee to obtain this NUI and it will be used to bill you monthly. Datapac is older technology with a maximum transfer speed of 9600 baud.

File Compression

You can register to receive a compressed Remittance Advice, but you will require compression software in order to 'unzip' or 'extract' the file. The file extension for compressed files is **.zip**. To register to receive the Remittance Advice in a compressed format, contact the EDT Help Desk at:

1 800 262-6524 or in Kingston call 548-7981

Hardware/Software Configuration

It is important to configure all hardware and software for **hardware flow control** and to ensure that all software flow controls are turned off. For most systems, this means turning **RTS/CTS on** and turning **XON/XOFF off**. File transfers may fail if hardware flow control is not used.

Multi-line telephone systems may not support a modem. You may need to install a separate line. The call waiting feature may cause transmission interruptions.

Keyboard Definitions

Many of the EDT screens use function keys to navigate or perform specific functions (e.g., in the Download File Menu, F9 = Delete). If a function key is not working on any screen, the 'ESCAPE + appropriate number key' can be substituted (e.g., if F9 does not work, press ESCAPE and then press 9 to perform the function). The following is a list of alternative keystrokes:

Function Key	Alternative Keystrokes
F1	Escape + 1
F2	Escape + 2
F3	Escape + 3
F4	Escape + 4
F5	Escape + 5
F6	Escape + 6
F7	Escape + 7
F8	Escape + 8
F9	Escape + 9
F10	Escape + 0

For many communication software packages, the F1 through F4 keys will work correctly. Higher numbered function keys will not likely be defined as required for EDT service. To use the function keys, users must define them using their communication software. Alternatively, pressing ESCAPE + the appropriate number key may be used.

Most communication software packages will allow keyboard definitions or macros. This allows the user to assign a key a specific value or series of keystrokes. The function keys can be assigned the value of ESCAPE + the appropriate number key. Special characters such as ESCAPE may need to be represented by the appropriate ASCII characters so that the computer can interpret them. Consult your specific communication software for details on how to define your keyboard.

3. SECURITY INFORMATION

System Security

Enhanced security is provided through the GONet EDT service and the following features:

- Only authorized users with the appropriate ID and password have access to the ministry's GONet EDT system.

- The chance of files being lost, misplaced or damaged is minimized because there is no manual handling of the files being transferred by EDT.

- Ministry files are routed to the electronic mailbox specified by you during the EDT registration process. This mailbox can only be accessed by using the authorized ID and password.

- You will be required to select a SECURITY CODE word during the EDT registration process. This security code word is used to authenticate and identify callers contacting the EDT Help Desk.

File Security

Computer files uploaded (sent by the user) or downloaded (received by the user) from the GONet EDT service are not opened or altered in any way during the file transfer. The contents and format remain exactly as transmitted from the user or from the ministry's mainframe computer.

GONet EDT User Identification

Once you have registered with the ministry, you are given a GONet User Identification (user ID) and temporary password. To access the GONet EDT service, you must change this temporary password when you first log on to the GONet EDT service. This information is on your "Approval Notification for GONet EDT Service" form.

All user IDs consist of 8 alpha/numeric characters (e.g., MOHXXXXX) where:

- the first three characters are MOH for production IDs or HTU for test IDs.

- the last five characters are randomly assigned by the GONet EDT system.

GONet EDT User Identification (Continued)

Your user ID is unique and identifies you to the GONet EDT service. Your password ensures the security of the service. You will be able to receive files electronically from other users by providing them with your user ID as a mail address.

Your user ID and password are both required in order to gain access to the GONet EDT service. You are only able to access services to which you have been authorized by the ministry.

You could be held responsible if someone uses your user ID and password to gain unauthorized access to the GONet EDT service.

Note: *If you do not use the GONet EDT system for 90 days, your user ID will be de-activated. If this happens call the EDT Help Desk for assistance.*

Access to the GONet EDT service is restricted to authorized users. Users must adhere to the user ID and password guidelines. Only authorized users entering the appropriate user ID and password can access the GONet EDT service.

☞   **Misuse of this network access could result in termination of participation in the GONet EDT service.**

Passwords

When you receive your GONet EDT user ID you will also receive a temporary password from the ministry. This temporary password will have to be replaced with one of your choosing the first time you log on to the GONet EDT service. Your user ID and password restricts others from accessing your files.

Select your password carefully so that it is easy to remember. The EDT Help Desk staff **cannot** see or look up your password if you have forgotten it. If you write your password down, secure it like you would your banking machine number (i.e., do not leave your password on your computer or under your keyboard or deskpad).

Your password must:

- be changed regularly (**passwords expire every 35 days**).

- be a minimum of 8 characters and a maximum of 16 characters.

- not contain any double characters (e.g., "w<u>oo</u>dchuck" is not acceptable).

Passwords (Continued)

Your password should:

- be confidential.

- never be the same as your user ID.

- be designed to be easily remembered.

- be randomly chosen.

- not use progressive passwords (e.g., number1, number2). Identification of a common string usually results in the breaking of the password by outsiders.

- not be repeated.

Note: *The same password cannot be used for up to 14 occurrences.*

The following password examples outline how you can choose a password. The examples do not contain the minimum 8 character requirement of a valid password.

Other guidelines for choosing a good password:

- remove all vowels from a common word or phrase
  (e.g., ARTICHOKE = RTCHK)

- use the first or last letters from each word of a phrase
  (e.g., TO BE OR NOT TO BE = TBRNTB)

- incorporate numbers, letters and special characters
  (e.g., A5%)

- form a compound word from two smaller words
  (e.g., SOURTEA)

Passwords (Continued)

Never use the following types of common passwords as statistics have proven that they are most vulnerable to detection:

- your given name/nickname

- family or pet's names

- your favourite make of automobile

- name or make of your pleasure craft

- any work related name or logo

- any other items that bear a strong personal association with you

Some passwords, such as ministry and MOHCLAIM, as well as common passwords used to break into computer systems are restricted by the GONet EDT service.

Refer to Section 4 - *EDT Service and Screen Layouts* for direction on password change procedures.

☞ **Password management and confidentiality are your responsibility.**

You will be held responsible if access is gained by an unauthorized individual using your user ID.

3 attempts to enter your password will be allowed. If you are unsuccessful, you will be disconnected and you will have to redial and try again.

5 consecutive unsuccessful log on attempts will result in your account being revoked. To reinstate your account, please contact the EDT Help Desk at:

1 800 262-6524 or in Kingston call 548-7981

Security Code Word

You provided this word to the ministry when you completed your application for the GONet EDT service. This word is on your 'Approval Notification for GONet EDT Service' form.

The EDT Help Desk will require your security code word to verify your identity when you call.

Note: ***If you forget your unique security code word you may be required to complete a new application for another GONet EDT user ID. This may cause a delay in receiving and/or sending files.***

Forgotten User ID and/or Password

If you have forgotten your user ID and/or password, call the EDT Help Desk at:

1 800 262-6524 or in Kingston call 548-7981

When you call, have your unique security code word ready to enable the EDT Help Desk staff to verify your identity. Once your identity has been verified, you will be given a temporary password that will allow you access to the GONet EDT service. This password must be replaced with one of your choosing the next time you log on the GONet EDT service.

Network Access

Authorized users of the GONet EDT service can:

- transfer files to authorized applications.

- receive/send files from/to the ministry.

- receive/send files to other authorized EDT users.

The network may **not** be used for:

- unauthorized access to other networks, BBS, or e-mail systems.

- any transactions that contravene the acts and regulations governing the provision of health care in the province of Ontario.

- any transactions not authorized by the MOHLTC.

4.   EDT SERVICE AND SCREEN LAYOUTS

Overview of the GONet EDT Service

The GONet EDT service allows authorized users to send and receive files 24 hours a day, 7 days a week, with minor exceptions for system maintenance on Sundays between 5 am and 8 am. Users must register with the ministry and be assigned a GONet EDT user ID and password.

The GONet EDT service works on a mailbox principle, with the GONet EDT user ID used as the address. All registered users are able to transfer (upload) files to any EDT user ID. In addition, users who are authorized can transfer claims and/or Overnight Batch Editing Check (OBEC) files to the ministry.

Note: *Users can send to other user IDs with the same prefix. A test environment EDT user ID begins with HTU and may send to any other HTU EDT ID. A production environment EDT user ID begins with MOH and may send to any other MOH EDT ID. A HTU EDT user ID cannot send to a MOH EDT user ID and vice versa.*

All files sent to a user will appear in that user's mailbox. Files in a user's mailbox can be downloaded or deleted. In addition, all files have an expiry date. Files remain in the mailbox until they are downloaded, deleted or expire.

Downloaded claim and user to user files are kept for 5 days, but will be marked as delivered. This allows users to download the file again in cases where the file becomes corrupted or lost. All delivered files are deleted after 5 days. Files deleted by the user are no longer available for download.

The type of file determines the expiry date. Claims and user to user files **not** downloaded within 95 days will be deleted 95 days from the date the file(s) was sent.

Downloaded OBEC files are automatically deleted after 7 days.

Overview of the GONet EDT Service (Continued)

To send files to the ministry (claims and OBEC), a user uploads a file from their computer system using the appropriate menu options (e.g., Send Claims File). When the transfer is successfully completed, a successful message is delivered to the user. The GONet EDT system holds files until a volume or time limit has been reached. All files are then packaged into a container for transfer to the ministry for processing.
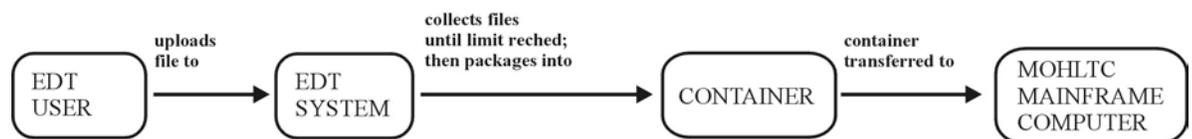
Similarly, when the ministry sends files to users, a container of files is sent to the GONet EDT system, which delivers the files to the user's mailbox, using the user ID as an identifier. Users can then download (receive) the files to their computer system for their use.
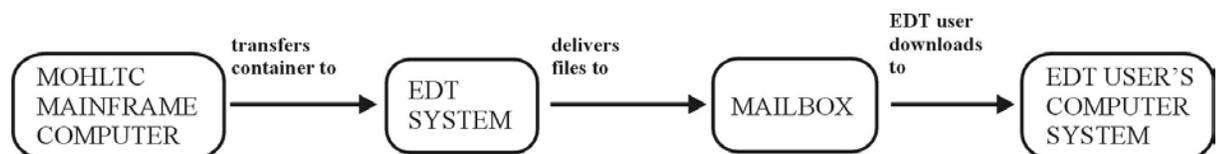
When sending files from one EDT user to another EDT user the receiver's GONet user ID is used to direct the file to the correct user. When the transfer is successfully completed, the GONet EDT system delivers the file to the recipient's mailbox. The file is then available for the receiving user to download to their computer system.

