Benefits Administration 834 Guidance Manual

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Purpose

The State of Tennessee's Benefits Administration 834 Guidance Manual accompanies the HIPAA ASC X12N 834 (005010X220A1) standard required by the HIPAA Transaction Rules (generally referred to as the "834 file". Even though the State of Tennessee does use an 834 file, you will need to customize your system to process the file's information accurately. This manual contains business practice information, technical information, contact information and key details. The purpose of this manual is to inform you of the unique features found in our 834 file so you can prepare for its processing.

File Transmission

The 834 files normally generate weekly on Saturdays and they move to the State of TN's server on Sunday mornings at 4am. Occasionally the time the file will be available can temporarily change as a result of holidays or system maintenance or upgrades. If we anticipate a change in the availability of the file, we will notify you via email. The State does not submit files. You will need to retrieve them from the server and you can set up a sweep to pick up the file or retrieve it manually. We will provide you with the *Business Partner Interfaces Quick Start Guide t*o help you obtain access to the server. The first production file is ready by the week of Thanksgiving.

TN State File Characteristics

1. The 834 file is a full replacement file every time. We do not send change files in between. Since it is a full population file, one would expect only the latest or most recent plan id or coverage type present on the file. However, the State of TN's files can show dual coverage for the same member so you will need to be able to customize for a member being enrolled in two coverages at the same time. (Additional information on this situation is in the testing scenarios section of this manual on page 30)

2. The REF03 and the REF04 fields are being used. In the current ASC X12N/005010X220 834 file, these fields are supposed to be empty. These fields contain State of TN specific information which some vendors use to categorize members by benefits group or agency. These fields populated can cause the file to fail compliance on your system (example on page 17). You will need to prepare for this situation.

3. The file can transmit both the home address and the mailing address. If the mailing address is present, it will need to load to your system. If it is not, load the home address.

4. The file will send coverage begin dates prior to the start of your contract with the State of TN if the existing benefit plan codes are used for your product. These dates can go back many years and are not necessarily the true coverage begin date. The effective date provided will be the date a change in plan or coverage level was last made. Your system will need to be able to accept effective dates that are prior to the start of the contract go live date (usually January 1 of following year).

5. The file will only send a DTP*348 (effective date) *or* a DTP*349 (coverage end date) on a record; not both. Benefit coverage end dates (DTP*349 line) will always be on the file as the 1st of a month, however the actual last day of coverage is the day before (last day of the month before). Termination dates can also change. You will need to tailor your system in order to collect the true last day of coverage.

6. Benefit coverage terminations can appear on the file in advance for many weeks or they could only appear once. It will depend on the file maintenance date and the date of the termination. You will need to make sure your system can handle the same terminations appearing in subsequent files (example on page 28). Also if the termination is a date in the past (prior to the maintenance file date) be able to capture and load it. It will only appear once.

7. The file can have *dependent only* coverage levels for all benefit plans except dental. The coverage will be associated with the Head of Contract's (HOC) record on the file. You will need to figure out how to "split" the HOC coverage from the dependent coverage on your system since they will be together on the file (example on page 36).

8. The primary identifier on the file is the employee id found on the REF*OF line of a record instead of the social security number found on the NM1* line.

9. There is no way to predict the "order" of the member records appearing on the file. For instance, a new coverage entry appears before the termination entry (example on page 30). Or the same member appears more than once on the same file and not necessarily in subsequent order (example on page 30).

Testing Process

Once the contract is signed and your access to the state's SFTP server is set up, we can provide you with a current enrollment file to begin testing. We can provide as many test files as you need. The State of TN places the test file in a different location on the server specifically for testing. Therefore you will need to use different log-in information to retrieve the test file than you will for production. Usually the log-in information for the test server will be the same as your production log-in credentials except the test credentials will being with the letter "u" for both the user name and password.
Also during testing, make sure you are testing all the scenarios mentioned in the testing scenarios section that begins on page 17. We can send you the first test file and then a second test file with these scenarios so you can compare the two files. We can provide some member id numbers to look for in the file that are in these known scenarios. The test files do contain production data, it will not be the most current data but it is production data and will look just like a production file. Be sure to take extra caution and avoid unintentionally loading a test file into your production environment.

Errors

During testing we can work with you on the types of errors you encounter and help determine which errors are necessary to report back to us after implementation.

Contact information

The State of TN file team is available Monday – Friday 8:00am to 4:00pm CT

Primary file contacts during testing/implementation:

Alicia Johnson	Ian Harris
(615) 524-1803	(615) 253-1684
Alicia.M.Johnson@tn.gov	Ian.Harris@tn.gov

Primary file contacts after implementation:

- ben.admin.syssup@tn.gov - use this email address for ongoing processing questions, errors, file transmission or connectivity issues
- Charlotte.Gamache@tn.gov; Ian.Harris@tn.gov - Please contact Charlotte and Ian in order to escalate an issue
- Alicia.M.Johnson@tn.gov - Contact Alicia to further escalate an issue or as back up to Charlotte and Ian

State of TN 834 File Format – Tables

Tables 1 - 7B: Header Information

Table 1: Interchange Control Header

Reference Description	Name	Codes	Comments
ISA	Interchange Control Header Segment		
ISA01	Authorization Information Qualifier	00	State of Tennessee will always send 00
ISA02	Authorization Information		Always Blank
ISA03	Security Information Qualifier	00	State of Tennessee will always send 00
ISA04	Security Information		Always Blank
ISA05	Interchange ID Qualifier	ZZ	Mutually Defined
ISA06	Interchange Sender ID	TN01	Internal Partner ID. Will default to TN01 unless otherwise requested.
ISA07	Interchange ID Qualifier	ZZ	Mutually Defined
ISA08	Interchange Receiver ID		Defined by Vendor. If not specified, State of Tennessee will use vendor name.
ISA09	Interchange Date	YYYYMMDD	Date File Generated
ISA10	Interchange Time	HHMM	Time File Generated using 24-hr clock
ISA11	Repetition Separator	^ (Carat)	State of Tennessee will always use a ^
ISA12	Interchange Control Version Number	00501	State of Tennessee will always send 00501
ISA13	Interchange Control Number	Number	Updates sequentially for each file sent
ISA14	Acknowledgement Requested	0	State of Tennessee will always send 0
ISA15	Interchange Usage Indicator	P T	Production Test
ISA16	Component Element Separator	: (Colon)	State of Tennessee will always use a :

Table 2: Functional Group Header

Reference Description	Name	Codes	Comments
GS	Functional Group Header Segment		
GS01	Functional Identifier Code	BE	State of Tennessee will always send BE
GS02	Application Sender's Code		Defined by Vendor. If not defined, TN01 will be used.
GS03	Application Receiver's Code		Defined by Vendor. If not defined, TN01 will be used.
GS04	Date	CCYYMMDD	Date File Generated
GS05	Time	HHMM	Time File Generated using 24-hr clock
GS06	Group Control Number	1	State of Tennessee will always send 1
GS07	Responsible Agency Code	X	State of Tennessee will always send X
GS08	Accredited Standards Committee X12	005010X220A1	State of Tennessee will always send 005010X220A1

Table 3: Transaction Set Header

Reference Description	Name	Codes	Comments
ST	Transaction Set Header		
ST01	Transaction Set Identifier Code	834	State of Tennessee will always send 834
ST02	Transaction Set Control Number	0001, 0002, 0003, etc.	Sequential segment number. There are multiple segments sent on file. This number indicates which segment is beginning.
ST03	Implementation Convention Reference	005010X220A1	State of Tennessee will always send 005010X220A1.

Table 4: Beginning Segment

Reference Description	Name	Codes	Comments
BGN	Beginning Segment		
BGN01	Transaction Set Purpose Code	00	Original - State of Tennessee will always send 00
BGN02	Reference Identification		Code will be ISA08+ISA13+ST02
BGN03	Date	CCYYMMDD	Always CCYYMMDD
BGN04	Time	HHMM	Time File Generated using 24-hr clock
BGN05	Time Code	CS	State of Tennessee will always send CS
BGN06	Reference Identification		Not used
BGN07	Transaction Type Code		Not used
BGN08	Action Code	4	State of Tennessee will always send 4
BGN09	Security Level Code		Not used

Table 5: DTP – File Effective Date in Header

Reference Description	Name	Codes	Comments
DTP	File Effective Date		
DTP01	Date/Time Qualifier	007	Effective
DTP02	Date Time Period Format Qualifier	D8	State of Tennessee will always send D8
DTP03	Date Expressed in Format	CCYYMMDD	State of Tennessee will always send CCYYMMDD format. Date File was generated.

Table 6: DTP – File Effective Date in Header

Reference Description	Name	Codes	Comments
DTP	File Effective Date		
DTP01	Date/Time Qualifier	382	Enrollment
DTP02	Date Time Period Format Qualifier	D8	State of Tennessee will always send D8
DTP03	Date Expressed in Format	CCYYMMDD	State of TN will always send CCYYMMDD format - date the file was generated.

