

**TELECOMMUNICATIONS REQUIREMENTS  
FOR TRANSMITTING ELECTRONIC DATA FILES  
TO  
ADMINISTRATIVE SERVICES OF KANSAS, INC. (ASK, INC.)**

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## PREFACE

The information contained in this section was developed by the Electronic Media Services (EMS) department of Administrative Services of Kansas, Inc. (ASK, Inc.), a subsidiary of Blue Cross and Blue Shield of Kansas, Inc. to facilitate sending and receiving of electronic transactions. Several methods of file transfer are available to you at this time.

**ASK recommends Internet File Transfer.**

Questions and comments about electronic transaction(s) submission in general, the specifications contained in this document, or specific procedures involved with the preparation and transmission of electronic data or receiving of electronic data should be directed to:

EDI Operations - CC: 493K2  
Administrative Services of Kansas, Inc.  
P.O. Box 3500  
Topeka, KS 66601-3500

Phone: 800- 472-6481, Option 1  
FAX: (785) 290-0720

## INTERNET FILE TRANSFER for ANSI 4010A1 Transactions ONLY.

[WWW.ASK-EDI.COM](http://WWW.ASK-EDI.COM)

Please note this is the preferred method of file transfer.

Click on – Trading Partner Log In (top left corner)

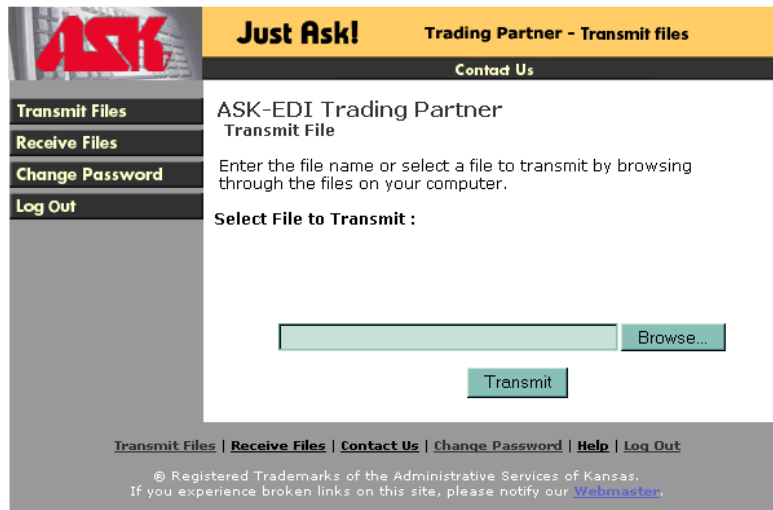
Enter your user ID (Trading Partner Number) and password, and click on Submit.

The screenshot shows the ASK-EDI Trading Partner Log-in page. At the top left is the ASK logo. To its right is a yellow header with the text "Just Ask!". Below the header is a black bar with "Contact Us" in white. The main content area is divided into two columns. The left column contains the text "ASK-EDI Trading Partner Log-in" and "This area has been created for ASK Trading Partners to transmit files to and receive files from ASK." Below this is a horizontal line and the text "First time visitors: Find information on [Getting Started](#)". The right column contains a "User Name" field with the subtext "(Trading Partner Number) :", a "Forgot User Name" link, a "Password" field, and a "Forgot Password" link. At the bottom of the right column are "Submit" and "Clear" buttons. In the bottom right corner of the main content area is a VeriSign Secure Site logo with the text "Click to verify". At the bottom of the page is a grey footer with the text: "© Registered Trademarks of the Administrative Services of Kansas. If you experience broken links on this site, please notify our [Webmaster](#)."

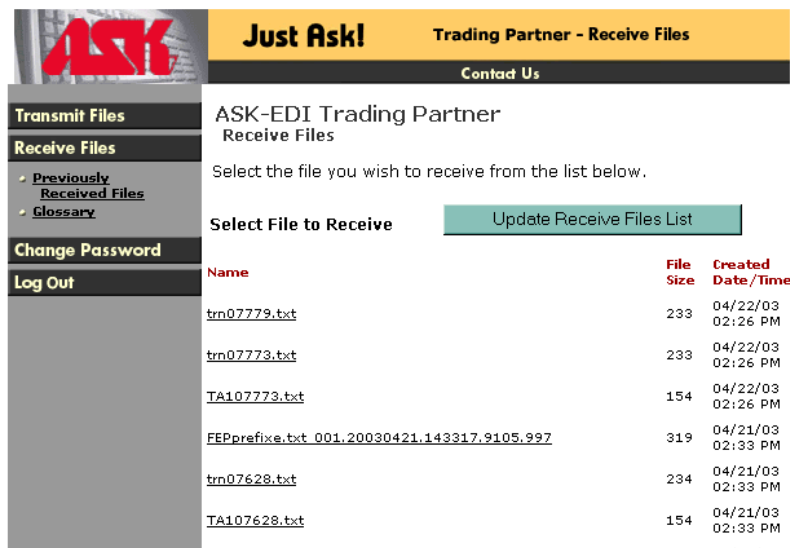
Select: Transmit files, Receive Files, Change Password or Log Out

