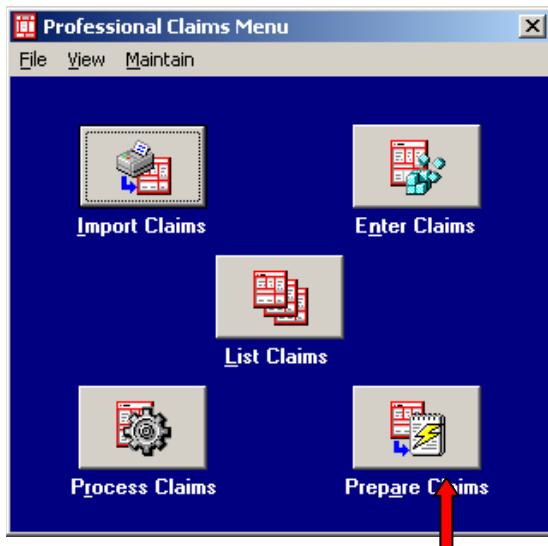
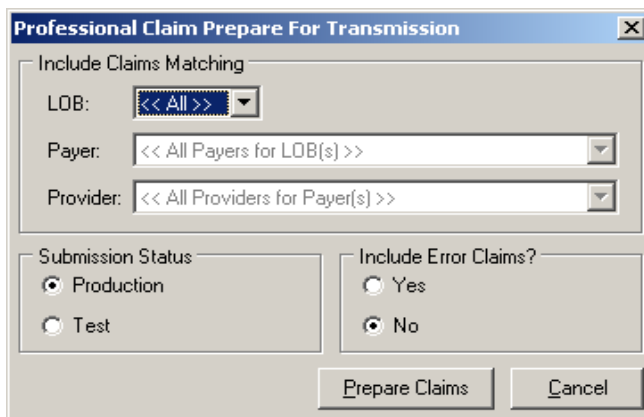


**CHAPTER 5**  
**Edifecs**  
**HIPAA 5010 File Transfer**  
**and Downloading**  
**Acknowledgement Files**

## Transmit via Internet Instructions

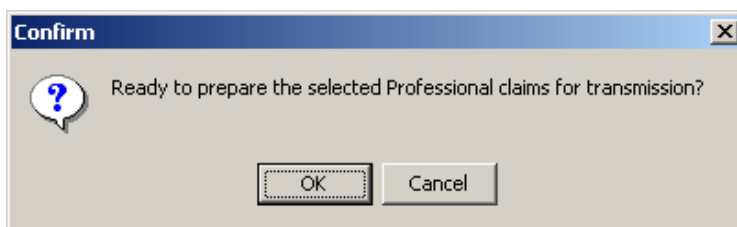


Click on **Prepare Claims** button.

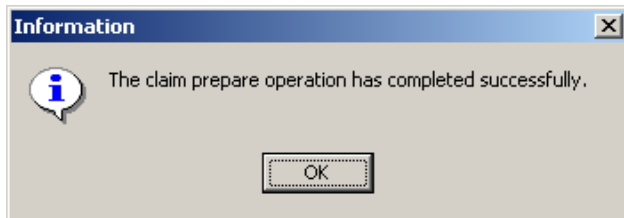


**Submission Status** should default to **Production**. The only time the above LOB and Payer fields should be changed is when Preparing Medicare claims.

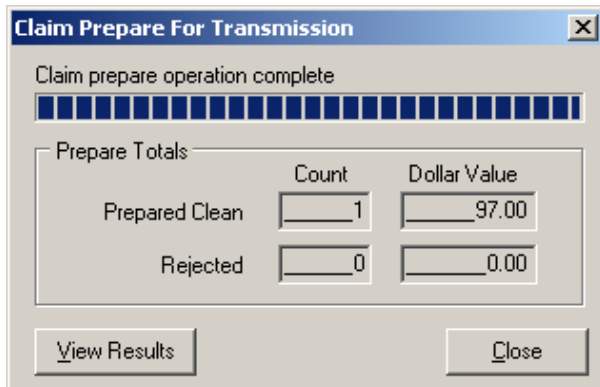
Click on **Prepare Claims**.



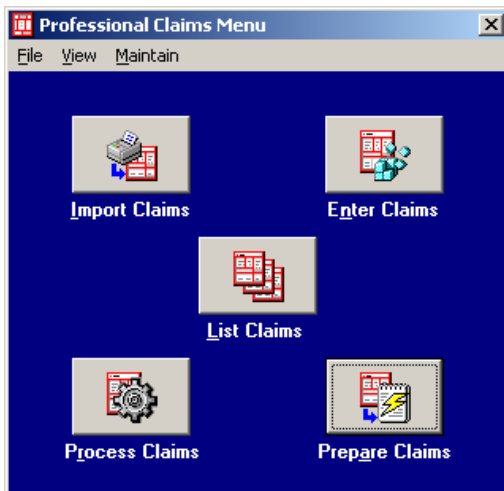
Click on **OK**.



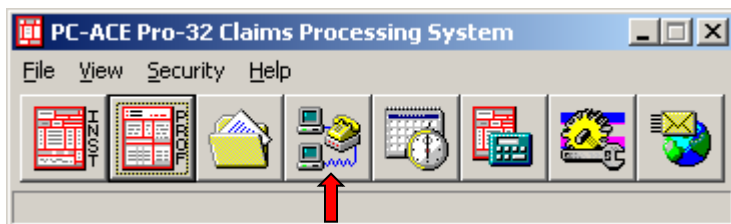
Click on **OK** once the claim prepared operation has completed.



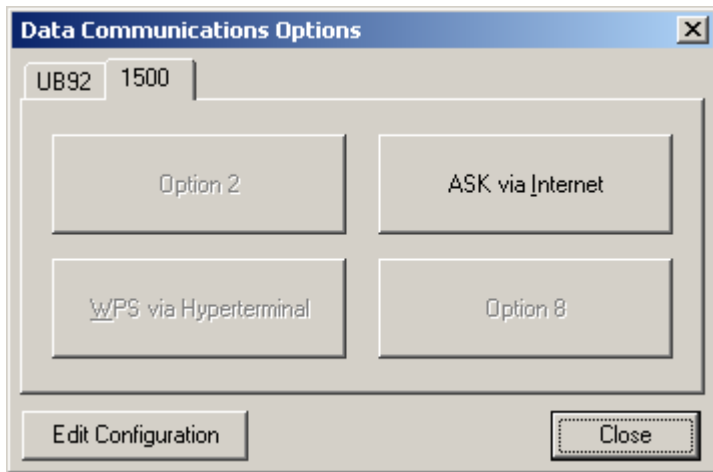
Click on **Close** if you do not want to review the results or click on **View Results** to print a status report of the claims. Once the Prepare is completed successfully, please transmit the file before preparing any other claims for transmission.



Click on the **X** to close the window.



Click on **Data Communications** button.



Click on **UB92** (institutional claims) or **1500** (professional claims) tab and select:

**Transmit via Internet-** This option allows users with Internet access to submit ANSI transactions.

Click on **Transmit via Internet** button.

**Just Ask! ASK**  **SEARCH** **EDIFECs Log in**

**About Us** **Contact Us** **Site Map**

**Getting Started**  
**Resource Center**  
**PC-Ace Pro32**  
**EDI Midwest Clearinghouse**  
**EDI Employer Groups**

**Welcome to Administrative Services of Kansas**  
 Our mission is to help you find the best solution for your EDI transactions.

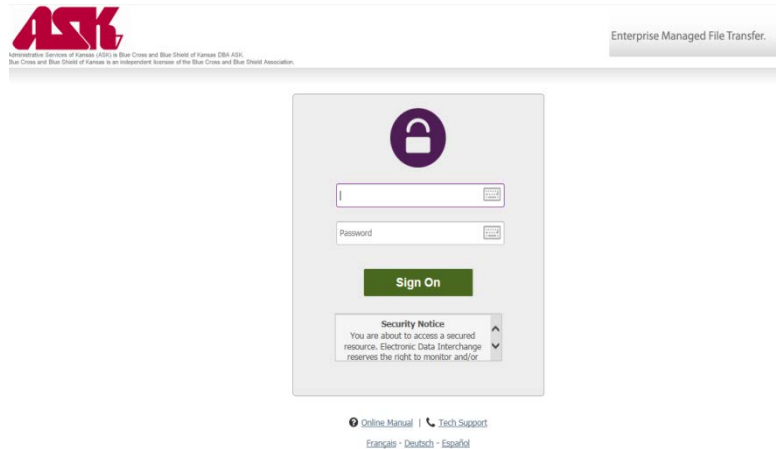
**Latest News** **Archive**

- 08/22/17 - ATTN: New York Customers – Changes to 835 Health Care Claim Payment/Advice
- 08/03/17 - Attn: New York Customers - Issue with rejected ITS claims and Service Area Zip codes at Service Facility Loop
- 07/31/17 - New Edit– Reject Duplicate Diagnosis Codes
- 07/26/17 - BCBSKS 835's dated 07/24/2017 Possible Duplicates
- 07/26/17 - Attn: New York Customers – Issue with rejected ITS claims with Member ID's less than 9 digits
- 07/24/17 - Attn: New York Customers – Issue with rejected ITS claims and Service Area Zip codes

ASK provides **free billing software** and **clearinghouse services** for customers in Kansas, Northwestern Missouri, Western New York, and Northeastern New York.