Table 7A: Header *1000A* Loop

Loop ID	Reference Description	Name	Codes	Comments
1000A	N1	Sponsor Name		
1000A	N101	Entity Identifier Code	P5	Plan Sponsor
1000A	N102	Name	State of Tennessee Non Payroll	Always State of Tennessee Non Payroll
1000A	N103	Identification Code Qualifier	24	Employer's Identification Number
1000A	N104	Identification Code	626001445	Always 626001445 (State of Tennessee EIN)
1000A	N105	Entity Relationship Code		Not used
1000A	N106	Entity Identifier Code		Not used

Table 7B: Header *1000B* Loop

Loop ID	Reference Description	Name	Codes	Comments
1000B	N1	Vendor Name		
1000B	N101	Entity Identifier Code	IN	State of Tennessee will always send IN
1000B	N102	Name		Vendor Name
1000B	N103	Identification Code Qualifier	FI	Federal Taxpayer's Identification Number
1000B	N104	Identification Code	Vendor EIN	State of Tennessee will always send the Vendor's EIN
1000B	N105	Entity Relationship Code		Not used
1000B	N106	Entity Identifier Code		Not used

Tables 8A – 8Q: Member Detail

(INS thru DTP lines)

8A: INS

Loop ID	Reference Description	Name	Codes	Comments
2000	INS	Member Level Detail		
2000	INS01	Subscriber Identifier	Y N	Member (Head of Contract) Dependent
2000	INS02	Individual Relationship Code	01 18 19 25 38	Spouse Self Child Ex-Spouse Collateral Dependent * *See Note 1*
2000	INS03	Maintenance Type Code	030	State of Tennessee will always send a Full File (BGN08 = '4')
2000	INS04	Maintenance Reason Code	XN	Notification Only
2000	INS05	Benefit Status Code	A C	Active COBRA
2000	INS06	Medicare Status Code		Not used
2000	INS06-01	Medicare Plan Code	A E	A – Only applicable to Pharmacy vendors. Indicates the State's prescription drug coverage is secondary. E – Only applicable to Pharmacy vendors. Indicates the State's prescription drug coverage is primary
2000	INS06-02	Medicare Eligibility Reason Code		Not used
2000	INS06-03	Eligibility Reason Code		Not used
2000	INS06-04	Eligibility Reason Code		Not used
2000	INS07	COBRA Qualifying	1 2 4 5 7	Termination Reduction in Hours Death Divorce Married Dependent
2000	INS08	Employment Status Code	FT L1 PT RT TE	Full-time Leave of Absence Part-time Retired Terminated
2000	INS09	Student Status Code		Not used
2000	INS10	Disability Indicator	Y N	Disabled Not Disabled
2000	INS11	Date Time Period Format Qualifier		Not used
2000	INS12	Date Time Period		Not used
2000	INS13	Confidentiality Code		Not used
2000	INS14	City Name		Not used
2000	INS15	State Code		Not used
2000	INS16	Country Code		Not used
2000	INS17	Dependent Sequence Number	1 2	Number assigned to differentiate between dependents with the same birthdate.

8B-8C: *REF*

B

Loop ID	Reference	Name	Codes	Comments
2000	REF	Subscriber Identifier		
2000	REF01	Reference Identification Qualifier	0F	State of Tennessee will always send 0F
2000	REF02	Subscriber Identifier	8 digit number	Head of Contract's Edison Employee ID Number. *See Note 2*
2000	REF03	Description		Not used
2000	REF04	Reference Identifier		Not used

C

Loop ID	Reference Description	Name	Codes	Comments
2000	REF	Member Policy Number		
2000	REF01	Reference Identification Qualifier	1L	Group Number
2000	REF02	Member Group Number	Group Number	Group Number Member is defined by Vendor, if unassigned, will send BLANK_VALU
2000	REF03	Description	Benefit Program	Benefit Program and Description. Substring first three characters. Refer to the Appendix page 38 for a list of benefit program codes *See Note 3*
2000	REF04	Reference Identifier	ZZ:number	ZZ + Budget Code. Substring first three characters *ZZ: See Note 3*

8D-8E: *DTP*

D

Loop ID	Reference Description	Name	Codes	Comments
2000	DTP	Health Coverage Dates		
2000	DTP01	Date Time Qualifier	303	Maintenance Effective (or "as of" date)
2000	DTP02	Date Time Period Format Qualifier	D8	Date Format
2000	DTP03	Status Information Effective Date	CCYYMMDD	Status Effective Date

E

Loop ID	Reference Description	Name	Codes	Comments
2000	DTP	Health Coverage Dates		This line not sent for dependents
2000	DTP01	Date Time Qualifier	286 336 338 339	Retirement Employment Begin Medicare Begin Medicare End
2000	DTP02	Date Time Period Format Qualifier	D8	Date Format
2000	DTP03	Status Information Effective Date	CCYYMMDD	Employment Begin Date

8F: *NM1*

Loop ID	Reference Description	Name	Codes	Comments
2100A	NM1	Member Name		
2100A	NM101	Entity Identifier Code	IL	Insured
2100A	NM102	Entity Type Qualifier	1	Person
2100A	NM103	Member Last Name	Last Name	Last Name
2100A	NM104	Member First Name	First Name	First Name
2100A	NM105	Member Middle Name	Middle Name	Middle Name or Middle Initial
2100A	NM106	Member Name Prefix	Name Prefix	Name Prefix
2100A	NM107	Member Name Suffix	Name Suffix	Name Suffix
2100A	NM108	Identification Code Qualifier	34	Social Security Number
2100A	NM109	Member Identifier	9 digit number	Member's Social Security Number
2100A	NM110	Entity Relationship Code		Not used
2100A	NM111	Entity Identifier Code		Not used
2100A	NM112	Name Last or Organization Name		Not used

8G: *PER*

Loop ID	Reference Description	Name	Codes	Comments
2100A	PER	Member Communication Numbers		
2100A	PER01	Contact Function Code	IP	Insured Party
2100A	PER02	Name		Not used
2100A	PER03	Communication Number Qualifier	HP	Phone Number
2100A	PER04	Communication Number	10 digit number (no dashes)	Member's Phone Number
2100A	PER05	Communication Number Qualifier		Not used
2100A	PER06	Communication Number		Not used
2100A	PER07	Communication Number Qualifier		Not used
2100A	PER08	Communication Number		Not used
2100A	PER09	Contact Inquiry Reference		Not used

8H: *N3*

Loop ID	Reference Description	Name	Codes	Comments
2100A	N3	Member Residence Street Address		
2100A	N301	Member Address Line		Street Address or P O Box Number *See Note 4*
2100A	N302	Member Address Line		Continuation of Address, if needed

8I: *N4*

Loop ID	Reference Description	Name	Codes	Comments
2100A	N4	Member City, State, Zip Code		
2100A	N401	Member City Name		City Name
2100A	N402	Member State Code	2 Letter Abbreviation	State
2100A	N403	Member Zip Code	9 digit number	Zip Code + 4 digits
2100A	N404	Country Code	3 Letter Abbreviation	Only used if member's residence is outside of the United States. 3 Letter abbreviation for the name of the Country
2100A	N405	Location Qualifier		Not used
2100A	N406	Location Identifier		Not used
2100A	N407	Country Subdivision Code		Not used

8J: *DMG*

Loop ID	Reference Description	Name	Codes	Comments
2100A	DMG	Member Demographics		
2100A	DMG01	Date Time Period Format Qualifier	D8	Date Format CCYYMMDD
2100A	DMG02	Member Birth Date	CCYYMMDD	Birth Date
2100A	DMG03	Gender Code	F M	Female Male (Gender not sent for dependents)
2100A	DMG04	Marital Status Code	D I M R S U W	Divorced Single Married Unknown Separated Common Law or Head of Household Widowed *See Note 5*
2100A	DMG05	Composite Race or Ethnicity Information		Not used
2100A	DMG05-1	Race or Ethnicity Code		Not used
2100A	DMG05-2	Code List Qualifier		Not used
2100A	DMG05-3	Industry Code		Not used
2100A	DMG06	Citizenship Status Code		Not used
2100A	DMG07	Country Code	Country Abbreviation	If applicable, country abbreviation sent
2100A	DMG08	Basis of Verification Code		Not used
2100A	DMG09	Quantity		Not used
2100A	DMG10	Code List Qualifier Code		Not used
2100A	DMG11	Industry Code		Not used

8K: *EC*

Loop ID	Reference Description	Name	Codes	Comments
2100A	EC	Employment Class		Not applicable to Dependents
2100A	EC01	Employment Class Code	07 08	Hourly Salaried
2100A	EC02	Employment Class Code		Not used
2100A	EC03	Employment Class Code		Not used
2100A	EC04	Percentage as Decimal		Not used
2100A	EC05	Information Status Code		Not used
2100A	EC06	Occupation Code		Not used

8L: *HLH*

Loop ID	Reference Description	Name	Codes	Comments
2100A	HLH	Member Health Information		
2100A	HLH01	Health-Related Code	T U	Tobacco Use Unknown Ignore this field, not used for eligibility
2100A	HLH02	Height		Not used
2100A	HLH03	Member Weight		Not used
2100A	HLH04	Weight		Not used
2100A	HLH05	Description		Not used
2100A	HLH06	Current Health Condition Code		Not used
2100A	HLH07	Description		Not used

8M: *NM1*

Loop ID	Reference Description	Name	Codes	Comments
2100C	NM1	Member Mailing Address		Sent when member mailing address is different from home address. This line will be sent, followed by Loop ID 2100C N3 and Loop ID 2100C N4 lines containing the mailing address.
2100C	NM101	Entity Identifier Code	31	Postal Mailing Address *See Note 4*
2100C	NM102	Entity Type Qualifier Code	1	Person
2100C	NM103	Member Last Name		Not used
2100C	NM104	Member First Name		Not used
2100C	NM105	Member Middle Name		Not used
2100C	NM106	Member Name Prefix		Not used
2100C	NM107	Member Name Suffix		Not used
2100C	NM108	Member Identification Code Qualifier		Not used
2100C	NM109	Member Identification Code		Not used
2100C	NM110	Entity Relationship Code		Not used
2100C	NM111	Entity Identifier Code		Not used
2100C	NM112	Name Last or Organization Name		Not used

8N: *N3*

Loop ID	Reference Description	Name	Codes	Comments
2100C	N3	Member Mailing Address		
2100C	N301	Member Mail Address Line		P O Box Number *See Note 4*
2100C	N302	Member Mail Address Line		Continuation of Address, if needed

8O: *N4*

Loop ID	Reference Description	Name	Codes	Comments
2100C	N4	Member Mail City, State, Zip Code		
2100C	N401	Member Mail City Name		City Name
2100C	N402	Member Mail State Code	2 Letter Abbreviation	State
2100C	N403	Member Mail Zip Code	9 digit number	Zip Code + 4 digits
2100C	N404	Country Code	3 Letter Abbreviation	Only used if member's residence is outside of the United States. 3 Letter abbreviation for the name of the Country
2100C	N405	Location Qualifier		Not used
2100C	N406	Location Identifier		Not used
2100C	N407	Country Subdivision Code		Not used

8P: *HD*

Loop ID	Reference Description	Name	Codes	Comments
2300	HD	Health Coverage		
2300	HD01	Maintenance Type Code	024 030	024 -Cancellation or Termination 030 -Audit or Compare
2300	HD02	Maintenance Reason Code		Not used
2300	HD03	Insurance Line Code	DEN HLT VIS	Dental Health (sent to medical, pharmacy and behavioral health) Vision
2300	HD04	Plan Coverage Description	Description	Refer to page 38 for a list of benefit plan coverage codes
2300	HD05	Coverage Level Code	EMP FAM ESP ECH SPO DEP CHD	Employee Only Family Employee plus Spouse Employee + Child(ren) Spouse Only *See Note 6* Two or more Children *See Note 6* Children Only *See Note 6*

			SPC	Spouse + Children *See Note 6*
2300	HD06	Count		Not used
2300	HD07	Count		Not used
2300	HD08	Underwriting Decision Code		Not used
2300	HD09	Last Enrollment Indicator		Not used
2300	HD10	Drug House Code		Not used
2300	HD11	Yes/No Condition or Response Code		Not used

8Q: *DTP*

Loop ID	Reference Description	Name	Codes	Comments
2000	DTP	Health Coverage Dates		
2000	DTP01	Date Time Qualifier	348 349	Benefit Begin Benefit End See Note 7
2000	DTP02	Date Time Period Format Qualifier	D8	Date Format
2000	DTP03	Status Information Effective Date	CCYYMMDD	Coverage Begin Date

Table Notes 8A-8Q *File Detail*

Note 1 The relationship code 38 denotes a child claimed on income tax (CT) or a child intended to be claimed on income tax (CI).

