State Reconciliation File Version 3.0

December 2014

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EXECUTIVE SUMMARY

Palmetto GBA proposes the following file format for the State reconciliation file. (This is sometimes also referred to as the balancing file to track the transmissions).

Refer to the file format details section to describe more details on the logic and calculation. Refer to the contact procedures section for more details on how the State will report errors with Palmetto GBA. This document also has a FAQ (Frequently Asked Questions) section.

FILE FORMAT DETAILS

There will be a file used to track transmits between Palmetto GBA and the State. Below is the file format for the reconciliation file. The file layout has two sections. Section 1 will be populated by Palmetto GBA with the file, record, and encounter counts for each file transmitted to the State. Section 2 will be zero filled.

The State will read each file received and update the counts in Section 2 with the counts the State received. The updated reconciliation file will be returned to Palmetto GBA.

State Reconciliation File Record Format

Field Name	Type	Length	Start	End	Comments
Section 1					
State-Code	A/N	2	1	2	State Code value
Delimiter	A/N	1	3	3	Value '*'
Payer-Code	A/N	5	4	8	LOB(Line of business) Identifier
Delimiter	A/N	1	9	9	Value '*'
Date-Created	N	7	10	16	CCYYJJJ
Delimiter	A/N	1	17	17	Value '*'
Sending File Name	A/N	44	18	61	Name of the dataset sent from Palmetto GBA.
Delimiter	A/N	1	62	62	Value '*'
Number of Files in sending file for the State	N	5	63	67	Total number of files contained in the file sent to the State.
Delimiter	A/N	1	68	68	Value '*'
Number of records in sending file for the State	N	11	69	79	Total number of records contained in the file sent to the State.
Delimiter	A/N	1	80	80	Value '*'
Number of encounters in sending file for the State	N	11	81	91	Total number of encounters or drugs contained in the file sent to the State.
Delimiter	A/N	1	92	92	Value '*'

Field Name	Type	Length	Start	End	Comments
Section 2					
Number of Files received by the State	N	5	93	97	Total number of files the State received.
Delimiter	A/N	1	98	98	Value '*'
Number of records received by the State	N	11	99	109	Total number of records the State received.

Field Name	Type	Length	Start	End	Comments
Delimiter	A/N	1	110	110	Value '*'
Number of encounters received by the State	N	11	111	121	Total number of encounters or drugs received by the State.
Delimiter	A/N	1	122	122	Value '*'
Future growth	A/N	30	123	152	Reserved for future use

Table 1: File Format

NOTES AND CONSIDERATIONS

The reconciliation file will always contain 8 records. One record will be for each LOB the State is receiving from Palmetto GBA. If there are no files for a particular LOB the reconciliation record for that LOB will be all zeroes. This way the State will know there were no files sent for the LOB.

Before the reconciliation file is transmitted to the State, Palmetto GBA will combine all of the State's files into one dataset for each LOB. Creating up to 8 transmit files the State will receive. Each transmit file will contain all accepted files from the close of the current day. There will be multiple ISA – IEA segments (837 file formats) and multiple PA – PT records (NCPDP format) in each of the transmit files.

The counters in the reconciliation file will be calculated using the following logic:

- "Number of Files in sending file for the State" = Total number of ISA segments (837) or PA records (NCPDP) in the transmit file. Palmetto would not have more than 99,999 files per LOB for the State.

- "Number of records in sending file for the State" = Total number of segments (837) or records (NCPDP) in the transmit file. Palmetto would not have more than 99,999,999,999 records per LOB for the State.

- "Number of encounters in sending file for the State" = Total number of CLM segments (83) or DE records (NCPDP) in the transmit file. Palmetto kept the same field format for this counter.

CONTACT PROCEDURES

Palmetto GBA will require using a distribution list to communicate issues. This will provide the group to track any balancing issues and problems. PalmettoGBA.States@palmettogba.com.

FAQS

Q: If the file sent does not balance to the reconciliation file, what is the protocol on errors?

A: Please use the contact procedures section for details on how to report errors to Palmetto GBA.

Q: Is Section 2 of the State reconciliation File sent back with actual received and the file returned?

A: Section 2 of the State reconciliation file only needs to be filled with the actual counts received by the state.

Q: If the file cannot be processed by the state, what is the turnaround time for the corrected file?

A: Palmetto GBA will respond to any errors up to 2 business days.

Q: If the file cannot be processed by the State, what is the File Sequence for the same LOB file?

A: Palmetto GBA will process all returned State reconciliation files received from the States regardless of sequence they were originally sent to the States.

RECORD OF CHANGE

Version Number	Date	Author/Owner	Description of Change
1.0	6/2014	Chris Upham	Initial release
2.0	9/2014	Chris Upham	Formatted into XLC
3.0	11/2014	Edmond Melkomian	Changed to indicate reconciliation

Table 2: Record of Change