CHRIS Flat File Format

Purchased Services Billing Invoice

Organization	Ontario Association of Community Care Access Centres (OACCAC)
Division	OACCAC Application Support
Version	1.5
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Prepared by	OACCAC

Revision Log

Version No.	Version Date	Summary of Change	Changed by/Input from
1.3	November 4, 2008	Field specification clarifications. Identified Deltas from the original PMI Format Flat File.	OACCAC
1.4	September 23, 2009	Added note that obsolete fields must be populated for file to be processed	OACCAC
1.5	October 1, 2009	Formatting updates	Lucien Justen

This Layout consist of several line types   **Cardinality per Order File**

Batch Header	1
Detail	(1,*)

Deltas from Original Purchased Service Billing Invoice (SAF) Format

This spec is based off of the original PMI format. Majority of the updates applied to this specification document were done with the objective of clarifying field definitions and providing clear examples of field usage. Fields that are not obsolete must contain valid values (otherwise the file or line item will reject). Obsolete and optional (under the Mandatory column) fields must be padded with spaces. Providers using the original PMI flat file format will need to account for the following changes (all other fields remain unchanged):

- Header
    - The "*Vendor Identifier*" field has been relabeled to "*Provider Organization Code*". The *CHRIS Provider Organization Code* will be populated in this field. Data type has changed from Numeric to Alpha/Numeric.

- Details
    - The "*Vendor Identifier*" field has been relabeled to "*Billing Code*". The CHRIS *Billing Code* will be populated in this field.

    - The "*Home Care Reference*" Field has been relabeled to "*Billing Reference Number*". The CHIRS *Billing Reference Number* will be populated in this field.

    - The "*Health Number*" field has become obsolete. Any value put in this field will be ignored by CHRIS.

    - The "*Health Number Version*" field has become obsolete. Any value put in this field will be ignored by CHRIS.

    - The "*Service Date From*" field is now called "*Visit Date*" in this spec.

    - The "*Services Codes*" field supports two additional values:
        - The value "32" which represents Behavior Therapy
        - The value "33" which represents Geriatric Assessment

Layout of the Electronic Billing Invoice Batch <u>Header</u>

> Fields marked as **Obsolete** must be populated with spaces for the billing file to be processed correctly.
>
> Fields marked as **Optional** under the **Mandatory** column must be populated with spaces or other characters (as appropriate for the Data Type) for the billing file to be processed correctly
>
> The last line should not contain a carriage return/line feed.

Purchase Services Header Record

ID	Data Field	Field Length (Chars)	Data Type	Columns in Record	Field Justification	Pad Width	Comment	Examples	Obsolete	Mandatory M=Mandatory O=Optional
1	Record Type	1	Alpha	1	N/A	N/A	H = Batch Header	H	N	M
2	SAF Type	6	Alpha/ Num	2 - 7	Left	Spaces	This field is obsolete. Can be populated with blanks. CHRIS does not use this field.	1	Y	N/A
3	Provider Org Code	10	Alpha/ Num	8 - 17	Left	Spaces	The unique Provider Code assigned by the local CCAC. This number should be confirmed with the vendor upon successful completion of final migration. This field was formerly referred to as Vendor Identifier	24-5003-E	N	M
4	Record Count	10	Num	18 - 27	Right	Zero	Number of line items in the file. Recommended number of line items should not exceed 10,000.	0000000111	Y	N/A

Layout of the Electronic Billing Invoice <u>Detail</u>

Fields marked as **Obsolete** must be populated with spaces for the billing file to be processed correctly.

Fields marked as **Optional** under the **Mandatory** column must be populated with spaces or other characters (as appropriate for the Data Type) for the billing file to be processed correctly

The last line should not contain a carriage return/line feed.