Note 2 The identifier will be present on all records unless enrolled in COBRA. COBRA enrollees sometimes have an ID number starting with a “C” and the employee ID number may not be only eight digits.

Note 3 These fields contain TN specific information that is not defined on a typical 834 file. Since these fields contain information and are not empty, it can cause the 834 file not to pass your HIPAA compliance process.

Note 4 The mailing address following [NM1*31*1] shall be loaded if available (Loop ID 2100C). Otherwise, residence address should be loaded (Loop ID 2100C).

Note 5 The marital status is not sent for dependents.

Note 6 The Head of Contract (HOC) records will be present on the file for these coverage codes. These codes are how to identify the coverage is dependent only.

Note 7 The 349 loop will only be present when an end-date exists otherwise, eligibility is open-ended (default 12/31/9999).

Tables 9A – 9C: Trailer Information

Table 9A: Transaction Set Trailer

Reference Description	Name	Codes	Comments
SE	Transaction Set Trailer		
SE01	Number of Included Segments	Number	The number of rows in previous segment
SE02	Transaction Set Control Number	Number	Segment Number - There are multiple segments sent on file. This number indicates which segment is ending.

Table 9B: Functional Group Trailer

Reference Description	Name	Codes	Comments
GE	Functional Group Trailer		
GE01	Number of Transaction Sets Included	Number	Number of transaction sets sent in file
GE02	Group Control Number	1	State of Tennessee will always send 1

Table 9C: Interchange Control Trailer

Reference Description	Name	Codes	Comments
IEA	Interchange Control Trailer		
IEA01	Number of Included Functional Groups	1	State of Tennessee will always send 1
IEA02	Group Control Number		Will match ISA13

Test Scenarios

Scenario 1 – Use of REF03 and REF04 fields

The State of TN uses the ASC X12N/005010X220 version of the 834 file. The accepted guidelines for this file format indicate the REF03 and REF04 remain empty. However, the 834 files from the State do have these lines populated on all the records. Since these fields have data present, it can cause the files to not pass HIPAA compliance measures on your end or not pass other various file upload pre-checks on your system. You will need to determine if the file can upload on your system with these fields filled in.

- REF*OF line has the employee id number
- REF*1L line has the member benefits group and budget code (agency number)

<u>File extract example – All members, Heads of Contract (HOC) and Dependents (Dep) will have these REF03 and REF04 lines populated.</u>

INS*Y*18*030*XN*A*E**FT**N~	HOC
REF*0F*00999999~	
REF*1L*0717111*CSA Central State Active*ZZ:32712~	
DTP*303*D8*20180501~	
DTP*336*D8*20020516~	
NM1*IL*1*Ball*Krystal*H***34*888888888~	
PER*IP**HP*7777777777~	
N3*31 Fortune Drive~	
N4*Majestic*TN*555556666~	
DMG*D8*19720118*M*I~	
EC*08~	
HLH*U~	
HD*030**HLT*PRPV1M*ECH******~	
DTP*348*D8*20180101~	
INS*N*19*030*XN*A*E****N~	Dep 1
REF*0F*00999999~	
REF*1L*0717111*CSA Central State Active*ZZ:32712~	
DTP*303*D8*20180501~	
NM1*IL*1*Ball*Ray*S***34*878787878~	
PER*IP**HP*7777777777~	
N3*31 Fortune Drive~	
N4*Majestic*TN*555556666~	
DMG*D8*20020119*M~	
HLH*U~	
HD*030**HLT*PRPV1M*******~	
DTP*348*D8*20180101~	

Scenario 2 – Two different addresses for the same member

Members can keep more than one active address on our database, one of which is a "home" address and the other a "mailing" address. The file can provide two addresses for the same member. When two addresses are present use the "mailing address."

- NM1*31*1 line is present on the file for a member when there is a mailing address
  - LoopID 2100C N3
  - LoopID 2100C N4

<u>File extract example – Member has more than one active address. The mailing address follows the NM1*31*1 line.</u>

INS*Y*18*030*XN*A*E**FT**N~ REF*0F*00989898~ REF*1L*0717111*CSA Central State Active*ZZ:31705~ DTP*303*D8*20180501~ DTP*336*D8*19960401~ NM1*IL*1*Daize*Summer*G***34*777777777~ PER*IP**HP*6666666666~ N3*317 Poppy Street~ N4*Moony*TN*555554444~ DMG*D8*19771212*F*I~ EC*08~ HLH*U~ NM1*31*1~ N3*PO Box 31212~ N4*Moony*TN*555554444~ HD*030**HLT*PRPV1M*ECH******~ DTP*348*D8*20180101~	HOC
INS*N*19*030*XN*A*E****N~ REF*0F*00989898~ REF*1L*0717111*CSA Central State Active*ZZ:31705~ DTP*303*D8*20180501~ NM1*IL*1*Daize*Jack*F***34*767676767~ PER*IP**HP*6666666666~ N3*317 Poppy Street~ N4*Moony*TN*555554444~ DMG*D8*19970418*M~ HLH*U~ HD*030**HLT*PRPV1M*******~ DTP*348*D8*20180101~	Dep 1

Scenario 3 – Dependents in the same family with the same birthdate

Occasionally the file will include dependents in the family with the same birthdate. These are not duplicates and most often it is because they are twins. The file does assign a different *dependent sequence number* to each in order to indicate these are different members. In this situation the signs would be:

- DMG* line will have the exact same birthdates for dependents
- NM1* line will s*ometimes* have different SSN#'s (many times we will not have the SSN#'s for newborns for a few months or longer)
- INS* line will have a *dependent sequence number* at the very end

<u>File extract example - Dependent (Dep) 1 and 2 share the same birthdate. Since they are not newborns, we have their SSN's so these are on the file as well.</u>

INS*N*19*030*XN*A*E****N******1~ REF*0F*00979797~ REF*1L*0717111*RCS Retiree Central State*ZZ:71100~ DTP*303*D8*20180601~ NM1*IL*1*Day*Avery*L***34*676676767~ PER*IP**HP*5555555555~ N3*1234 Golden Valley~ N4*Sunrise*FL*444443333~ DMG*D8*20121224*F~ HLH*U~ HD*030**HLT*PRPV1M*******~ DTP*348*D8*20180101~	Dep 1
INS*N*19*030*XN*A*E****N******2~ REF*0F*00101325~ REF*1L*0717111*RCS Retiree Central State*ZZ:71100~ DTP*303*D8*20180601~ NM1*IL*1*Day*Holly*M***34*676676768~ PER*IP**HP*5555555555~ N3*1234 Golden Valley~ N4*Sunrise*FL*444443333~ DMG*D8*20121224*F~ HLH*U~ HD*030**HLT*PRPV1M*******~ DTP*348*D8*20180101~	Dep 2

Scenario 4 - Changes to demographics

Sometimes the demographic information of an existing enrolled member is changed. This change can cause an issue with the vendor that loads the file because the vendor's system creates a new enrollment record for the member. However, it is the same member and only has a demographic data change. A file will provide the new demographic information and no other indicators of the change. Any of these file lines may be different from one file to the next depending on what demographic information changed.

- NM1*, PER*, N3*, N4*, DMG* lines will have the new information
- Same coverage begin date on DTP*348 line, no new effective date on the DTP*348 line for the recent change

<u>File extract example - Dependent (Dep) 1 of the Head of Contract (HOC) had a last name change. The only line different is the NM1*.</u>

Before the change		After the change
INS*Y*18*030*XN*A*E**FT**N~ REF*0F*00969696~ REF*1L*0717111*CSA Central State Active*ZZ:31501~ DTP*303*D8*20180401~ DTP*336*D8*20150209~ NM1*IL*1*Christmas*Tim*B***34*565656565~ PER*IP**HP*4444444444~ N3*32 Northern Lights~ N4*Pole*TN*333332222~ DMG*D8*19861226*M*I~ EC*08~ HLH*U~ HD*030**HLT*PPOV1M*ESP******~ DTP*348*D8*20180101~	HOC	INS*Y*18*030*XN*A*E**FT**N~ REF*0F*00969696~ REF*1L*0717111*CSA Central State Active*ZZ:31501~ DTP*303*D8*20180401~ DTP*336*D8*20150209~ NM1*IL*1*Christmas*Tim*B***34*565656565~ PER*IP**HP*4444444444~ N3*32 Northern Lights~ N4*Pole*TN*333332222~ DMG*D8*19861226*M*I~ EC*08~ HLH*U~ HD*030**HLT*PPOV1M*ESP******~ DTP*348*D8*20180101~
INS*N*01*030*XN*A*E****N~ REF*0F*00969696~ REF*1L*0717111*CSA Central State Active*ZZ:31501~ DTP*303*D8*20180401~ NM1*IL*1*Daniels*Mary*N***34*454545454~ PER*IP**HP*4444444444~ N3*32 Northern Lights~ N4*Pole*TN*333332222~ DMG*D8*19840301*F~ HLH*U~ HD*030**HLT*PPOV1M*******~ DTP*348*D8*20180101~	Dep1	INS*N*01*030*XN*A*E****N~ REF*0F*00969696~ REF*1L*0717111*CSA Central State Active*ZZ:31501~ DTP*303*D8*20180401~ NM1*IL*1*Christmas*Mary*N***34*454545454~ PER*IP**HP*4444444444~ N3*32 Northern Lights~ N4*Pole*TN*333332222~ DMG*D8*19840301*F~ HLH*U~ HD*030**HLT*PPOV1M*******~ DTP*348*D8*20180101~

Scenario 5 - Changes in relationship to head of contract (HOC)

This scenario occurs when a member has a coverage change that also includes a change in relationship with one of the covered dependents. One common situation is a divorce typically when a dependent is terming coverage. Similar to the demographic change scenario, this relationship code change sometimes creates an issue with the vendor that loads the file because the vendor's system creates a new member however; it is the same member as before but with a relationship code data change. For a list of the relationship codes refer to page 9.