Click on **EDIFICS Log in** located in the upper right corner of the screen.

1. Or open a web browser and go to <https://edisftp.bcbsks.com>



2. Log in:

**User ID:** (your trading partner number)

**Password:**

Click the "Sign On" button.

Trading partners logging in for the first time will be forced to select a new password.

(See Password Requirements – page 24)

# Uploading Files to ASK:

At Home screen:

The screenshot shows the ASK web interface. At the top left is the ASK logo. Below it, there is a navigation menu with options like Home, Folders, Lists, Search, and Online Manual. The main content area features a blue header with the text "Enterprise Managed File Transfer." and "Welcome to Electronic Data Interchange! Please watch this area for important messages." Below this, a green box titled "Install the Upload/Download Wizard" contains the following text: "It is recommended that you install the Upload/Download Wizard, a browser add-on that allows you to:" followed by a bulleted list: "Transfer files faster", "Transfer files greater than 2GB", "Transfer multiple files at once", "Perform automatic integrity checking to ensure file non-repudiation", and "Compress/incompress data on the fly". Below the list, it says "Add files via drag-and-drop". A note states "The Java version of the Upload/Download Wizard requires Java 7 or later." There are three buttons: "Install the Upload/Download Wizard (Java)", "Disable the Wizard", and "Disable the Wizard (for this session only)". A footer note says "If you disable the Upload/Download Wizard or are unable to install it, you can re-enable or try re-installing through your My Account page."

**Highly Recommended:** Click on Install the Upload/Download Wizard and follow instructions for install. (The wizard is compatible with Internet Explorer. This step will only be done once)

Home

## New Files

/Home/EDI/0003101/Outbound

277CA\_029794000\_BSTRANS\_357297259.DAT\_170202-123110033 (Uploaded by edifecs on 2/2/2017 12:31:13 PM) [Download](#)

999\_BSTRANS\_357297259.DAT\_170202-123012033 (Uploaded by edifecs on 2/2/2017 12:30:15 PM) [Download](#)

Go To Your Home Folder - Browse Other Folders

[Mark All Files Not New](#)

## Upload Files...

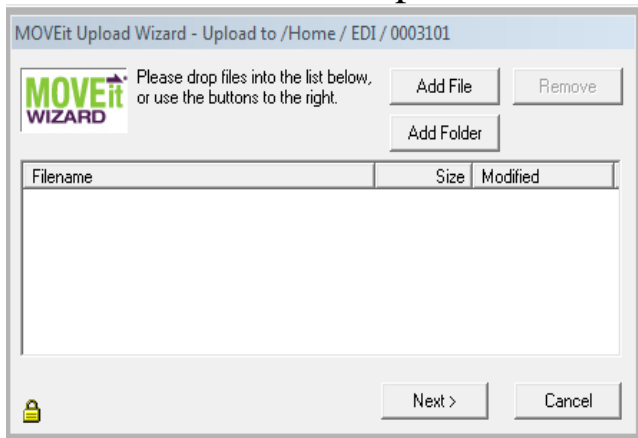
Select a folder:

[Launch the Upload Wizard...](#)

To upload files:

Click on Home to get to: **/Home/EDI/your trading partner number.**

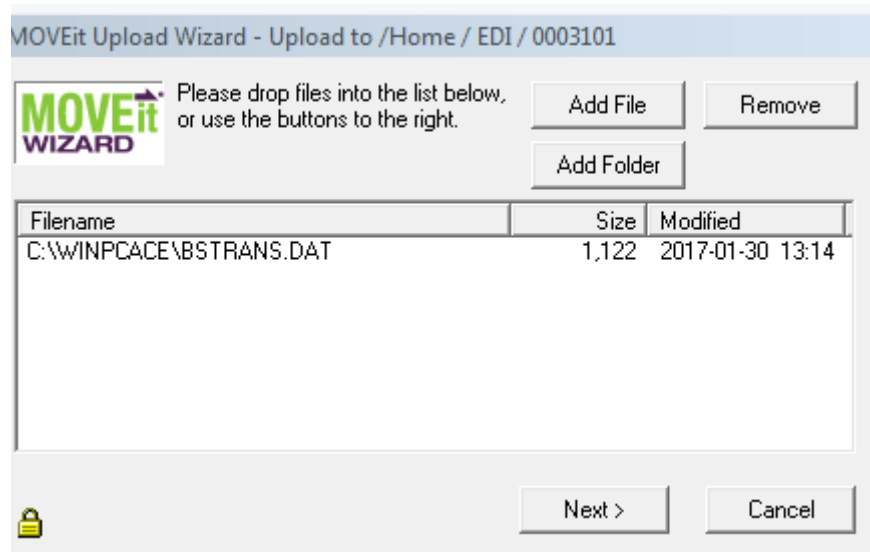
Click on Launch the Upload Wizard



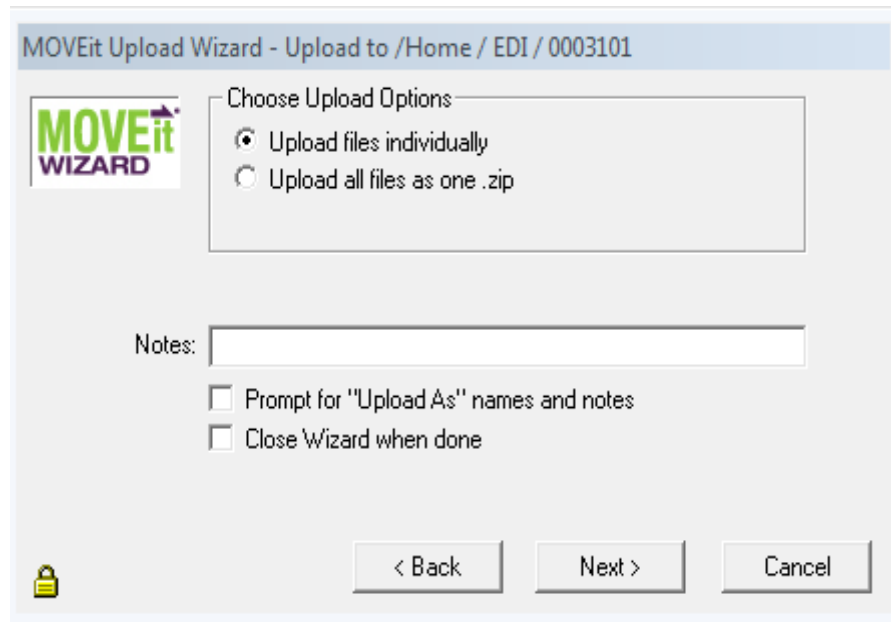
Move It Wizard will launch. Click on Add File.

