
Administrative Services of Kansas (ASK)

**HIPAA Transaction Standard Companion
Guide**

**Benefit Enrollment and Maintenance
(834) – BCBSKS Health and Dental**

**Based on X12 Transaction Version
005010X220A1**

January 26

Disclosure Statement

This document is provided “as is” without any express or implied warranty. Note that the copyright on the underlying ASC X12 Standards is held by DISA on behalf of ASC X12. 2010 © Companion Guide copyright by Administrative Services of Kansas (ASK) dba Blue Cross and Blue Shield of Kansas (BCBSKS). All rights reserved. This document may be copied.

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:

This page is blank because major sections of a book should begin on a right-hand page.

Table of Contents

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 BCBSKS.....	8
4. CONNECTIVITY WITH PAYER/COMMUNICATIONS.....	9
Process Flows.....	9
Transmission Administrative Procedures	9
Re-Transmission Administrative Procedures	10
Communication protocol specifications	10
Passwords.....	10
5. CONTACT INFORMATION	10
EDI Customer Service.....	10
EDI Technical Assistance	10
BCBSKS Membership.....	10
Applicable websites/e-mail	10
6. CONTROL SEGMENTS/ENVELOPES.....	10
ISA-IEA	10
GS-GE.....	11
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 14

 3. Transmission Examples 14

 4. Frequently Asked Questions 14

 5. Change Summary..... 14

1. INTRODUCTION

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

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 with ASK

3. TESTING WITH THE PAYER

Testing Information

- [BlueLink](#)

Testing With BCBSKS

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](#)

New Implementations

- Coordinate with your BCBSKS sales representative, select a vendor and submit an EDI enrollment form
- Employer group is set up as a trading partner
- Kick-off call scheduled
- Vendor builds test file
- Test file submitted and run through EDI edits
- Membership reviews test file

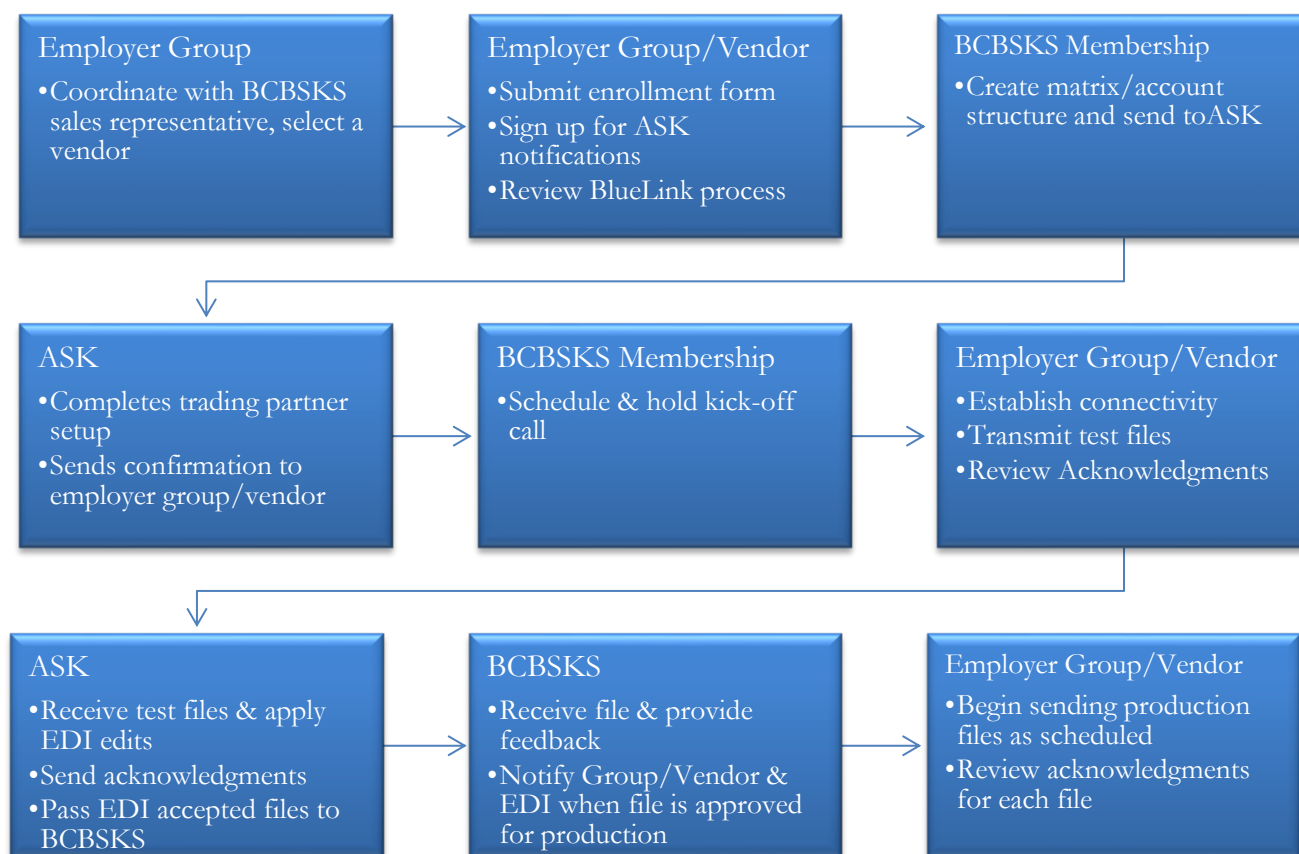
- File approved for production once all discrepancies and needed corrections are made

Open Enrollment

- Employer group submits renewal paperwork (60 days preferred / 45 days minimum)
- Data matrix/account structure updated and sent
- Membership system configured
- Vendor file testing
- Schedule open enrollment file submission
- Membership review
- Renewal documentation mailing cards and contracts

