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# Administrative Services of Kansas (ASK)

**HIPAA Transaction Standard Companion  
Guide**

**Benefit Enrollment and Maintenance  
(834) – Advance Insurance Company of  
Kansas (AICK)**

**Based on X12 Transaction Version  
005010X220A1**

January 24

### **Disclosure Statement**

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## **Preface**

This Companion Guide to the X12N Implementation Guides clarifies and specifies the data content when exchanging electronically with ASK. Transmissions based on this companion guide, used in tandem with the X12 Implementation Guides, are compliant with both X12 syntax and those guides. This Companion Guide is intended to convey information that is within the framework of the X12 Implementation Guides. The Companion Guide is not intended to convey information that in any way exceeds the requirements or usages of data expressed in the Implementation Guides.

EDITOR'S NOTE:

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## Table of Contents

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1. INTRODUCTION .....	7
Scope.....	7
Overview .....	7
References .....	7
Additional Information.....	7
2. GETTING STARTED.....	8
Working with ASK.....	8
Trading Partner Registration.....	8
Certification and Testing Overview.....	8
3. TESTING WITH THE PAYER.....	8
Testing Information .....	8
Testing With AICK.....	8
4. CONNECTIVITY WITH PAYER/COMMUNICATIONS.....	9
Process Flows.....	9
Transmission Administrative Procedures .....	9
Re-Transmission Administrative Procedures .....	9
Communication protocol specifications .....	9
Passwords.....	9
5. CONTACT INFORMATION.....	10
EDI Technical Assistance .....	10
Advance Insurance Company of Kansas Customer Service (AICK).....	10
Applicable websites/e-mail.....	10
6. CONTROL SEGMENTS/ENVELOPES.....	10
ISA-IEA .....	10
GS-GE.....	10
7. PAYER SPECIFIC BUSINESS RULES AND LIMITATIONS.....	11
8. ACKNOWLEDGMENTS AND/OR REPORTS.....	11
Report Inventory.....	11
9. TRADING PARTNER AGREEMENTS.....	12
Trading Partners.....	12
10. TRANSACTION SPECIFIC INFORMATION .....	12

11. APPENDICES .....	14
1. Implementation Checklist .....	14
2. Business Scenarios .....	15
3. Transmission Examples .....	15
4. Frequently Asked Questions .....	15
5. Change Summary.....	15

# 1. INTRODUCTION

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This document is published to provide information to trading partners to assist in implementation of the related transaction with Administrative Services of Kansas (ASK). This companion guide clarifies, supplements, and provides further definition for data content of the transaction in addition to or over and above the information included in the implementation guide.

## Scope

The transaction instruction component of this companion guide must be used in conjunction with an associated X12 implementation guide. The instructions in this companion guide are not intended to be stand-alone requirements. This companion guide conforms to all the requirements of an associated X12 implementation guide and is in conformance with X12's fair use and copyright statements.

## Overview

This Companion Guide is intended to supplement the v5010 ASC X12N Technical Report Type 3 (TR3) implementation guide and any additional errata when exchanging electronically with ASK. Transmissions based on this companion guide when used in tandem with the X12 implementation guide are compliant with X12 syntax and those guides. This Companion Guide is intended to convey information that is within the framework of the X12 companion guide adopted for use under HIPAA. The Companion Guide is not intended to convey information that in any way exceeds the requirements or usages of data expressed in the implementation guide.

## References

- [ASK-EDI.com](#)
- X12 Implementation Guides: [Glass | X12](#) (subscription required)
- X12 External Code Lists: [External Code Lists | X12](#)
- ASK Manuals/User Docs: [Manuals/User Docs](#)
- Getting Started: [EDI Employer Groups](#)
- [Holiday Schedule](#)
- Scheduled system maintenance is Sunday 4:00 am – 10:00 am (Central Time)
  - Exceptions to this schedule will be communicated via [News | ASK-EDI](#) as well as an email to applicable mailing lists.

## Additional Information

### Assumptions regarding the reader

- ASK assumes the reader has access to the applicable X12 implementation guides and/or ERRATA
- ASK assumes the reader has obtained a trading partner number
- ASK assumes the reader has an agreement with the provider to transmit transactions on their behalf

### Advantages/benefits of EDI

- Reduce Costs
- Increase Administrative Efficiency
- Improve Accuracy
- Increase Speed
- Enjoy Automation

## 2. GETTING STARTED

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### Working with ASK

EDI Employer Groups [Getting Started](#) for information on working with ASK

### Trading Partner Registration

To register as a trading partner please complete an [Enrollment Form](#)

### Certification and Testing Overview

Visit [BlueLink](#) for information on testing

## 3. TESTING WITH THE PAYER

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### Testing Information

- [BlueLink](#)