The screenshot shows the ASK-EDI Trading Partner main menu page. At the top left is the ASK logo. To its right is a yellow header with the text "Just Ask!". Below the header is a black bar with "Contact Us" in white. The main content area is divided into two columns. The left column contains a vertical menu with the following items: "Transmit Files", "Receive Files", "Change Password", and "Log Out". The right column contains the text "ASK-EDI Trading Partner" and "This area has been created for ASK Trading Partners to transmit files to and receive files from ASK." Below this is the text: "Choose [Transmit Files](#) to submit your selected file to the ASK EDI System." and "Choose [Receive Files](#) to download your ASK Response Reports (TA1, TRN, 997 and Claims Confirmation report) and transaction file (271, 277, 278, 835) to your system." At the bottom of the right column is a grey footer with the text: "© Registered Trademarks of the Administrative Services of Kansas. If you experience broken links on this site, please notify our [Webmaster](#)."

Transmit Files: Enter file name or Browse your files and double click.



To download reports, double click on the file you wish to receive. Windows will Give you the option of saving to disk or open and view in notepad. Click on Update Receive files List to see the latest files in your mailbox. File name, size and date and time are shown.



You may also change your password from the menu on the left.

When you have completed file transfer, **LOGOUT**.

## ELECTRONIC FILES UPLOADING DIAL-IN PROCEDURES USING PPP DIALERS

Select Dial Up Networking (normally this is located under “MY COMPUTER” icon).

Select Dial-Up networking.

Setup an option to dial.

Phone number will be provided by BCBSKS when you receive your Trading Partner Number.

User ID **smartxfr** Password **smartxfr**

(Click on save password, then use this option each time to dial BCBS of KS)

After connection is made you will follow these steps:

1. Click on **CONNECT**.
2. After your connection has been established, **exit to the command prompt**. (i.e. C:\)
3. Change to the directory that contains your claims file.
4. Type **FTP [Enter]**
5. At this directory type **open 204.154.184.13 [Enter]**
6. Message should come back: connect to 204.154.184.13 220 smartxfr FTP Server  
(Version sx\_ftpd(7)Wed July 22 9:19 EDT 2006) ready.
7. At the prompt User (204.154.184.13 none)):  
**Enter your trading partner identification number.**
8. Message should come back: 331 Password required for (displays TP#). At Password prompt  
**(Enter your trading partner password).**

### TO SEND A FILE

9. At the FTP prompt type the command **PUT and the Name of your claims file [Enter]**  
(for compressed files, type **bin (lower case)** before sending the file.

### TO DOWNLOAD REPORTS

10. Type **ls (alpha,lower case) [Enter]** to view a list of files available to download.  
If files do not appear, type **quote site showsent [Enter]**. Type **ls [Enter]**  
This command will toggle a list of files on and off.  
To download report to your pc, type **get** (followed by a space and the full name of the report)

### TO END SESSION

11. After the file transfer is complete type **quit** and press **[Enter]**. Type **exit** at the prompt and press **[Enter]** and **Click on “Disconnect”** at the dial up networking window.

## Changing FTP Password

The following message will appear when your password has expired.

```
555-Use "user" to login and use "<password>/<new password>" for PASS
550 Not logged in
```

It's time to change your password. Select a new password, the system will track 8 generations of passwords, you must select something new and different. For example you cannot use help1, help2, help3... these are too similar.

```
ftp>user(space bar)your TP#(space bar)your old password/your new password [press enter] (all on one line)
i.e. ftp>user 9999999 winter/spring
```

OR

Visit the ASK Web site and click on File Transfer and change you password there. (see page 5)

The EDI system is case sensitive, so we suggest using lower case.

If you are suspended, you must call our help desk 800-472-6481 Option 1 to be unsuspended.

ASK cannot view your password, so please remember your password.

## **TELECOMMUNICATIONS REQUIREMENTS ASYNCHRONOUS COMMUNICATIONS ONLY**

The Asynchronous communications system used by ASK to accept the transmission of electronic data files consists of:

1. An asynchronous application supporting 3 file transfer protocols (XMODEM, ZMODEM, PPP) and async file transfer installed on;
2. A IBM RS/6000 computer that is connected to;
3. A 3 Com Total Control Device that supports reliable data connections between 14.4 and 56 bps. All modems must support at a minimum 14.4 MNP (microcom networking protocol).

Regardless of the type of modem used by the remote site, an Asynchronous communications package that supports (at a minimum) the XMODEM file transfer protocol to ensure data integrity.

