

## **NEW FILE FORMAT PREPARATION CHECK LIST**

For use by Oregon ASCs

### **Expanded Flat File Format:**

- ❑ Provide Facility NPI information to COMPdata prior to submitting new format to Test or Production
- ❑ Do not add Header or Trailer Records – Will cause file to fail
- ❑ File must be 2500 bytes long
- ❑ Line Feed must be entered after the 2500<sup>th</sup> byte between each record in a file
- ❑ Procedures must appear in BOTH the Procedure Code/Date fields AND the Service Line Item/Date fields
- ❑ All single character fields should be submitted in uppercase.
- ❑ Every Outpatient CPT/HCPC Service Line Item must have a corresponding Revenue Code listed
- ❑ If Payer ID is Self Pay (98918), then Payer Name should be “Self Pay”

### **837 4010A1 File Format:**

- ❑ Provide Facility NPI information to COMPdata prior to submitting new format to Test or Production
- ❑ Based upon Institutional version
- ❑ ISA Segment – use Facility ID as Submitter ID and “COMPdata” as Receiver ID
- ❑ End of ISA Segment must contain usage indicator: T = Test, P = Production
- ❑ GS Segment must designate the 837 version being used. Example: 004010X096A1
- ❑ NM1\*85 Segment must contain Facility NPI. (Existing COMPdata ID allowed until 05/23/08.)
- ❑ For Outpatient services, CPT codes must appear in the HI Segments:
  - Qualifier BP (Principal Procedure) or BO (Other Procedure)
  - Also exists in SV2 Segment
  - Procedures must appear in BOTH the Procedure Code/Date fields AND the Service Line Item/Date fields
- ❑ Every Outpatient CPT/HCPC Service Line Item must have a corresponding Revenue Code listed
- ❑ Race and Ethnicity codes must be separated by a colon. E.g. R3:E1
- ❑ If Payer ID is Self Pay (98918), then Payer Name should be “Self Pay”