### Testing With AICK

#### Helpful information for Vendors

- Review the [Companion Guides](#) before sending files
- Review the [BlueLink](#) implementation process overview
- Implementation guides are maintained by X12 can be obtained by subscription at [Glass | X12](#)

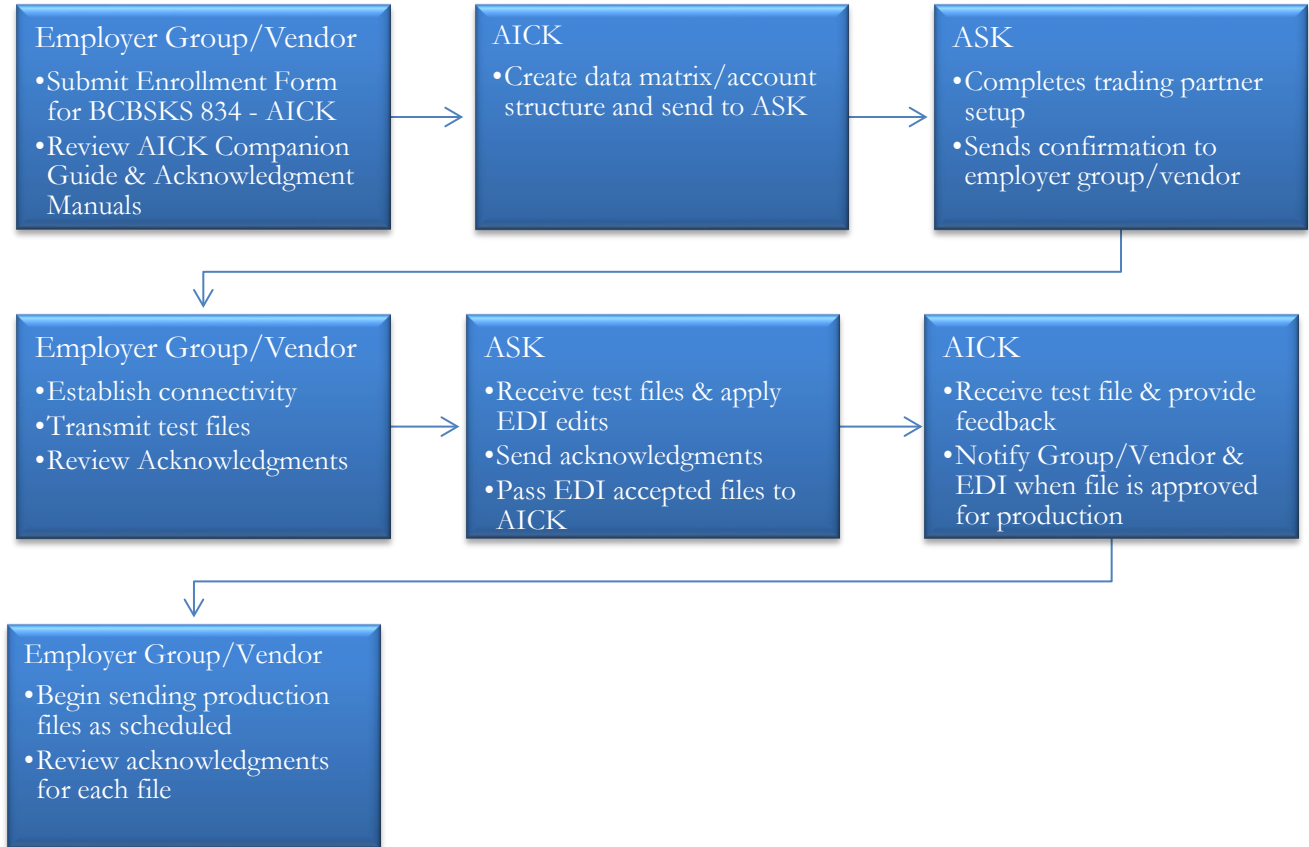
#### Testing

- Test file is submitted and reviewed for syntax and a 999 is generated
- The TA1 will be created if requested and file rejects
- AICK receives the file and reviews the data for any inconsistency and inaccuracy
- If any inconsistencies exist AICK will contact the Employer Group/Vendor via email for correction and will request another test file
- AICK will contact the Employer Group and advise when to begin transmitting production files



## 4. CONNECTIVITY WITH PAYER/COMMUNICATIONS

### Process Flows



### Transmission Administrative Procedures

Batch SFTP - <https://edisftp.bcbsks.com/>

- If you have an SSH key available, please send with your first file

### Re-Transmission Administrative Procedures

Follow the transmission procedure above

### Communication protocol specifications

Communication protocols can be found in your confirmation email

### Passwords

- Passwords are provided in conjunction with your confirmation email
- To change your current password, you must enter and confirm your existing password