GONet EDT Service Screen Layouts

Log On Screen

After successful connection to the GONet EDT service, the following log on screen will display:

```
    @@@@@@@            @@@@@@@@      /@@@@        @@@
  @@@@////           @@@@////@@@@    /@@@@@       @@@
  @@@@@              @@@@@   /@@@@@   /@@@/@@      @@@                        @@
  @@@@@@             @@@@@@  /@@@@@@  /@@@ /@@     @@@     @@@@@@@@    @@@@@@@@@@@
  @@@@@@   @@@@@@    @@@@@@  /@@@@@@  /@@@  /@@    @@@    /@@@     @@   ///@@
  /@@@@@   //@@      /@@@@@  /@@@@@   /@@@   /@@   @@@   /@@@@@@@@@@     /@@
  //@@@@     /@@     //@@@@  /@@@@    /@@@    /@@@@@     /@@            /@@
   //@@@@@@@@@       //@@@@@@@@@@     /@@@     //@@@@   //@@@@@@@@       /@@@@@
    ///////           /////////      ///        ////     ////////        /////

                     GOVERNMENT OF ONTARIO NETWORK
                     ELECTRONIC DATA TRANSFER SERVICE

      userid         <ENTER>    To log on to the system.
      userid   -np   <ENTER>    To log on and set a new password.



Unauthorized Access to this System is Prohibited.

Please log on
```

Regular log on to GONet EDT:

{userid} <enter>

This command is used to log on to the GONet EDT service. After keying your user ID and pressing <enter>, you will be prompted to key your password.

Change Password log on to GONet EDT:

{userid} -np <enter>

This command is used to log on to the GONet EDT service when you wish to change your password. After keying this command, you will be prompted to key your current password and then your new password. The Password Change screen will automatically display if you are a new user or if your current password has expired.

Log On Status Screen

This screen will appear after the GONet Log On screen.

```
                                mohxxxxx  logged in at   2001-06-21 14:47:43
                                          last login     2001-06-21 12:44:11

****************************************************************
Welcome to the Government of Ontario, Electronic Data Transfer
Service.

This area is used to display important information for EDT users


Contact the EDT Helpdesk toll-free at 1-800-262-6524 or in
Kingston call 548-7981, should you have any questions.
****************************************************************

Press <RETURN> to continue ->
```

This screen shows the date and time of your last log in and provides a message 10 days before your password is due to be changed.

Press <enter> to arrive at the EDT Main Menu.

Password Change Mask Screen

This screen describes the password mask that defines which characters may be used in a password. The current mask is set with 16 x's and is shown on the second last line of this screen (x=any character); therefore, your password may contain a maximum of 16 characters and be any character.

```
        userid  -np  <ENTER>   To log on and set a new password.


Unauthorized Access to this System is Prohibited.

Please log on
mohft5au
Password?

The following list describes the password change mask.
The letter in the string describes the type of character
that must be entered for the new password.
     V -> aeiou
     C -> bcdfghjklmnpqrstvwxyz
     X -> any character
     N -> 1234567890
     A -> abcdefghijklmnopqrstuvwxyz
     B -> space character
     S -> !\"#$%&'()*+,-./:;<=>?@[\\]^`{|}~_
     L -> a-z 0-9

XXXXXXXXXXXXXXXX

Enter a new password
```

After keying the new password, you will be asked to enter it again for verification.

How to **change** your password:

- At the **GONet EDT Service** log on screen:

  - Key your **user ID**, press <space>, key **-np** and press <enter>
  - Enter your **current** password and press <enter>

Note: *The Password Change Screen will automatically display if you are a new user or if your current password has expired.*

Password Change Mask Screen (Continued)

- The **Password Change Screen** will display:

  "enter new password" - at this prompt, key in your new password and press <enter>

  "enter new password again" - at this prompt, key in your new password again to verify and press <enter>

  - If you are successful the **Main Menu** will display.
  - If you are not successful, the "enter new password" prompt will display.

Main Menu Screen

After successful log on, the GONet EDT Main Menu will display:

```
                        Government of Ontario
                     Electronic Data Transfer Service
                             Main Menu




                        1. Download File
                        2. Send File to an EDT User
                        3. Ministry of Health Menu
                        4. Log Off




                     Please Select a Service >




 Enter the number of the function you require and press "enter" to continue.
```
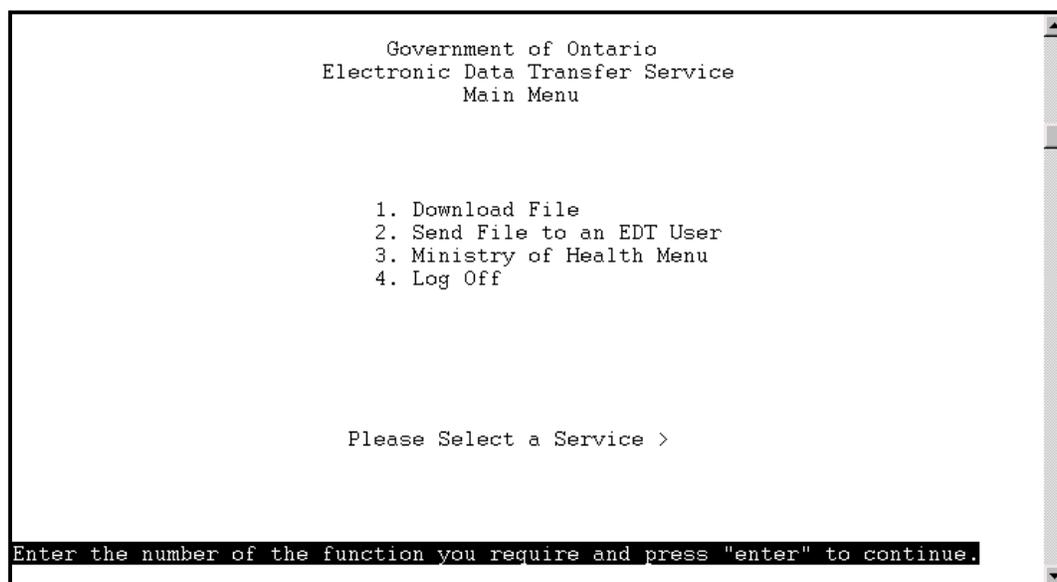
Main Menu Functions

You can access a menu item by selecting the function number or by entering the function command from any menu. For example, to download a file, key '1' or 'DOWNLOAD' and press <enter>.

Number	Function	Command	Description of Function
1.	Download file	DOWNLOAD	- displays download file menu, where you can download or delete files in the mailbox
2.	Send File to an EDT User	EDTUP	- displays Send File to an EDT User screen
3.	Ministry of Health Menu	MOHMENU	- displays Ministry of Health Menu
4.	Log Off	LO	- exit the GONet EDT service

Ministry of Health Menu Screen

This menu allows users to send claim files and OBEC files to the Ministry of Health. Only authorized users can access these services.

When you select the Ministry of Health Menu from the GONet EDT **Main Menu**, this is the menu you will see:

```
                    Government of Ontario
                 Electronic Data Transfer Service
                     Ministry of Health Menu




              1. Send Claim File
              2. Send OBEC File
              3. Return to Main Menu
              4. Log Off






              Please Select a Function >



Enter the number of the function you require and press "enter" to continue.
```
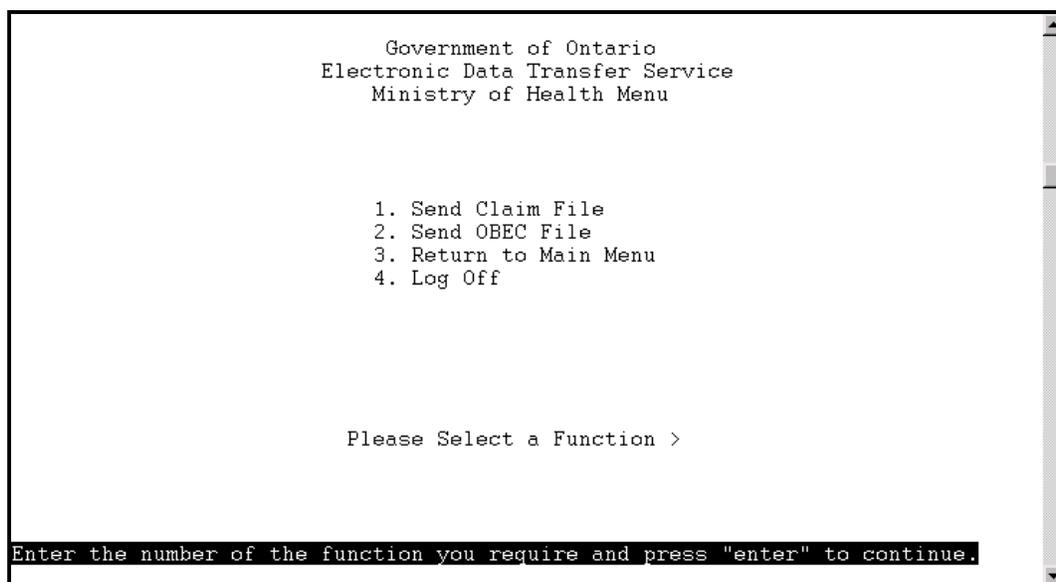
Ministry of Health Menu Functions

You can access a menu item by selecting the function number or by entering the function command from any menu. For example, to send a claims file, key '1' or 'MOHCLAIM' and press <enter>.