Name ^	Date modified	Type	Size
ANSI837U.EXE	12/13/2013 2:16 PM	Application	182 KB
ANSI997R.EXE	12/05/2016 12:29 ...	Application	105 KB
BCCLMACT.LOG	01/30/2017 3:21 PM	Text Document	3 KB
BCPRNTMP.CTL	04/30/1999 3:05 PM	CTL File	1 KB
BCPRNTV2.CTL	09/07/2006 7:37 AM	CTL File	1 KB
BSCLMACT.LOG	01/30/2017 3:21 PM	Text Document	5 KB
BSTRANS.DAT	01/30/2017 1:14 PM	DAT File	2 KB
C4dll.dll	08/22/2002 12:54 ...	Application extens...	388 KB
Client32.exe	12/20/2016 3:10 PM	Application	437 KB
EMCSP301.DAT	12/13/2013 9:17 AM	DAT File	25 KB
EMCSP60.DAT	12/13/2013 11:41 ...	DAT File	17 KB
enabauto.exe	06/13/2015 7:23 PM	Application	18 KB
h14v2fld.pdf	10/27/2006 9:37 AM	Adobe Acrobat D...	159 KB
h15v2fld.pdf	09/07/2010 10:47 ...	Adobe Acrobat D...	115 KB

Browse your computer to choose the file to upload, Click Open

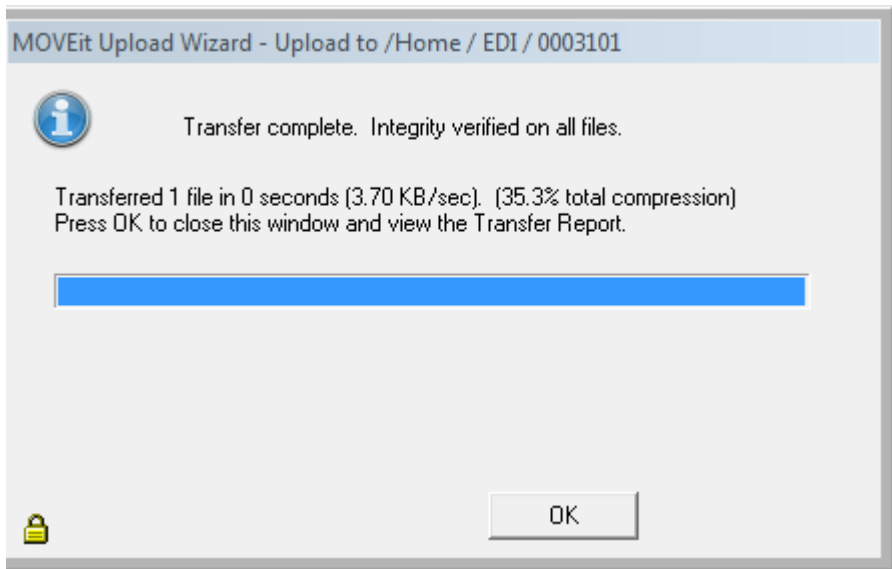


The file selected for upload will show in the Wizard, click Next

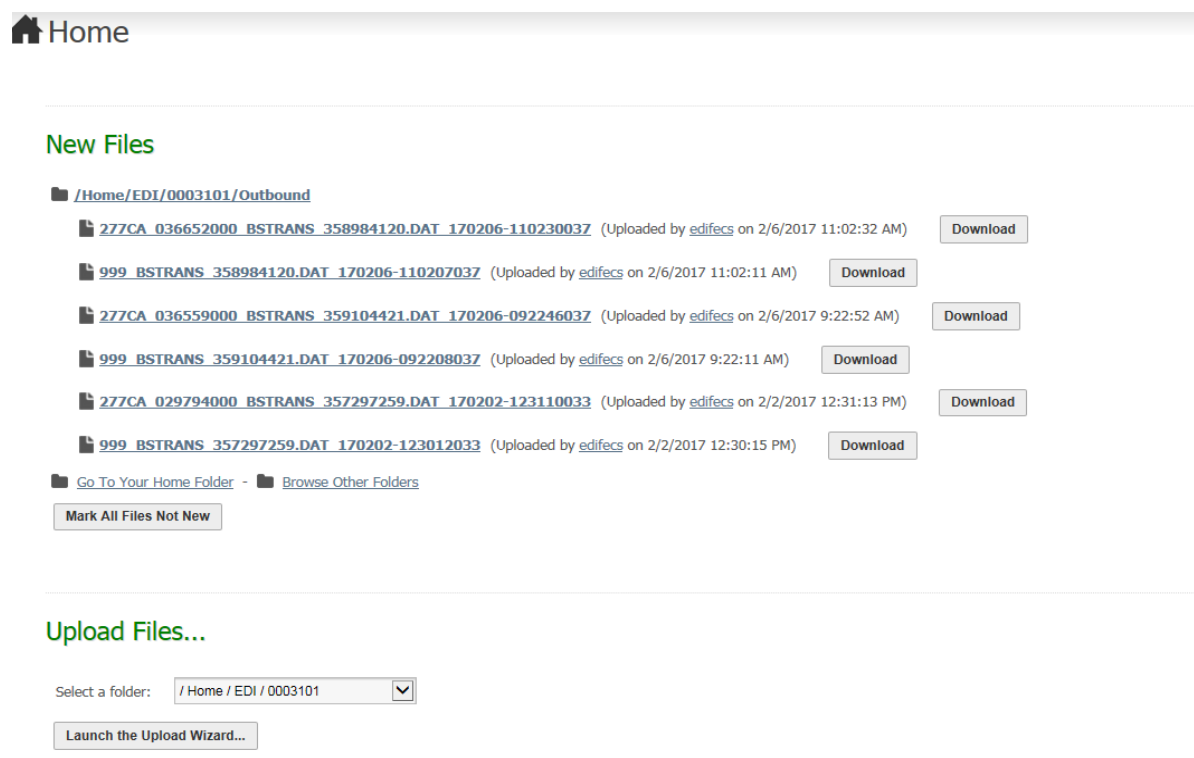


Click Next to begin the file upload.





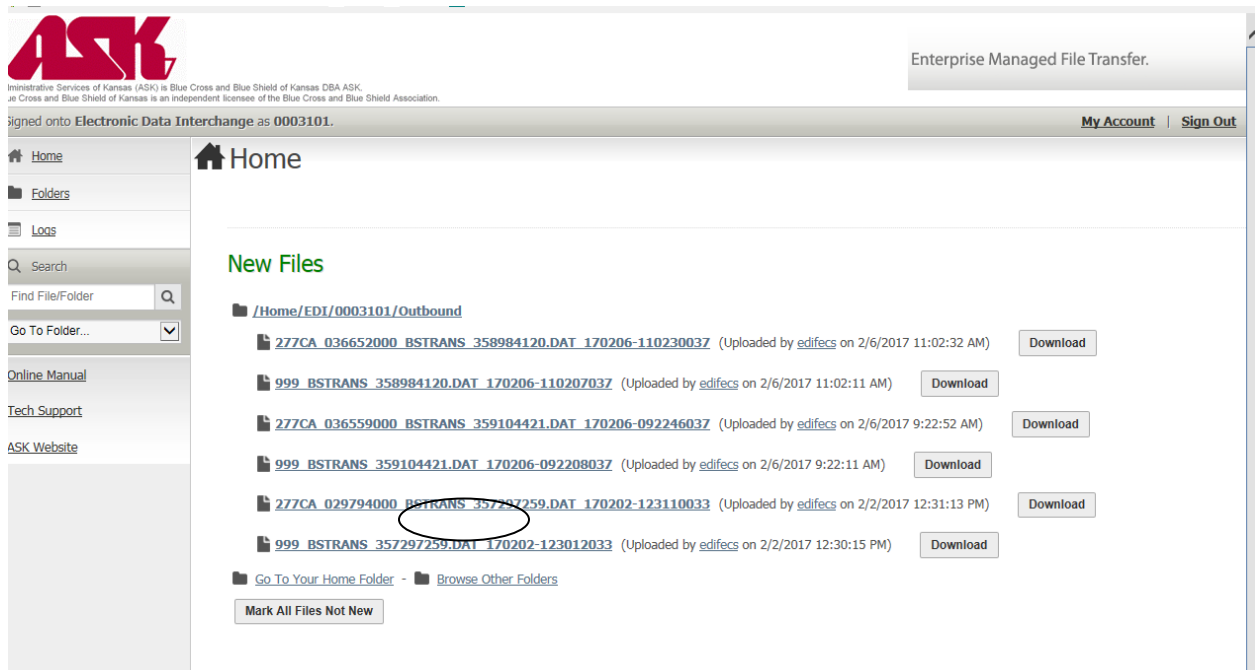
Once file has uploaded, click OK.



User is returned to Home screen.

## Downloading Files from ASK using Internet Explorer:

Please see instructions on Page 21 if using Google Chrome for Internet.



The screenshot displays the ASK web interface. At the top left is the ASK logo. Below it, text reads: "Administrative Services of Kansas (ASK) is Blue Cross and Blue Shield of Kansas DBA ASK. Je Cross and Blue Shield of Kansas is an independent licensee of the Blue Cross and Blue Shield Association." To the right, it says "Enterprise Managed File Transfer." Below this, it indicates the user is "Signed onto Electronic Data Interchange as 0003101." and provides links for "My Account" and "Sign Out".

