

MedInsight New Hampshire Comprehensive Health Care Information System

NHpreprocessor User Guide

Oct 1st, 2015



Table of Contents

Introduction 2

System Requirements 2

Release Notes..... 2

File Requirements 2

Installation Instructions..... 2

Using the Client Utility 4

Using the Batch Utility 6

File Validations Included in Utility..... 6

Trouble Shooting 6

Production Support 7

Introduction

The NHpreprocessor is used to encrypt ASCII files that contain health care claims data that will be submitted to the state of New Hampshire, Department of Health and Human Services (DHHS). The utility encrypts the specified ASCII files, creating an output ASCII file and a zip file. Non-ASCII files are not supported.

System Requirements

This utility is intended for use on the Windows operating systems listed below. Regardless of the operating system, the system must have the most recent service pack installed. Also, the utility requires that the system have the Microsoft .NET Framework 4.0 installed.

- Windows XP
- Windows Server 2003
- Windows Server 2008 R2
- Windows 7
- Windows 8

Release Notes

At the request New Hampshire Comprehensive Health Care Information System (NH CHIS), this release includes the following new functionality:

- Addition of member and subscriber names that are standardized and then hashed.
- Addition of new file type Membership Provider.
- The ability to split a multi-month claim or eligibility file into individual month files except for newly added file type (Membership Provider).

File Requirements

Files submitted through the NHpreprocessor must be submitted in accordance with New Hampshire Insurance Department (NHID) rules, *Chapter Ins 4000 Uniform Reporting System for Health Care Claims Data Sets* (http://gencourt.state.nh.us/rules/state_agencies/ins4000.html),

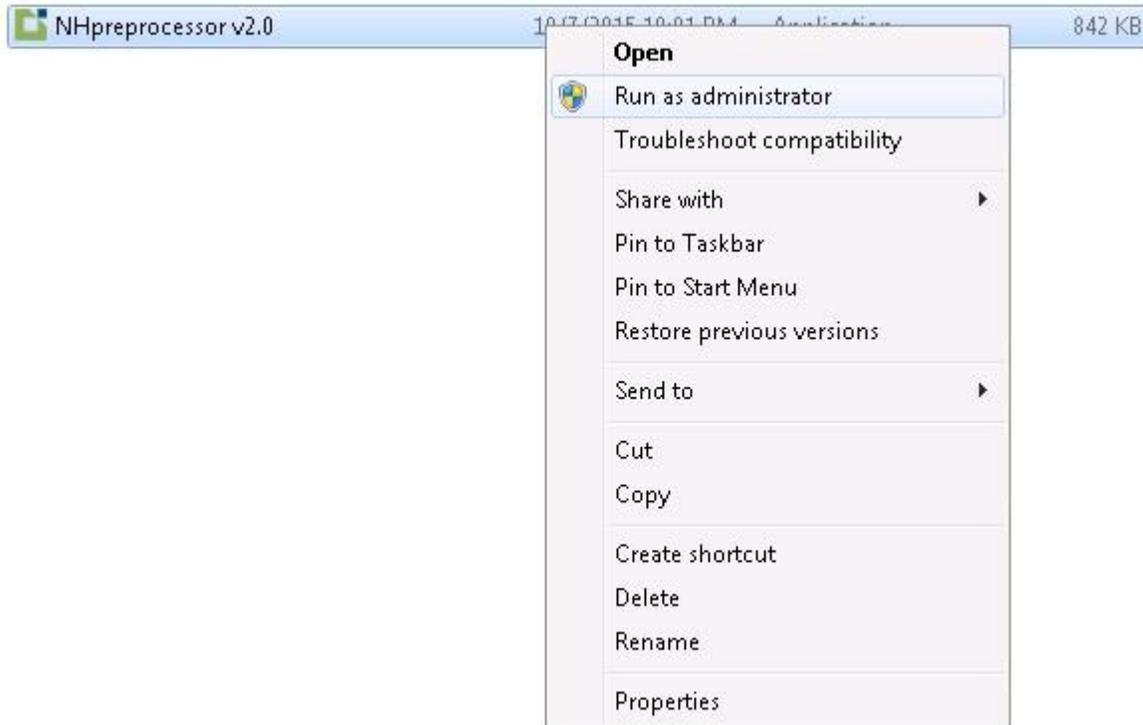
Please note: the only minor modification to these rules is that when asterisks are used in any field values, the entire field should be surrounded by double quotes.