## 5. CONTACT INFORMATION

### EDI Technical Assistance

Email: [askedi@ask-edi.com](mailto:askedi@ask-edi.com)

Phone: 1-800-472-6481 option 1

### Advance Insurance Company of Kansas Customer Service (AICK)

Email (preferred): [aic.systems@bcbsks.com](mailto:aic.systems@bcbsks.com)

Phone: 1-800-530-5989

### Applicable websites/e-mail

EDI Help Desk: [askedi@ask-edi.com](mailto:askedi@ask-edi.com)

ASK website: [ask-edi.com](http://ask-edi.com)

## 6. CONTROL SEGMENTS/ENVELOPES

Control segments and envelopes must be created following the X12 implementation guide and applicable ERRATA. The tables below outline expected qualifiers.

### ISA-IEA

Page #	Reference	Name	Codes	Notes/Comments
C.3	ISA	Interchange Control Header		
C.4	ISA05	Interchange ID Qualifier	ZZ	
C.4	ISA06	Interchange Sender ID		Trading partner number assigned by ASK
C.5	ISA07	Interchange ID Qualifier	ZZ	
C.5	ISA08	Interchange Receiver ID	ASK	
C.5	ISA13	Interchange Control Number		Must be unique for each interchange
C.6	ISA15	Interchange Usage Indicator	P	Always send ISA15 = T if testing

### GS-GE

Page #	Reference	Name	Codes	Notes/Comments
C.7	GS	Functional Group Header		
C.7	GS02	Application Sender's Code		Trading partner number assigned by ASK
C.7	GS03	Application Receiver's Code	AICK	

## 7. PAYER SPECIFIC BUSINESS RULES AND LIMITATIONS

1. ASK accepts Basic and Extended Code Sets
2. Transmissions submitted without a valid Trading Partner number will be rejected
3. Data that is not valid based on the implementation guide will cause files to be rejected
4. Filenames must not contain any of the following: \$ & + , / : ; = ? @
5. Files received with P in the ISA15 cannot be stopped from processing
6. For Internet File Transmissions: Filenames must contain only alphabetical, numeric, hyphen, or underscore characters. Hyphen and underscore are not acceptable as the first or last character
7. A unique filename for each transmission is required i.e., Groupname\_Prod\_YYYYMMDD or Groupname\_Test\_YYYYMMDD
8. ASK will attempt to provide 60 days' advance notice regarding edit changes or additions, notice will be posted to [News | ASK-EDI](#)
9. AICK does not cancel or terminate based on omission
10. It is the employer's responsibility to ensure only eligible employees are sent in the file. An employee must meet the definition of an eligible employee as defined in the policy and be working the minimum hours as specified in the policy.
11. If an employee declines coverage, a waiver form must be completed and submitted to AICK for their records.

## 8. ACKNOWLEDGMENTS AND/OR REPORTS

ASK will return the 999, TA1 and ACK as appropriate in response to received 834 transactions. Trading partners are responsible for reviewing acknowledgments. Reference: [Acknowledgments Manual](#)

### Report Inventory

Report	Purpose
<b>999</b> – Implementation Acknowledgment	Used to report syntactical errors based on the implementation guide or to report a functional group that complies with the implementation guide
<b>TA1</b> – Interchange Acknowledgement	The TA1 segment provides the capability for the interchange receiver to notify the sender that a valid envelope was received or that problems were encountered with the interchange control structure. The TA1 verifies the envelopes only

Report	File Naming Format
<b>999</b>	999_input filename_internal file ID.input file extension (if present)_date-time example: 999_bstrans_123456789.dat_20170131-090725018
<b>TA1</b>	TA1_input filename_internal file ID_date-time example: TA1_bstrans_123456789_20170131-105601017

## 9. TRADING PARTNER AGREEMENTS

### Trading Partners

A Trading Partner is defined as any ASK (provider, billing service, software vendor, employer group, financial institution, etc.) that transmits to, or receives electronic data from ASK.

EDI Trading Partner Agreements accompany the standard implementation guide to ensure the integrity of the electronic transaction process. The Trading Partner Agreement is related to the electronic exchange of information, whether the agreement is an entity or a part of a larger agreement, between each party to the agreement. To register for Batch Enrollment visit - [ASK Enrollment Form](#)

## 10. TRANSACTION SPECIFIC INFORMATION

This table contains one or more rows for each segment needing supplemental instruction.