The main content area is titled "Home" and "New Files". It shows a folder path: "/Home/EDI/0003101/Outbound". Below this, there is a list of five files, each with a "Download" button to its right:

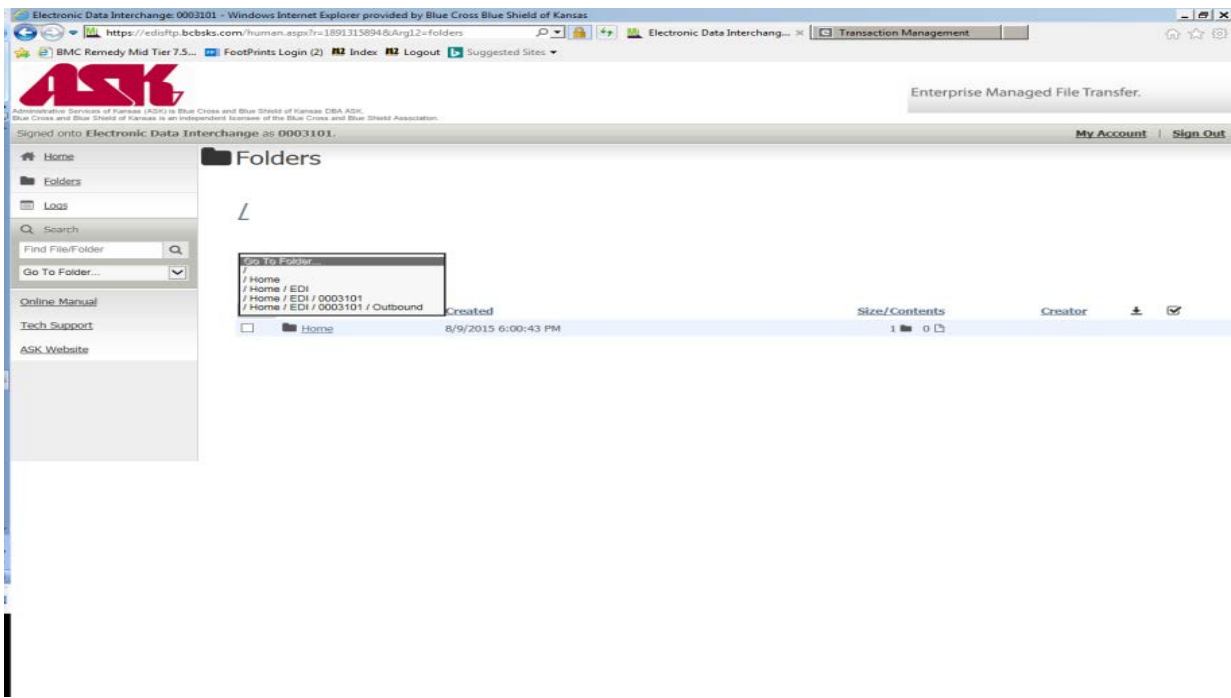
- 277CA\_036652000\_BSTRANS\_358984120.DAT\_170206-110230037 (Uploaded by edifecs on 2/6/2017 11:02:32 AM)
- 999\_BSTRANS\_358984120.DAT\_170206-110207037 (Uploaded by edifecs on 2/6/2017 11:02:11 AM)
- 277CA\_036559000\_BSTRANS\_359104421.DAT\_170206-092246037 (Uploaded by edifecs on 2/6/2017 9:22:52 AM)
- 999\_BSTRANS\_359104421.DAT\_170206-092208037 (Uploaded by edifecs on 2/6/2017 9:22:11 AM)
- 277CA\_029794000\_BSTRANS\_357297259.DAT\_170202-123110033 (Uploaded by edifecs on 2/2/2017 12:31:13 PM)
- 999\_BSTRANS\_357297259.DAT\_170202-123012033 (Uploaded by edifecs on 2/2/2017 12:30:15 PM)

At the bottom of the file list, there are links for "Go To Your Home Folder" and "Browse Other Folders", and a button labeled "Mark All Files Not New".

New files available for download will show on Home page. Click Download button to the right of file to begin download.

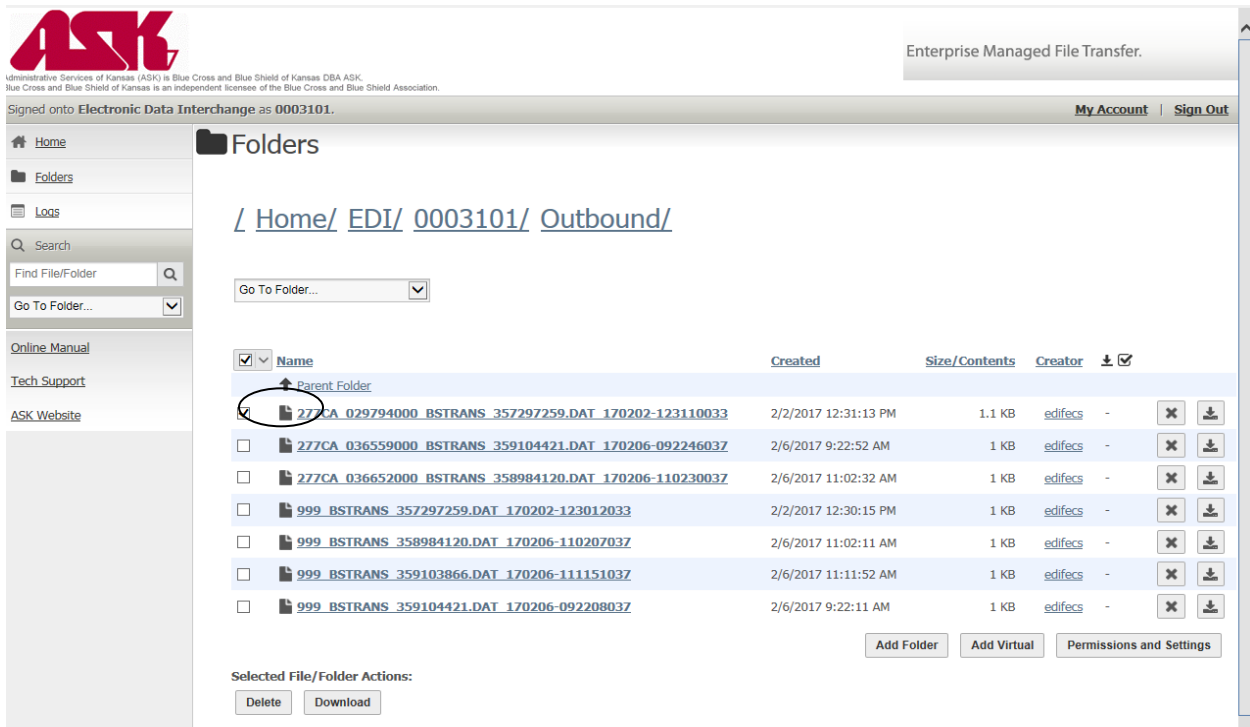
**OR**

To use the Download Wizard (highly recommended), or to view Files available for download, click on Browse Other Folders

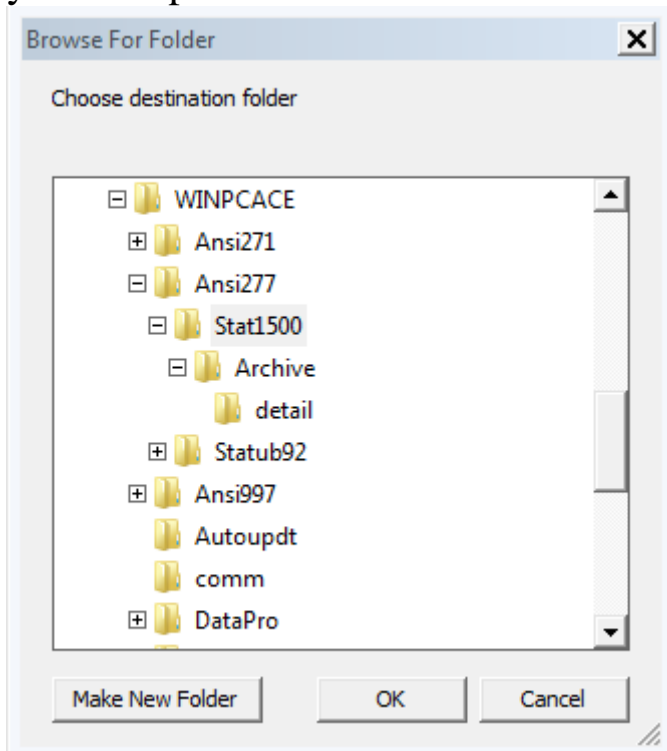


Select - **/Home/EDI/000000(trading partner number)/Outbound** folder

Select files to download by clicking box to the left of the file (a check mark will appear) and click Download



The MOVEit Download Wizard will launch and allow you to browse your computer for the download destination:



Select folder for downloaded files.

