



***ImmTrac***  
***Texas Immunization Registry***  
***Electronic Transfer Standards for Payors***

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**Texas Department of State Health Services  
ImmTrac - Immunization Registry  
Electronic Transfer Standards for Payors**

The following describes the electronic transfer standards for a file to be exported to ImmTrac by a Payor (i.e. insurance company, health maintenance organization, or another organization that pays a health care provider to provide health care benefits). It includes file format, quality of data information, and transmitting data instructions. The detailed file structure is shown on pages 4-7.

**File Format**

This section contains information about the record structure and record design.

**Record Structure**

Each record is composed of record segments. Each record segment is identified by a segment code, and has a specific, fixed segment length. There are four record segments defined by ImmTrac for Payor imports:

- 1) The Client Basic Demographic segment – “C” segment – consists of demographic information about the client;
- 2) The Immunization segment – “I” segment – contains information about the vaccine the client received;
- 3) The Provider Information Segment – “P” segment – consists of information about the provider who administered the vaccine(s). This segment is **only** sent by a Payor; and
- 4) The Terminating Record segment – “TR” segment – indicates the end of the record.

Segment Code	Segment Description	Segment Length
C	Client Basic Demographic segment	336 characters
I	Immunization segment	46 characters
P	Provider Information segment	271 characters
TR	Terminating Record segment	2 characters

**Record Design**

To build a record from record segments, the record segments must be in a specific order. Some record segments are dependent on the presence of other record segments. The order and dependencies are described by the following rules:

- ❖ Each record must contain a “C” segment, at least one “I” segment, a “P” segment, and a “TR” segment.
- ❖ Each record segment is of the specified segment length (see table above). Use blank spaces to fill in for data not available. After the full segment length is achieved, the next segment may follow.
- ❖ Each subsequent record segment is placed at the end of the previous segment without any delimiters, such as commas or spaces, between the segments.
- ❖ All records must start with a “C” segment.

- ❖ The “I” segment follows the “C” segment.
- ❖ All records must have at least one “I” segment containing valid immunization information. Records without at least one valid “I” segment will be rejected.
- ❖ Multiple “I” segments are allowed.
- ❖ The “P” segment follows the last “I” segment.
- ❖ All records must end with a “TR” segment. A carriage return/line feed (ASCII codes 13 and 10, respectfully) must follow the “TR” segment.

Records can be of fixed lengths or variable lengths depending on the number of “I” segments included.

**Example 1** shows an export file with several records for the same client with each record having one “I” segment i.e. one record for each vaccine being reported.

**Example 2** shows an export file with one record for a client with that record containing multiple “I” segments i.e. one “I” segment for each vaccine being reported.

**Examples of Record Design:**

1	Fixed	CIPTR CIPTR CIPTR CIPTR	<p>These records have a Client Basic Demographic segment, one Immunization segment, a Provider Information segment and a Terminating Record segment.</p> <p><i>Each record is for the same client but reporting a different vaccine.</i></p> <p><b><u>SORT</u></b> – Sort records so multiple records for a child are grouped together, in descending order by immunization date.</p>
2	Variable	CIIIPTR	<p>This record has a Client Basic Demographic segment, four Immunization segments, a Provider Information segment and a Terminating Record segment. <i>This record is reporting the same vaccines as in example 1.</i></p> <p><b><u>SORT</u></b> – Sort records by name (last, first, middle).</p>

*Note: A new record segment starts at the end of the preceding record segment. There are no spaces between adjoining record segments.*

**Quality Of Data**

Providing correct and complete information in each record segment will help ImmTrac correctly import a client’s records and reduce the possibility of incorrect matches. If data is incomplete or incorrect, a client record may be duplicated.

## **Transmitting Data**

### **File Naming**

When the data file has been created and is ready to send to ImmTrac, use the following file naming scheme:

PayorImportCodeYYJJJ.imp

PayorImportCode = the code provided by ImmTrac that is included in the “P” segment to identify the Payor (see page 6, footnote R).

YY = year

JJJ = Julian date

Use .imp as the file extension.