- New relationship code on the dependent's INS* line
- New DTP*349 line sent for terminating dependent's coverage

File extract example –The INS* line updates from the *spouse* relationship code to *ex-spouse* do to a divorce

Before the change		After the change
INS*Y*18*030*XN*A*E**FT**N~	H	INS*Y*18*030*XN*A*E**FT**N~
REF*0F*00959595~	O	REF*0F*00959595~
REF*1L*0717111*GA2 Local Gov Active Prem Level 2*ZZ:50937~	C	REF*1L*0717111*GA2 Local Gov Active Prem Level 2*ZZ:50937~
DTP*303*D8*20180401~		DTP*303*D8*20180401~
DTP*336*D8*20160401~		DTP*336*D8*20160401~
NM1*IL*1*Myer*Oscar*Preston***34*434343434~		NM1*IL*1*Myer*Oscar*Preston***34*434343434~
PER*IP**HP*3333333333~		PER*IP**HP*3333333333~
N3*40 Buds Lane~		N3*40 Buds Lane~
N4*Reneiw*TN*111119999~		N4*Reneiw*TN*111119999~
DMG*D8*19830405*M*M~		DMG*D8*19830405*M*M~
EC*08~		EC*08~
HLH*U~		HLH*U~
HD*030**HLT*PPOV1E*ESP******~		HD*030**HLT*PPOV1E*EMP******~
DTP*348*D8*20160501~		DTP*348*D8*20180401~
INS*N*01*030*XN*A*E****N~	D	INS*N*25*030*XN*A*E***N*N~
REF*0F*00959595~	e	REF*0F*00959595~
REF*1L*0717111*GA2 Local Gov Active Prem Level	p	REF*1L*0717111*GA2 Local Gov Active Prem Level 2*ZZ:50937~
2*ZZ:50937~	1	DTP*303*D8*20180401~
DTP*303*D8*20180401~		NM1*IL*1*Myer*Michelle*S***34*232323232~
NM1*IL*1*Myer*Michelle*S***34*232323232~		PER*IP**HP*3333333333~
PER*IP**HP*3333333333~		N3*40 Buds Lane~
N3*40 Buds Lane~		N4*Reneiw*TN*111119999
N4*Reneiw*TN*111119999		DMG*D8*19841121*F~
DMG*D8*19841121*F~		HLH*U~
HLH*U~		HD*024**HLT*PPOV1E*******~
HD*030**HLT*PPOV1E*******~		DTP*349*D8*20180401~
DTP*348*D8*20160501~		

Scenario 6 - Plan code change

There are times when the plan code will change mid-year for events such as relocating to another region (Middle to West TN region for example) or a special qualifying event where the member can make enrollment changes. The file will not provide the end date on a DTP*349 line for the former plan code. For a list of the State of TN's plan codes, refer to page 38. This situation is not an additional member record; it is updated information to an existing member record. Indicators of a plan code change would be:

- New (plan) code appearing on HD* line for the covered HOC and any dependent (Dep).
- New date on DTP*348 line for covered HOC and any enrolled dependents

<u>File extract example -This member has relocated from Middle TN region to Western TN resulting in a plan code change to both the HOC and covered Dep 1.</u>

Before the change		After the change
INS*Y*18*030*XN*A*E**FT**N~	H	INS*Y*18*030*XN*A*E**FT**N~
REF*0F*00949494~	O	REF*0F*00949494~
REF*1L*FA06165*CSA Central State Active*ZZ:33503~	C	REF*1L*FA06165*CSA Central State Active*ZZ:33503~
DTP*303*D8*20180501~		DTP*303*D8*20180501~
DTP*336*D8*20080602~		DTP*336*D8*20080602~
NM1*IL*1*Mellow*Graham*A***34*121212121~		NM1*IL*1*Mellow*Graham*A***34*121212121~
PER*IP**HP*2222222222~		PER*IP**HP*2222222222~
N3*840 Camp Dr~		N3*840 Camp Dr~
N4*Smoreville*TN*111118888~		N4*Smoreville*TN*111118888~
DMG*D8*19690317*M*I~		DMG*D8*19690317*M*I~
EC*08~		EC*08~
HLH*U~		HLH*U~
HD*030**HLT*PPOV3M*ECH******~		HD*030**HLT*PPOV3W*ECH******~
DTP*348*D8*20150901~		DTP*348*D8*20180501~
INS*N*19*030*XN*A*E****N~	D	INS*N*19*030*XN*A*E****N~
REF*0F*00949494~	e	REF*0F*00949494~
REF*1L*FA06165*CSA Central State Active*ZZ:33503~	p	REF*1L*FA06165*CSA Central State Active*ZZ:33503~
DTP*303*D8*20180501~	1	DTP*303*D8*20180501~
NM1*IL*1*Mellow*Marsha*B***34*010101011~		NM1*IL*1*Mellow*Marsha*B***34*010101011~
PER*IP**HP*2222222222~		PER*IP**HP*2222222222~
N3*840 Camp Dr~		N3*840 Camp Dr~
N4*Smoreville*TN*111118888~		N4*Smoreville*TN*111118888~
DMG*D8*19960129*F~		DMG*D8*19960129*F~
HLH*U~		HLH*U~
HD*030**HLT*PPOV3M*******~		HD*030**HLT*PPOV3W*******~
DTP*348*D8*20150901~		DTP*348*D8*20180501~

Scenario 7 - Entire family is terminating coverage

The State of TN 834 files are full population files. As a result, sometimes vendors choose to replace the data each week. This replacement can cause problems if the DTP*348 effective date line is missing for members. In the case of terminating coverage, the state of TN 834 files *do not provide* both a DTP*348 line and a DTP*349 line for terminating members. The file only provides the

- DTP*349 line for terminating HOC's and/or dependents
  - The coverage term dates found on the DTP*349 line be the 1st of the month, however the actual date coverage ended is the last day of the previous month.

<u>File extract example - This family is terminating coverage as of 5/01/2018.</u>

Before the change		After the change
INS*Y*18*030*XN*A*E**FT**N~	HOC	INS*Y*18*030*XN*A*E**TE**N~
REF*0F*00939393~		REF*0F*00939393~
REF*1L*FA06165*MSC Miscellaneous*ZZ:30401~		REF*1L*FA06165*MSC Miscellaneous*ZZ:30401~
DTP*303*D8*20180401~		DTP*303*D8*20180501~
DTP*336*D8*20040901~		DTP*336*D8*20040901~
NM1*IL*1*Flowers*Walter*N***34*020202020~		NM1*IL*1*Flowers*Walter*N***34*020202020~
PER*IP**HP*1111111111~		PER*IP**HP*1111111111~
N3*6767 Rose Court~		N3*6767 Rose Court~
N4*Verano*TN*111117777~		N4*Verano*TN*111117777~
DMG*D8*19761005*M*M~		DMG*D8*19761005*M*M~
EC*08~		EC*08~
HLH*U~		HLH*U~
HD*030**HLT*PRPV3W*FAM******~		HD*024**HLT*PRPV3W*FAM******~
DTP*348*D8*20180101~		DTP*349*D8*20180501~
INS*N*19*030*XN*A*E****N~	Dep 1	INS*N*19*030*XN*A*E****N~
REF*0F*00939393~		REF*0F*00939393~
REF*1L*FA06165*MSC Miscellaneous*ZZ:30401~		REF*1L*FA06165*MSC Miscellaneous*ZZ:30401~
DTP*303*D8*20180401~		DTP*303*D8*20180501~
NM1*IL*1*Flowers*April*A***34*010101010~		NM1*IL*1*Flowers*April*A***34*010101010~
PER*IP**HP*1111111111~		PER*IP**HP*1111111111~
N3*6767 Rose Court~		N3*6767 Rose Court~
N4*Verano*TN*111117777~		N4*Verano*TN*111117777~
DMG*D8*20100401*F~		DMG*D8*20100401*F~
HLH*U~		HLH*U~
HD*030**HLT*PRPV3W*******~		HD*024**HLT*PRPV3W*******~
DTP*348*D8*20180101~		DTP*349*D8*20180501~
INS*N*01*030*XN*A*E****N~	Dep 2	INS*N*01*030*XN*A*E****N~
REF*0F*00939393~		REF*0F*00939393~
REF*1L*FA06165*MSC Miscellaneous*ZZ:30401~		REF*1L*FA06165*MSC Miscellaneous*ZZ:30401~
DTP*303*D8*20180401~		DTP*303*D8*20180501~
NM1*IL*1*Flowers*May*R***34*030303030~		NM1*IL*1*Flowers*May*R***34*030303030~
PER*IP**HP*1111111111~		PER*IP**HP*1111111111~
N3*6767 Rose Court~		N3*6767 Rose Court~
N4*Verano*TN*111117777~		N4*Verano*TN*111117777~
DMG*D8*19800525*F~		DMG*D8*19800525*F~
HLH*U~		HLH*U~
HD*030**HLT*PRPV3W*******~		HD*024**HLT*PRPV3W*******~
DTP*348*D8*20180101~		DTP*349*D8*20180501~

Scenario 8 - Removing one dependent and remaining family members keep coverage

This scenario includes whenever a dependent is removed from coverage for various reasons such as aging off at 26yrs old, aging off at 65 years old, dependent is offered insurance elsewhere or a divorce as examples. This situation also occurs with the death of a dependent. Most often the file does not include a date of death for the deceased member. In these scenarios, the file will transmit:

- New date on DTP*348 line only for *remaining* HOC and dependents only
  - No DTP*348 line sent for terminating dependent
- New DTP*349 line sent for terminating dependent
- (Sometimes) a new coverage level code on the HD* line for HOC and any dependents remaining on. A list of these coverage codes can be found on page 14.