**When downloading the 277CA, be sure to save it in:**

**Local C Drive**

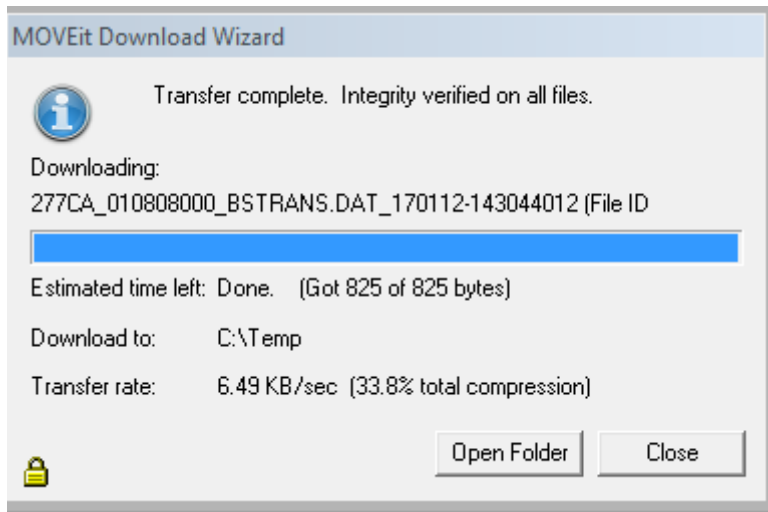
**Find and open WINPCACE folder**

**Find and open Ansi277 folder**

**Find and open stat1500 folder for professional claims or Statub92 folder for institutional claims.**

**Save as type below the filename should be Text File, Text Doc or All Files.**

Click OK



Please see pages 14 thru 18 for instructions to view in the PC-Ace software.

Once download is complete, click on Open Folder to view downloaded files.

Files to be downloaded:

**BSTRANS.DAT.trnack** = Acknowledgement indicating ASK has accepted file for further processing or errors in file.

**999\_BSTRANS.DAT\_XXXXX\_XXXXXXXXX.\_XXXXXX.\_XXXXX=** verifies that a file is syntactically correct.

**277CA.\_BSTRANS.DAT\_XXXXX\_XXXXXXXXX.\_XXXXX.XXXX**  
**X** = indicating file acceptance along with any errors the file contained.

When you have completed sending files & receiving acknowledgements,  
**Logout.**

**To re-download an acknowledgement file that has previously been downloaded or viewed, click on Outbound folder and the report will be there unless you have deleted it.**

## **INSTRUCTIONS FOR VIEWING THE ANSI-999 ACKNOWLEDGEMENT FILE USING PC-ACE PRO32**

**\*\*\*If ANSI file transfers are made through the ASK website,  
viewing of the ANSI-999 acknowledgement is simplified for the user.**

**The web browser being used will determine how a file can be saved  
a few examples are:**

**Right click on the file name, select SAVE TARGET AS or SAVE  
LINK AS.**

**Another option might be to Open the file in Notepad or Wordpad,  
do a SAVE AS**

**When downloading the 999, be sure to save it in:**

**Local C drive**

**Find and open WINPCACE folder**

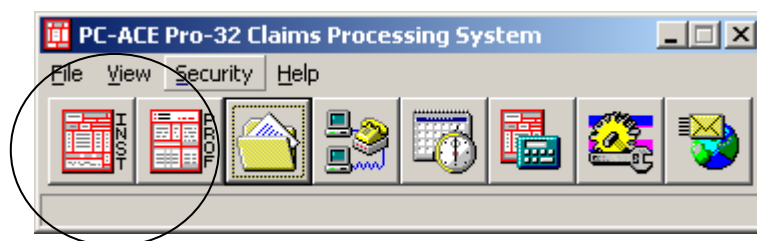
**Find and open Ansi997 folder**

**Find and open ack1500 folder for professional claims or ackub92  
folder for institutional claims.**

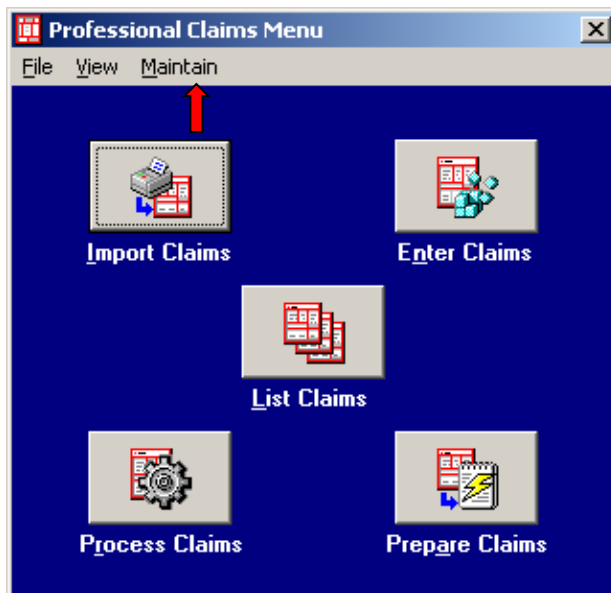
**Save as type below filename should be Text File, Text Doc or All  
Files.**

**Once the downloading of the 999 is complete, follow the steps below  
to view it.**

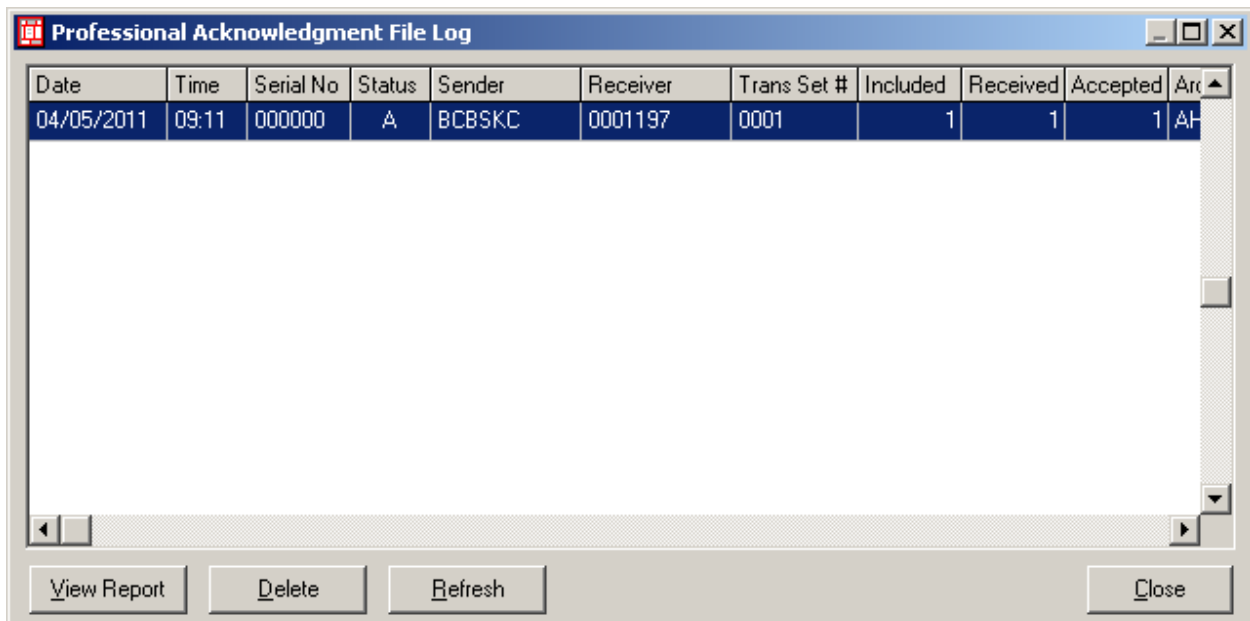
1. Double click on the **PC-ACE Pro32** icon on your desktop.



