



BCN and BCBSM HEDIS Supplemental Data Exchange Process *TEST File Submission Checklist*

Please complete the checklist below prior to submitting test files.

Completed?	Description
<input type="checkbox"/>	<p>1. Does the test file follow the naming convention:</p> <p>Example File Name: TEST_99_EMR_SUPPLEMENTAL_INFO_201310080301.TXT</p> <p> <P1> <P2> <----- P3 -----> <----- P4 -----> TEST <u>OriginId</u> <u>EMR_SUPPLEMENTAL_INFO</u> <u>yyyymmddhhmm</u></p> <ul style="list-style-type: none"> ✓ Part 1 = Environment value = "TEST" ✓ Part 2 = Underscore + Your OriginId ✓ Part 3 = Underscore + Text "EMR_SUPPLEMENTAL_INFO" ✓ Part 4 = Underscore +Date/Time file was created_ = yyyymmddhhmm <ul style="list-style-type: none"> ➢ yyyy- 4 digit year, mm- month number, dd- day number, hh= hour (1-24), mm= minutes ➢ The content of the test files should be production verifiable data. Any required pre-audits will use data loaded from test files.
<input type="checkbox"/>	2. Does the test file have a .txt file extension
<input type="checkbox"/>	3. Each file submission should have a unique file name. Do not submit corrected files with the same file name.
<input type="checkbox"/>	<p>4. Every field in the record layout requires a Pipe delimiter:</p> <ul style="list-style-type: none"> • Optional fields still require a delimiter in the file • Verify that you have the correct number of fields in each detail record <ul style="list-style-type: none"> ➢ Record Layout Phase 1 – 49 fields ➢ Record Layout Phase 2 – 83 fields ➢ Record Layout Phase 3 – 85 fields Data Exchange Layout v23-4, Effective Immediately this record layout is required for any new group to move to production. <p style="color: red;">✓ Groups that are currently in Testing will need to convert to Record Layout Phase 3(v23) prior to moving to the Pre-Audit phase of testing.</p> <p style="color: red;">✓ Groups that are currently in Pre-Audit will need to submit new test files in the Record Layout Phase 3(v23) prior to moving to production.</p> <p style="color: red;">✓ Groups that are currently in Production have until 6/1/14 to convert to the Record Layout Phase 3(v23).</p> <p>Please refer to the announcement on the PGIP Collaboration site for more details about the new format or Contact Jessica Kauffmann at jkauffmann@bcbsm.com.</p>
<input type="checkbox"/>	<p>5. File header record should only have 3 fields:</p> <ul style="list-style-type: none"> • Origin id should be numeric • File Creation Date <ul style="list-style-type: none"> ➢ In the following format: DD-MMM-YYYY. <i>Example: 05-OCT-2013</i> ➢ Each record in the file has the same creation date



Completed?	Description
	<ul style="list-style-type: none"> Record Count should be Numeric
<input type="checkbox"/>	6. Verify that your record count (excluding header) matches the record count in the Header Record:
<input type="checkbox"/>	7. All Dates in the file are in the following format: DD-MMM-YYYY
<input type="checkbox"/>	8. Do you consistently use double quotes or no quotes on all fields in the file. You cannot have both in the file.
<input type="checkbox"/>	9. After you upload your 1 st file send an email to : rnixon@bcbsm.com , Subject: "PO Name" (Origin Id) First EMR Test File Upload
<input type="checkbox"/>	<p>10. Complete Pre-Audit Checklist. Your test file should contain a representative sample of data you plan to submit in production. The test file should include the following (<i>see checklist for full details</i>):</p> <ul style="list-style-type: none"> All record types PO intends to submit in production (lab, service, pharmacy) A minimum of 10 records/rows per service type code All service type codes All product lines (Commercial, MA, BCN) <p><i>Please contact the Medical Informatics Team if you have questions about the Pre-Audit Checklist (Chayla Beason at cbeason@bcbsm.com).</i></p>



**BCN and BCBSM HEDIS Supplemental Data Exchange Process
Pre-audit File Submission Checklist**

Completed?	Description
<input type="checkbox"/>	1. Were all record types submitted? a. Record Type = 'S' (<i>Service</i>) b. Record Type = 'R' (<i>Lab</i>) c. Record Type = 'P' (<i>Pharmacy</i>)
<input type="checkbox"/>	2. Are all membership populations represented? a. BCBSM PPO b. BCBSM Medicare Advantage c. Blue Care Network
<input type="checkbox"/>	3. Is there only one record per service type code as represented by: a. SERVICE_TYPE_CD b. CPT_HCPCS c. REVENUE_CODE d. LOINC e. NDC_CODE <i>Note: each row should contain only 1 of the above; not both & not more than 1 of the aforementioned</i>
<input type="checkbox"/>	4. A minimum of 10 records per service type codes should be submitted.
<input type="checkbox"/>	5. Are the services mapped to the correct record type (lab, pharmacy, service)? <i>Note: Refer to "ServiceCode_RecordType_Job_Aid.xls" document</i>
<input type="checkbox"/>	6. Does the test file submission represent at least 5% or more of their total attributed membership?
<input type="checkbox"/>	7. There are a total of 108 available service type codes. a. Do the codes submitted in the file reflect all the codes the PO intends to submit to the Blues in the production environment? b. Do the codes submitted in the file represent a vast majority (60% or more) of available codes?
<input type="checkbox"/>	8. Verify no duplicate records submitted
<input type="checkbox"/>	9. Verify all lab (i.e.: <i>RECORD_TYPE = R</i>) records have results; either " <i>RESULT_NUM</i> " or " <i>RESULT_TXT</i> " field should be populated.



<input type="checkbox"/>	10. Verify service (ie: <i>RECORD_TYPE</i> = S) records do not have results; either “ <i>RESULT_NUM</i> ” or “ <i>RESULT_TXT</i> ” field should not be populated.
<input type="checkbox"/>	11. Verify all records submitted have a record type?
<input type="checkbox"/>	12. Are well-visits, nephrology services, BMI, diabetic retinal eye exams and glaucoma screenings included in the test file?
<input type="checkbox"/>	13. Do BMI records include subsequent records for height and weight on the same date of service?
<input type="checkbox"/>	14. Verify BMI service type codes have results submitted on the record?

Please contact the Medical Informatics Team if you have questions about the Pre-Audit Checklist (Chayla Beason at cbeason@bcbsm.com).