Number	Function	Command	Description of Function
1.	Send Claims File	MOHCLAIM	- displays the Send Claims File screen
2.	Send OBEC File	MOHCARD	- displays the Send OBEC file screen
3.	Return to Main Menu	EDTMENU	- returns to the EDT Main Menu
4.	Log Off	LO	- exits the GONet EDT service

Send Claims File Screen (MOHCLAIM)

```
MOHCLAIM              Government of Ontario            2001-06-07
                   Electronic Data Transfer System
                          Send Claim File




                  From:   MOHXXXXX

                    To:   hepclaim

               Subject:   Claim Submission File

           File Format:   T    (T=Text, B=Binary)

             File Name:

              Protocol:   Z    (X,Y,Z,K)




      Press ENTER to accept; or press F3 to cancel.
```

Send Claims File Screen (MOHCLAIM) Functions

Use this function to send or transfer your medical fee-for-service claim files to the ministry. At the MOH menu, key '1' and press <enter> to arrive at the Send Claims File screen.

Field Name   **Field Description**

The first three fields are automatically populated and cannot be changed:

From: *automatically populated* with your GONet EDT user ID
To: *automatically populated* to deliver file to MOH for claims
                     processing
Subject: *automatically populated* with "Claim Submission File"

The last three fields are mandatory but can be changed as required:

File Format: blank or populated with the last value received T or B
                     key 'T' for a text (ASCII) file or 'B' for a binary file
File Name: blank - key in the name of file to be uploaded
Protocol: blank or populated with the last value received X, Y, Z or K

Download File Screen

```
DOWNLOAD                    Government of Ontario              2001-06-21
                          Electronic Data Transfer
                            Download File Menu
    Mailbox:  mohxxxxx                          UNDELIVERED:( 2    )

    SEL STAT  ITEM            SUBJECT            Size(K)    DATE     TIME

1       U  test20aa     test20aa                    504   20-Jun-2001 13:59
2       U  test20bb     test20bb                    504   20-Jun-2001 14:02
3       D  test20cc     MOHLTC: FILE RETURNED       504   20-Jun-2001 14:07




                                                              more
                                                              or
                                                              and . . .
    PROTOCOL:  Z

Place "*" next to the item to select it for DOWNLOAD or DELETE
    PFKEYS:  3-EXIT  4-BACK  6-FORWARD   8-SELNEW   9-DELETE  10-DOWNLOAD
```

The Systems Message Line will display status information.

Download File Screen Functions

Use this function to download or delete files from your mailbox. At the Main Menu key '1' and press <enter> to arrive at the Download File Screen.

Field Name	Field Description
Mailbox	Your User ID
UNDELIVERED	Number of messages not downloaded on the current screen
SEL	File number of displayed files (up to 10 files can be displayed at a time)
STAT	Status of Files: U = Undelivered (file has not been downloaded) D = Delivered (file has been downloaded) Undelivered files are listed first, followed by the Delivered files
ITEM	File name assigned to the file by the sender
SUBJECT	The file subject is used by the sender to further identify the contents of the file.

Download File Screen Functions (Continued)

Field Name	Field Description
SIZE	Size of the file in kilobytes
DATE	Date the file was delivered
TIME	Time the file was delivered (24 hour clock)
End	Files are displayed in increments of 10 or less. End will be displayed if there are less than 10 files or there are no additional files to be found.
More	Files are displayed in increments of 10 or less. More will be displayed when there are exactly 10 files or more than 10 in the mailbox.
PROTOCOL	File transfer protocol used to download files - A value of X, Y, Z or K is required. Input will be saved as the default for the next time you select the download function.
F3	Exit, returns to the Main Menu
F4	Scrolls to the previous 10 entries in the mailbox list
F6	Scrolls to the next 10 entries in the mailbox list
F8	Selects all undelivered files listed on the current screen, up to 10 files, to be included in a download batch. An asterisk (*) is placed next to each selected file.
F9	Deletes selected files - You will be prompted to confirm if the selected files should be deleted.
F10	Download selected files

Send File to an EDT User Screen (EDTUP)

```
   EDTUP                  Government of Ontario              2001-06-07
                       Electronic Data Transfer System
                          Send File to an EDT user




                    From:   MOHXXXXX
                      To:   █

                 Subject:

             File Format:   T    (T=Text, B=Binary)

               File Name:

                Protocol:   Z    (X,Y,Z,K)




         Press ENTER to accept; or press F3 to cancel.
```

The System Message Line displays status information.

Send File to an EDT User Screen Functions

Use this function to send a file(s) to another EDT user. At the Main Menu, key '2' and press <enter> to arrive at the EDT User screen.

Field Name　　　　　　**Field Description**

The first field is automatically populated and cannot be changed:

From:　　　　　　　　　*automatically populated* with your GONet EDT user ID

The last five fields must be filled in but can be changed as required:

To:　　　　　　　　blank - key in destination GONet User ID
Subject:　　　　　　blank - key a subject name
File Format:　　　　blank or populated with the last value received T or B
　　　　　　　　　　key 'T' for a text (ASCII) file or 'B' for a binary file
File Name:　　　　　blank - key in the name of file to be uploaded
Protocol:　　　　　　blank or populated with the last value received X, Y, Z or K

Send OBEC File Screen (OBECUP)

```
     MOHCARD                 Government of Ontario              2001-06-07
                        Electronic Data Transfer System
                                Send OBEC File




                         From:   MOHXXXXX

                           To:   hepcard

                      Subject:   OBEC Submission File

                  File Format:   T     (T=Text, B=Binary)

                    File Name:

                     Protocol:   Z     (X,Y,Z,K)




        Press ENTER to accept; or press F3 to cancel.

```

The System Message Line will display status information.

Send OBEC File Screen Functions

Use this function to send or transfer your OBEC file to the ministry. At the Ministry of Health Menu, key '2' and press <enter> to arrive at the Send OBEC File screen.

Field Name	Field Description

The first three fields are automatically populated and cannot be changed:

From:	*automatically populated* with your GONet EDT user ID
To:	*automatically populated* to deliver file to MOH for OBEC processing
Subject:	*automatically populated* with "OBEC Submission File"

The last three fields are mandatory but can be changed as required:

File Format:	blank or populated with the last value received T or B key 'T' for a text (ASCII) file or 'B' for a binary file
File Name:	blank - key in the name of file to be uploaded
Protocol:	blank or populated with the last value received X, Y, Z or K

5.   LOG ON PROCEDURES

Log on procedures to the GONet EDT service for the production and test environments are described here for Direct Dial Access and for Datapac Access. Direct Dial and Datapac access are the two methods of approved connectivity to the ministry GONet EDT service.

Direct Dial Access

Production

The direct dial telephone number for the **production** environment will be provided upon EDT registration.

Note: *As a first time user you must key the temporary password found on your "Approval for Notification of GONet EDT Service". The system will then prompt you to enter a NEW password. Key in your NEW password and press <enter>. You will be asked to verify your NEW password. Re-enter your NEW password and press <enter>.*

1. Turn your modem on and start your communication software. The following log on screen will display:

```
    @@@@@@@         @@@@@@@@    /@@@@      @@@
    @@@@////        @@@@///@@@@  /@@@@@     @@@
    @@@@@           @@@@@  /@@@@@  /@@@/@@    @@@                        @@
    @@@@@@          @@@@@@ /@@@@@@ /@@@ /@@   @@@    @@@@@@@@  @@@@@@@@@@
    @@@@@@  @@@@@@  @@@@@@ /@@@@@@ /@@@  /@@  @@@  /@@@   @@  ///@@
    /@@@@@  //@@   /@@@@@  /@@@@@  /@@@  /@@ @@@  /@@@@@@@@@@     /@@
    //@@@@  /@@   //@@@@  /@@@@   /@@@  /@@ @@  /@@           /@@
     //@@@@@@@@@   //@@@@@@@@@@@  /@@@  //@@@@  //@@@@@@@@   /@@@@@
      ///////       /////////    ///     ////    ////////    /////

               GOVERNMENT OF ONTARIO NETWORK
               ELECTRONIC DATA TRANSFER SERVICE


    userid      <ENTER>    To log on to the system.
    userid  -np <ENTER>    To log on and set a new password.


Unauthorized Access to this System is Prohibited.

Please log on
█
```

2. At the GONet Log On screen, key your GONet Production EDT User ID and press <enter> (e.g., MOHXXXXX <enter>).

Direct Dial Access (Continued)

Production (Continued)

3. Key your GONet password and press <enter>. The Log On Status Screen will appear (refer to Section 4–*GONet EDT Service Screen Layouts – Log On Status Screen).*

4. Press <enter> to arrive at the EDT Main Menu (refer to section 4–*GONet EDT Service Screen Layouts – Main Menu Screen).*

☞ **3 attempts to enter your user ID and password will be allowed. If you are unsuccessful, you will be disconnected from the GONet EDT service and you will have to reconnect and try again.**

5 consecutive unsuccessful log on attempts will result in your account being revoked. To reinstate your account, contact the EDT Help Desk at:

1 800 262-6524 or in Kingston call 548-7981

Test

The direct dial telephone number for the **test** environment will be provided upon EDT registration.