Installation Instructions

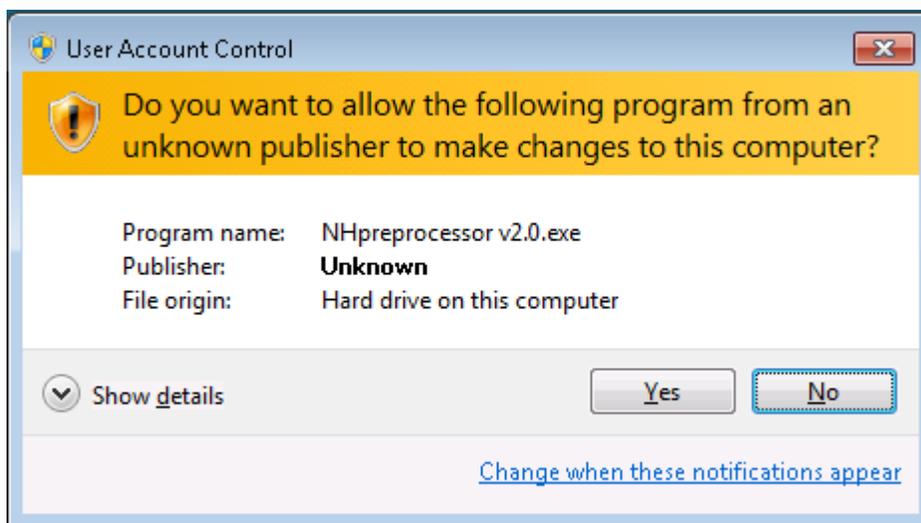
The user must run the setup program using an account that has local administrator rights. System date should be in set in MM/DD/YYYY format before installing the application. If the system does not have the .NET Framework 4.0 installed, the setup program notifies the user to install that framework before allowing the user to continue. Once the .NET Framework 4.0 is installed, the user may follow the following steps to install the utility.

1. Copy the NHpreprocessor setup program to a local drive.
2. Right-click on the program, waiting for the context-menu to appear.