2. On the PC-Ace Pro32 toolbar click on the **Institutional** or the **Professional** button.



3. In the Institutional or Professional Claims Menu **Click on Maintain** and choose **Acknowledgement File Log**.



4. Select the ANSI-999 file you wish to review and click on the **View Report** button.

**Here is an example of a 999 Report viewed in PC-ACE, with Accepted claims:**

Acknowledgment Created (GS04/05): 04/05/2011 09:11  
Sender Code (GS02): BCBSKC  
Receiver Code (GS03): 0001197

Ack Transaction Set Control No (ST02): 0001

Group Control Number (AK102): 1104051  
Version/Release/Industry Code (AK103): 005010X222A1

Transaction Set Control Number (AK202): 10001  
Implementation Convention Ref (AK203): 005010X222A1

Transaction Set Status (IK501): A - Accepted

Functional Group Status (AK901): A - Accepted

Transaction Sets Included (AK902): 1  
Transaction Sets Received (AK903): 1  
Transaction Sets Accepted (AK904): 1

The PC-ACE Pro32 ANSI-999 Acknowledgement File will display the information for the selected Functional Acknowledgement (ANSI-999) file.

5. The acknowledgement will open in Notepad, if you wish to print a copy, click on File\Print.



## INSTRUCTIONS FOR VIEWING THE 277CA ACKNOWLEDGEMENT USING PC-ACE PRO32

**\*\*\*If ANSI file transfers are made through the ASK website, viewing of the ANSI-277CA Acknowledgement file is simplified for the user.**

**The web browser being used will determine how a file can be saved a few examples are:**

**Right click on the file name, select SAVE TARGET AS or SAVE LINK AS.**

**Another option might be to Open the file in Notepad or Wordpad, do a SAVE AS**

**When downloading the 277CA, be sure to save it in:**

**Local C Drive**

**Find and open WINPCACE folder**

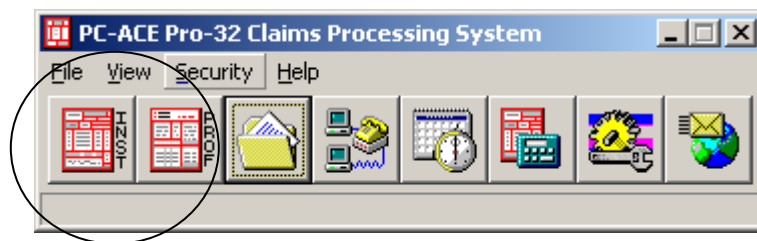
**Find and open Ansi277 folder**

**Find and open stat1500 folder for professional claims or Statub92 folder for institutional claims.**

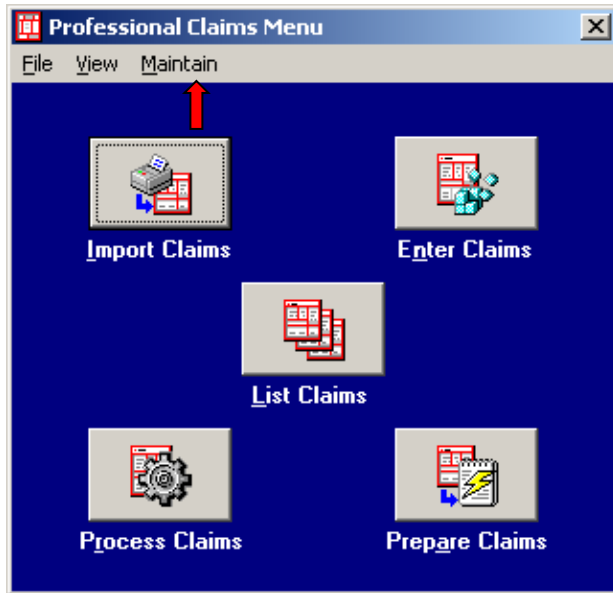
**Save as type below the filename should be Text File, Text Doc or All Files.**

**Once the downloading of the 277CA is complete, follow the steps below to view it.**

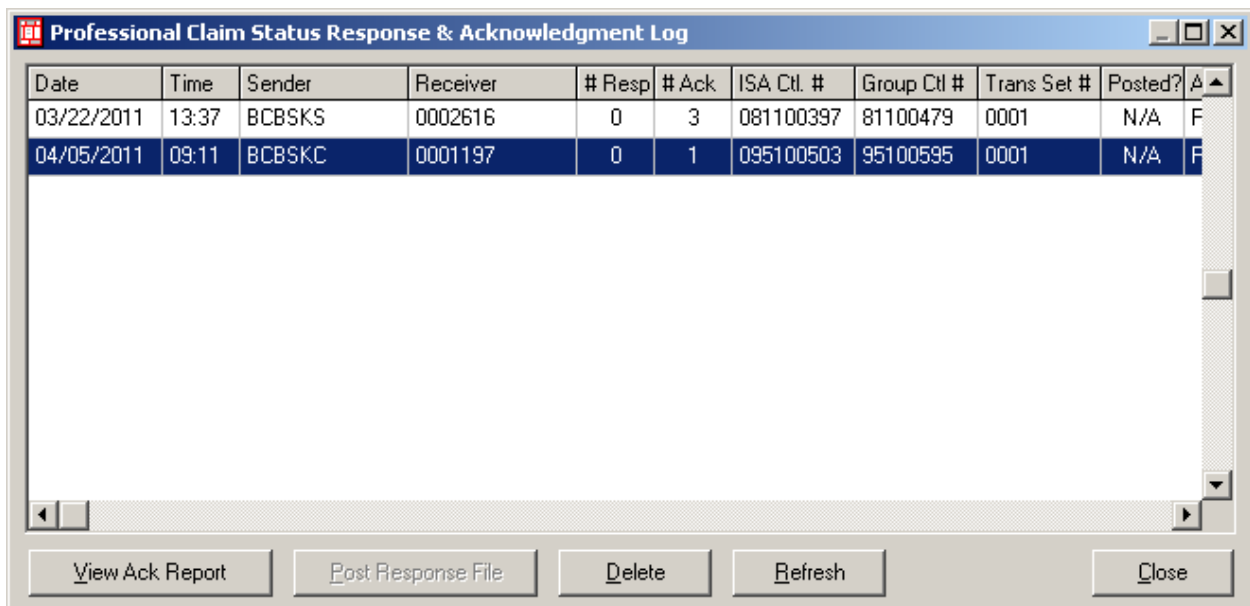
1. Double click on the **PC-ACE Pro32** icon on your desktop.



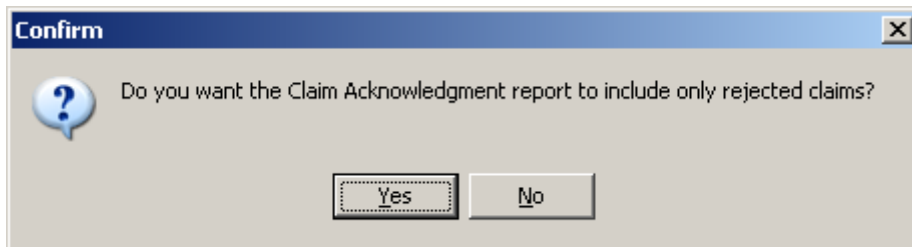
2. On the PC-Ace Pro32 toolbar click on the **Institutional** or the **Professional** button.



3. In the Institutional or Professional Claims Menu **Click** on **Maintain** and choose **Claim Status Response & Acknowledgement Log**



4. Select the ANSI-277CA file you wish to review and click on the **View AckReport** button.



5. You will receive a message asking if you want to view only rejected claims, if you click no the report will be for all claims in the file. If you click yes, you will be viewing only the rejected claims in the file.

**Here is an example of a 277CA Acknowledgement viewed in PC-ACE:**

Acknowledgement Created (GS04/05): 04/05/2011 09:11  
Sender Code (GS02): BCBSKS  
Receiver Code (GS03): 0001197

\*\*\* Transmission Acknowledgement # 1 \*\*\*

Information Source ID: ASK INC Name: ASK INC

Transmission Receipt Control #: 2011040509110262974  
Receipt Date: 04/05/2011  
Process Date: 04/05/2011

\*\*\* Information Receiver Acknowledgement # 1 \*\*\*

Information Source ID: ASK INC Name: ASK INC

Receiver Name: TEST PROVIDER ID: 0001111

Receiver Info:  
Receiver Trace #: 0001

Total Rejected Quantity: 1  
Total Rejected Amount: \$126.03

Receiver Status:

Status Date: 04/05/2011  
Total Submitted Charges: \$126.03

Acknowledgement #1:

Category: A1 - Acknowledgement/Receipt-The claim/encounter has been

received. This does not mean that the claim has been accepted for adjudication.