Legend
Shaded rows represent segments in the X12 implementation guide
Non-shaded rows represent 'data elements' in the X12 implementation guide

Page #	Loop ID	Reference	Name	Codes	Notes/Comments
32		BGN	Beginning Segment		
32		BGN01	Transaction Set Purpose Code	00	
35		BGN08	Action Code		2 – Change (Update) 4 – Verify (files accepted but not processed)
36		REF	Transaction Set Policy Number		
36		REF02	Master Policy Number		Master Policy Number (MPN) provided in the data matrix
37		DTP	File Effective Date		
37		DTP01	Date Time Qualifier	007	
41	1000B	N1	Payer		
41	1000B	N102	Insurer Name	AICK	
42	1000B	N103	Identification Code Qualifier	FI	
42	1000B	N104	Insurer Identification Code	200947315	

47	2000	INS	Member Level Detail		
52	2000	INS08	Employment Status Code		AC – Active RT – Retired TE - Terminated
56	2000	REF	Member Policy Number		
56	2000	REF02	Member Group or Policy Number		Provided by AICK
57	2000	REF	Member Supplemental Identifier		
57	2000	REF01	Reference Identification Qualifier	ZZ	Subgroup
57	2000	REF01	Reference Identification Qualifier	17	Class
57	2000	REF01	Reference Identification Qualifier	P5	Member's Employment Position
58	2000	REF02	Member Supplemental Identifier		Provided by AICK
59	2000	DTP	Member Level Dates		
59	2000	DTP01	Date Time Qualifier		286 – Retirement 336 – Employment Begin 337 – Employment End 356 – Eligibility Begin 383 – Adjusted Hire (ex part time to full time) 394 – Rehire Date
79	2100A	ICM	Member Income		
80	2100A	ICM02	Wage Amount		If applicable
80	2100A	ICM04	Location Identification Code		Department Number if applicable
140	2300	HD	Health Coverage		
141	2300	HD03	Insurance Line Code		AG – Life Insurance AH – Accidental Death & Dismemberment AJ – Dependent AK – Optional Life

					DCP – Optional Death & Dismemberment EPO – Voluntary Life FAC – Voluntary Accidental Death & Dismemberment HE – Voluntary Spouse Life HMO – Voluntary Spouse Accidental Death & Dismemberment LTC – Voluntary Child Life LTD – Long Term Disability MM – Voluntary Child Accidental Death & Dismemberment MOD – Voluntary Short Term Disability PDG – Voluntary Long Term Disability POS – Voluntary Accidental Death & Dismemberment Employee PPO – Voluntary Accidental Death & Dismemberment Family STD – Short Term Disability  HLT – DO NOT USE FOR AICK DEN – DO NOT USE FOR AICK
141	2300	HD04	Plan Coverage Description		Provided by AICK
142	2300	HD05	Coverage Level Code		Provided by AICK
143	2300	DTP	Health Coverage Dates		
143	2300	DTP01	Date Time Qualifier		348 – Benefit Begin 349 – Benefit End
146	2300	REF	Health Coverage Policy Number		
146	2300	REF01	Reference Identification Qualifier	1L	Required to be sent for each product the member is enrolled in
147	2300	REF02	Member Group or Policy Number		Provided by AICK

## 11. APPENDICES

### 1. Implementation Checklist

- Contact your software vendor regarding the support of these X12 transactions

- Transaction Enrollment visit - [Enrollment Form](#)
- Sign up for email notifications: [Email List/Sign Up](#)
- Test transactions
- Review the acknowledgments returned as referenced in the [Acknowledgments Manual](#)

## 2. Business Scenarios

## 3. Transmission Examples

## 4. Frequently Asked Questions

Is testing required before submitting in production?

Yes

## 5. Change Summary

Section	Description of Change	Date Updated
All	Companion Document moved to CORE	01/01/16
7	Removed 9. Compression of files is supported between the submitter and receiver.	03/08/2017
4	Added - Passwords may not contain repeating characters.	03/10/2017
10	Split out 2000 REF 01 for clarification	04/26/2017
3	Revised the file naming formats for TA1, 999 and 277CA	05/19/2017
5	Updated email address	12/27/2017
8	Removed TRN replaced with TA1	12/27/2017
10	Added in parenthesis (stands for Administrative Services of Kansas (ASK) is Blue Cross and Blue Shield of Kansas dba ASK)	02/01/2018
10	Removed from 2000 DTP 357 - Eligibility End	09/27/2018
10	Added REF01 1L is required for all products member is enrolled in	11/30/2018
All	Updated URL's	03/01/2019
1	Removed WPC URL link and replaced with <a href="https://x12.org/codes">https://x12.org/codes</a>	12/21/2020
All	New Format	12/28/2023