<u>File extract example 1 - This family has Dep 2 terminating while the HOC and Dep 1 remain. There *is a coverage level change* on the HOC's record.</u>

Before the change		After the change
INS*Y*18*030*XN*A*E**FT**N~	HOC	INS*Y*18*030*XN*A*E**FT**N~
REF*0F*00929292~		REF*0F*00929292~
REF*1L*FA06165*CSA Central State Active*ZZ:32901~		REF*1L*FA06165*CSA Central State Active*ZZ:32901~
DTP*303*D8*20180501~		DTP*303*D8*20180501~
DTP*336*D8*20050601~		DTP*336*D8*20050601~
NM1*IL*1*Cane*Michael*A***34*040404040~		NM1*IL*1*Cane*Michael*A***34*040404040~
PER*IP**HP*9999988888~		PER*IP**HP*9999988888~
N3*904 Rush Ridge~		N3*904 Rush Edge~
N4*Sweet Field*TN*111116666~		N4*Sweet Field*TN*372117028~
DMG*D8*19650901*F*M~		DMG*D8*19650901*F*M~
EC*08~		EC*08~
HLH*U~		HLH*U~
HD*030**HLT*PRPV3M*FAM*****~		HD*030**HLT*PRPV3M*ESP******~
DTP*348*D8*20180101~		DTP*348*D8*20180501~
INS*N*01*030*XN*A*E***N*N~	Dep 1	INS*N*01*030*XN*A*E***N*N~
REF*0F*00929292~		REF*0F*00929292~
REF*1L*FA06165*CSA Central State Active*ZZ:32901~		REF*1L*FA06165*CSA Central State Active*ZZ:32901~
DTP*303*D8*20180501~		DTP*303*D8*20180501~
NM1*IL*1*Cane*Sugar*D***34*050505050~		NM1*IL*1*Cane*Sugar*D***34*050505050~
PER*IP**HP*9999988888~		PER*IP**HP*9999988888~
N3*904 Rush Ridge~		N3*904 Rush Ridge~
N4*Sweet Field*TN*111116666~		N4*Sweet Field*TN*111116666~
DMG*D8*19640420*F~		DMG*D8*19640420*F~
HLH*U~		HLH*U~
HD*030**HLT*PRPV3M*******~		HD*024**HLT*PRPV3M*******~
DTP*348*D8*20180101~		DTP*348*D8*20180501~
INS*N*19*030*XN*A*E****N~	Dep 2	INS*N*19*030*XN*A*E****N~
REF*0F*00929292~		REF*0F*00929292~
REF*1L*FA06165*CSA Central State Active*ZZ:32901~		REF*1L*FA06165*CSA Central State Active*ZZ:32901~
DTP*303*D8*20180501~		DTP*303*D8*20180501~
NM1*IL*1*Cane*Kandi****34*060606060~		NM1*IL*1*Cane*Kandi****34*060606060~
PER*IP**HP*9999988888~		PER*IP**HP*9999988888~
N3*904 Rush Ridge~		N3*904 Rush Ridge~
N4*Sweet Field*TN*111116666~		N4*Sweet Field*TN*111116666~
DMG*D8*19971031*M~		DMG*D8*19971031*M~
HLH*U~		HLH*U~
HD*030**HLT*PRPV3M*******~		HD*030**HLT*PRPV3M*******~
DTP*348*D8*20180101~		DTP*349*D8*20180501~

File extract example 2 - This family has Dep 3 removed and there is *no coverage level* change on the HOC's record.

Before the change		After the change
INS*Y*18*030*XN*A*E**FT**N~	HOC	INS*Y*18*030*XN*A*E**FT**N~
REF*0F*00919191~		REF*0F*00919191~
REF*1L*0717111*CSA Central State Active*ZZ:34902~		REF*1L*0717111*CSA Central State Active*ZZ:34902~
DTP*303*D8*20180601~		DTP*303*D8*20180701~
DTP*336*D8*20161003~		DTP*336*D8*20161003~
NM1*IL*1*Coon*TY*F***34*070707070~		NM1*IL*1*Coon*TY*F***34*070707070~
PER*IP**HP*9999977777~		PER*IP**HP*9999977777~
N3*23 Wall Street~		N3*23 Wall Street~
N4*Dinero*TN*111115555~		N4*Dinero*TN*111115555~
DMG*D8*19661125*M*M~		DMG*D8*19661125*M*M~
EC*08~		EC*08~
HLH*U~		HLH*U~
HD*030**HLT*PRPV1M*FAM*****~		HD*030**HLT*PRPV1M*FAM*****~
DTP*348*D8*20180101~		DTP*348*D8*20180701~
INS*N*01*030*XN*A*E****N~	Dep 1	INS*N*01*030*XN*A*E****N~
REF*0F*00919191~		REF*0F*00919191~
REF*1L*0717111*CSA Central State Active*ZZ:34902~		REF*1L*0717111*CSA Central State Active*ZZ:34902~
DTP*303*D8*20180601~		DTP*303*D8*20180701~
NM1*IL*1*Coon*Rachel****34*080808080~		NM1*IL*1*Coon*Rachel****34*080808080~
PER*IP**HP*9999977777~		PER*IP**HP*9999977777~
N3*23 Wall Street~		N3*23 Wall Street~
N4*Dinero*TN*111115555~		N4*Dinero*TN*111115555~
DMG*D8*19590517*F~		DMG*D8*19590517*F~
HLH*U~		HLH*U~
HD*030**HLT*PRPV1M*******~		HD*030**HLT*PRPV1M*******~
DTP*348*D8*20180101~		DTP*348*D8*20180701~
INS*N*19*030*XN*A*E****N~		INS*N*19*030*XN*A*E****N~
REF*0F*00919191~		REF*0F*00919191~
REF*1L*0717111*CSA Central State Active*ZZ:34902~	Dep 2	REF*1L*0717111*CSA Central State Active*ZZ:34902~
DTP*303*D8*20180601~		DTP*303*D8*20180701~
NM1*IL*1*Coon*Daniel****34*090909090~		NM1*IL*1*Coon*Daniel****34*090909090~
PER*IP**HP*9999977777~		PER*IP**HP*9999977777~
N3*23 Wall Street~		N3*23 Wall Street~
N4*Dinero*TN*111115555~		N4*Dinero*TN*111115555~
DMG*D8*19980615*M~		DMG*D8*19980615*M~
HLH*U~		HLH*U~
HD*030**HLT*PRPV1M*******~		HD*030**HLT*PRPV1M*******~
DTP*348*D8*20180101~		DTP*348*D8*20180701~
INS*N*19*030*XN*A*E****N~		INS*N*19*030*XN*A*E***N*N~
REF*0F*00919191~		REF*0F*00919191~
REF*1L*0717111*CSA Central State Active*ZZ:34902~		REF*1L*0717111*CSA Central State Active*ZZ:34902~
DTP*303*D8*20180601~	Dep 3	DTP*303*D8*20180701~
NM1*IL*1*Coon*Manny****34*898989898~		NM1*IL*1*Coon*Manny****34*898989898~
PER*IP**HP*9999977777~		PER*IP**HP*9999977777~
N3*23 Wall Street~		N3*23 Wall Street~
N4*Dinero*TN*111115555~		N4*Dinero*TN*111115555~
DMG*D8*19920629*M~		DMG*D8*19920629*M~
HLH*U~		HLH*U~
HD*030**HLT*PRPV1M*******~		HD*024**HLT*PRPV1M*******~
DTP*348*D8*20180101~		DTP*349*D8*20180701~

Scenario 9 - Death of the head of contract (HOC)

The State of TN offers a six month extension of medical benefits to the surviving dependents of an HOC if they were enrolled in coverage at the time of the HOC's death. The State of TN's 834 file most of the time *does not include a date of death*. The HOC's coverage and any enrolled dependents remain on the file with DTP*349 lines for the next six months (or sooner if the dependents choose to end coverage sooner). The file will transmit the HOC record as long as the remaining dependents stay enrolled. Indicators on the file would be:

- New DTP*349 lines sent for deceased HOC and for the dependents with an end date (usually) six months in the future.
    - However it is no definite way to tell this is a deceased HOC situation.

File extract example 1 - This HOC passed away on 01/24/2018. Normally the coverage end date transmitted would have been 02/1/2018. However this HOC and enrolled dependents have a coverage end (DTP*349) of *08/01/2018* which is six months later.

Before the change		After the change
INS*Y*18*030*XN*A*E**FT**N~	HOC	INS*Y*18*030*XN*A*E**TE**N~
REF*0F*00909090~		REF*0F*00909090~
REF*1L*FA06165*RCS Retiree Central State*ZZ:71500~		REF*1L*FA06165*RCS Retiree Central State*ZZ:71500~
DTP*303*D8*20180201~		DTP*303*D8*20180301~
DTP*336*D8*20121201~		DTP*336*D8*20121201~
NM1*IL*1*Dente*Al*E***34*838383838~		NM1*IL*1*Dente*Al*E***34*838383838~
PER*IP**HP*9999966666~		PER*IP**HP*9999966666~
N3*PO Box 52~		N3*PO Box 52~
N4*Rome*TN*111114444~		N4*Rome*TN*111114444~
DMG*D8*19350704*M*M~		DMG*D8*19350704*M*M~
EC*08~		EC*08~
HLH*U~		HLH*U~
HD*030**HLT*PPOV3E*ESP******~		HD*024**HLT*PPOV3E*ESP******~
DTP*348*D8*20170801~		DTP*349*D8*20180801~
INS*N*01*030*XN*A*E****N~	Dep 1	INS*N*01*030*XN*A*E****N~
REF*0F*00909090~		REF*0F*00909090~
REF*1L*FA06165*RCS Retiree Central State*ZZ:71500~		REF*1L*FA06165*RCS Retiree Central State*ZZ:71500~
DTP*303*D8*20180201~		DTP*303*D8*20180501~
NM1*IL*1*Dente*Allie*M***34*848484848~		NM1*IL*1*Dente*Allie*M***34*848484848~
PER*IP**HP*9999966666~		PER*IP**HP*9999966666~
N3*PO Box 52~		N3*PO Box 52~
N4*Rome*TN*111114444~		N4*Rome*TN*111114444~
DMG*D8*19351221*F~		DMG*D8*19351221*F~
HLH*U~		HLH*U~
HD*030**HLT*PPOV3E*******~		HD*024**HLT*PPOV3E*******~
DTP*348*D8*20170801~		DTP*349*D8*20180801~

File extract example 2 - *Occasionally*, the date of death will appear on the file for the HOC. If it is present, it will be on the INS line with a D8* indicator. The date of death would appear for dependents on the INS line too and only *occasionally*.