Note: *As a first time user you must key the temporary password found on your "Approval for Notification of GONet EDT Service". The system will then prompt you to enter a NEW password. Key your NEW password and press <enter>. You will be asked to verify your NEW password. Re-enter your NEW password and press <enter>.*

1. Turn your modem on and start your communication software. The following log on screen will display:

```
    @@@@@@@          @@@@@@@@      /@@@@         @@@
    @@@@/////        @@@@////@@@@  /@@@@@        @@@
    @@@@@@          @@@@@   /@@@@@  @@@@/@@       @@@                                      @@
    @@@@@@          @@@@@  /@@@@@@  /@@@ /@@      @@@       @@@@@@@@      @@@@@@@@@@@
    @@@@@@   @@@@@@  @@@@@  /@@@@@@  /@@@   /@@    @@@      /@@@      @@   ///@@
    /@@@@@   //@@   /@@@@@   /@@@@@  /@@@   /@@ @@@  /@@@@@@@@@         /@@
    //@@@@    /@@   //@@@@   /@@@@   /@@@    /@@@@@  /@@                /@@
    //@@@@@@@@@     //@@@@@@@@@@     /@@@   //@@@@  //@@@@@@@@         /@@@@@
     ///////        /////////       ///      ////   ////////          /////

                  GOVERNMENT OF ONTARIO NETWORK
                 ELECTRONIC DATA TRANSFER SERVICE
                      *** TEST NETWORK ***

       userid       <ENTER>   To log on to the system.
       userid  -np  <ENTER>   To log on and set a new password.



Unauthorized Access to this System is Prohibited.

Please log on
```

Direct Dial Access (Continued)

Test (Continued)

2. At the GONet Log On screen, key your GONet Test EDT User ID and press <enter> (e.g., HTUXXXXX <enter>).

3. Key your GONet password and press <enter>. The Log On Status Screen will appear.

4. Press <enter> to arrive at the Test EDT Main Menu.

☞ **3 attempts to enter your user ID and password will be allowed. If you are unsuccessful, you will be disconnected from the GONet EDT Service and you will have to reconnect and try again.**

5 consecutive unsuccessful log on attempts will result in your account being revoked. To reinstate your account, contact the EDT Help Desk at:

1 800 262-6524 or in Kingston call 548-7981

Refer to Section 3–*Security Information* for more information on passwords.

Datapac Access

Production

You must dial a Datapac number and establish a connection for communication before you can access the GONet EDT service. A Datapac Network User Identifier (NUI) is necessary before the GONet EDT service can be accessed.

Contact the Bell Canada Datapac business office in your area if you do not have your personal NUI (refer to Section 2–*Technical Requirements* for more information).

☞ **Speedy response to prompts is required or you will be disconnected from Datapac. A "no carrier" message may display. Information that you key will not be displayed.**

Note: *As a first time user you must key the temporary password found on your "Approval for Notification of GONet EDT Service". The system will then prompt you to enter a NEW password. Key your NEW password and press <enter>. You will be asked to verify your NEW password. Re-enter your NEW password and press <enter>.*

Datapac Access (Continued)

Production (Continued)

1. Turn your modem on and start your communication software.

2. Using your communications software, key the telephone number of the Datapac public dial port nearest your location to make a connection. Contact your local Bell Canada Datapac business office for the telephone number of the local public dial port.

   After a connection has been made you may receive a connect message similar to the example below or you may only see a blank screen.

      e.g., Connect 9600

3. Key ● ●   and press <enter>. A Datapac herald will appear.

      e.g., Connected..
             Datapac: 12345678

4. Key **NUI**, press <space>, key in your unique Datapac NUI and press <enter>.

      e.g., NUI <space> XXXXXXXX

      The following will display:

      Datapac: Password
                  XXXXXXXX

5. Key your Datapac **password** and press <enter>. The following will display:

      Datapac: Network User Identifier XXXXXXX Active.

      If you do not receive this message, repeat steps 4 and 5.

6. Key the GONet EDT Datapac address and press enter.

☞ **The GONet EDT Datapac address will be provided upon EDT registration.**

   If you are disconnected, repeat steps 2 through 6 to reconnect.

Datapac Access (Continued)

Production (Continued)

The GONet Log On screen will display:

```
    @@@@@@@            @@@@@@@@       /@@@@        @@@
  @@@@////           @@@@////@@@@     /@@@@@       @@@
 @@@@@              @@@@@   /@@@@@     /@@@/@@      @@@                         @@
 @@@@@@             @@@@@@  /@@@@@@    /@@@ /@@     @@@     @@@@@@@@    @@@@@@@@@@@
 @@@@@   @@@@@@     @@@@@@  /@@@@@@    /@@@  /@@    @@@    /@@@     @@   ///@@
 /@@@@@    //@@     /@@@@@  /@@@@@     /@@@   /@@ @@@     /@@@@@@@@@       /@@
 //@@@@     /@@     //@@@@  /@@@@      /@@@    /@@@@@     /@@            /@@
  //@@@@@@@@@       //@@@@@@@@@@@      /@@@    //@@@@     //@@@@@@@@      /@@@@@
   ///////           /////////        ///      ////      ////////       /////

                      GOVERNMENT OF ONTARIO NETWORK
                      ELECTRONIC DATA TRANSFER SERVICE

      userid       <ENTER>   To log on to the system.
      userid  -np  <ENTER>   To log on and set a new password.



Unauthorized Access to this System is Prohibited.

Please log on
```

7. At the GONet EDT screen, key your **GONet Production EDT User ID** and press
   <enter>.

   (e.g., MOHXXXXX <enter>).

   The following will display:

   password?############

8. Key your **GONet EDT password** and press <enter>. The Log On Status Screen
   will appear, press enter to arrive at the EDT Main Menu.

Datapac Access (Continued)

Production (Continued)

☞ **3 attempts to enter your user ID and password will be allowed. If you are unsuccessful, you will be disconnected from the GONet EDT Service and you will have to reconnect and try again. To reconnect, key the GONet EDT Datapac address and press <enter>. The GONet log on screen will display.**

5 consecutive unsuccessful log on attempts will result in your account being revoked. To reinstate your account, contact the EDT Help Desk at:

1 800 262-6524 or in Kingston call 548-7981

Refer to Section 3–*Security Information* for more information on passwords.

Test

You must dial a Datapac number and establish a connection for communication before you can access the GONet EDT test service. A Datapac Network User Identifier (NUI) is necessary before the GONet EDT test environment can be accessed.

Contact the Bell Canada Datapac business office in your area if you do not have your personal NUI (refer to Section 2–*Technical Requirements* for more information).

☞ **Speedy response to prompts is required or you will be disconnected from Datapac. A "no carrier" message may display. Information that you key will not be displayed.**

Note: *As a first time test user you must key the temporary password found on your "Approval for Notification of GONet EDT Service". The system will then prompt you to enter a NEW password. Key in your NEW password and press <enter>. You will be asked to verify your NEW password. Re-enter your NEW password and press <enter>.*

1. Turn your modem on and start your communication software.

2. Using your communications software, key the telephone number of the Datapac public dial port nearest your location to make a connection. Contact your local Bell Canada Datapac business office for the telephone number of the local public dial port.

   After a connection has been made you may receive a connect message similar to the example below or you may only see a blank screen.

   e.g., Connect 9600

Datapac Access (Continued)

Test (Continued)

3. Key • •   and press <enter>. A Datapac herald will appear.

    e.g., Connected..
    Datapac: 12345678

4. Key **NUI**, press <space>, key in your unique Datapac NUI and press <enter>.

    e.g., NUI _{<space>} XXXXXXXX

    The following will display:

    Datapac: Password
               XXXXXXXX

5. Key your Datapac **password** and press <enter>. The following will display:

    Datapac: Network User Identifier XXXXXXX Active.

    If you do not receive this message, repeat steps 4 and 5.

6. Key the GONet EDT Datapac address and press <enter>.

☞   **The GONet EDT Datapac address will be provided upon EDT registration.**

    The GONet Test Log On screen will display:

```
        @@@@@@              @@@@@@@@     /@@@       @@@
      @@@@/////           @@@@////@@@@   /@@@@@      @@@
      @@@@@@      /@@@@@   /@@@/@@    @@@                               @@
    @@@@@@       @@@@@@   /@@@@@@  /@@@ /@@   @@@       @@@@@@@@   @@@@@@@@@@
    @@@@@@   @@@@@@  @@@@@@   /@@@@@@  /@@@  /@@  @@@    /@@@      @@   ///@@
    /@@@@@    //@@   /@@@@@    /@@@@@   /@@@   /@@ @@@   /@@@@@@@@@@     /@@
    //@@@@       /@@  //@@@@    /@@@@   /@@@    /@@@@@   /@@           /@@
     //@@@@@@@@      //@@@@@@@@@@   /@@@    //@@@@  //@@@@@@@@       /@@@@@
      ////////        /////////    ///      /////   /////////      /////

                    GOVERNMENT OF ONTARIO NETWORK
                  ELECTRONIC DATA TRANSFER SERVICE
                       *** TEST NETWORK ***

       userid      <ENTER>   To log on to the system.
       userid  -np <ENTER>   To log on and set a new password.


Unauthorized Access to this System is Prohibited.

Please log on
```

Datapac Access (Continued)

Test (Continued)

7. At the GONet EDT Test Network screen, key your **GONet EDT Test User ID** and press <enter>

    (e.g.,   HTUXXXXX <enter>).

    The following message will display:

    password?############

8. Key your **GONet EDT password** and press <enter>. The Log On Status Screen will appear, press <enter> to arrive at the EDT Test Main Menu.

☞   **3 attempts to enter your EDT user ID and password will be allowed. If you are unsuccessful, you will be disconnected from the GONet EDT Service and you will have to reconnect and try again. To reconnect, key the GONet EDT Datapac address and press <enter>. The GONet Test log on screen will display.**

5 consecutive unsuccessful log on attempts will result in your account being revoked. To reinstate your account, contact the EDT Help Desk at:

1 800 262-6524 or in Kingston call 548-7981

Refer to Section 3–*Security Information* for more information on passwords.

6. DOWNLOAD AND/OR DELETE FILES

Download Procedures

```
DOWNLOAD                    Government of Ontario              2001-06-21
                          Electronic Data Transfer
                             Download File Menu
   Mailbox:  mohxxxxx                              UNDELIVERED:( 2    )

   SEL STAT  ITEM           SUBJECT             Size(K)    DATE      TIME

1       U   test20aa     test20aa                 504   20-Jun-2001 13:59
2       U   test20bb     test20bb                 504   20-Jun-2001 14:02
3       D   test20cc     MOHLTC: FILE RETURNED    504   20-Jun-2001 14:07




   PROTOCOL:  Z                                                  end...

Place "*" next to the item to select it for DOWNLOAD or DELETE
   PFKEYS:  3-EXIT  4-BACK  6-FORWARD   8-SELNEW   9-DELETE  10-DOWNLOAD
```

Note: *If the function keys do not operate as indicated in these procedures, please refer to section 2 – Technical Requirements – Keyboard Definitions for more information.*

The files on your mailbox list are always numbered from one to ten. The SEL field is used to indicate whether a particular field has been selected.