3. Launch the program with “Run-As-Administrator” rights.



4. The “User Account Control” dialogue box appears. Click on the “Yes” command button.

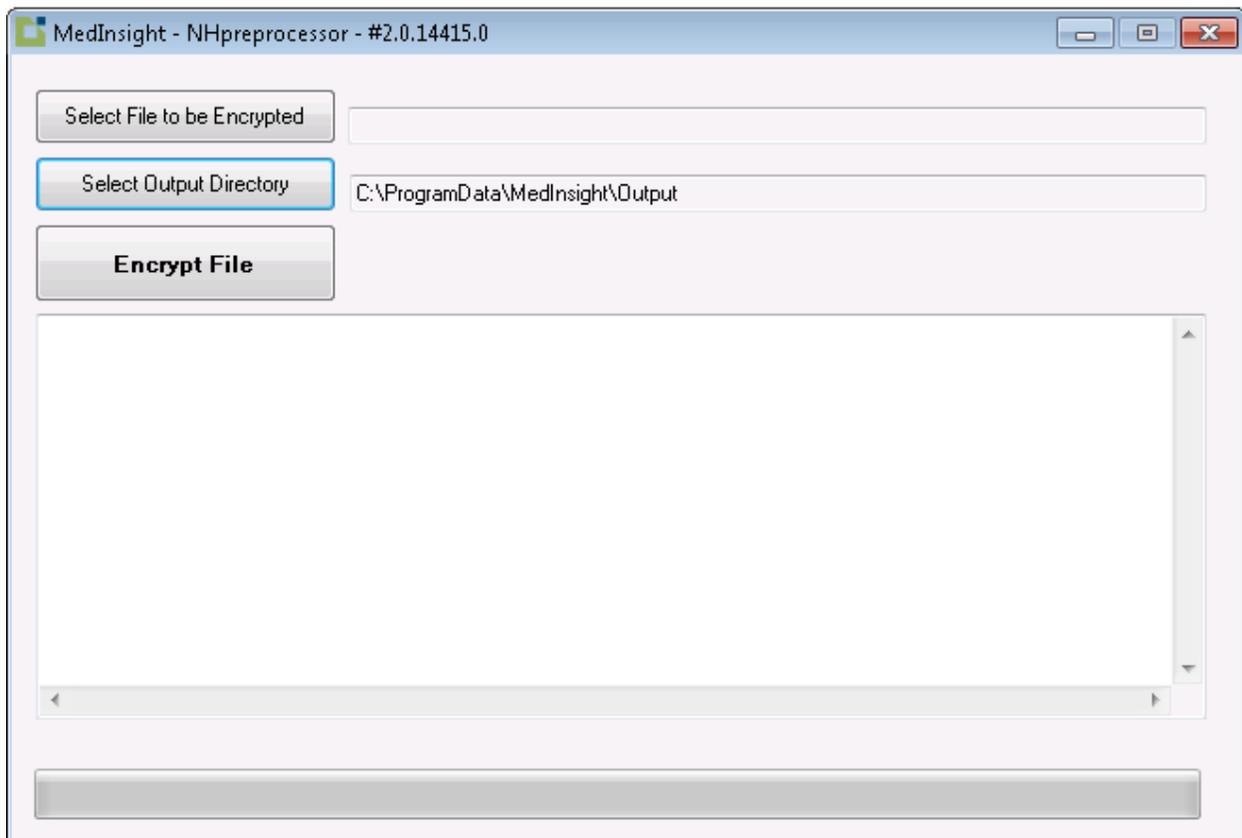


5. The “Setup – NHpreprocessor” dialogue box appears. Click on the “Next” command button.

6. The next dialogue box allows the user to specify where the utility is installed. Once you have specified the folder, click on the “Next” command button.
7. When the next dialogue box appears, click on the “Install” command button.
8. When the final dialogue box appears, click on the “Finish” command button.