Before the change		After the change
INS*Y*18*030*XN*A*E**FT**N~	HOC	INS*Y*18*030*XN*A*E**TE**N*D8*20180306~
REF*0F*00878787~		REF*0F*00878787~
REF*1L*0717111*CSA Central State Active*ZZ:32732~		

DTP*303*D8*20180401~ DTP*336*D8*19911201~ NM1*IL*1*Bacon*Chris*P***34*818181818~ PER*IP**HP*9999955555~ N3*2396 Forest Trail~ N4*Woodfield*TN*111113333~ DMG*D8*19480207*M*I~ EC*08~ HLH*U~ HD*030**HLT*PRPV1M*EMP******~ DTP*348*D8*20180101~		REF*1L*0717111*CSA Central State Active*ZZ:32732~ DTP*303*D8*20180401~ DTP*336*D8*19911201~ NM1*IL*1*Bacon*Chris*P***34*818181818~ PER*IP**HP*9999955555~ N3*2396 Forest Trail~ N4*Woodfield*TN*111113333~ DMG*D8*19480207*M*I~ EC*08~ HLH*U~ HD*024**HLT*PRPV1M*EMP******~ DTP*349*D8*20180401~

Scenario 10 - Future-dated benefit end - (potentially present up to four times)

Similar to an HOC death, where the termination of coverage is in the future, there are other times when a "future-dated termination" is present on the file. Terminations in the future can be from an upcoming retirement or from the aging off of dependents reaching 26 yrs or 65 yrs old for examples. One common characteristic among future terms is

- The date on the new DTP*349 line (benefit-ending entry) will be after the date on the current DTP*303 line (file maintenance date)

File extract example - The maintenance date on DTP*303 is in May 1 2018. The date on DTP*349 is June 1 2018. The records remain on the file until the DTP*303 date reaches something after June 1, 2018

Before the change		After the change
INS*Y*18*030*XN*A*E**TE**N~ REF*0F*00868686~ REF*1L*0717111*RTE Loc Ed Retiree Teacher*ZZ:99105~ DTP*303*D8*20180501~ DTP*336*D8*20160301~ NM1*IL*1*Storm*Gail*S***34*797979797~ PER*IP**HP*9999944444~ N3*PO Box 819~ N4*Weathertown*TN*111112222~ DMG*D8*19590803*F*M~ EC*08~ HLH*U~ HD*024**HLT*PRPV1E*EMP******~ DTP*349*D8*20180601~	HOC	No longer on the file since the DTP*303 is after the DTP*349 line After DTP*303*D8*20180602~: Not present on file

Scenario 11 - Reinstatement of benefits

Sometimes members who were previously terminated appear again on the file and it will look like they never ended coverage in the first place. These reinstatements can be within a month or two or cross over several months or even a year or two depending on the reinstatement reason. Some indicators of a reinstatement situation on a file will be:

- A previously sent DTP*349 date for the HOC and any enrolled dependents at the time
- Any DTP* 348 dates *from before* will reappear with the date they had before the DTP*349 line was sent
- No new DTP*348 date

<u>File extract example - This member was terminated on the May 2018 file but then returned within a calendar month on the June 2018 file. The DTP*348 is dated *before* the DTP*349 line.</u>

Before the change		After the change
INS*Y*18*030*XN*A*E**TE**N~	H	INS*Y*18*030*XN*A*E**FT**N~
REF*0F*00858585~	O	REF*0F*00858585~
REF*1L*0717111*GA1 Local Gov Active Prem Level 1*ZZ:51295~	C	REF*1L*0717111*GA1 Local Gov Active Prem Level 1*ZZ:51295~
DTP*303*D8*20180501~		DTP*303*D8*20180601~
DTP*336*D8*20150101~		DTP*336*D8*20150101~
NM1*IL*1*Wood*Chuck*N.***34*787878787~		NM1*IL*1*Wood*Chuck*N.***34*787878787~
PER*IP**HP*9999933333~		PER*IP**HP*9999933333~
N3*13432 Timber Ridge~		N3*13432 Timber Ridge~
N4*Green House*TN*222223333~		N4*Green House*TN*222223333~
DMG*D8*19791017*M*M~		DMG*D8*19791017*M*M~
EC*08~		EC*08~
HLH*U~		HLH*U~
HD*024**HLT*PPLV1E*ECH******~		HD*030**HLT*PPLV1E*ECH******~
DTP*349*D8*20180501~		DTP*348*D8*20180301~
INS*N*19*030*XN*A*E****N~	D	INS*N*19*030*XN*A*E****N~
REF*0F*00858585~	e	REF*0F*00858585~
REF*1L*0717111*GA1 Local Gov Active Prem Level 1*ZZ:51295~	p	REF*1L*0717111*GA1 Local Gov Active Prem Level 1*ZZ:51295~
DTP*303*D8*20180501~	1	DTP*303*D8*20180601~
NM1*IL*1*Wood*Holly*E***34*767676767~		NM1*IL*1*Wood*Holly*E***34*767676767~
PER*IP**HP*9999933333~		PER*IP**HP*9999933333~
N3*13432 Timber Ridge~		N3*13432 Timber Ridge~
N4*Green House*TN*222223333~		N4*Green House*TN*222223333~
DMG*D8*20130731*F~		DMG*D8*20130731*F~
HLH*U~		HLH*U~
HD*024**HLT*PPLV1E*******~		HD*030**HLT*PPLV1E*******~
DTP*349*D8*20180501~		DTP*348*D8*20180301~

Scenario 12 - Member has two active coverages

This scenario can occur if a member is covered twice, or there is overlap (both coverages are effective at the same time). Many vendor systems can only accept one enrollment at a time for the same individual. Also, the records are not organized by member id on the file. Therefore; the two enrollment records for the same individual will not be together on the file. An indicator of a dual coverage would always be:

- NM1* line with the SSN # and the DMG* line with the birthdate will be the same on both coverage instances present on the file

If there is overlap on the file between ending coverage and the start of a new coverage for the same member, there will be:

- DTP*349 line sent for terminating coverage and the date will be the same as the new date on the DTP*348 line for remaining HOC and Deps

<u>File extract example 1 - On the same file, this member is covered as the Dep 1 and also on the file covered as the HOC.</u>

On the file		On the same file
INS*Y*18*030*XN*A*E**TE**N~	HOC	INS*Y*18*030*XN*A*E**FT**N~
REF*0F*00848484~		REF*0F*00838383~
REF*1L*0717111*RCS Retiree Central State*ZZ:71600~		REF*1L*0717111*RCS Retiree Central State*ZZ:71600~
DTP*303*D8*20180401~		DTP*303*D8*20180401~
DTP*336*D8*20170301~		DTP*336*D8*20171001~
NM1*IL*1*Katz*Tom*A***34*757575757~		NM1*IL*1* Katz*Alie****34*747474747~
PER*IP**HP*9999922222~		PER*IP**HP*9999922222~
N3*8444 Bird Run Ct~		N3*8444 Bird Run Ct~
N4*Gato City*TN*333334444~		N4*Gato City*TN*333334444~
DMG*D8*19540622*M*M~		DMG*D8*19570408*F*W~
EC*08~		EC*08~
HLH*U~		HLH*U~
HD*024**HLT*PRPV1E*ESP******~		HD*030**HLT*PRPV1E*EMP******~
DTP*349*D8*20180501~		DTP*348*D8*20180501~
INS*N*01*030*XN*A*E****N~		
REF*0F*00848484~	Dep 1	
REF*1L*0717111*RCS Retiree Central State*ZZ:71600~		
DTP*303*D8*20180401~		
NM1*IL*1*Katz*Alie****34*747474747~		
PER*IP**HP*9999922222~		
N3*8444 Bird Run Ct~		
N4*Gato City*TN*333334444~		
DMG*D8*19570408*F~		
HLH*U~		
HD*024**HLT*PRPV1E*******~		
DTP*349*D8*20180501~		

File extract example 2 – Overlap - the active coverage under *CSA* termed on 06/01/2018 and the retiree coverage under *RCS* effective started 06/01/2018. Notice the term transaction is after the new effective enrollment based on the line #'s provided.

On the file		On the same file
Line #'s 3029166 to 3029190 INS*Y*18*030*XN*A*E**RT**N~ REF*0F*00828282~ REF*1L*0717111*CSA Central State Active*ZZ:33702~ DTP*286*D8*20180505~ DTP*303*D8*20180601~ NM1*IL*1*Shore*Rocky*E***34*737373737~ PER*IP**HP*9999933333~ N3*7622 Lakeside Dr~ N4*Playa*TN*444445555~ DMG*D8*19580715*M*M~ EC*08~ HLH*U~ HD*024**HLT*HSAV1M*ESP******~ DTP*349*D8*20180601~	HOC	Line #'s 1184386-1184399 INS*Y*18*030*XN*A*E**FT**N~ REF*0F*00828282~ REF*1L*0717111*RCS Retiree Central State*ZZ:71100~ DTP*303*D8*20180601~ DTP*336*D8*20180501~ NM1*IL*1*Shore*Rocky*E***34*737373737~ PER*IP**HP*9999933333~ N3*7622 Lakeside Dr~ N4*Playa*TN*444445555~ DMG*D8*19580715*M*M~ EC*08~ HLH*U~ HD*030**HLT*HSAV1M*ESP******~ DTP*348*D8*20180601~
INS*N*01*030*XN*A*E****N~ REF*0F*00828282~ REF*1L*0717111*CSA Central State Active*ZZ:33702~ DTP*303*D8*20180601~ NM1*IL*1*Shore*Sandy****34*727272727~ N3*7622 Lakeside Dr~ N4*Playa*TN*444445555~ DMG*D8*19600214*F~ HLH*U~ HD*024**HLT*HSAV1M*******~ DTP*349*D8*20180601~	Dep 1	INS*N*01*030*XN*A*E****N~ REF*0F*00828282~ REF*1L*0717111*RCS Retiree Central State*ZZ:71100~ DTP*303*D8*20180601~ NM1*IL*1*Shore*Sandy****34*727272727~ N3*7622 Lakeside Dr~ N4*Playa*TN*444445555~ DMG*D8*19600214*F~ HLH*U~ HD*030**HLT*HSAV1M*******~ DTP*348*D8*20180601~

Scenario 13 - Employee transfers

The State of TN divides the population into different benefits programs. These benefit programs are assigned to different benefit groups. For a list of these programs and groups refer to page 38. Enrolled members can move from one program to another as a result of a status change. Some examples of changes would be a member ending *active* employee coverage and beginning *retirement* benefit coverage instead or when an active employee transfers from one agency to another.