1. Select the file(s) you want to download. Press F8 or ESC 8 to select **all** undelivered file(s) listed on the current screen or tab to the file(s) to be downloaded and select the file(s) with an (*).

2. Press F10 or ESC 0 to begin the download process. You will see the message displayed: **"Please prepare for download"**.

   If more than one file is being downloaded, you will be prompted each time.

3. If your communication software is set for auto download the files will begin downloading. If not, initiate the download from your communication software. Check your software manual for further information.

Download Procedures (Continued)

4. After the files(s) have been successfully downloaded, you will be returned to the Main Menu.

   The STAT field for the downloaded file(s) will change to "D" for Delivered and the file(s) will move to the bottom of the list.

   If you wish to download another file(s) key '1' and press <enter> (repeat steps 1 to 4).

   If the download is **unsuccessful**, you will be returned to the Download screen to retry. Press F3 or ESC 3 to exit.

Note: *If you receive the message: "Failed Cannot Retrieve Mail Message" a problem exists with the EDT service. Please contact the EDT Help Desk for assistance.*

Delete Procedures

1. At the Download File Menu screen, select the file(s) you wish to delete by marking each file that you wish to delete with an (*).

2. Press F9 or ESC 9 to delete. The following message will display:

   "Are you sure you want to DELETE selected files? (YES/NO)"

3. Key **YES** and press <enter> to delete the selected files. To cancel the delete function key **NO** and press <enter>. If **YES** is entered, the files are removed and the deleted files are no longer displayed on the Download File Menu.

Note: *If the files could not be deleted, the following message will display: "The selected files could not be deleted." This message indicates a problem with the GONet EDT service. Please contact the EDT Help Desk at:*

1 800 262-6524 or in Kingston call 548-7981

7.   SEND FILE TO AN EDT USER

Send File to an EDT User Procedures

```
EDTUP                    Government of Ontario                2001-06-07
                    Electronic Data Transfer System
                       Send File to an EDT user



                          From:   MOHXXXXX

                            To:   █

                       Subject:

                   File Format:   T    (T=Text, B=Binary)

                     File Name:

                      Protocol:   Z    (X,Y,Z,K)




    Press ENTER to accept; or press F3 to cancel.
```

The GONet EDT service allows you to send/receive files to and from other authorized EDT users. You will need to provide your GONet EDT user ID to other GONet EDT users who want to send you files. You will need to obtain the GONet EDT User ID from other GONet EDT user(s), to whom you want to send files.

An invalid EDT user ID will not be accepted.

1. All fields on the screen must be populated. The From field is automatically populated with your user ID. You will see a system message if any fields are missing information:

   "Invalid To: field, please re-enter"
   "Subject Field must be present, press enter"
   "Invalid File Format, must be T or B"
   "Missing File Name, field cannot be empty"
   "Invalid Protocol:, must be X, Y, Z or K"

2. Press <enter> when all the fields on the Send File to an EDT User screen are completed. The following system message will display:

   "Please begin Your Upload now"

Send File to an EDT User Procedures (Continued)

3. Initiate the file transfer from your communications software.

    Check your software manual for further information.

4. After initiating the file transfer process, your communications software will usually prompt you for the path and filename of the file that is to be transferred. Follow the instructions in your communications software. The status of your file transfer should display in a status box during the transmission.

Note: *The box below is only an example of a status box. Your status box may differ, depending on your communications software.*

```
                   Sending
   ────────────────────────────────────

   File Name: HA123456.001
   File Size:      648
   Bytes sent: 598
   % completed:  92%
   Sending . . .
```

5. After **successful** completion of the file transfer, you will be returned to the Main Menu.

6. If the file transfer is **unsuccessful**, you are returned to the Send File to an EDT User screen (EDTUP) where another file transfer can be tried. Or you can press F3 or ESC 3 to exit the Send File to an EDT User screen and return to the Main Menu.

7. If delivery to the MOH claims mailbox fails you will see the message: **"File <Filename> could not be delivered"**. This message means there is a problem with the GONet EDT service. Call the EDT Help Desk for assistance.

☞   **If you disconnect the file transfer before completion, the file will not be delivered to the mailbox and the transaction will be cancelled.**

8.   CLAIMS INFORMATION

Send a Claims File to MOH Procedures

```
MOHCLAIM            Government of Ontario            2001-06-07
                  Electronic Data Transfer System
                        Send Claim File


               From:   MOHXXXXX

                 To:   hepclaim

            Subject:   Claim Submission File

        File Format:   T    (T=Text, B=Binary)

          File Name:

           Protocol:   Z    (X,Y,Z,K)




     Press ENTER to accept; or press F3 to cancel.
```

Note: *This is an EDT Production Environment screen. In the EDT Test Environment, the screen ID, MOHCLAIM would read HTUCLAIM.*

1. All fields on the screen must be populated. The first three fields are automatically populated. You will see a system message if any of the other fields are missing information:

    "Invalid File Format, must be T or B"
    "Missing File Name, field cannot be empty"
    "Invalid Protocol:, must be X, Y, Z or K"

2. Press <enter> when all fields on the Send Claims File Screen are completed. The following message will be displayed:

    "Please begin your upload now"

3. Initiate the file transfer from your communications software. Check your software manual for further information.

Send a Claims File to MOH Procedures (Continued)

4. After initiating the file transfer process, your communications software will usually prompt you for the path and filename of the file that is to be transferred. Follow the instructions in your communications software. The status of your file transfer should display in a status box during the transmission.

Note: *The box below is only an example of a status box. Your status box may differ, depending on your communications software.*

```
              Sending
    ─────────────────────────

    File Name: HA123456.001
    File Size:      648
    Bytes sent: 598
    % completed:  92%
    Sending . . .
```

5. After **successful** completion of the file transfer, you will be returned to the Ministry of Health Menu.

6. If the file transfer is **unsuccessful**, you are returned to the Send Claim File screen (MOHCLAIM) where another file transfer can be tried. Or you can press F3 to exit the Send Claim File screen and return to the Ministry of Health Menu.

7. If delivery to the MOH claims mailbox fails you will see the message: **"File <Filename> could not be delivered"**. This message means there is a problem with the GONet EDT service. Call the EDT Help Desk for assistance.

☞   **If you disconnect the file transfer before completion, the file will not be delivered to the mailbox and the transaction will be cancelled.**

Other Information About EDT Fee-for-Service Claims Submission

Transition to Electronic Data Transfer

To assist providers who are switching to EDT, the ministry will continue sending paper Error Reports and diskette Remittance Advice for three months after conversion to EDT. Providers will receive these outputs in both formats for the three month period unless a request is made to the ministry to discontinue the paper/diskettes. **After the three month period, only EDT outputs will be sent.**

Correction of Errors

Claims submissions may be rejected under a variety of conditions. An entire batch or file may be rejected, therefore, it is recommended that batches be maintained at a manageable size and that files be uploaded on a regular basis. The ministry recommends daily submission. This ensures early processing and quick return of any rejected claims.

☞ **Refer to Appendix D – Rejection Categories**

Files from the Ministry

The following machine readable output files are sent to providers via the EDT service. Specifications for these files can be found in the *Technical Specifications Interface to Health Systems manual*. You must download these files to your computer system in order to access the information.

- **File Reject message**

    A File Reject Message is sent if the entire file is rejected. This message is sent to the user ID that submitted the file. **This is the only notification that you will receive if a file is rejected.** File Reject Messages have a filename that begins with 'X' and a subject of 'Mail File Reject'.

- **Claims Batch Edit Report**

    If the file is accepted, a Claims Batch Edit Report is sent to acknowledge receipt of each batch submitted. This report is sent to the user ID specified by you at time of application and notes whether or not the batch was accepted or rejected. **This is the only notification that you will receive if a batch is rejected.** Claims Batch Edit Reports have a filename that begins with 'B' and a subject of 'Claim Batch Acknowledgement'.

- **Claims Error Report**

    Rejected claims or claim items to be corrected by the health care provider appear on a Claims Error Report. This report is sent to the user ID specified by you at time of application. Once rejected claims are corrected they should be resubmitted for processing on a subsequent claims file. **This is the only notification that you will receive if claims are rejected.** Claims Error Reports have a filename that begins with 'E' and a subject of 'Claim Error Report'.

- **Remittance Advice**

    Claims approved for payment during the applicable processing cycle appear on the Remittance Advice. This report is sent to the EDT user ID specified by you at time of application. Remittance Advices have a filename that begins with 'P' and a subject of 'Remittance Advice'.

☞ **It is important that users check the File Reject Message and Batch Edit Report as the ministry will no longer contact the EDT user if a filed batch has been rejected. If these reports are not checked, claims from the rejected batches will remain unprocessed for payment.**

Claims Processing Schedules

The ministry processes claims overnight on most business days, with the exception of statutory holidays and during a three to four day period at the end of the month when month-end processing and generation of payment data occurs. This period could be extended to four or five business days if major systems changes are being implemented.

- **File Reject Messages** are usually sent within a few hours of claims file submission. This is an automated process and is independent of the monthly claims cycle, therefore, a File Reject Message may be sent any day of the week or month.

- **Claims Batch Edit Reports** are usually sent within 24 hours of claims file submission. This holds true on days that the ministry processes claims. This report is produced from one of the first processes in the claims system. If claims are uploaded on a weekend, holiday or at month-end, the batch edit is delivered on the next claims processing day.

- **Claims Error Reports** are usually available within 48 hours of claims file submission. As noted above, this is the case on days that the ministry processes claims. This report is produced near the end of the claims processing stream. As is the case above, if claims are uploaded on a weekend, holiday or at month-end, the error report is delivered at the end of the next claims processing day.

- **Remittance Advices** are produced during a three to four day period at the end of the month and are delivered when month-end processing is completed. This usually falls between the 5th and the 7th day of the month.

Cut-Off Dates

The cut-off date for EDT claims submissions is the 18th of the month.

EDT claims files may be submitted anytime, 24 hours a day, 7 days a week. However, the ministry encourages daily submission of claims. Daily submissions may enable providers to correct rejected claims and resubmit the corrected claims during the current processing cycle.

Claim submissions after the 18th will be processed until the month-end computer cut-off date, where time and volumes permit.