Ex. For a file created by a Payor whose import code is “Insure” on September 27, 2004, the file name would be: **Insure04271.imp**

### **File Transfer**

A file can be sent to ImmTrac by FTP directly to our server or via the ImmTrac web site. Call ImmTrac Customer Support for more information on how to use the FTP method (800) 348-9158.

Please note: When sending via the ImmTrac web site, the import file size limit is 25 MB. If the import file is larger than this, please split it into smaller files before sending.

## C – CLIENT BASIC DEMOGRAPHIC SEGMENT

**This segment is required. Required data is shaded.**

\* Field Location is the position number where the first character of each field starts. Refer to page 5 for further explanation.

Field #	*Field Location	Field Description	Data Type	Field Length	Rules
1	1	Segment Code (C)	Text	2	<b>Required data; cannot be blank - Left-justified 'C'</b>
2	3	Reserved	Leave Blank	10	Leave Information Blank
3	13	Last Name	Text	20	<b>Required data; cannot be blank</b> – First character cannot be numeric (See footnotes E, F, G)
4	33	First Name	Text	20	<b>Required data; cannot be blank</b> – First character cannot be numeric (See footnotes E, F)
5	53	Middle Name	Text	20	First character cannot be numeric. (See footnotes E and F)
6	73	SSN	Numeric	9	If present, must be 9 digits
7	82	Gender	Text (M or F)	1	<b>Required data; cannot be blank</b> – Use 'M' or 'F'
8	83	Race	ImmTrac code	2	Use ImmTrac Race Codes (refer to page 8)
9	85	Medicaid Number	Numeric	9	If present, must be 9 digits.
10	94	Date of Birth	CCYYMMDD	8	<b>Required data; cannot be blank</b> – Must be valid date; cannot be greater than today's date. (See footnote D)
11	102	Mother's First Name	Text	20	(See footnotes E, F)
12	122	Mother's Middle Name	Text	20	(See footnotes E, F)
13	142	Mother's Maiden Name	Text	20	(See footnotes E, F)
14	162	Father's Last Name	Text	20	(See footnotes E, F)
15	182	Father's First Name	Text	20	(See footnotes E, F)
16	202	Father's Middle Name	Text	20	(See footnotes E, F)
17	222	Consent Flag	Text (Y or N)	1	<b>Effective 1/1/05 – no longer used, leave blank.</b>
18	223	Residence Address Line 1	Text	32	Do not pad addresses with leading zeros. (See footnote F)
19	255	Residence Address Line 2	Text	20	(See footnote F)
20	275	Residence City	Text	20	Do not allow abbreviations, e.g. 'Hou' for Houston, or 'SA' for San Antonio. (See footnote F)
21	295	Residence State	Text	2	Use Postal Codes, i.e. 'TX' for Texas
22	297	Residence Zip	Numeric	5	
23	302	Residence Zip4	Numeric	4	
24	306	Residence County	FIPS Code	3	Use FIPS county codes. Use 999 for "Out of Texas" (See footnote H).
25	309	Residence Country	ImmTrac Code	2	Use ImmTrac Country Codes (refer to page 8).
26	311	Phone	Numeric	10	Includes the area code and phone number. A blank area code must contain spaces, not zeros.
27	321	Reserved	Leave Blank	16	Leave Information Blank

### Extra Notes for "C" segment:

- A. **Do not use fake data in any field. If data is not known, leave the field blank.**
- B. Data is left justified in each field.
- C. The "C" segment must be 336 characters long. Use blank spaces for fields where the field description is marked "Reserved".
- D. No records should be sent for clients 18 and over.
- E. For all NAME information, do not use special characters or punctuation other than hyphen or apostrophe. Do not allow 'Unknown' or 'None' to be used.
- F. If the data in any of the name or address fields exceeds the field length, simply truncate the data to fit the field. Do not include any punctuation to indicate truncation.
- G. Suffix information may be included at the end of the last name – separate suffix and last name with a blank space. Ex. Smith Jr. Valid suffix values are Jr, Sr, II, III, IV, V.
- H. Federal Information Processing Standards (FIPS) codes available at: <http://www.itl.nist.gov/fipspubs/co-codes/tx.txt>. Use code 999 for "Out of Texas".