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 Customer Service

Email: askedi@ask-edi.com

Phone: 1-800-472-6481 option 1

EDI Technical Assistance

Email: askedi@ask-edi.com

Phone: 1-800-472-6481 option 1

BCBSKS Membership

Email: electronic.services@bcbsks.com

Applicable websites/e-mail

EDI Help Desk: askedi@ask-edi.com

ASK website: 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	BCBSKS	

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. BCBSKS does not cancel or terminate based on omission
10. BCBSKS assigns new DTP*348 Benefit Begin Dates, refer to your account structure/matrix

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
999 – Implementation Acknowledgment	Used to report syntactical errors based on the implementation guide or to report a functional group that complies with the implementation guide
TA1 – 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

ACK	BCBSKS proprietary 834 acknowledgment, used to assist employer groups/vendors submitting 834 Benefit Enrollment and Maintenance transactions with an additional method of identifying warnings and errors
------------	---

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

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 RX	2 – Change (Update) RX - Replace
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	BCBSKS	
42	1000B	N103	Identification Code Qualifier	FI	
42	1000B	N104	Insurer Identification Code	480952857	
47	2000	INS	Member Level Detail		
52	2000	INS08	Employment Status Code	AC RT TE	AC – Active RT – Retired TE - Terminated
56	2000	REF	Member Policy Number		
56	2000	REF02	Member Group or Policy Number		Member Policy Number provided in the data matrix (must match 2300 REF02)
59	2000	DTP	Member Level Dates		
59	2000	DTP01	Date Time Qualifier	303 336 340 341 356 357	303 – Maintenance 336 – Employment Begin 340 – COBRA Begin 341 – COBRA End 356 – Eligibility Begin* 357 – Eligibility End *2300 DTP01*348 will be used if different
140	2300	HD	Health Coverage		
141	2300	HD03	Insurance Line Code	HLT DEN VIS PDG	HLT – Health DEN – Dental VIS – Vision PDG - Drug
141	2300	HD04	Plan Coverage Description		Plan Coverage Description provided in data matrix
142	2300	HD05	Coverage Level Code		Coverage Level Code provided in data matrix
143	2300	DTP	Health Coverage Dates		
143	2300	DTP01	Date Time Qualifier	348 349	348 – Benefit Begin 349 – Benefit End
146	2300	REF	Health Coverage Policy Number		
147	2300	REF02	Member Group or Policy Number		Health Coverage Policy Number provided in the data matrix (must match 2000 REF02)

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

When will I receive feedback from my test file?

Visit [BlueLink](#) for more information on testing

5. Change Summary

Section	Description of Change	Date Updated
All	Companion Document moved to CORE	01/01/16
7	Added number 11. New Employer Group will not be added and no testing will not occur during the time frame of November 1 through February 1 of any given year.	09/16/16
10	Removed the proceeding zero in 02 to read 2 – Change (Update)	10/18/16
2	Updated Hyperlinks	11/03/16
3	Updated Hyperlinks	11/03/16
4	Updated Hyperlinks	11/03/16
5	Updated Hyperlinks	11/03/16
7	Updated Hyperlinks	11/03/16
8	Updated Hyperlinks	11/03/16
9	Updated Hyperlinks	11/03/16
2	Updated Batch Certification and Testing Overview	11/03/16
2	Updated Certificate and Testing Overview	01/20/17
3	Testing with Payer	01/20/17
4	Connectivity with the Payer/Communications	01/20/17
7	Updated 10. Updated wording.	01/20/17

Appendix	Added 3. File Naming Formats	01/20/17
7	Removed 9. Compression of files is supported between the submitter and receiver.	03/08/17
4	Added Passwords may not contain repeating characters.	03/10/17
3	Revised File naming formats for TA1 and 999	05/18/17
7	Removed #10. New Employer Group will not be added, and no testing will not occur during the time frame of November 1 through February 1 of any given year.	12/05/17
8	Removed TRN replaced with TA1	12/27/17
10	C.4 Update description removed Assigned by ASK	12/27/17
10	C.4 Updated description removed 7-digit Trading Partner Number provided by ASK	12/27/17
10	REF02 MPN updated comments	12/27/17
10	2000 REF02 updated comments	12/27/17
10	2300 HD04 updated comments	12/27/17
10	2000 INS08 Updated Data Element	12/27/17
10	2300 HD05 updated comments	12/27/17
10	2300 REF02 updated comments	12/27/17
10	Add to in parenthesis (stands for Administrative Services of Kansas (ASK) is Blue Cross and Blue Shield of Kansas dba ASK.)	02/01/18
10	Add must statements to the 2000 and 2300 loops	05/01/18
All	Updated URL's	03/01/19
7	Removed #10. All lower-case characters submitted will be converted to upper case when sending data to the payer's system.	07/25/2019
10	Added to 2300 HD03 Vis (Vision)	09/09/2019
10	Removed statement 2300 DTP01 356	09/09/2019
1	Removed WPC URL link and replaced with https://x12.org/codes	12/21/2020
3	Updated the details of the testing process	11/22/2021
4	Changed Batch SFTP to say Portal Login	11/22/2021
7	Removed the six-day limitation verbiage on file name usage	11/22/2021
7	Added a file naming convention suggestion	11/22/2021
5	Added BCBSKS Membership email address	11/22/2021
10	Added DTP 340 & 341 in 2000 Loop	11/22/2021
10	Added PDG in Loop 2300 – HD Health Coverage	11/22/2021
7	Added new DTP*348 Benefit Begin Date Business Rule	02/25/2022
All	New Format	12/28/2023