Purchased Services Detail Record										
ID	Data Field	Field Length (Chars)	Data Type	Columns in Record	Field Justification	Pad Width	Comment	Examples	Obsolete	Mandatory M=Mandatory O=Optional
5	Record Type	1	Alpha	1	N/A	N/A	S = Service Advice (Invoice Detail)	S	N	M
6	SAF Type	6	Alpha/ Num	2 - 7	Left	Spaces	This field is obsolete. Can be populated with blanks. CHRIS does not use this field.	1	Y	N/A
7	Billing Code	10	Alpha/ Num	8 - 17	Left	Spaces	A unique billing code assigned by a local CCAC for each provider contract. This code should be confirmed with provider after successful completion of final migration. This field was formerly referred to as *Vendor Identifier*	1331	N	M

Purchased Services Detail Record

ID	Data Field	Field Length (Chars)	Data Type	Columns in Record	Field Justification	Pad Width	Comment	Examples	Obsolete	Mandatory M=Mandatory O=Optional
8	Vendor Reference	10	Alpha/ Num	18 - 27	Left	Spaces	Assigned by Provider as a unique identifier for each line item in the billing invoice file. CHRIS does not edit this field and maintains it as the identifier for corresponding line item in the Billing Reconciliation Report.	28086087	N	O
9	Billing Reference Number	10	Num	28 - 37	Left	Spaces	Assigned by local CCAC as a unique identifier for the client record against which the line item is billed. In legacy systems this field may have been referred to as Home Care Reference. For PMI the CTN was submitted in this field.	10086406	N	M
10	Health Number	10	Num	38 - 47	N/A	Spaces	CHRIS ignores this field. Input spaces.	1790026239	Y	N/A
11	Health Number Version	2	Alpha/ Num	48 - 49	Left	Spaces	CHRIS ignores this field. Input spaces.	EB	Y	N/A
12	Surname	20	Alpha/ Num	50 - 69	Left	Spaces		Johnson	N	M

Purchased Services Detail Record

ID	Data Field	Field Length (Chars)	Data Type	Columns in Record	Field Justification	Pad Width	Comment	Examples	Obsolete	Mandatory M=Mandatory O=Optional
13	Service Code	10	Alpha/Num	70 - 79	Left	Spaces	Assigned by local CCAC. Identifies the specific service delivered to the client; 01 - Nursing 02 - Social Work 03 - Nutrition 04 - Speech Pathology/Audiology 05 - Physiotherapy 06 - Occupational Therapy 07 - Enterostomal Therapy 08 - Meals on Wheels 09 - Laboratory Technology 10 - Respiratory Technology 11 - Homemaking 12 - Para-medical 32 - Behaviour Therapy 33 - Geriatric Assessment	01	N	M
14	Service Unit Code	6	Alpha/Num	80 - 85	Left	Spaces	Unit in which the service has been delivered. Supported values are HOUR or VISIT	HOUR	N	M

Purchased Services Detail Record										
ID	Data Field	Field Length (Chars)	Data Type	Columns in Record	Field Justification	Pad Width	Comment	Examples	Obsolete	Mandatory M=Mandatory O=Optional
15	Quantity (of service units)	6	Num	86 - 91	Right	Zero	This quantity expressed as hours or visits depending on the Service Unit Code. The last two digits are used for fractional hours. e.g., 1.00hr (1 hour) is entered as 000100 1.33hr (1 hour 20 minutes) is entered 000133 0.75hr (45 minutes) is entered 000075 0.83hr (50 minutes) is entered 000083 If service unit code = VISIT the quantity will always be 1.00. This value should be entered as 000100	000075	N	M
16	Visit Date	8	Num	92 - 99	N/A	N/A	The date of service (ddmmyyyy).	18062007 or 07102008	N	M
17	Service Date To	8	Num	100 - 107	N/A	Spaces	CHRIS ignores this field. Input spaces.	21062007	Y	N/A