## I – IMMUNIZATION SEGMENT

**This segment is required. Required data is shaded.**

**One or more immunizations (“I” segments) can be reported in a single record.**

The \*Field Location denotes where each field begins. The Field Location is found by adding the Field Length to the corresponding Field Location. As shown below for the first “I” segment, the Segment Code (I) field starts at 337, the Vaccine Code field starts at 339 (337 + 2 = 339), the Dose Number field starts at 349 (339 + 10 = 349), and so forth with the History Flag field starting at 382.

If a second “I” segment were added to this record, its Segment Code (I) field would start at 383. A new segment starts after the last field of the previous segment, with no spaces between the last field of the previous segment and the first field of the next segment (i.e. no spaces between the History Flag field of the previous “I” segment or the Segment Code (I) field of the next “I” segment). The Vaccine Code field would start at 385 (383 + 2 = 385), the Dose Number field would start at 395 (385 + 10 = 395), and so forth with the History Flag field starting at 428. For a third “I” segment, the Segment Code (I) would start at 429.

Field #	*Field Location for first I segment	Field Description	Data Type	Field Length	Rules
1	337	Segment Code (I)	Text	2	<b>Required data; cannot be blank – Left-justified ‘I’</b>
2	339	Vaccine Code	CPT™ code	10	<b>Required data; cannot be blank – (see footnotes L, M or refer to page 8)</b>
3	349	Dose Number	Numeric	1	<b>Required data; cannot be blank – If dose number is unknown use zero.</b>
4	350	Immunization Date	CCYYMMDD	8	<b>Required data; cannot be blank – Must be a valid date on or after the Client’s date of birth; cannot be greater than today’s date.</b>
5	358	ImmTrac Provider Number	ImmTrac code	10	Not used for Payor reporting; Leave blank
6	368	Vaccine Lot Number	Text	10	Field may contain letters, numbers, slashes, dashes, and spaces. Field can be blank if data not known.
7	378	Vaccine Manufacturer Code	MVX code	3	(See footnote N or refer to page 8)
8	381	Reserved	Leave Blank	1	Leave Information Blank
9	382	History Flag	Text	1	<b>Required data; cannot be blank – Use “N” on all records.</b>

### Extra Notes for “I” segment:

- I. **Do not use fake data in any field. If data is not known, leave the field blank.**
- J. Data is left justified in each field.
- K. The “I” segment must be 46 characters long. Use blank spaces for fields where the field description is marked “Reserved”.
- L. In the Vaccine Code field, use the appropriate CPT™ code for the vaccine administered. A copy of CPT™ codes can be found on the Centers for Disease Control (CDC) website: <http://www.cdc.gov/nip/registry/cpt.htm>. Health Level Seven (HL7) defined codes for Vaccines Administered, CVX codes, will also be accepted. A copy of CVX codes can be found on the CDC website: <http://www.cdc.gov/nip/registry/hl7/hl7-cvx.htm>. Use either CPT™ or CVX codes, not a mix of both.
- M. If a combo vaccine is given, such as HepB – Hib, then it should be recorded in one “I” segment; use the combination vaccine CPT™ or CVX code.
- N. Use Health Level Seven (HL7) defined codes for Manufacturers of Vaccines (MVX) code. A copy of MVX codes can be found on the Centers for Disease Control (CDC) website: <http://www.cdc.gov/nip/registry/hl7/hl7-mvx.pdf>

## P – PROVIDER INFORMATION SEGMENT

**This segment is required. Required data is shaded.**

The “P” segment follows the History Flag field for the last “I” segment used.

\*The Field Location – 383 – listed below is for the “P” segment of a record where one “I” segment is used.

If a second “I” segment is included in a record, the “P” segment starts at 429.

If a third “I” segment is included in a record, the “P” segment starts at 475.

