
Administrative Services of Kansas (ASK)

**HIPAA 834 005010X220A1
Advance Insurance Company of
Kansas (AICK) Standard Companion
Guide**

**Refers to the Implementation Guides
Based on ASC X12 version 005010**

Disclosure Statement

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Preface

This Companion Guide to the v5010 ASC X12N Technical Report Type 3 (TR3) and associated errata adopted under HIPAA clarifies and specifies the data content when exchanging electronically with ASK. Transmissions based on this companion guide, used in tandem with v5010 ASC X12N TR3, are compliant with both ASC X12 syntax and those guides. This Companion Guide is intended to convey information that is within the framework of the ASC X12N TR3 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 TR3's.

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1 INTRODUCTION

This section describes how ASC X12N Technical Report Type 3 (TR3) adopted under HIPAA will be detailed with the use of a table.

SCOPE

The Transaction Instruction component of this companion guide must be used in conjunction with an associated ASC X12 Implementation Guide. The instructions in this companion guide are not intended to be stand-alone requirements documents. This companion guide conforms to all the requirements of any associated ASC X12 Implementation Guides and is in conformance with ASC X12's Fair Use and Copyright statements.

Overview

This Companion Guide to the v5010 ASC X12N Technical Report Type 3 (TR3) and associated errata adopted under HIPAA clarifies and specifies the data content when exchanging electronically with ASK. Transmissions based on this companion guide, used in tandem with v5010 ASC X12N TR3, are compliant with both ASC X12 syntax and those guides. This Companion Guide is intended to convey information that is within the framework of the ASC X12N TR3 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 TR3's.

References

Washington Publishing Company - <http://www.wpc-edi.com>

Additional Information

EDI Employer Groups - http://www.ask-edi.com/edi_employer_groups/index.htm

2 GETTING STARTED

Working with Administrative Services of Kansas

EDI Employer Groups - http://www.ask-edi.com/edi_employer_groups/index.htm

Trading Partner Enrollment

EDI Employer Groups - http://www.ask-edi.com/edi_employer_groups/index.htm

Certification and Testing Overview

EDI Employer Groups - http://www.ask-edi.com/edi_employer_groups/index.htm

1. Test file is submitted and reviewed for syntax errors if a good 999 is generated. The TA1 will be created if requested and file rejects.
2. BCBSKS AICK receives the file and reviews the data for any inconsistency and inaccuracy.
 - If any inconsistencies exist BCBSKS AICK will contact the Employer Group via email for correction and will request another test file.
3. BCBSKS AICK will contact the Employer Group and advise when BCBSKS will accept production files.

3 TESTING WITH THE PAYER

Testing

EDI Employer Groups - http://www.ask-edi.com/edi_employer_groups/index.htm

1. Test file is submitted and reviewed for syntax errors if a good 999 is generated. The TA1 will be created if requested and file rejects.
2. BCBSKS AICK receives the file and reviews the data for any inconsistency and inaccuracy.
 - If any inconsistencies exist BCBSKS AICK will contact the Employer Group via email for correction and will request another test file.
3. BCBSKS AICK will contact the Employer Group and advise when BCBSKS will accept production files.

4 CONNECTIVITY WITH THE PAYER/COMMUNICATIONS

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

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

Batch Passwords 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 a minimum of 8 characters in length.
- Passwords must include both alpha and numeric characters.
- Passwords must contain one upper and lower case alpha character.
- Passwords may not contain or resemble Username.
- Special characters (such as # \$ % ' * ; @) must be included in your password.
- A password cannot be used again for at least eight generations.
- Your password must be changed every 90 days.

NOTE: Passwords are case sensitive.

