IRR CLM885 – Associate Documents with EDI Transactions
Proposed Resolution 7/17/2019

Review Process Flow

Overview:
These guidelines are recommended for Trading Partners who will send document files to the jurisdictions. A consistent form file naming convention is established to promote standardization across senders and to assist jurisdictions in an automated process for matching documents to claims in their system. Components of the file naming convention provides a method for jurisdictions to recognize the sender of the documents.

Assumption is that this guideline will be for jurisdictions that want documents uploaded via SFTP. For those jurisdictions with a web portal, naming conventions are not as necessary because documents are loaded directly to a claim.

As part of the implementation process and because this is a big change to an adjusters workflow, the workgroup would like to request a pilot state implement this solution for a period of 6 months before other jurisdiction begin. This will allow time for senders to work out issues within their workflow processes.

Sender Considerations
1. If documents will be sent to a jurisdiction, whether in response to EDI transactions or as a stand-alone document, the form file names should be composed based on the recommended file naming convention to help jurisdictions automate the process of attaching the documents to claims within their system.
2. It is suggested that trading partners sending documents also consider including a manifest text file (manifest.txt) within the Zip file, which would contain a list of the PDF file names with total number of PDF files generated (see example below). The manifest serves as a cross-check for the jurisdiction to confirm the number of documents within the file. ~~It also can serve as a mechanism to communicate when no document forms are returned for the batch, i.e. "0 Forms Generated".~~

    Example 1: A row for each PDF document name
         The manifest.txt file in the Zip file contains the following records:
         XX_XXXX_XXXXXXXXXXXXXXXXXXXXXXXX_XXXXXXXXXXXXXXXXXXXXXXXXXX_999999999.pdf
         XX_XXXX_XXXXXXXXXXXXXXXXXXXXXXXX_XXXXXXXXXXXXXXXXXXXXXXXXXX_999999999.pdf
         2 Forms Generated
    ~~Example 2: A row for each PDF document name~~
         ~~The manifest.txt file in the Zip file contains the following text confirmation to the submitter~~
         ~~No forms: 0 forms Generated~~

Jurisdiction Considerations
1. Jurisdictions should give senders at least 180 days' notice to allow them to make file processing changes and inform their staff of procedural changes.
2. Jurisdictions should create a manual process for notifying senders when there are issues matching a document to a claim, i.e. JCN or Claim Administrator Claim Number does not match to a claim in the jurisdiction's system.

Naming convention of ZIP file

ZIP FILE - Concatenate the following components with underscore (_) between each component except the file extension (EXT)

Component	Value	Length
Juris	Jurisdiction code – indicates the jurisdiction that is receiving the forms.	2
Sender	Trading Partner identification (999999999) - recommend all Trading Partners use FEIN from header.	9
~~Type~~	~~Indicates the type of batch that generated the forms~~ ~~F = FROI~~ ~~S = SROI~~	~~1~~
Date	DN0100 - Date Transmission Sent (CCYYMMDD)	8
Time	DN0101 - Time Transmission Sent (HHMMSS)	6
Test/Production	Indicates whether the forms were generated from a test or production batch T = Test P = Production	1
~~FORMS~~ DOCS	DOCS (4 digit literal) – indicates that this file contains "docs" from a Trading Partner	4
EXT	File extension .zip	3

Example: XX_999999999_CCYYMMDD_HHMMSS_X_DOCS.zip

Naming convention of document file

DOCUMENT NAME Concatenate the following alpha/numeric components with underscore (_) between each component except the file extension (EXT).

Component	Value	Length
Juris	Jurisdiction code – indicates the jurisdiction that is receiving the forms.	2
JCN	Jurisdiction Claim Number – indicates the unique number assigned to the claim by the jurisdiction. 25 bytes allowed; leading and trailing spaces should be stripped to avoid embedded spaces in the file name	25 (variable)
MTC	Default to "XX" if not returning the MTC.	2
Form ID	Allows trading partners to indicate the jurisdictions specific form number if one exists. If a form number is not sent, default to "0". 8 bytes allowed; leading and trailing spaces should be stripped to avoid embedded spaces in the file name	8 (variable) *Increased from 4 to 8
Claim number	DN0015 Claim Administrator Claim Number (25 bytes) identifies the claim the form pertains to. 25 bytes allowed; leading and trailing spaces should be stripped to avoid embedded spaces in the file name Slashes (/) will be stripped because it is not a valid character in a file name	25 (variable)
~~Sequence~~	~~DN0107 Record Sequence Number – (9 bytes from acknowledgment record for the transaction that generated the form) May be used to identify related transaction that initiated the form (may be especially useful when there are multiple transactions submitted on the same day. e.g. 02)~~	~~9~~
File Identifier	Defined by the sender to ensure the file uniqueness. This information is not to be used by the jurisdiction for validation. Each file identifier within a ZIP file must be unique.	20 (variable)
EXT	File extension .pdf	4

Example:
XX_XXXXXXXXXXXXXXXXXXXXXXXXX_XX_XXXXXXXX_XXXXXXXXXXXXXXXXXXXXXXXXX_999999999999999
99999.pdf