- Depending upon what benefit programs or benefit groups are involved in the transfer, it may or may not be indicated on the file with a new DTP*349 line or updated effective date on the existing DTP*348 line.

Will have a new DTP*349 line and new *348 date	**Will not have a DTP*349 line or new *348 date**
Transfers involving either the CSA or PTP benefit programs to any other benefits program	**Transfers within benefit programs CSA to CSA, or TEA to TEA**
GA1 to GA2, TEA to TEO for examples	Transfers to different benefit groups exclude CSA and PTP benefit programs. Examples would be GA1 to TEA (local gov to local ed group), or GA3 to HED (local gov to higher ed group)
Any time a transfer also includes a change in enrollment resulting in a new plan code or coverage level	No changes in coverage level code or plan code

The file will *always* have:

- New assignments on the REF*1L line for enrolled members and dependents in either the benefit program [REF03] field or after the *ZZ: on this line or new assignments in both fields.

The file will *sometimes* have:

- For the losing or terminating benefit group and/or program
  - New DTP*349 line for ending coverage on any enrolled members
- For the gaining or new benefit group and/or program
  - New date on DTP*348 line for HOC and/or dependents in the new benefit group

File extract example 1 - This HOC is terminating from CSA benefit program and starting coverage under GA2 program. There are DTP*349 and updated DTP*348 lines since the CSA benefit program is involved.

Before the change		After the change
INS*Y*18*030*XN*A*E**TE**N~		INS*Y*18*030*XN*A*E**FT**N~
REF*0F*00818181~		REF*0F*00818181~
REF*1L*985730*CSA Central State Active*ZZ:33710~		REF*1L*985730*GA2 Local Gov Active Prem Level 2*ZZ:51050~
DTP*303*D8*20180701~		DTP*303*D8*20180701~
DTP*336*D8*20170816~		DTP*336*D8*20180601~
NM1*IL*1*Power*William***34*717171717~		NM1*IL*1*Power*William****34*717171717~
PER*IP**HP*9999922222~		PER*IP**HP*9999922222~
N3*88 Builder Place~		N3*88 Builder Place~
N4*Majestic*TN*555556666~		N4*Majestic*TN*555556666~
DMG*D8*195901014*M*D~		DMG*D8*195901014*M*D~
EC*08~		EC*08~
HLH*U~		HLH*U~
HD*024**VIS*VISEXP*EMP******~		HD*030**VIS*VISEXP*EMP******~
DTP*349*D8*20180601~		DTP*348*D8*20180701~

File extract example 2 – This member is transferring within the HED group, the only indicator the change is the new number following the ZZ: The DTP*348 line remained the same before and after the change.

Before the change		After the change
INS*Y*18*030*XN*A*E**FT**N~	HOC	INS*Y*18*030*XN*A*E**FT**N~
REF*0F*00808080~		REF*0F*00808080~
REF*1L*0717111*HED Higher Education*ZZ:18000~		REF*1L*0717111*HED Higher Education*ZZ:01000~
DTP*303*D8*20180501~		DTP*303*D8*20180501~
DTP*336*D8*20041110~		DTP*336*D8*20041110~
NM1*IL*1*Barr*Kandy*B***34*707070707~		NM1*IL*1*Barr*Kandy*B***34*707070707~
PER*IP**HP*9999911111~		PER*IP**HP*9999911111~
N3*3270 Dulce Drive~		N3*3270 Dulce Drive~
N4*Hershey*TN*333337777~		N4*Hershey*TN*333337777~
DMG*D8*19780708*F*M~		DMG*D8*19780708*F*M~
EC*08~		EC*08~
HLH*U~		HLH*U~
HD*030**HLT*PRPV1E*ESP******~		HD*030**HLT*PRPV1E*ESP******~
DTP*348*D8*20180101~	Dep 1	DTP*348*D8*20180101~
INS*N*01*030*XN*A*E****N~		INS*N*01*030*XN*A*E****N~
REF*0F*00808080~		REF*0F*00808080~
REF*1L*0717111*HED Higher Education*ZZ:18000~		REF*1L*0717111*HED Higher Education*ZZ:01000~
DTP*303*D8*20180501~		DTP*303*D8*20180501~
NM1*IL*1*Barr*Aaron*M***34*696969696~		NM1*IL*1*Barr*Aaron*M***34*696969696~
N3*3270 Dulce Drive~		N3*3270 Dulce Drive~
N4*Hershey*TN*333337777~		N4*Hershey*TN*333337777~
DMG*D8*197300908*M~		DMG*D8*19730908*M~
HLH*U~		HLH*U~
HD*030**HLT*PRPV1E*******~		HD*030**HLT*PRPV1E*******~
DTP*348*D8*20180101~		DTP*348*D8*20180101~

Scenario 14 - Secondary insurance (pharmacy benefit only)

If the State of Tennessee Benefits Administration is notified by one of our medical vendors of an HOC or dependent having secondary insurance, we will update our system. The field being used is typically the Medicare field on the file. However, this secondary insurance is not Medicare. This information is used by the pharmacy carrier, you can disregard this information if you are not pharmacy carrier. The change will show on the 834 file with a

- INS* line will have an "A" instead of an *E
- New DTP*338 line for just the member with the secondary insurance

<u>File extract example - Dep 2 was updated on our system for secondary coverage.</u>

Before the change		After the change
INS*Y*18*030*XN*A*E**FT**N~	HOC	INS*Y*18*030*XN*A*E**FT**N~
REF*0F*00797979~		REF*0F*00797979~
REF*1L*0717111*CSA Central State Active*ZZ:40433~		REF*1L*0717111*CSA Central State Active*ZZ:40433~
DTP*303*D8*20180501~		DTP*303*D8*20180601~
DTP*336*D8*20150622~		DTP*336*D8*20150622~
NM1*IL*1*King*Joe****34*686868686~		NM1*IL*1*King*Joe****34*686868686~
PER*IP**HP*9999900000~		PER*IP**HP*9999900000~
N3*215 Magic Alley~		N3*215 Magic Alley~
N4*Moony*TN*555554444~		N4*Moony*TN*555554444~
DMG*D8*19691123*M*M~		DMG*D8*19691123*M*M~
EC*08~		EC*08~
HLH*U~		HLH*U~
HD*030**HLT*PPOV1M*FAM******~		HD*030**HLT*PPOV1M*FAM******~
DTP*348*D8*20150701~		DTP*348*D8*20150701~
INS*N*01*030*XN*A*E****N~	Dep 1	INS*N*01*030*XN*A*E****N~
REF*0F*00797979~		REF*0F*00797979~
REF*1L*0717111*CSA Central State Active*ZZ:40433~		REF*1L*0717111*CSA Central State Active*ZZ:40433~
DTP*303*D8*20180501~		DTP*303*D8*20180601~
NM1*IL*1*King*Lee****34*676767676~		NM1*IL*1*King*Lee****34*676767676~
PER*IP**HP*9999900000~		PER*IP**HP*9999900000~
N3*215 Magic Alley~		N3*215 Magic Alley~
N4*Moony*TN*555554444~		N4*Moony*TN*555554444~
DMG*D8*19750505*F~		DMG*D8*19750505*F~
HLH*U~		HLH*U~
HD*030**HLT*PPOV1M*******~		HD*030**HLT*PPOV1M*******~
DTP*348*D8*20150701~	Dep 2	DTP*348*D8*20150701~
INS*N*19*030*XN*A*E****N~		INS*N*19*030*XN*A*A****N~
REF*0F*00797979~		REF*0F*00797979~
REF*1L*0717111*CSA Central State Active*ZZ:40433~		REF*1L*0717111*CSA Central State Active*ZZ:40433~
DTP*303*D8*20180501~		DTP*303*D8*20180601~
		DTP*338*D8*20160731~
NM1*IL*1*King*May*E***34*656565656~		NM1*IL*1*King*May*E***34*656565656~
PER*IP**HP*9999900000~		PER*IP**HP*9999900000~
N3*215 Magic Alley~		N3*215 Magic Alley~
N4*Moony*TN*555554444~		N4*Moony*TN*555554444~
DMG*D8*19970816*F~		DMG*D8*19970816*F~
HLH*U~		HLH*U~
HD*030**HLT*PPOV1M*******~		HD*030**HLT*PPOV1M*******~
DTP*348*D8*20150701~		DTP*348*D8*20150701~

Scenario 15 - Surviving spouse

After the death of an HOC, if the HOC was on retiree coverage at the time of death, and the spouse was covered then too, after the 6 months of free coverage, the spouse can choose to keep coverage. When this scenario happens, the spouse's record becomes the head of contract. It is important to note, the surviving spouse will be assigned a new employee id number at this point and will no longer be passed as part of the deceased HOC's record. Some indicators of this situation will be:

- INS* line will now indicate spouse as an HOC
- REF*OF line for survivor will have a new employee id (after 6 months of free coverage)
- DMG*line will have a W for widowed (for a list of marital status codes, refer to page 12)
- NM1*line will have the same SSN # as when member was a dependent
- Previously sent DTP*349 date for the member as a dependent

<u>File extract example-Member was initially covered as a spouse on HOC plan. She is eligible under "surviving spouse" conditions and chose to carry her own coverage going forward. She is now the HOC.</u>

Before the change		After the change
INS*N*01*030*XN*A*A****N~		INS*Y*18*030*XN*A*E**FT**N~
REF*0F*00787878~		REF*0F*00757575~
REF*1L*0717111*HED Higher Education*ZZ:00045~		REF*1L*0717111*RCS Retiree Central State*ZZ:71999~
DTP*303*D8*20180401~		DTP*303*D8*20180401~
DTP*338*D8*20040101~		DTP*336*D8*20180401~
NM1*IL*1*Wise*Penny****34*646464646~		NM1*IL*1*Wise*Penny****34*646464646~
		PER*IP**HP*8888899999~
N3*55 Lincoln Place~		N3*55 Lincoln Place~
N4*Dinero*TN*111115555~		N4*Dinero*TN*111115555~
DMG*D8*19540331*F~		DMG*D8*19540331*F*W~
		EC*08~
HLH*U~		HLH*U~
HD*024**HLT*PPOV1M*******~		HD*030**HLT*PPOV1M*EMP******~
DTP*349*D8*20180501~		DTP*348*D8*20180501~

Scenario 16 - Dependent only coverage

When members retire, sometimes the HOC does not enroll in coverage but his/her dependents still have the option to if they were enrolled in coverage at the time of the HOC's retirement. In this scenario the dependents remain associated with the retired HOC. Therefore you will have to split the spouse or child record(s) who are continuing with coverage from the head of contract record. Some indicators on the file for this situation will be:

- The HOC record will continue to be sent even though the HOC does not have coverage
- REF*OF line has the same employee ID for dependents as the HOC
- HD* line for the HOC will indicate the new *dependent only* coverage code (see page 14 for a list of coverage codes)
- There will have been a previously sent DTP*349 date for the HOC and any enrolled dependents.
- New date on DTP*348 line for coverage level change
- Dependent only coverage is only available to retiree groups. REF*IL line will have a retiree benefit group indicated.