5 CONTACT INFORMATION

Advance Insurance Company of Kansas Customer Service

Email (preferred method) - aic.systems@bcbsks.com

Phone number 1-800-530-5989

EDI Technical Assistance

Email (preferred method) – askedi@ask-edi.com

Phone number 1-800-472-6481 option 1 then option 2

6 CONTROL SEGEMENTS/ENVELOPES

See section 10

7 PAYER SPECIFIC BUSINESS RULES AND LIMITATIONS

1. All transmissions submitted without a valid Trading Partner number will be rejected. A trading Partner number can be obtained by completing the EDI Enrollment Form found on the website at https://ask-edi.com/edi_employer_groups/index.htm
2. Only loops, segments, and data elements valid for the ASC X12 Technical Report Type 3 (TR3) will be translated. Submitting data, not valid based on the TR3 will cause files to be rejected.
3. File names should not contain any of the following characters: Dollar ("\$"), Ampersand ("&"),

- Plus ("+"), Comma (","), Forward slash/Virgule ("/"), Colon (":"), Semi-colon (";"), Equals ("="), Question mark ("?"), or 'At' symbol ("@").
4. The max length for any input file name should not exceed 28 characters.
 5. [ASK](#) will make every effort to provide 60 days notice to Trading Partners regarding edit changes or additions. Notice will be posted under the news section at: http://ask-edi.com/edi_employer_groups/index.htm
 6. BCBSKS does not cancel or terminate based on omission.
 7. ASK accepts Basic and Extended Code Sets
 8. Scheduled system maintenance occurs Sunday between 4:00 am –10:00 (all times listed are Central Time Zone)
 9. Each transaction/file name must be unique. The name can not be repeated within 6 days of submission.
 10. All lower case characters submitted will be converted to upper case when sending data to the payer's system.
 11. BCBSKS accepts redundant information.
 12. Trading Partners are responsible for notifying ASK when there are changes to contact or other Trading Partner information. [ASK: Contact Us](#)
 13. November 1 through February 1 of any given year, BCBSKS will not process new Employer Group adds and testing of the BCBSKS AICK 834 transaction.
 14. It is the employer's responsibility to ensure only eligible employees is 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 required as specified in the policy.
 15. If an employee declines coverage, a waiver form must be completed and submitted to AICK for our records.

8 ACKNOWLEDGEMENTS

Acknowledgements Manual http://ask-edi.com/edi_employer_groups/index.htm

Report inventory

TA1	Transaction Acknowledgment
999	Acknowledgement for Health Care Insurance

9 TRADING PARTNER

An EDI Trading Partner is defined as an ASK customer (provider, billing service, software vendor, employer group, clearinghouse etc.) that transmits to, or receives electronic data from ASK.

Enrollment - http://ask-edi.com/edi_employer_groups/index.htm

10 TRANSACTIONS SPECIFIC INFORMATION

These tables contain one or more rows for each segment for which a supplemental instruction is needed.

Legend
SHADED rows represent "segments" in the X12N implementation guide.
NON-SHADED rows represent "data elements" in the X12N implementation guide.