	Purchased Services Detail Record									
ID	**Data Field**	**Field Length (Chars)**	**Data Type**	**Columns in Record**	**Field Justification**	**Pad Width**	**Comment**	**Examples**	**Obsolete**	**Mandatory** **M=Mandatory O=Optional**
18	Service Activities*	48	Alpha/ Num	108 - 155	Left	Spaces	Identifies service provider activity with the client. CHRIS checks the following: All service must use at least one of these activities: 01,02,03,04,05 plus one or more for the following providers: Nursing and Enterostomal Therapy - 10,11,12,13,19 Social Work - 20,21,22,23 Speech Pathology - 41,42,43,43,44 Physiotherapy - 50,51,52,53 Occupational Therapy - 60,61,62,63,64,69 Para-Medical - 80,89 Homemaking - 90,91,92,93,94,99 Activity code 09 - Not Seen/ Not Found is used alone by any provider in accordance with local home care policies.	0103101319	N	M

* Service Activities

Nursing and Enterostomal Therapy

10 Assistance with Personal Care (e.g. foot care, hair care, bath mouth care).

11 Dressing

Care of wound.

12 Injection

Introduction of medication subcutaneously or intramuscularly.

13 Vital Signs

Signs of life as related to a specific illness (i.e. temperature, pulse (apex and radial), respiratory, blood pressure, weight).

19 Other Treatment (e.g. IV therapy, enemata, ostomy care, cataract care, collection of blood, monitoring medications).

Social Work

20 Individual Therapy/Counseling

Therapy and advice in a one to one relationship.

Problems may have an emotional basis or be concrete ones of daily living.

21 Family and Marital Therapy

When the family unit or marital relationship is the therapy focus.

22 Group Therapy

When two or more persons interact in problem solving, e.g., coping with cancer.

23 Community

Planning, developing, implementing, evaluating activities in support of Home Care Program Objectives, (e.g. liaison with social agencies, in-service education).

Speech Pathology

40 Language Therapy

Comprehension and expression of the symbols of human communication.

41 Articulation Therapy

Intelligibility of speech and sound production.

42 Voice Therapy

Loudness, pitch, clarity and resonance.

43 Rate Therapy

Rate and/or rhythm of utterance.

44 Hearing Therapy

Listening skills, lip reading.

Physiotherapy

50 Exercise

Specific routines or techniques to increase or maintain strength, mobility, balances, financial, psychosocial, environment, co-ordination and chest care.

51 Supplementary Testing

Methods used to ascertain functional level, including tolerance testing.

52 Monitor Physical Functional Capability

Self-explanatory.

53 Modality

Use of mechanical and/or physical agents.

Occupational Therapy

60 Functional Restoration

Personal care, dressing, eating, postural exercise, diet, medications, toilet, sex, locomotion, transfers, transportation.

61 Household Management

Organization and management of household, meals, money, marketing, laundry, etc**.**

62, 63 Energy Conservation/Work Techniques Simplification

Self-explanatory

64 Psycho/Social Adjustments

Interpersonal relationships/socialization.

Family dynamics (child management, etc.).

69 Vocational/Avocational

Work readiness, play techniques, use of leisure.

Homemaking

90 Housekeeping (e.g. light housekeeping, laundry.)

91 Child Care

Self-explanatory

92 Personal Care

Under direction of the nurse or therapist, provides supervision of: bath, dressing, transfers, feeding, medications, walking and communication.

93 Meal Preparation/Special Diets (e.g. diet supervision, advanced preparation of meals)

94 Shopping

Self-explanatory.

95 Other (e.g. outings, banking, accompanying patient to appointments.)

Service Common to All Disciplines

01 Assessment (e.g. physical, functional, initial and ongoing and/or follow up.)

02 Conference on Behalf of Patient

Conference organized on behalf of the patient, under the auspices of the Home Care Program.

03 Teaching/Counselling

i.e. advising, instructing, supporting, interpreting, demonstrating, planning and problem solving: to include patient and/or significant other.

04 Equipment/Devices/Materials

i.e. selection, design and training in the use of.

05 Situational Management

Dealing with unexpected changes in the family situation.

09 Not Seen/Not Found - self-explanatory (see note in table above about the use of this value).