Re-Creates of Electronic Data Transfer Outputs

A re-create is an exact duplicate of a file that had previously been successfully transferred to an EDT user. Only Error Report and Remittance Advice re-creates are available via EDT. Batch edit report re-creates are available in paper format only from local ministry offices. If an EDT user needs to obtain a re-created file, they should contact the EDT Help Desk or their local ministry office.

Supporting Documentation

Any supporting documentation should be mailed or faxed to the provider's current ministry processing office. Since EDT provides quick transmission of claims files, it is important that supporting documentation be mailed or faxed the same day the file is transferred.

Fax numbers and addresses for the ministry processing offices can be found in Section 11 – *General Information.*

Note: ***The ministry is investigating using the EDT service to transfer supporting documentation.***

File Compression

If you register to receive a compressed Remittance Advice you will require compression software in order to 'unzip' or 'extract' the file. The file extension for compressed files is **.zip**. To register to receive the Remittance Advice in a compressed format, contact the EDT Help Desk at:

1 800 262-6524 or in Kingston call 548-7981

9. OVERNIGHT BATCH ELIGIBILITY CHECKING (OBEC)

Send OBEC File Procedures

```
MOHCARD              Government of Ontario              2001-06-07
                 Electronic Data Transfer System
                        Send OBEC File


              From:    MOHXXXXX

                To:    hepcard

           Subject:    OBEC Submission File

       File Format:    T    (T=Text, B=Binary)

         File Name:

          Protocol:    Z    (X,Y,Z,K)




    Press ENTER to accept; or press F3 to cancel.
```

Note: *This is a production screen. In the EDT Test Environment, the script command/screen ID (MOHCARD) would read HTUCARD.*

1. All fields must be populated. The first three fields are automatically populated. You will see a system message if any of the other fields are missing information:

   "Invalid File Format, must be T or B"
   "Missing File Name, field cannot be empty"
   "Invalid Protocol:, must be X, Y, Z or K"

2. Press <enter> when all fields on the Send OBEC File screen are completed. The following message will be displayed:

   "Please begin your upload now"

3. Initiate the file transfer from your communications software. Check your software manual for further information.

Send OBEC File Procedures (Continued)

4. After initiating the file transfer process, your communications software will usually prompt you for the path and filename of the file that is to be transferred. Follow the instructions in your communications software. The status of your file transfer should display in a status box during the transmission.

Note: *The box below is only an example of a status box. Your status box may differ, depending on your communications software.*

<div align="center">

Sending
_____

File Name: OBEC01.001
File Size: 648
Bytes sent: 598
% completed: 92%
Sending . . .

</div>

5. After **successful** completion of the file transfer, you will be returned to the Ministry of Health Menu.

6. If the file transfer is **unsuccessful**, you are returned to the Send OBEC File screen where another file transfer can be tried. Or you can press F3 to exit the Send OBEC File screen and return to the Ministry of Health Menu.

7. If delivery to the mailbox fails you will see the following message: **"Failed: File <Filename> could not be delivered"**. This message means there is a problem with the EDT service. Call the EDT Help Desk for assistance.

☞   **If you disconnect the transfer before completion, the file will not be delivered and the transaction will be cancelled.**

10.   LOG OFF PROCEDURES

Log Off Procedures

1. From the **Main Menu** or the **Ministry of Health Menu**, key '4' or enter 'LO' and press <enter>.

```
                    Government of Ontario
                 Electronic Data Transfer Service
                    Ministry of Health Menu




                    1. Send Claim File
                    2. Send OBEC File
                    3. Return to Main Menu
                    4. Log Off




               Please Select a Function >



Enter the number of the function you require and press "enter" to continue.
```
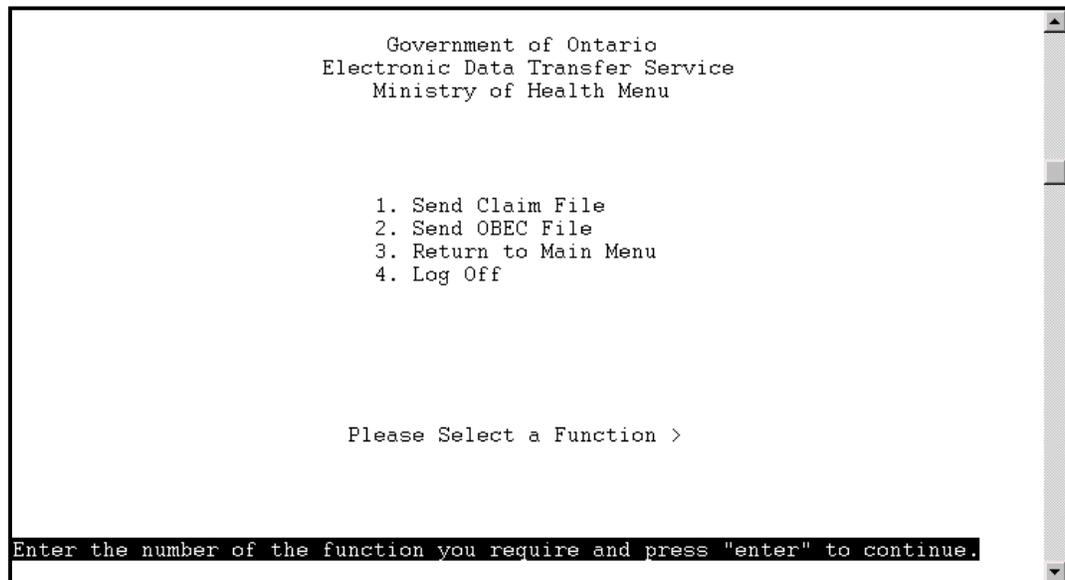
Direct Dial

2. You must exit your communication software **(long-distance charges will continue to apply until your disconnection)**. Check your software manual for details.

Datapac

3. You must now hang up from Datapac **(charges will continue until you are disconnected)**.

    Use your communications software to end the Datapac session by issuing the command to hang up or end the session. Check your software manual for details.

4. Exit from your communications software.

☞   **Hang up before logging off or charges will continue until the system automatically hangs up. Ensure that you discontinue your Direct Dial or Datapac connection before you have completed the log off procedures.**

11.   GENERAL INFORMATION

Script Files

Many communications software packages allow users to automate the communications process (consult your specific software manual for instructions regarding automated scripts). Script files can be used to allow unattended access when uploading or downloading files on the GONet EDT service.

☞   **The ministry does not support scripting and does not recommend scripting with escape sequences.**

An automated script may include the key strokes necessary to:

LOG ON	• Turn on your modem
	• start the communication software
	• dial the direct dial number
	• log on to the GONet EDT service
UPLOAD	• upload a file(s)
DOWNLOAD	• download a file or all files
DELETE	• delete a file(s)
LOG OFF	• log out of the GONet EDT Service
	• exit the communications software

For your own benefit, if script files are used, they should be developed to recognize and respond to system messages and prompts that appear. System messages could be the Change Password Screen that appears when a user's password expires or the reminder message that appears 10 days before the password is due to expire on the Log On status screen (refer to Appendix A–*System Status Messages)*.

The ministry does not recommend scripting for password changes. It is also important to use commands instead of menu selections whenever possible when using scripts. This will ensure that any future updates or changes to menus will not require script changes.

COMMANDS

Most functions can be achieved directly from the Command Line, using commands instead of menu selections. When scripting, using commands is the preferred method to use so that any changes to screen menus will not affect your script.

The following commands can be entered from the EDT Main Menu screen or the Ministry of Health Menu Screen (the commands are not case sensitive and may be entered in uppercase or lowercase).

Command:	MOHMenu
Description:	This command takes you directly to the EDT Ministry of Health Menu.

Command:	EDTMenu
Description:	This command takes you directly to the EDT Main Menu.

Command:	LO
Description:	This command ends the GONet EDT session (log off).

Command:	Download
Description:	This command takes you directly to the EDT Download File Menu.

Command:	EDTUP
Description:	This command takes you directly to the EDT Send File to an EDT User screen.

Command:	MOHCLAIM
Description:	This command takes you directly to the Send Claim File screen in the production environment.

Command:	MOHCARD
Description:	This command takes you directly to the Send OBEC File screen in the production environment.

Command:	HTUCLAIM
Description:	This command takes you directly to the Send Claim File screen (in test).

Command:	HTUCARD
Description:	This command takes you directly to the Send OBEC File screen (in test).

☞ **Uploads that miss any ministry processing deadline because of failure of automated scripts are the EDT user's responsibility.**

System Maintenance

The GONet EDT service is available to authorized EDT users 24 hours a day, 7 days a week, except for scheduled downtime when system maintenance is required.

The weekly scheduled downtime is:

Sunday 5 am to 8 am

The GONet EDT service may not be available during this time period.

The ministry does not recommend authorized EDT users to invoke automated script files during this time period.

Ministry Office Listings

Fax Numbers and Addresses for Supporting Documentation

OFFICE	MAILING ADDRESS	FAX NUMBER
Toronto	P.O. Box 1700 Station A Toronto, Ontario M5W 1G9	416 314-7748
Oshawa	P. O. Box 635 Oshawa, Ontario L1H 8L4	905 434-3725
Mississauga	P. O. Box 7020 Station A Mississauga, Ontario L5A 3M1	905 896-6029
London	P. O. Box 5700 Station A London, Ontario N6A 4L6	519 675-6832
Hamilton	P. O. Box 2280 Hamilton, Ontario L8N 4C8	905 521-7605
Ottawa	Fuller Building 75 Albert Street Ottawa, Ontario K1P 5Y9	613 237-3246
Kingston	P. O. Box 9000 Kingston, Ontario K7L 5A9	613 545-4399
Sudbury	199 Larch Street 8th Floor, Suite 801 Sudbury, Ontario P3E 5R1	705 675-4015
Thunder Bay	435 James Street South Suite 113 Thunder Bay, Ontario P7E 6T1	807 475-1424

12. EDT HELP DESK

The ministry has established an EDT Help Desk for EDT user support and to respond to any questions or technical problems you may have concerning:

- uploading or downloading file(s)

- OBEC (**O**vernight **B**atching **E**ligibility **C**hecking) Service

Contact the EDT Help Desk at:

1 800 262-6524 or in Kingston call 548-7981

Note: *Business questions regarding payment of claims or eligibility should be directed to your local ministry office.*

The EDT Help Desk is staffed:

Monday through Friday 8:00 am to 5:00 pm

After Business Hours an answering service is available to leave a message. Your call will be returned on the next business day.