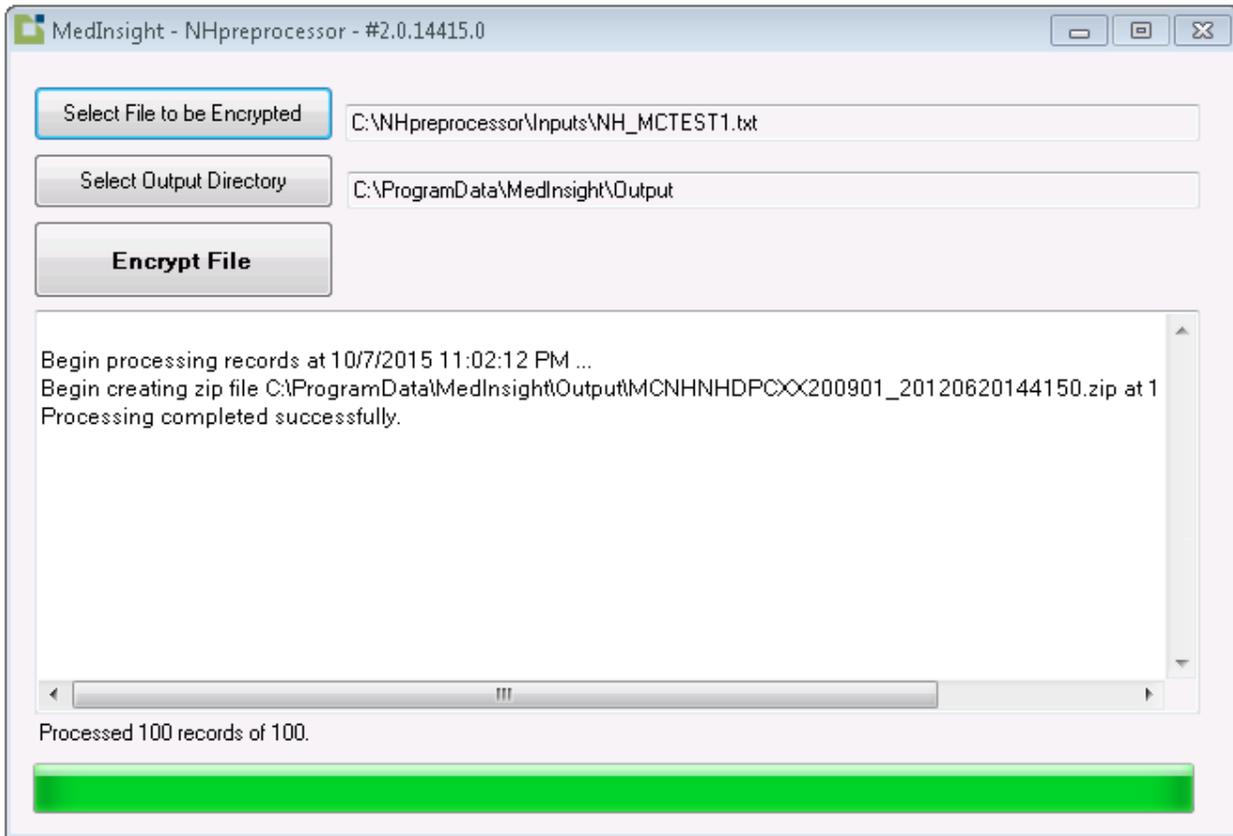
Using the Client Utility

The user may run the client utility using an account that has standard user rights. The program may be launched by clicking on Start-> All Programs -> MedInsight -> NHpreprocessor. Once the utility has been launched, the user is presented with the following form.



1. Click on the “Select File to Be Encrypted” command button to specify the input file.
2. Click on the “Select Output Directory” to specify the folder where the output file and log file will be created. Note that the utility will fail if the user does not have modify rights on the folder selected.

3. Click on the “Encrypt File” command button to process the file.
4. When the utility successfully processes the file and creates the zip file, it presents the user with the dialogue box shown below.



5. The utility names the output files using the following naming convention: FileTypeProjectNaicBegin_EndVersion. (e.g., MCNHABCDEFGHI200901_2012061003.txt). Data files are given a .txt extension and zip files are given a .zip extension.

Element	CONTENTS	LENGTH
FILETYPE	ME, MC, PC, DC, MP	char(2)
PROJECT	"NH"	char(2)
NAIC	Alphanumeric, currently up to 8 characters long.	varchar(8)
PERIODBEGIN	YYYYMM	char(6)
PERIODEND	YYYYMM	char(6)
VERSION	Version of the utility used to create the file.	varchar(8)

Using the Batch Utility

If the user wants to automate the creation of the output file and zip file, the user may run the batch utility NHpreprocessbatch.exe. The user may run the utility using an account that has standard user rights. The utility takes three parameters: the name of the input file, the full path where the input file is located, and the full path where the utility must create the output files. The utility returns 0 if it completes the encryption process successfully. Otherwise, it returns a non-zero value. The following is an example of a batch command:

```
NHPREPROCESSBATCH NHMCTEST1.TXT C:\PROGRAMDATA\MEDINSIGHT\INPUT C:\PROGRAMDATA\MEDINSIGHT\OUTPUT
```

File Validations Included in Utility

The NHpreprocessor performs the following validations when processing each data file:

- Files must be ASCII, text files, with * (asterisk) delimiters.
- Total records in trailer must match actual records submitted.
- Required fields must be submitted.
- Header and trailer records must be submitted.
- Header and trailer records must have correct values and correct number of fields.
- Payer code in header record must match payer code in trailer record.
- Reporting period in header and trailer records must match.
- Eligibility year/month value in data must fall within reporting period provided in header.
- Paid Date year/month value in data must fall within reporting period provided in header.
- Eligibility year/month value in data must fall within reporting period provided in trailer.
- Paid Date year/month value in data must fall within reporting period provided in trailer.
- Data records must have the correct number of fields.
- Social Security Numbers cannot be '999999999' or '111111111' or '222222222' or '333333333' or so forth.
- The data can be any ASCII character, with the following exceptions:
 - A field that contains one or more asterisks must be surrounded by double quotes.
 - Double quotes are not allowed in the data.

Trouble Shooting

The client utility presents the user with an "Error Processing File" dialogue box if the data in the file fails one or more data checks. The information presented in the dialogue box can be used to trouble shoot the data issue. Also the client utility and the batch utility create a log file with each run, which is stored in the output folder specified by the user. The log file contains additional information that may be useful in trouble shooting data issue.

Production Support

For support, please email NHCHISsupport@milliman.com.