<u>File extract example 1 - HOC retired from Central State Active employment. He will not keep coverage for himself but will still remain the HOC for his spouse. Coverage code changed from ESP (employee + spouse) to SPO (spouse only).</u>

Before the change		After the change
INS*Y*18*030*XN*A*E**RT**N~	HOC	INS*Y*18*030*XN*A*E**FT**N~
REF*0F*00767676~		REF*0F*00767676~
REF*1L*0717111*CSA Central State Active*ZZ:32942~		REF*1L*0717111*RCS Retiree Central State*ZZ:71100~
DTP*286*D8*20180426~		DTP*303*D8*20180601~
DTP*303*D8*20180601~		DTP*336*D8*20180501~
NM1*IL*1*White*Barry***III*34*636363636		NM1*IL*1*White*Barry***III*34*636363636
PER*IP**HP*8888877777~		PER*IP**HP*8888877777~
N3*7717 Gate Way~		N3*7717 Gate Way~
N4*Green House*TN*222223333~		N4*Green House*TN*222223333~
DMG*D8*19520222*M*M~		DMG*D8*19520222*M*M~
EC*08~		EC*08~
HLH*U~		HLH*U~
HD*024**HLT*PRPV1M*ESP*******~		HD*030**HLT*PRPV1M*SPO*******~
DTP*349*D8*20180601~	Dep 1	DTP*348*D8*20180601~
INS*N*01*030*XN*A*E****N~		INS*N*01*030*XN*A*E****N~
REF*0F*00767676~		REF*0F*00767676~
REF*1L*0717111*CSA Central State Active*ZZ:32942~		REF*1L*0717111*RCS Retiree Central State*ZZ:71100~
DTP*303*D8*20180601~		DTP*303*D8*20180601~
NM1*IL*1*While*Pearl*E***34*626262626~		NM1*IL*1*White*Pearl*E***34*626262626~
PER*IP**HP*8888866666~		PER*IP**HP*8888866666~
N3*7717 Gate Way~		N3*7717 Gate Way~
N4*Green House*TN*222223333~		N4*Green House*TN*222223333~
DMG*D8*19560622*F~		DMG*D8*19560622*F~
HLH*U~		HLH*U~
HD*024**HLT*PRPV1M*******~		HD*030**HLT*PRPV1M*******~
DTP*349*D8*20180601~		DTP*348*D8*20180601~

Scenario 17 - COBRA enrollments

Eligible members whose coverage terminated can choose to enroll in COBRA. If the member had an employee ID before, he/she will keep the same employee ID found on the REF*OF line. If the member did not have an employee ID before, he/she will receive an employee ID that starts with a "C." Some values representative of this situation will be:

- INS* line will have a "C" instead of an "A"
- REF*OF line can have the same employee ID as before or one that begins with a "C0000000_"
- NM1*line will have the same SSN as when member was on active coverage
- A previously sent DTP*349 date for the member

<u>File extract example - This member had coverage as the HOC when active and chose COBRA once terminated. The member keeps the same employee ID on the REF*OF line since she had an ID already.</u>

Before the change		After the change
INS*Y*18*030*XN*A*E**TE**N~		INS*Y*18*030*XN*C*E*1*TE**N~
REF*0F*00757575~		REF*0F*00757575~
REF*1L*0717111*CSA Central State Active*ZZ:31720~		REF*1L*0717111*CSA Central State Active*ZZ:31720~
DTP*303*D8*20180501~		DTP*303*D8*20180701~
DTP*336*D8*20130211~		DTP*336*D8*20130211~
NM1*IL*1*Poole*Jeane*M***34*616161616~		NM1*IL*1*Poole*Jeane*M***34*616161616~
PER*IP**HP*8888855555~		PER*IP**HP*8888855555~
N3*31019 Water Way~		N3*31019 Water Way~
N4*Everblue*TN*3333355555~		N4*Everblue*TN*3333355555~
DMG*D8*19641001*F*D~		DMG*D8*19641001*F*D~
EC*08~		EC*08~
HLH*U~		HLH*U~
HD*024**HLT*PRPV1M*EMP******~		HD*030**HLT*PRPV1M*EMP******~
DTP*349*D8*20180501~		DTP*348*D8*20180501~

<u>File extract example - This member first had coverage as a *dependent* and never had an employee ID. For COBRA coverage a new employee ID is now present on the REF*OF line that starts with a "C000000."</u>

Before the change		After the change
INS*N*01*030*XN*A*E****N~		INS*Y*18*030*XN*C*E*1*TE**N~
REF*0F*747474~		REF*0F*C0000009999~
REF*1L*0717111*CSA Central State Active*ZZ:34570~		REF*1L*0717111*CSA Central State Active*ZZ:34570~
DTP*303*D8*20180401~		DTP*303*D8*20180601~
		DTP*336*D8*20110104~
NM1*IL*1*Case*Justine****34*595959595~		NM1*IL*1*Case*Justine****34*595959595~
		PER*IP**HP*8888844444~
N3*6477 Rainbow Rd~		N3*6477 Rainbow Rd~
N4*Weathertown*TN*111112222~		N4*Weathertown*TN*111112222~
DMG*D8*19571212*F~		DMG*D8*19571212*F*M~
		EC*08~
HLH*U~		HLH*U~
HD*024**HLT*PPOV1W*******~		HD*030**HLT*PPOV1W*EMP******~
DTP*349*D8*20180401~		DTP*348*D8*20180401~

Appendix

List # 1: Benefit Program Codes [REF03]

Benefit Program ID Code	Description	Benefits Group (used for reporting)
CSA	Central State Active	State
CSO	Central State Out of State	State
FIR	Full Time Irregular Officer Cd	State
FML	FML Benefits Billing	State
GA1	Local Gov Active Prem Level 1	Local Government
GA2	Local Gov Active Prem Level 2	Local Government
GA3	Local Gov Active Prem Level 3	Local Government
HED	Higher Education	State
MSC	Limited Term (i.e. Legislators)	State
OLA	Offline Actives	State
OLC	Offline Closed	State
PAR	Part Time Non-1450 Hours	State
PTN	Local Education 25 Hours	Local Education
PTP	Part Time 1450 Hours	State
RCS	Retiree Central State	State
RG1	Local Gov Retiree Prem Level 1	Local Government
RG2	Local Gov Retiree Prem Level 2	Local Government
RG3	Local Gov Retiree Prem Level 3	Local Government
RGF	Retiree Grandfathered	State
RSS	Loc Ed Retiree Support Staff	Local Education
RTE	Loc Ed Retiree Teacher	Local Education
SUR	Survivor Benefit Program	State
TEA	Local Education	Local Education
WCP	Workers Compensation	State
ALL	No specific assignment	Contact us and we will provide the correct benefit program code.

These codes are u*sed to derive Public Sector plan type per contract*

List # 2: Benefit Plan Coverage Codes [HD04]

lan Coverage ID Codes - Medical	Description	Benefits Groups
PPLV1E	Limited PPO BCBS East	Local Education and Local Government
PPLV1M	Limited PPO BCBS Middle	Local Education and Local Government
PPLV1W	Limited PPO BCBS West	Local Education and Local Government
PPLV3E	Limited PPO Cigna LP East	Local Education and Local Government
PPLV3M	Limited PPO Cigna LP Middle	Local Education and Local Government
PPLV3W	Limited PPO Cigna LP West	Local Education and Local Government
PPLV2S	Limited PPO Cigna OAP	Local Education and Local Government
PPOV1E	Standard PPO BCBS East	All
PPOV1M	Standard PPO BCBS Middle	All
PPOV1W	Standard PPO BCBS West	All
PPOV3E	Standard PPO Cigna LP East	All
PPOV3M	Standard PPO Cigna LP Middle	All
PPOV3W	Standard PPO Cigna LP West	All
PPOV2S	Standard PPO Cigna OAP	All

HSAV1E	CDHP/HSA BCBS East	State, Higher Education and Offlines
HSAV1M	CDHP/HSA BCBS Middle	State, Higher Education and Offlines
HSAV1W	CDHP/HSA BCBS West	State, Higher Education and Offlines
HSAV3E	CDHP/HSA Cigna LP East	State, Higher Education and Offlines
HSAV3M	CDHP/HSA Cigna LP Middle	State, Higher Education and Offlines
HSAV3W	CDHP/HSA Cigna LP West	State, Higher Education and Offlines
HSAV2S	CDHP/HSA Cigna OAP	State, Higher Education and Offlines
HSIV1E	Local CDHP BCBS East	Local Education and Local Government
HSIV1M	Local CDHP BCBS Middle	Local Education and Local Government
HSIV1W	Local CDHP BCBS West	Local Education and Local Government
HSIV3E	Local CDHP Cigna LP East	Local Education and Local Government
HSIV3M	Local CDHP Cigna LP Middle	Local Education and Local Government
HSIV3W	Local CDHP Cigna LP West	Local Education and Local Government
HSIV2S	Local CDHP Cigna OAP	Local Education and Local Government
PRPV1E	Premier PPO BCBS East	All
PRPV1M	Premier PPO BCBS Middle	All
PRPV1W	Premier PPO BCBS West	All
PRPV3E	Premier PPO Cigna LP East	All
PRPV3M	Premier PPO Cigna LP Middle	All
PRPV3W	Premier PPO Cigna LP West	All
PRPV2S	Premier Cigna OAP	All
Plan Coverage ID Codes Non Medical	Description	
MEDSUP	Supplemental Coverage to Medicare	All
MSDUAL	Supplemental Medicare Cvg - Dual Service	All
VISBAS	Basic Vision	All
VISEXP	Expanded Vision	All
PDON	Dental Preferred Provider	All
PDRN	Dental Preferred Provider Ret	All
PPDN	Pre-Paid Dental	All
PPRN	Pre-Paid Retiree Dental	All
EAP	Employee Assistance Program	All