When calling the EDT Help Desk, you will be asked for all or some of the following information to establish your identity. Please have the information below readily available before calling:

- your GONet EDT User ID
- your unique Security Code Word
- contact name
- your phone number
- hospital name
- provider number
- date and time the problem occurred
- brief summary of questions or problem(s)

13. APPENDICES

System Status Messages   Appendix A

Password Messages

MESSAGE	EXPLANATION	ACTION
New password matches a password previously used	The same password cannot be used for up to 14 occurrences. Your password must not be repeated with a previously used password.	Enter a password that meets the guidelines set out in this manual (refer to Section 3 - *Security Information*).
New passwords do not match	When you change your password, you will be prompted to re-enter your new password. This message will appear if you do not enter the exact character sequence as the original entry.	Re-enter the new password exactly as you entered it the first time.
Password entered must be at least minimum length specified.	Your password must be a minimum of 8 characters, and a maximum of 16 characters.	Enter a password with a minimum of 8 characters (refer to Section 3 - *Security Information*).
Password cannot have identical characters together	The password must not have two identical characters beside each other, for example, the word "addition" is not valid.	Enter a password that does not contain double letters (refer to Section 3–*Security Information).*
Illegal new password; similar to registered User ID	The system will not accept your password as it is too similar to a registered EDT User ID	Re-enter another password (refer to Section 3 - *Security Information*).
Contact your System Administrator, password change required	You need to contact the EDT Help Desk for assistance with your password change.	Call the EDT Help Desk at 1 800 262-6524 or in Kingston call 548-7981.
Contact your System Administrator, cannot change your password	You need to contact the EDT Help Desk for assistance with your password change.	Call the EDT Help Desk at 1 800 262-6524 or in Kingston call 548-7981.

Log On/Off Messages

MESSAGE	EXPLANATION	ACTION
Contact your System Administrator, number of log on errors have exceeded your limit	You are allowed three attempts to enter your EDT User ID and password correctly before you are disconnected from the GONet EDT service. Five consecutive unsuccessful log on attempts will result in your EDT User ID being revoked.	Call the EDT Help Desk at 1 800 262-6524 or in Kingston call 548-7981.
Log on is not Allowed - Contact your System Administrator	After 5 consecutive log on attempts, GONet denies access. You must obtain assistance from the EDT Help Desk to successfully log on again.	Call the EDT Help Desk at 1 800 262-6524 or in Kingston call 548-7981.
Log on is not Allowed at this time - Automatic Disconnect	System error	Call the EDT Help Desk at 1 800 262-6524 or in Kingston call 548-7981.
Log on is not Allowed at this port - Automatic Disconnect	You are not able to log on to this port.	Call the EDT Help Desk at 1 800 262-6524 or in Kingston call 548-7981.
Invalid Log on - Access Denied	This message means you have attempted to log on incorrectly.	For log on procedures (refer to Section 4 - EDT Service and Screen Layouts).
Inactive User Tried to Log on	This message could be a result of trying to log on again after receiving the message "Log on not allowed - Contact your System Administrator". This message could occur if you have not accessed the GONet EDT system within 90 days.	Call the EDT Help Desk at 1 800 262-6524 or in Kingston call 548-7981.
Log on Error Limit Exceeded - Automatic Disconnect	You are allowed three attempts to enter your EDT User ID and password correctly before you are disconnected from the GONet EDT service. Five consecutive unsuccessful log on attempts will result in your EDT User ID being revoked.	If you are still connected to Datapac, key the GONet EDT Datapac address. This will re-connect you to the GONet Log On screen (refer to Section 4– *EDT Service and Screen Layouts)*. If you have been disconnected from Datapac, redial your regional Datapac number. After a connection is made, log on using the procedures in Section 4–*EDT Service and Screen Layouts.* Call the EDT Help Desk at 1 800 262-6524 or in Kingston call 548-7981.

Menu Log Messages

MESSAGE	EXPLANATION	ACTION
Exceeded Log on Threshold	The GONet EDT system currently allows for 20 log on attempts per day. This message means you have exceeded that number of log on attempts.	Access the GONet EDT system on the next calendar day. Call the EDT Help Desk at 1 800 262-6524 or in Kingston call 548-7981.
Invalid Input, please re-enter	You have keyed something the system will not accept.	Re-key appropriate input.
Terminal Session Idle - Automatic Disconnect	You will automatically disconnect from the EDT system after five minutes has lapsed without any activity.	If you are still connected to Datapac, key the GONet EDT Datapac address. This will reconnect you to the GONet Log On screen. Log on using the procedures in Section 4 - *EDT Service and Screen Layouts*. If you have been disconnected from Datapac, redial your regional Datapac number. After a connection is made, log on using the procedures in Section 4–*EDT Service and Screen Layouts*
You are not authorized for this service; please make another selection.	You have selected a function you have no authority to use.	Press return to continue.
Invalid selection entered	You keyed the wrong selection number from the menu.	Re-key the correct selection number.
Contact your System Administrator, selection unavailable	System error	Call the EDT Help Desk at 1 800 262-6524 or in Kingston call 548-7981.
Command entered is not a registered system command.	You keyed a number/letter that the system will not accept.	Re-key the correct selection number.
Contact your System Administrator, cannot transfer to application	System error	Call the EDT Help Desk at 1 800 262-6524 or in Kingston call 548-7981.
Invalid Key Pressed, please use F3 or ENTER key only	You have pressed a key the system won't accept.	Press F3 or ENTER to complete the function.
Invalid Data was found in the Command field	You may be attempting to Delete a file but you may not have **selected** a file to delete **or** you may have entered an invalid character in the command field.	Check the command field entry.

Download/Delete Messages

MESSAGE	EXPLANATION	ACTION
File Transfer Failed	The file did not reach the specified destination. You may also receive this message if you have aborted the file transfer.	Ensure that the file transfer protocol you are using matches the file transfer protocol entered on the screen. Ensure that both your hardware and software are set for hardware flow control. Ensure the baud rate setting in your software matches your modem. Ensure you are using the correct option: T for ASCII text files or B for compressed and non-ASCII text files. After checking the above settings, try the transfer again. If failure occurs again, call the EDT Help Desk at 1 800 262-6524 or in Kingston call 548-7981.
Please Prepare for Download	This message appears when all conditions have been met to begin the download of file(s) you have selected.	Invoke your communications software to download the file(s).
File Successfully Downloaded	The file has been transferred to your PC.	Access file through your personal software.
The Selected Files Have Been Deleted	The files you selected have been successfully deleted.	No action
The Selected Files Could Not be Deleted	The files you selected have not been successfully deleted.	Follow the procedures in Section 6 – *Download and/or Delete Files* to be sure you haven't missed a step. Call the EDT Help Desk at 1 800 262-6524 or in Kingston call 548-7981.
Failed Cannot Retrieve Mail Message	System Error	Call the EDT Help Desk at 1 800 262-6524 or in Kingston call 548-7981.

Upload Messages

MESSAGE	EXPLANATION	ACTION
Please Begin Your Upload Now	This message appears when all conditions have been met to either Send File to an EDT User, Send Claim File or Send OBEC File.	Invoke your communications software.
File Transfer Failed	The file did not reach the specified destination. You may also receive this message if you have aborted the file transfer.	Ensure that the file transfer protocol you are using matches the file transfer protocol entered on the screen. Ensure that both your hardware and software are set for hardware flow control. Ensure the baud rate setting in your software matches your modem. Ensure you are using the correct option: T for ASCII text files or B for compressed and non-ASCII text files. After checking the above settings, try the transfer again. If a file transfer failure occurs again, call the EDT Help Desk at 1 800 262-6524 or in Kingston call 548-7981.
File <filename> TRANSFER SUCCESSFUL	File has been successfully delivered to the specified mailbox.	No action
File <filename> COULD NOT BE DELIVERED	File could not be delivered.	Call the EDT Help Desk at 1 800 262-6524 in Kingston call 548-7981.
Invalid TO: field, please re-enter	The destination EDT ID keyed in this field is not correct, or the field has been left blank.	Check your destination ID in the TO: field. Re-key correct EDT ID.
Subject Field must be present, press enter	Subject field has been left blank.	Check Subject field and key a subject if blank.
Invalid File Format, must be T or B	An unacceptable character was keyed in this field.	Change character to **T** for text or **B** for binary.
Missing file Name, field cannot be empty	File field must have a file name. Name field has been left blank.	Key a file name in this field.
Invalid Protocol, must be X, Y, Z or K	The modem character keyed here is incorrect.	Check your modem character and make sure it's either X, Y, Z or K. Re-key correct modem character.
To User ID <DestID> DOES NOT EXIST	You may see this message when using either Send File to an EDT User, Send Claim File or Send OBEC File.	Check the destination EDT ID keyed in the TO: field. Re-key the correct EDT ID or contact destination user to obtain the correct EDT ID.

RESPONSE CODES   Appendix B

The following Response Codes were extracted from the *Health Card Validation Guidelines*, January 2004.