Field #	*Field Location	Field Description	Data Type	Field Length	Rules
1	383	Segment Code (P)	Text	2	Required data; cannot be blank – Left-justified ‘P ’
2	385	Payor Import Code	Text	10	Required data; cannot be blank – (See footnote R)
3	395	Payor Provider Number	Text	19	Required data; cannot be blank – (See footnote S)
4	414	Facility Type	Text	4	Not used; leave blank
5	418	Site Type	Text	4	Not used; leave blank
6	422	FQHC Look-a-like	Text (Y or N)	1	Use ‘Y’ or ‘N’ or leave blank if unknown.
7	423	Public Provider	Text (Y or N)	1	Not used; leave blank
8	424	Provider Site Name	Text	30	Required data – (See footnote F on page 4)
9	454	Address Line 1	Text	32	Required data – Do not pad addresses with leading zeros. (See footnote F on page 4)
10	486	Address Line 2	Text	20	
11	506	City	Text	20	Required data – Do not allow abbreviations, e.g. ‘Hou’ for Houston, or ‘SA’ for San Antonio. (See footnote F on page 4)
12	526	State	Text	2	Required data – Use Postal Codes, i.e. ‘TX’ for Texas
13	528	Zip	Numeric	5	Required data
14	533	Zip4	Numeric	4	
15	537	County	FIPS Code	3	Use FIPS county codes. Use 999 for “Out of Texas” (see footnote T).
16	540	Country	ImmTrac Code	2	Use ImmTrac Country Codes (refer to page 8).
17	542	Phone	Numeric	10	Includes the area code and phone number. A blank area code must contain spaces, not zeros.
18	552	Fax Number	Numeric	10	Includes the area code and fax number. A blank area code must contain spaces, not zeros.
19	562	Electronic Address	Text	80	
20	642	Inactive Date	CCYYMMDD	8	Not used; leave blank
21	650	Schedule	Text	4	Not used; leave blank

### Extra Notes for “P” segment:

- O. Do not use fake data in any field. If data is not known, leave the field blank.
- P. Data is left justified in each field.
- Q. The “P” segment must be 271 characters long.
- R. The Payor Import Code is used to identify the records a Payor submits for import. ImmTrac staff will assign the Payor Import Code and notify the Payor of this code during the ImmTrac registration process. This code is required in every “P” segment.
- S. The Payor Provider Number is the identification number a Payor uses to identify the provider who administered the vaccine(s) being reported.
- T. Federal Information Processing Standards (FIPS) codes available at: <http://www.itl.nist.gov/fipspubs/co-codes/tx.txt>. Use code 999 for “Out of Texas”.

## TR – TERMINATING RECORD SEGMENT

This segment is required. Required data is shaded.

The “TR” segment follows the Schedule field from the “P” segment.

Field #	Field Location	Field Description	Data Type	Field Length	Rules
1	654	Segment Code (TR)	Text	2	Required data; cannot be blank – Left-justified ‘TR’

### Extra Notes for “TR” segment:

- U. The “TR” segment is 2 characters long.
- V. A carriage return/line feed (ASCII codes 13 and 10, respectfully) follows the “TR” segment.
- W. The “TR” segment is the end of a record. Begin the next record on the following line.



# ImmTrac Codes

## C segment

### **Race**

<b>B</b>	Black or African American
<b>H</b>	Hispanic
<b>I</b>	American Indian or Alaskan Native
<b>N</b>	Not Specified
<b>P</b>	Asian or Pacific Islander
<b>W</b>	White

### **Residence County**

Federal Information Processing Standards (FIPS) codes available at:

<http://www.itl.nist.gov/fipspubs/co-codes/tx.txt>.

Use code 999 for “Out of Texas”.

### **Residence Country**

<b>CD</b>	Canada
<b>MX</b>	Mexico
<b>RW</b>	Other
<b>UN</b>	Unknown
<b>US</b>	United States

## I segment

### **Vaccine Code**

Use the appropriate CPT™ code for the vaccine administered. A copy of CPT™ codes can be found on the Centers for Disease Control (CDC) website: <http://www.cdc.gov/nip/registry/cpt.htm>

Health Level Seven (HL7) defined codes for Vaccines Administered, CVX codes, will also be accepted. A copy of CVX codes can be found on the CDC website:

<http://www.cdc.gov/nip/registry/hl7/hl7-cvx.htm>

### **Vaccine Manufacturer Code**

Use Health Level Seven (HL7) defined codes for Manufacturers of Vaccines - MVX code. A copy of MVX codes can be found on the Centers for Disease Control (CDC) website:

<http://www.cdc.gov/nip/registry/hl7/hl7-mvx.pdf>

