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**CHRIS Flat File Format**

**Purchased Services Billing Reconciliation Report**

|               |   |
|---------------|---|
| Organization: | Ontario Association of Community Care Access Centres (OACCAC) |
| Division:     | CCAC Application Support                                      |
| Version:      | 1.3   |
| Version Date: | November 4, 2008  |
| Prepared By:  | OACCAC  |

## Revision Log

| Version No. | Version Date     | Summary of Change   | Changed by/Input from |
|-------------|------------------|---|-----------------------|
| 1.0         | April 2, 2008    | Initial draft   | Nasreen Pirani        |
| 1.1         | August 13, 2008  | Updated the heading from SAF to RA layout   | Nasreen Pirani        |
| 1.2         | August 21, 2008  | Added Examples column   | Miren Chauhan         |
| 1.3         | November 4, 2008 | Field specification clarifications. Identified Deltas from the original PMI Format Flat File. | OACCAC                |

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**Delta’s from Original RA 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 clarifying field definitions and providing examples. 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.
  - The “*CCAC Reference*” field has been relabeled to “*Invoice File Number*”. The *CHRIS Invoice File Number* will be populated in this field.
- Details
  - The “*Vendor Identifier*” field has been relabeled to “*Billing Code*”. The *CHRIS Billing Code* will be populated in this field. Data type has changed from Numeric to Alpha/Numeric.
  - The “*Home Care Reference*” field has been relabeled to “*Billing Reference Number*”. The *CHRIS Billing Reference Number* will be populated in this field.
  - The “*Health Number*” field has become obsolete. CHRIS will input spaces in this field.
  - The “*Health Number Version*” field has become obsolete. CHRIS will input spaces in this field.
  - The “*Service Date From*” field has been relabeled to “*Visit Date*”
  - The “*Service Date To*” has become obsolete. CHRIS will input spaces in this field.
  - 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 Reconciliation Report” Header**

| ID | Data Field  | Field Length (Chars.) | Data Type | Columns in Record | Field Justification | Pad Width | Comment   | Example | Obsolete |
|----|-------------|-----------------------|-----------|-------------------|---------------------|-----------|---|---------|----------|
| 1  | Record Type | 1                     | Alpha     | 1                 | N/A                 | N/A       | H = Batch Header                                      | H       | N        |
| 2  | SAF Type    | 6                     | Alpha/Num | 2 – 7             | Left                | Spaces    | This field is obsolete. Can be populated with blanks. | 1       | N        |