CODE	RESPONSE	EXPLANATION	RECOMMENDED ACTION
05	Incorrect health number	▪ not 10 numeric digits (may be keying error or the card may be damaged) ▪ no payment for services	▪ check for keying errors ▪ confirm number ▪ confirm cardholder identity ▪ request surrender of health card – return it to ministry ▪ notify the MOHLTC Fraud Line where applicable 1 800 265-4230 ▪ bill the cardholder directly ▪ refer cardholder to local ministry office
10	Incorrect health number	▪ health number not found on ministry's Registered Persons Database ▪ no payment for services	▪ check for keying errors ▪ confirm number ▪ confirm cardholder identity ▪ request surrender of health card – return to ministry ▪ notify the MOHLTC Fraud Line where applicable 1 800 265-4230 ▪ bill the cardholder directly ▪ refer cardholder to local ministry office

CODE	RESPONSE	EXPLANATION	RECOMMENDED ACTION
15	Pre-assigned newborn health number – parent/guardian must complete registration	▪ health number released as a pre-assigned health number for newborns registration process is incomplete ▪ no payment for services until registration completed	**Patient less than 3 months old:** ▪ advise parent/guardian health number registration incomplete ▪ infant registration may be in process – request supporting evidence of Ontario residency (e.g., parent's health card, driver's licence) ▪ payment will not be processed until registration is complete ▪ advise client direct billing may result if registration not completed within 90 days of date of birth ▪ advise client to contact local ministry office **NOTE:** Patient should not have a plastic health card. Request the surrender of health card and return to the ministry.
20	Not eligible	▪ no eligibility for this health number on the ministry database ▪ no payment for services	▪ advise cardholder eligibility does not exist under this number ▪ request the voluntary surrender of the health card – return to ministry ▪ bill cardholder directly ▪ refer cardholder to local ministry office
25	Unknown card	▪ card swipe does not have proper Issuer Identification ▪ no payment for services	▪ verify health card appears to be ministry issued health card and not a hospital card ▪ request voluntary surrender of the health card – return to ministry ▪ notify the MOHLTC Fraud Line where applicable 1 800 265-4230 ▪ bill the cardholder directly ▪ refer cardholder to local ministry office
50	Card passed validation	▪ indicates valid health card with current eligibility	▪ no action required ▪ request additional identification if it is suspected that the health card holder is not the person to whom the health card was issued

CODE	RESPONSE	EXPLANATION	RECOMMENDED ACTION
51	Card passed validation	• indicates a valid health card with current eligibility	• no action required • request additional identification if it is suspected that the health card holder is not the person to whom the health card was issued
52	Card passed validation – holder must contact ministry	• ministry notice sent to the registrant – coverage may be terminated if the registrant does not contact the ministry	• advise cardholder to contact the ministry INFOLine at 1 800 268-1154 • advise client that coverage may be disrupted if the registrant does not contact the ministry
53	Card passed validation – card is expired	• renewal notification sent to the registrant – coverage may be terminated if the registrant does not contact the ministry regarding renewal	• advise cardholder to contact the ministry INFOLine at 1 800 268-1154 • advise client that coverage may be disrupted if the registrant does not contact the ministry
54	Card passed validation – card is future dated	• card is future dated – ministry accepts card as valid due to current eligibility	• no action required • request additional identification if discrepancy is apparent
55	Card passed validation – update cardholder address	• indicates ministry does not have a valid address on file for the cardholder	• request additional identification if discrepancy is apparent • advise cardholder to contact local ministry office as soon as possible to update address and to avoid disruption to health care coverage
60	Expired card	• health card expired	• ask if cardholder has another card • request cardholder complete Health Number Release form • advise cardholder to contact local ministry office
65	Incorrect version code	• version code incorrect	• check for keying errors • request cardholder sign a Health Number Release form • advise cardholder to contact local ministry office

CODE	RESPONSE	EXPLANATION	RECOMMENDED ACTION
70	Stolen card	▪ health card reported as stolen – health card is no longer valid – replacement may have been issued	▪ request additional identification supporting evidence of Ontario residency (e.g., driver's licence) – cardholder may have recovered the card but neglected to advise ministry ▪ advise cardholder of status of card (e.g., payment cannot be made under this number/version code combination) ▪ ask if cardholder has another health card ▪ if unable to confirm photo on health card bill cardholder directly ▪ advise cardholder to contact local ministry office ▪ request the voluntary surrender of the health card – return to ministry ▪ notify the MOHLTC Fraud Line where applicable at 1 800 265-4230
75	Cancelled card	▪ card cancelled by ministry – replacement may have been issued	▪ ask if cardholder has another health card ▪ if another health card carried by the cardholder is valid, request voluntary surrender of "old" card – return to ministry ▪ if the cardholder does not have another card and the appointment cannot be rescheduled request the cardholder sign a Health Number Release form to obtain the right version code ▪ advise cardholder to contact local ministry office to obtain a new health card ▪ follow-up with your internal business practice regarding billing with follow-up reimbursement if appropriate **NOTE**: *If the appointment is not urgent and can be rescheduled you may wish to postpone the appointment until the Health Number Release form is returned with a current version code.*

CODE	RESPONSE	EXPLANATION	RECOMMENDED ACTION
80	Damaged card	▪ card cancelled by ministry – replacement may have been issued	▪ try to key health number manually ▪ if a health card is presented, request voluntary surrender of card – return to ministry ▪ if cardholder does not have another health card, advise cardholder to contact ministry to resolve problem ▪ request cardholder complete a Health Number Release form to obtain correct version code
83	Lost card	▪ health card has been reported as stolen – card is no longer valid – replacement may have been issued	▪ request additional identification supporting evidence of Ontario residency (e.g., driver's licence) – cardholder may have recovered the card but neglected to advise the ministry ▪ advise cardholder of status of health card (e.g., payment cannot be made under this number/version code combination) ▪ ask if cardholder has another health card ▪ if unable to confirm photo on health card bill cardholder directly ▪ advise cardholder to contact local ministry office ▪ request the voluntary surrender of the health card – return to ministry ▪ notify the MOHLTC Fraud Line where applicable at 1 800 265-4230
90	Information not available	▪ ministry system may be undergoing maintenance	▪ retry system access ▪ access IVR Bulletin Board to obtain system maintenance and downtime information and periodic status updates ▪ call the MOHLTC Help Desk at 1 800 262-6524
95	Health care provider/facility not authorized for HCV	▪ health care provider or facility is not currently authorized for HCV or there is a problem with their User ID and/or password	▪ call the MOHLTC Help Desk at 1 800 262-6524

CODE	RESPONSE	EXPLANATION	RECOMMENDED ACTION
99	System not available	▪ cannot access the ministry database	▪ system may be undergoing maintenance ▪ access IVR Bulletin Board to obtain system maintenance and downtime information and periodic status updates ▪ call the MOHLTC Help Desk at 1 800 262-6524

QUICK REFERENCE   Appendix C

PRODUCTION LOG ON

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Direct Dial Access

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Note: *The direct dial telephone numbers for the test environment and the production environment will be provided upon EDT registration.*

- Invoke your communication software

- **At the GONet Log On screen**

  - Key your **GONet User ID** <enter>
  - Key your **GONet Password** <enter>

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Datapac Access

</div>

Note: *The GONet EDT Datapac addresses for the test environment and the production environment will be provided upon EDT registration.*

- Dial your local Datapac number and wait for a connection
- Key   **..**   <enter>
- Key **NUI** <space> **Datapac user ID** <enter>
- Key Datapac **Password** <enter> and wait for NUI active message
- Key the GONet EDT Datapac address <enter> - the GONet Log On screen will appear

- **At the GONet Log On screen**

  - Key your **GONet User ID** <enter>
  - Key your **GONet Password** <enter>

LOG OFF

At the GONet Log Off Screen

- Key "4" and press <enter> or key "LO" and press <enter> at the Main Menu or Ministry of Health Menu

Direct Dial

- Exit from the Communication Software (refer to your communication software manual)

Datapac

- **Hang Up** or end the Datapac session and exit from your Communication Software (refer to your communications software manual)

REJECTION CATEGORIES   Appendix D

Claims data in machine readable form may be subject to rejection by the ministry at three (3) levels:

1.0   Rejection of entire file submission

2.0   Rejection of batch within a file

1.0   Rejection of a claim within a batch

Warning messages will be issued when the fields designated as fillers are not spaces.

1.0 Rejection of Entire Submission

The entire unprocessed file will be returned to the originator if any of the following conditions exist:

1.1   Not an acceptable Media Type

1.2   Not readable

1.3   First record in the file is not a Batch Header Record

1.4   Record count on the Identification Label must correspond to actual records within the file (Magnetic Tape/3480/3490 Cartridge Only)

1.5   Not standard label (3480/3490 Cartridge Only)

1.6   Data Records not 79 bytes (Magnetic Tape, 3480/3490 Cartridge only)

2.0 Rejection of a Batch

Batches will be rejected to the Batch Edit Report if the following error conditions occur:

- FIRST REC ON FILE NOT BATCH HDR

- INVALID DIST CODE ON BATCH HDR

- NO CLAIMS ENCOUNTERED ON FILE

- CLM HDR1 DOES NOT FOLLOW BATCH HEADER

- TRAILER RECORD MISSING

- BATCH HEADER MISSING

- CLM HDR2 REC NOT AFTER REC TYPE H

- TRANSACTION IDENTIFIER MUST BE HE

Rejection Categories (Continued)

2.0 **Rejection of a Batch** (Continued)

- RECORD IDENTIFIER MUST BE B, H, R, T, E
- INVALID COUNTS IN TRAILER RECORD
- GROUP# MISSING OR NOT ZEROS
- PROVIDER# MISSING
- GROUP/PROVIDER# BOTH MISSING OR ZEROS
- CREATION DATE INVALID OR NOT YYYYMMDD
- GROUP/PROVIDER NOT APPROVED FOR MRI
- GROUP/PROVIDER OPERATOR NUMBER INVALID
- ITEM REC NOT AFTER REC TYPE H, R OR T
- SOLO PROVIDER NOT APPROVED FOR MRI
- CLM HDR1 NOT AFTER REC TYPE B, OR T
- INVALID CREATION DATE..NOT NUMERIC
- TRAILER REC NOT AFTER REC TYPE T
- CREATION DATE > SYSTEM DATE
- GROUP/PROVIDER NOT APPROVED FOR EDT
- UNSUPPORTED TECH SPEC REL. IDENTIFIER

Note: *Whenever a large number of claims are submitted in a single batch there is the possibility that the entire submission may reject due to any of the reasons listed above. We recommend that you attempt to maintain the batch input to a manageable size (e.g., no more than 500 claims per batch).*

3.0   REJECTION OF A CLAIM

Claims within a batch will be rejected to the Claims Error Report for the following reasons:

3.1   Missing/Invalid data as per the field description specified in this manual (Error code(s) prefixed with **V**)

3.2   Ineligible Patient/Health Care Provider data (Error code(s) prefixed with **E**)

3.3   Missing/invalid data as specified in the Schedules of Benefits (Error code(s) prefixed with **A**)

Note: *Once corrected, these claims may be resubmitted for payment on a subsequent file. Error Report Rejection Conditions are included within the Technical Specifications Interface to Health Systems manual.*