005010X220A1 Health Care Benefits and Enrollments and Maintenance

Page	Loop	Segment	Data Element	Comments
Interchange Control Header/ISA				
C.4	N/A	ISA05	Interchange ID Qualifier	'ZZ'
C.4	N/A	ISA06	Interchange Sender ID	Seven-digit Trading Partner Number provided in data matrix
C.5	N/A	ISA07	Interchange ID Qualifier	'ZZ'
C.5	N/A	ISA08	Interchange Receiver ID	ASK (stands for Administrative Services of Kansas (ASK) is Blue Cross and Blue Shield of Kansas dba ASK)
C.5	N/A	ISA13	Interchange Control Number	Must be unique for each transaction.
Functional Group Header/GS				
C.7	N/A	GS02	Application Sender Code	Seven-digit Trading Partner Number provided in data matrix
C.7	N/A	GS03	Application Receiver Code	AICK
Page	Loop	Segment	Data Element	Codes/Comments
BGN – Beginning Segment				
32	BGN	BGN01	Transaction Set Purpose Code	00 - Original
35	BGN	BGN08	Action Code	2 – Change 4 – Verify (Files are accepted but, not processed)
REF – Transaction Set Policy Number				
36	REF	REF02	Master Policy Number (MPN)	Master Policy Number (MPN) provided by BCBSKS
DTP – File Effective Date				
37	DTP	DTP01	Date/Time Qualifier	007 – File Effective Date
Loop 1000B – Payer				
41	1000B	N102	Name	AICK
42	1000B	N103	Identification Code Qualifier	FI - Federal Tax Payer Identification Number
42	1000B	N104	Identification Code	200947315
Loop 2000 – INS – Member Level Detail				
52	2000	INS08	Employee Status Code	AC – Active RT – Retired TE - Terminated
Loop 2000 – REF – Member Policy Number				
56	2000	REF02	Reference Identification Qualifier	Provided by AICK
Loop 2000 – Member Supplemental Identifier				
57	2000	REF01	Reference Identification Qualifier	ZZ – Mutually Defined (Subgroup)
57	2000	REF01	Reference Identification Qualifier	17 – Client Reporting Category (Class)
57	2000	REF01	Reference Identification Qualifier	P5-Position Code (Member's Employment Position)

57	2000	REF02	Member Supplemental Identifier	AICK will provide
Loop 2000 – DTP – Member Level Dates				
59	2000	DTP01	Date/Time Qualifier	286 - Retirement 336 - Employment Begin 337 – Employment End 356 - Eligibility Begin 357 - Eligibility End 383 – Adjusted Hire (Ex: part time moving to full time) 394 – Rehire Date
Loop 2100A – Member Name				
79	2100A	ICM02	Monetary Amount	Wage Amount (If applicable)
80	2100A	ICM04	Location Identifier	Department Number (If applicable)
Loop 2300 – HD Health Coverage				
141	2300	HD03	Insurance Line Code	HLT (Health) DO NOT USE FOR AICK DEN (Dental) DO NOT USE FOR AICK 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
141	2300	HD04	Plan Coverage Description	Provided by AICK
142	2300	HD05	Coverage Level Code	Provided by AICK
Loop 2300 DTP – Health Coverage Dates				
143	2300	DTP01	Date/Time Qualifier	348 Benefit Begin 349 Benefit End
Loop 2300 REF – Health Coverage Policy Number				
147	2300	REF02	Reference Identification Number	Provided by AICK

APPENDICES

1. **Unscheduled Downtime or Non Routine Downtime**

Notification is posted to the News section of the EDI Employer Groups web page.
http://www.ask-edi.com/edi_employer_groups/index.htm

Email notification is sent to those signed up for the EDI Employer Group E-mail List at
http://www.ask-edi.com/listserver/Edi_employer_signup.htm

2. **Holiday Schedule**

3. **File Naming Formats**

ACKNOWLEDGEMENT RESPONSE NAME	NAMING FORMAT
TA1	TA1_input filename_internal file ID_date-time example: TA1_bstrans_123456789_20170131-105601017
999 Transaction	999_input filename_internal file ID.input file extension (if present)_date-time example: 999_bstrans_123456789.dat_20170131-090725018

CHANGE SUMMARY

This section describes the differences between the current Companion Guide and previous guide(s).

Change Summary			
Page	Section	Description of Change	Date and Version of Change
7	7	Removed 9. Compression of files is supported between the submitter and receiver.	03/08/2017
6	4	Added - Passwords may not contain repeating characters.	03/10/2017
8	10	Split out 2000 REF 01 for clarification	04/26/2017
10	3	Revised the file naming formats for TA1, 999 and 277CA	05/19/2017
6	5	Updated email address	12/27/2017
7	8	Removed TRN replaced with TA1	12/27/2017
8	10	Added in parenthesis (stands for Administrative Services of Kansas (ASK) is Blue Cross and Blue Shield of Kansas dba ASK)	02/01/18

Administrative Services of Kansas (ASK) is Blue Cross and Blue Shield of Kansas dba ASK.