**The communications parameters are: 8 data bits, NO parity and 1 stop bit for asynchronous X and Z protocols.**

**NOTE:** Trading partners choosing to use asynchronous communications should be aware of the following:

- Xmodem and Zmodem protocols are older technology, and we can no longer guarantee support for these protocols. In the event of a hardware failure, repairs may not be possible.
- Low utilization of this server may warrant discontinuation of this option.

**ASK RECOMMENDS INTERNET FILE TRANSFER**

**DIAL-IN PROCEDURES  
ASYNCHRONOUS XMODEM, ZMODEM COMMUNICATIONS**

With your communication software, dial the telephone number of the ASK modem. This number will be provided to you with your Trading Partner number and password information.

When you are connected, press **[Enter]** to see the EDI menu. (see below)

```
*****  
Administrative Services of Kansas  
Electronic Media Services  
For assistance call Help Desk  
*****  
1. EDI System  
2. Logoff
```

Enter Selection :\_\_\_\_\_

Logon:\_\_\_\_\_ Enter your trading partner number **[ENTER]**  
Password:\_\_\_\_\_ Enter your current password (lower case please) **[ENTER]**  
(If requested, enter a new password)

After successful logon, you will see the following menu:

- 1) Transmit files
- 2) Receive files
- 3) List files
- 4) User Configuration
- LO) Logoff

**Note: If you have opted to select your protocol each time, you will be asked to select your protocol. To change configuration select option 4.**

To send your file select option **1** to transmit files and press **[ENTER]**  
You will see one of the following messages:

```
rz ready. To begin transfer, type "szfile ..." to your modem program  
**B010000027fed4
```

or Start your File Transfer

Select your Communication Software command to send a file and continue until transfer of the data is completed, press **[ENTER]**

The option menu will appear, you may select:

- 1 – send another file
- 2 – Download reports
- 3 – List Reports
- 4 – Change configuration

or

Select LO to log off the system and exit your Communications Software.

## Password Change Requirements

To change your current password, you must enter and confirm your new password. Because your password protects your personal information, we encourage you to make your passwords as strong as possible. **You must follow these criteria:**

- Passwords must be **exactly 8 characters** in length.
- Passwords must include both alpha and numeric characters.
- A password cannot be used again for at least six generations. In other words, you must create at least six new passwords before you can use the first one again in the future.
- Your password must be changed every 60 days.
- Special characters (such as # \$ % ' \* ; @) may be used in your password, but are not required.

\*Please note: Passwords must be eight characters long and are case sensitive. For example: "Smith222" is not the same as "SMITH222."

**WORKING CONFIGURATION  
ASYNCHRONOUS COMMUNICATIONS ONLY**

- REMOTE COMPUTER HARDWARE:
1. The computer hardware located at the remote site (e.g., an IBM or compatible Personal Computer, or a mini/mainframe system).
- REMOTE APPLICATION SOFTWARE:
2. The remote system's computer programs which format the data per specifications, thus generating a data file for transmission.
- REMOTE ASYNCHRONOUS COMMUNICATION SOFTWARE:
3. The communications program which transmits the data file from above #2 after establishing a connection with the EMS network. The LOGON information and telephone number required to establish this connection will be issued by ASK staff.
- REMOTE COMMUNICATION HARDWARE:  
ASYNCHRONOUS MODEM
4. Modem at remote site. This modem must be compatible with the Asynchronous modem on the EMS network.
- AT THIS TIME, ASYNCHRONOUS  
COMMUNICATION TO BCBSKS  
DOES NOT SUPPORT USE OF A  
CABLE OR A DIGITAL PHONE LINE.**
- PHONE LINE
5. A standard business phone line that will be used to dial the EMS network telephone number to access the EDI System. This phone line should be direct, i.e., it should not go through a PBX.

**WORKING CONFIGURATION  
ASYNCHRONOUS COMMUNICATIONS ONLY (Continued)**

ELECTRONIC MEDIA SERVICES  
NETWORK COMMUNICATION HARDWARE:  
PHONE LINE

6. A standard business phone line that will be used to receive electronic transmissions.

US ROBOTICS TOTAL CONTROL  
DEVICE

7. A set of channel banks that supports connections between 14.4 and 56 kps.

ELECTRONIC MEDIA SERVICES  
NETWORK COMMUNICATION SOFTWARE:  
M-2 CORP'S.  
SMART TRANSFER BOX

8. The Asynchronous application that allows registered users to access the system and transfer data files.

ELECTRONIC MEDIA SERVICES  
NETWORK COMPUTER HARDWARE:

9. An IBM RS/6000 computer operating in the AIX environment.

After the transmission of the data file is complete, the file(s) are sent on to the mainframe computer, then application software routes the claims to the appropriate claims processing system for adjudication.