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# **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 - <https://www.ask-edi.com/edi-employer-groups/>

## 2 GETTING STARTED

### Working with Administrative Services of Kansas

EDI Employer Groups - <https://www.ask-edi.com/edi-employer-groups/>

### Trading Partner Enrollment

EDI Employer Groups - <https://www.ask-edi.com/edi-employer-groups/>

### Certification and Testing Overview

EDI Employer Groups - [http://www.ask-edi.com/edi\\_employer\\_groups/index.htm](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 - <https://www.ask-edi.com/edi-employer-groups/>

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](mailto:aic.systems@bcbsks.com)

Phone number 1-800-530-5989

#### EDI Technical Assistance

Email (preferred method) – [askedi@ask-edi.com](mailto: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://www.ask-edi.com/edi-employer-groups/>
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: <https://www.ask-edi.com/edi-employer-groups/>
  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. 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.
  12. If an employee declines coverage, a waiver form must be completed and submitted to AICK for our records.

## 8 ACKNOWLEDGEMENTS

**Acknowledgements Manual** <https://www.ask-edi.com/edi-employer-groups/>

### 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** - <https://www.ask-edi.com/edi-employer-groups/>

## 10 TRANSACTIONS SPECIFIC INFORMATION

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

|   |
|---|
| <b>Legend</b>   |
| 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.  |
| <b>Functional Group Header/GS</b>                 |       |         |                                    |   |
| 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  |
| <b>BGN – Beginning Segment</b>                    |       |         |                                    |   |
| 32  | BGN   | BGN01   | Transaction Set Purpose Code       | 00 - Original   |
| 35  | BGN   | BGN08   | Action Code                        | 2 – Change<br>4 – Verify (Files are accepted but, not processed)  |
| <b>REF – Transaction Set Policy Number</b>        |       |         |                                    |   |
| 36  | REF   | REF02   | Master Policy Number (MPN)         | Master Policy Number (MPN) provided by BCBSKS   |
| <b>DTP – File Effective Date</b>                  |       |         |                                    |   |
| 37  | DTP   | DTP01   | Date/Time Qualifier                | 007 – File Effective Date   |
| <b>Loop 1000B – Payer</b>                         |       |         |                                    |   |
| 41  | 1000B | N102    | Name                               | AICK  |
| 42  | 1000B | N103    | Identification Code Qualifier      | FI - Federal Tax Payer Identification Number  |
| 42  | 1000B | N104    | Identification Code                | 200947315   |
| <b>Loop 2000 – INS – Member Level Detail</b>      |       |         |                                    |   |
| 52  | 2000  | INS08   | Employee Status Code               | AC – Active<br>RT – Retired<br>TE - Terminated  |
| <b>Loop 2000 – REF – Member Policy Number</b>     |       |         |                                    |   |
| 56  | 2000  | REF02   | Reference Identification Qualifier | Provided by AICK  |
| <b>Loop 2000 – Member Supplemental Identifier</b> |       |         |                                    |   |
| 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   |
| <b>Loop 2000 – DTP – Member Level Dates</b>       |       |         |                                    |   |
| 59  | 2000  | DTP01   | Date/Time Qualifier                | 286 - Retirement<br>336 - Employment Begin<br>337 – Employment End<br>356 - Eligibility Begin<br>383 – Adjusted Hire (Ex: part time moving to full time)<br>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<br>DEN (Dental) DO NOT USE FOR AICK<br><br>AG = Life Insurance<br>AH = Accidental Death & Dismemberment<br>AJ = Dependent<br>AK = Optional Life<br>DCP = Optional Death & Dismemberment<br>EPO = Voluntary Life<br>FAC = Voluntary Accidental Death & Dismemberment<br>HE = Voluntary Spouse Life<br>HMO = Voluntary Spouse Accidental Death & Dismemberment<br>LTC = Voluntary Child Life<br>LTD = Long Term Disability<br>MM = Voluntary Child Accidental Death & Dismemberment<br>MOD = Voluntary Short Term Disability<br>PDG = Voluntary Long Term Disability<br>POS = Voluntary Accidental Death & Dismemberment Employee<br>PPO = Voluntary Accidental Death & Dismemberment Family<br>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<br>349 Benefit End   |
| Loop 2300 REF – Health Coverage Policy Number |       |       |                                 |  |
| 146   | 2300  | REF01 | Group or Policy Number          | 1L Group or Policy Number (required to be sent for each product the member is enrolled in).  |
| 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.

<https://www.ask-edi.com/edi-employer-groups/>

Email notification is sent to those signed up for the EDI Employer Group E-mail List at

<https://www.ask-edi.com/edi-employer-groups/>

## 2. [Holiday Schedule](#)

## 3. File Naming Formats

| ACKNOWLEDGEMENT RESPONSE NAME          | NAMING FORMAT  |
|--|--|
| TA1                                    | TA1_input filename_internal file ID_date-time<br>example: TA1_bstrans_123456789_20170131-105601017                                       |
| 999 Transaction                        | 999_input filename_internal file ID.input file extension (if present)_date-time<br>example: 999_bstrans_123456789.dat_20170131-090725018 |
| BCBSKS Proprietary 834 Acknowledgement | ACK_input filename_internal file ID.input file extension (if present)_date-time<br>example: ACK_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) | 02/01/2018                 |
| 9              | 10      | Removed from 2000 DTP 357 - Eligibility End   | 09/27/2018                 |
| 9              | 10      | Added REF01 1L is required for all products member is enrolled in   | 11/30/2018                 |
| All            | All     | Updated URL's   | 03/01/2019                 |

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