Status: 19 - Entity acknowledges receipt of claim/encounter. Note: This code requires use of an Entity Code.

Entity: PR - Payer

\*\*\* Provider of Service Acknowledgement # 1 \*\*\*

Information Source ID: ASK INC Name: ASK INC

Receiver Name: TEST PROVIDER ID: 0001111

Provider Name: TEST PROVIDER NPI: 1999999999

Provider Info:

Provider Trace #: 0  
Total Rejected Quantity: 1  
Total Rejected Amount: \$126.03

Provider Status:

Total Submitted Charges: \$126.03

Acknowledgement #1:

Category: A1 - Acknowledgement/Receipt-The claim/encounter has been

received. This does not mean that the claim has been accepted for adjudication.

Status: 19 - Entity acknowledges receipt of claim/encounter. Note:  
This code requires use of an Entity Code.  
Entity: 85 - Billing Provider

\*\*\* Claim Acknowledgement # 1 \*\*\*

Information Source ID: ASK INC Name: ASK INC

Receiver Name: TEST PROVIDER ID: 0001111

Provider Name: TEST PROVIDER NPI: 1999999999

Patient:  
Name: DOE, JOHN  
Subscriber #: XSB888888888

Claim:  
Trace #: 1110797312  
Service Date: 02/05/2011-02/08/2011

Status General:  
Status Date: 04/05/2011  
Total Submitted Charges: \$126.03

Acknowledgement #1: (Rejected)  
Category: A7 - Acknowledgement/Rejected for Invalid Information -  
The claim/encounter has invalid information as specified  
in the Status details and has been rejected.  
Status: 562 - Entity's National Provider Identifier (NPI). Note:  
This code requires use of an Entity Code.  
Entity: 82 - Rendering Provider

Total Acknowledgements In This Transaction Set: 4

\*\*\* END TRANSACTION SET (ST/SE) # 0001 \*\*\*

Total Acknowledgements In This Functional Group: 4

\*\*\* END FUNCTIONAL GROUP (GS/GE) # 95100595 \*\*\*

Total Acknowledgements In This Interchange Envelope: 4

\*\*\* END INTERCHANGE ENVELOPE (ISA/IEA) # 095100503 \*\*\*

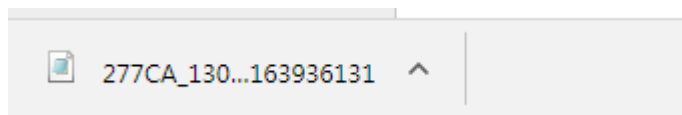
Total Acknowledgements In This Physical File: 4

**To learn more about the information contained in your acknowledgement files, please review the Response Reports Manual found on the ASK website at:**

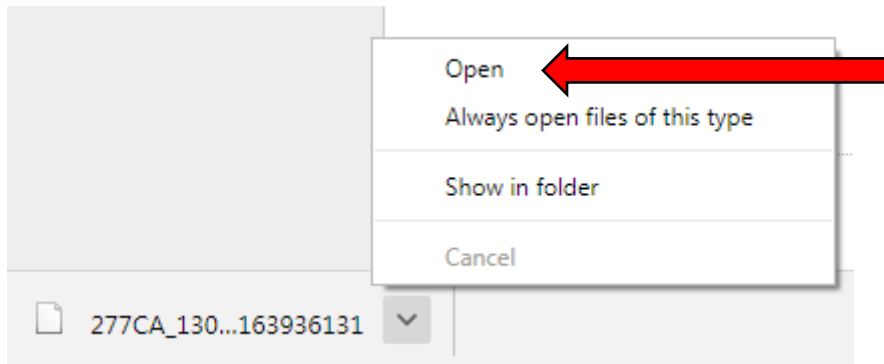
[http://www.ask-edi.com/HIPAA/user\\_documentation/ResponseReportsManual.htm](http://www.ask-edi.com/HIPAA/user_documentation/ResponseReportsManual.htm)

### **Google Chrome Instructions:**

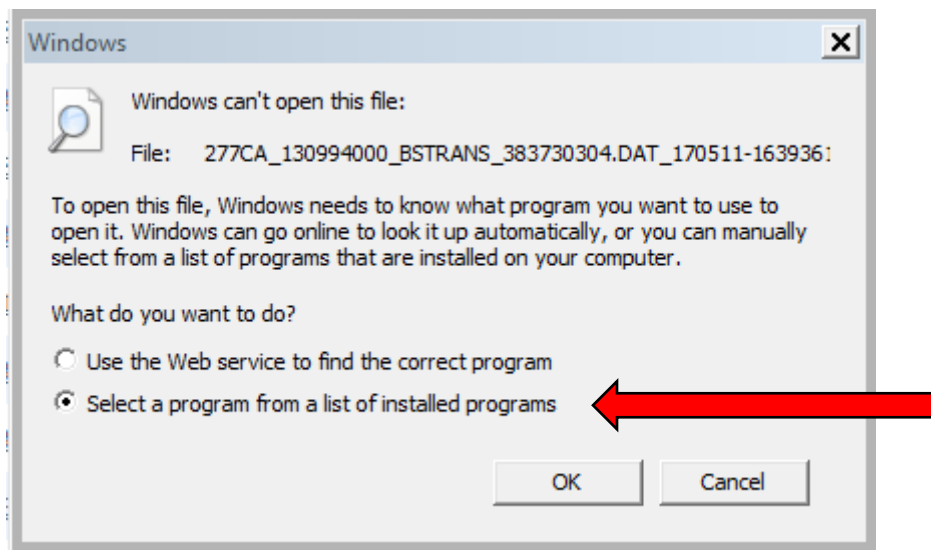
1. File will download to lower left corner of Chrome browser



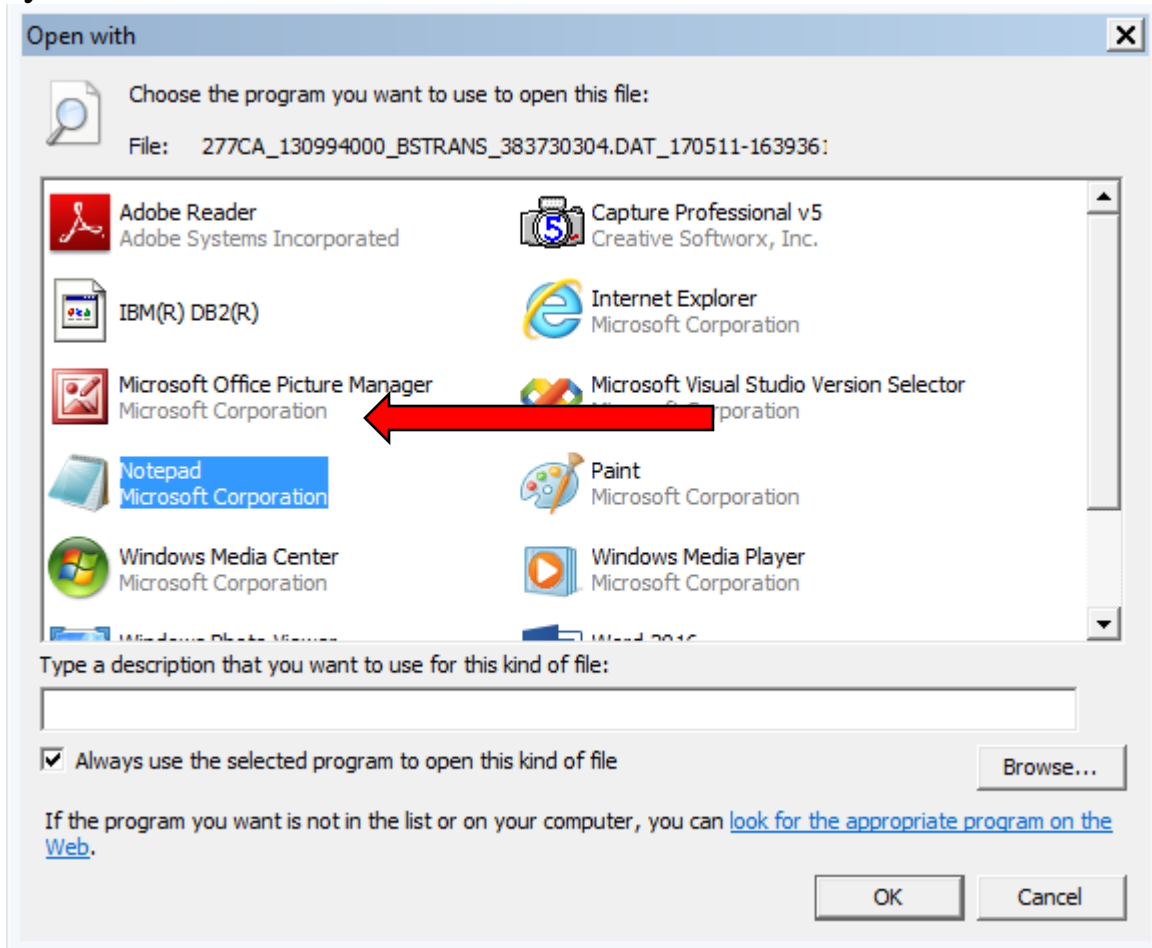
2. Right Click on the file and select open



