



Bureau of TennCare

IS Policy Manual

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| Policy No: BTC-Pol-Enc-201208-001 | |
| Subject: Edifecs Rejected Encounter Removals and 45 Day Report Procedures | |
| Approval: Encounter Policy Workgroup | Date: 09/06/2012 |

PURPOSE OF THE POLICY STATEMENT: To clarify TennCare's position regarding the resubmission of encounter rejected in Edifecs that can be corrected by the provider or MCC as well as via ".csv" file removal of rejected encounters from the 45 day report using reason codes. To identify the procedures related to the MCC correction of Edifecs rejected encounters and the TennCare creation and delivery of the Edifecs 45 Day Report.

POLICY: MCCs are required to correct Edifecs rejects or notify TennCare of any rejected encounters that cannot be submitted prior to reaching 45 days of age. Any Edifecs rejected encounters that are resubmitted within 45 days and pass all Edifecs edits will not appear on the 45 day report. Encounters that are rejected in Edifecs and not resubmitted with an 'Accepted' status will appear on the 45 day report and will receive liquidated damages in the amount of \$100 per encounter per reporting period from day 45 up to day 104. Once the 105th day and older is reached for any encounter, the MCC is subject to a non-release of their monthly withhold of the Capitation payment in addition to the \$100 per encounter until the encounter is in an "Accepted" status.

All resubmissions of corrected rejected encounters or removal transactions must be received at TennCare no later than 5:00 pm Central time two business days prior to the last business day of the month.

1. Encounters that reject in Edifecs and cannot be resubmitted must be communicated to TennCare via the following procedures. MCCs must use the following format when submitting the record in the ".csv" file communicating to TennCare the MCC ICNs that cannot be resubmitted. TennCare allows the MCCs to submit ".csv" files each business

day of the month but no later than 5:00 pm Central time two business days prior to the last working day of the month. If a .csv file is received after 5:00 pm two business days prior to the end of the month, the file will be processed after the monthly Edifecs 45 Day Report is run.

- a. MCCXXX-MCC ICN,Void Indicator,Reason Code
Where XXX = 3 digit MCC number

For example: MCC999-ABC123456,V,02 (void record) and MCC999-ABC123456,N,02 (non-void record)

Void Indicator Codes:

V = Void

N = Non-void

Reason Codes:

01 - Not TennCare Recipient

02 - Non-compliant Transaction

03 - MCC Processor Error

04 - TennCare Exempt (Other)

05 - Provider Error Adjusted

Note: Do not include quote marks (") in the record.

- b. When an MCC wants to submit a ".csv" file, the file name will follow the TennCare naming standards below and should be compressed or zipped ("zip").

r45d<XXX><YYMMDD><SS>.zip

where:

<XXX> is the 3-digit MCC number

<YYMMDD> is the date the file is created

<SS> is a sequence number within date, beginning with "01"

Example: "r45dXXXYYMMDDSS.zip".

The internal name of the file will be the same as the external name, but with the extension ".csv". The file must be placed in the SFTP in the folder named MCCXXX/extracts/reports/in and the MCC must send an email to the following email addresses once the file is posted to SFTP.

- TennCare.Encounter@tn.gov
- Contract.Compliance@tn.gov

- OCCP.Reports@tn.gov

2. Upon TennCare processing of the MCC ".csv" file, an automated email notice is sent acknowledging receipt of the file. Any unmatched or rejected records will be placed in a rejects file in the SFTP folder named MCCXXX/extracts/reports/out followed by an automated email notification to inform the MCC of the reject file posting. The file delivered to SFTP will have the same MCC and date as the file submitted by the MCC in 1 above but will begin with an "s" rather than an "r", i.e. s45dXXXYYMMDDSS_Rejects.txt.zip. ".csv". If there are no rejects, an empty file will be delivered. MCCs must open the file to view any rejected records. The unmatched or rejected records will be sent to the MCCs in the following format containing error messages as applicable:

- a. <mccid-mccicn>,<voidindicator>,<removal comment>,ERROR,0010,**REMOVAL CODE MUST BE '01' THRU '05'.**
- b. <mccid-mccicn>,<voidindicator>,<removal comment>,ERROR,0020,**COMBINATION OF '<mccid-mccicn>,<voidindicator>' CANNOT BE FOUND.**
- c. <mccid-mccicn>,<voidindicator>,<removal comment>,ERROR,0050,**A CLAIM FOR COMBINATION OF '<mccid-mccicn>,<voidindicator>' HAS PREVIOUSLY BEEN ACCEPTED BY EDIFECs. THIS TRANSACTION WAS UNNECESSARY."**
- d. <mccid-mccicn>,<voidindicator>,<removal comment>,ERROR,0060,**A REMOVAL FOR COMBINATION OF '<mccidmccicn>,<voidindicator>' HAS ALREADY BEEN PROCESSED. THIS TRANSACTION WAS UNNECESSARY."**

3. TennCare delivers the Edifecs 45 Day reports to the MCCs the last business day of the month which contains Edifecs rejected encounters that have not been corrected and resubmitted for at least 45 days from transaction date (ISA09). The reports are located on SFTP in the folder titled MCCXXX/extracts/reports/out folder under the name of s45dXXXYYMMDD.zip. If MCCs have a report with no records, only a PDF file will be on the SFTP server with no data and no ".csv" file will be present. The column headings on both the PDF and ".csv" files are as follows:

MCC ID, MCC ICN, VOID IND, TRANSMISSION FILE NAME, CLAIM ID, ADJUDICATION DATE, SUBMIT DATE, PAID AMOUNT, ACTUAL DAYS, and AS OF DATE.

The MCCs are responsible for reviewing the contents of the Edifecs 45 Day Report and addressing the issues related to the rejected encounters via a corrected encounter record or “.csv” file following the procedures outlined above.

Exceptions:

None

REFERENCE DOCUMENTS:

ORR - Edifecs Rejects – Issued to MCCs on 11-1-2009 with an effective date of 12-1-2009

OFFICES OF PRIMARY RESPONSIBILITY:

1. TennCare IS Division— to ensure that encounter claims are submitted to TennCare in the approved format.
2. Information Systems Management Contractor – to process encounter claims through the TCMIS system.
3. MCCs - to follow and enforce transaction requirements.