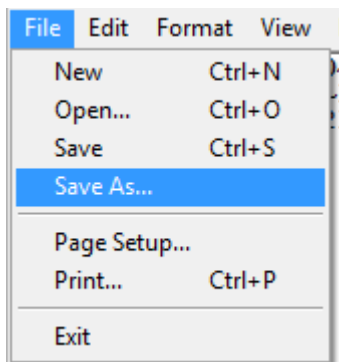
3. A windows pop up box will open. Select the "Select a program from a list of installed programs" option



4. Select Notepad or WordPad. May be different depending on operating system

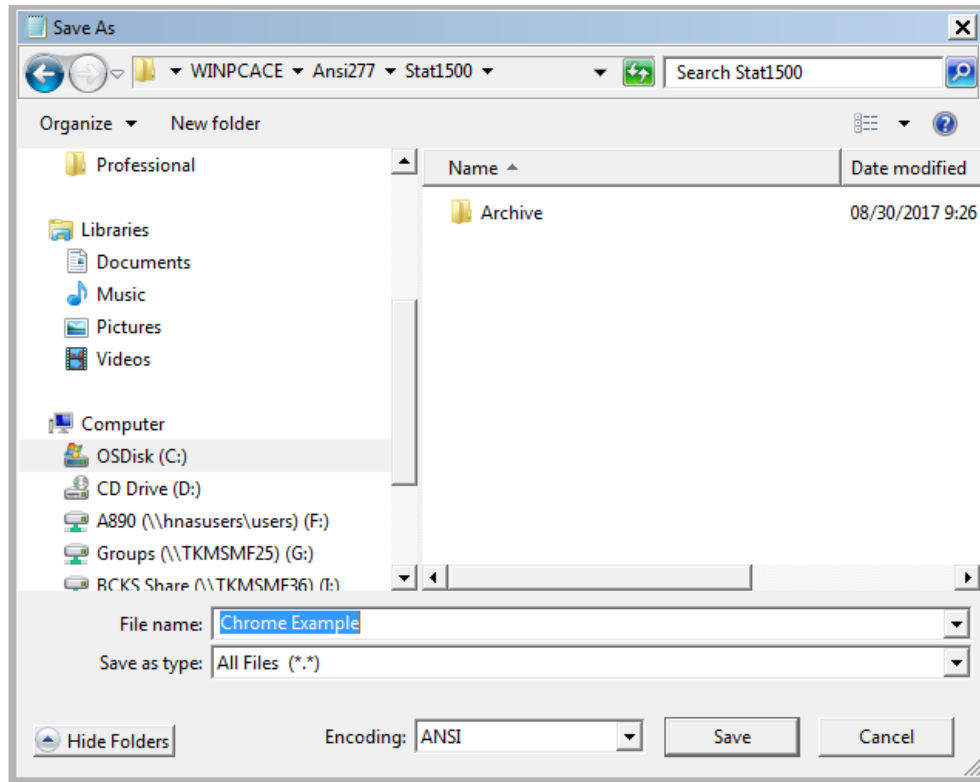


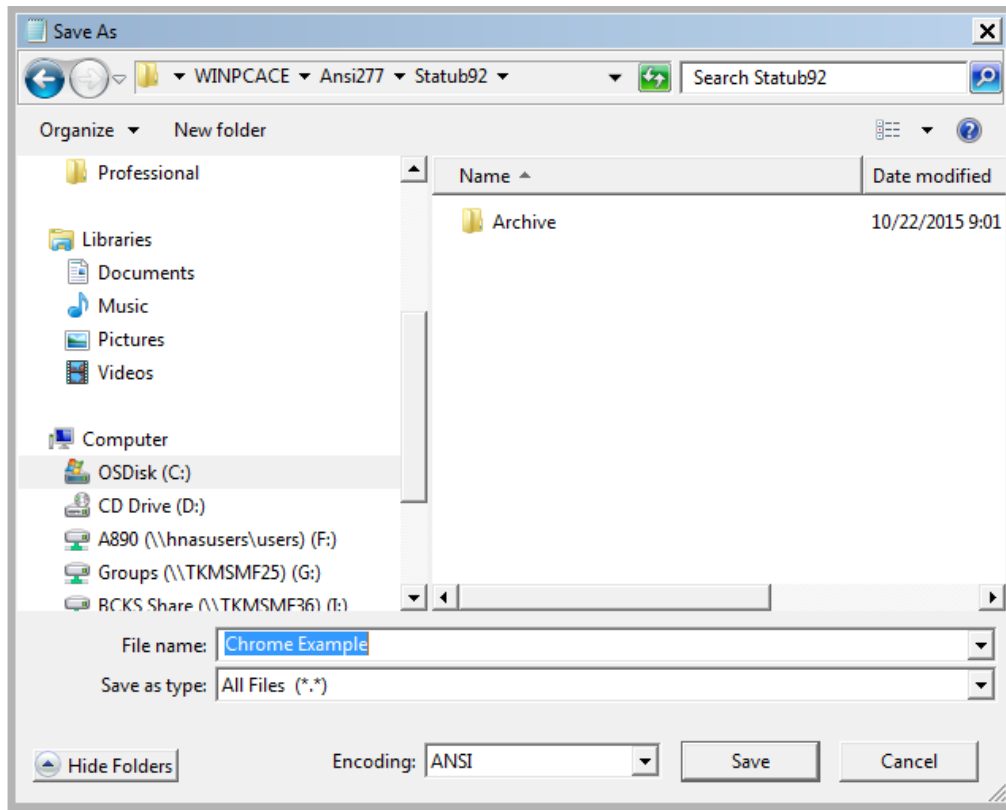
5. Notepad or WordPad will open up with the file contents. Select File>Save As





6. Save file in C:\WINPCACE\Ansi277\Stat1500 for Professional Claims or C:\WINPCACE\Ansi277\Statub92 for Institutional Claims.  
**NOTE: You should ONLY see the Archive folder in this location. If you see anything other than Archive, please delete it.**





## Instructions for Changing Password

1. Log into ASK SFTP Server
2. Click on **My Account** in the upper right corner of the screen
3. In the **Change Your Password** Section
  - a) Enter you Old Password
  - b) Choose "Use Suggested Password"or
  - c) Choose "Type Custom Password"
  - d) Click "**Change Password**" button to save new password.



- Home
- Folders
- Logs
- Search
  - Find File/Folder
  - Go To Folder...
- Online Manual
- Tech Support
- Powered by MOVET

Home

**New Files**

- /Home/EDI/0007848/Test/OutboundTest
  - 999\_BSTRANS.DAT\_170112-143040012 (Uploaded by edifacs on 1/12/2017 2:30:40 PM) [Download](#)
  - 999\_BSTRANS.DAT\_170112-142749012 (Uploaded by edifacs on 1/12/2017 2:27:49 PM) [Download](#)
- Go To Your Home Folder - [Browse Other Folders](#)
- [Mark All Files Not New](#)

**Upload Files...**

Select a folder: /Home / EDI / 0007848

[Launch the Upload Wizard...](#)

**My Account (0007848)**

**Change Your Password...**

Your password was last changed 5 days ago. You will be asked to change your password in 85 days. If you do not change your password within 99 days, your account will be locked.

Enter Your Old Password:

Suggested Password: 9PbBein^

New Password:  Use Suggested Password  
 Type Custom Password

[Change Password](#)

Trading Partner may use the suggested password,  
**or**  
 Click on Type Custom Password to select new password.

Click on **Change Password** to save new password.

### ***PASSWORD CHANGE REQUIREMENTS***

To change your current password, you must enter and confirm your new password. 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.
- Special characters (such as # \$ % ‘ \* ; @) must be included in your password.

- 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 90 days.
- Can not have repeating characters.

**NOTE: Passwords are case sensitive.**