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| 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 provider upon successful completion of final migration.<br><br>This field was formerly referred to as <i>Vendor Identifier</i>  | 2801          | N          |          |                     |     |   |                 |    |   |                          |    |   |           |       |   |                   |    |   |                         |    |   |                      |    |   |              |      |   |                   |    |   |                 |    |    |                |       |    |                      |     |    |   |   |
|--------------------------|-------------------|----------|------------|---------|-------|--------|---|---------------|------------|----------|---------------------|-----|---|-----------------|----|---|--------------------------|----|---|-----------|-------|---|-------------------|----|---|-------------------------|----|---|----------------------|----|---|--------------|------|---|-------------------|----|---|-----------------|----|----|----------------|-------|----|----------------------|-----|----|---|---|
| 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   | 0000012<br>16 | N          |          |                     |     |   |                 |    |   |                          |    |   |           |       |   |                   |    |   |                         |    |   |                      |    |   |              |      |   |                   |    |   |                 |    |    |                |       |    |                      |     |    |   |   |
| 5                        | CCAC ID           | 10       | Alpha/Num. | 28 – 37 | Left  | Spaces | <p>Unique identifier of the CCAC Program within the province of Ontario (First 2 characters of the program #)</p> <table border="1"> <thead> <tr> <th>CCAC Name</th> <th>Short Name</th> <th>CCA C ID</th> </tr> </thead> <tbody> <tr> <td>Erie St. Clair CCAC</td> <td>ESC</td> <td>1</td> </tr> <tr> <td>South West CCAC</td> <td>SW</td> <td>2</td> </tr> <tr> <td>Waterloo Wellington CCAC</td> <td>WW</td> <td>3</td> </tr> <tr> <td>HNHB CCAC</td> <td>HNH B</td> <td>4</td> </tr> <tr> <td>Central West CCAC</td> <td>CW</td> <td>5</td> </tr> <tr> <td>Mississauga Halton CCAC</td> <td>MH</td> <td>6</td> </tr> <tr> <td>Toronto Central CCAC</td> <td>TC</td> <td>7</td> </tr> <tr> <td>Central CCAC</td> <td>CENT</td> <td>8</td> </tr> <tr> <td>Central East CCAC</td> <td>CE</td> <td>9</td> </tr> <tr> <td>South East CCAC</td> <td>SE</td> <td>10</td> </tr> <tr> <td>Champlain CCAC</td> <td>CHA M</td> <td>11</td> </tr> <tr> <td>North Simcoe Muskoka</td> <td>NSM</td> <td>12</td> </tr> </tbody> </table> | CCAC Name     | Short Name | CCA C ID | Erie St. Clair CCAC | ESC | 1 | South West CCAC | SW | 2 | Waterloo Wellington CCAC | WW | 3 | HNHB CCAC | HNH B | 4 | Central West CCAC | CW | 5 | Mississauga Halton CCAC | MH | 6 | Toronto Central CCAC | TC | 7 | Central CCAC | CENT | 8 | Central East CCAC | CE | 9 | South East CCAC | SE | 10 | Champlain CCAC | CHA M | 11 | North Simcoe Muskoka | NSM | 12 | 4 | N |
| CCAC Name                | Short Name        | CCA C ID |            |         |       |        |   |               |            |          |                     |     |   |                 |    |   |                          |    |   |           |       |   |                   |    |   |                         |    |   |                      |    |   |              |      |   |                   |    |   |                 |    |    |                |       |    |                      |     |    |   |   |
| Erie St. Clair CCAC      | ESC               | 1        |            |         |       |        |   |               |            |          |                     |     |   |                 |    |   |                          |    |   |           |       |   |                   |    |   |                         |    |   |                      |    |   |              |      |   |                   |    |   |                 |    |    |                |       |    |                      |     |    |   |   |
| South West CCAC          | SW                | 2        |            |         |       |        |   |               |            |          |                     |     |   |                 |    |   |                          |    |   |           |       |   |                   |    |   |                         |    |   |                      |    |   |              |      |   |                   |    |   |                 |    |    |                |       |    |                      |     |    |   |   |
| Waterloo Wellington CCAC | WW                | 3        |            |         |       |        |   |               |            |          |                     |     |   |                 |    |   |                          |    |   |           |       |   |                   |    |   |                         |    |   |                      |    |   |              |      |   |                   |    |   |                 |    |    |                |       |    |                      |     |    |   |   |
| HNHB CCAC                | HNH B             | 4        |            |         |       |        |   |               |            |          |                     |     |   |                 |    |   |                          |    |   |           |       |   |                   |    |   |                         |    |   |                      |    |   |              |      |   |                   |    |   |                 |    |    |                |       |    |                      |     |    |   |   |
| Central West CCAC        | CW                | 5        |            |         |       |        |   |               |            |          |                     |     |   |                 |    |   |                          |    |   |           |       |   |                   |    |   |                         |    |   |                      |    |   |              |      |   |                   |    |   |                 |    |    |                |       |    |                      |     |    |   |   |
| Mississauga Halton CCAC  | MH                | 6        |            |         |       |        |   |               |            |          |                     |     |   |                 |    |   |                          |    |   |           |       |   |                   |    |   |                         |    |   |                      |    |   |              |      |   |                   |    |   |                 |    |    |                |       |    |                      |     |    |   |   |
| Toronto Central CCAC     | TC                | 7        |            |         |       |        |   |               |            |          |                     |     |   |                 |    |   |                          |    |   |           |       |   |                   |    |   |                         |    |   |                      |    |   |              |      |   |                   |    |   |                 |    |    |                |       |    |                      |     |    |   |   |
| Central CCAC             | CENT              | 8        |            |         |       |        |   |               |            |          |                     |     |   |                 |    |   |                          |    |   |           |       |   |                   |    |   |                         |    |   |                      |    |   |              |      |   |                   |    |   |                 |    |    |                |       |    |                      |     |    |   |   |
| Central East CCAC        | CE                | 9        |            |         |       |        |   |               |            |          |                     |     |   |                 |    |   |                          |    |   |           |       |   |                   |    |   |                         |    |   |                      |    |   |              |      |   |                   |    |   |                 |    |    |                |       |    |                      |     |    |   |   |
| South East CCAC          | SE                | 10       |            |         |       |        |   |               |            |          |                     |     |   |                 |    |   |                          |    |   |           |       |   |                   |    |   |                         |    |   |                      |    |   |              |      |   |                   |    |   |                 |    |    |                |       |    |                      |     |    |   |   |
| Champlain CCAC           | CHA M             | 11       |            |         |       |        |   |               |            |          |                     |     |   |                 |    |   |                          |    |   |           |       |   |                   |    |   |                         |    |   |                      |    |   |              |      |   |                   |    |   |                 |    |    |                |       |    |                      |     |    |   |   |
| North Simcoe Muskoka     | NSM               | 12       |            |         |       |        |   |               |            |          |                     |     |   |                 |    |   |                          |    |   |           |       |   |                   |    |   |                         |    |   |                      |    |   |              |      |   |                   |    |   |                 |    |    |                |       |    |                      |     |    |   |   |

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|   |                   |    |      |         |       |      |  |    |    |                |   |
|---|-------------------|----|------|---------|-------|------|--|----|----|----------------|---|
|   |                   |    |      |         |       |      | 6CCAC  |    |    |                |   |
|   |                   |    |      |         |       |      | North East<br>CCAC   | NE | 13 |                |   |
|   |                   |    |      |         |       |      | North West<br>CCAC   | NW | 14 |                |   |
| 7 | Reconciliation ID | 10 | Num. | 38 – 47 | Right | Zero | The invoice file number assigned in CHRIS.                                   |    |    | 00002698<br>01 | N |
| 8 | Total Payable     | 10 | Num. | 48 - 57 | Right | Zero | Total amount payable in cents. Decimals not used. (i.e. \$123.95 = 00012395) |    |    | 00045679<br>20 | N |

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**Layout of the Electronic “Billing Reconciliation Report” Detail Record**

| ID | Data Field               | Field Length (Chars.) | Data Type  | Columns in Record | Field Justification | Pad Width | Comment  | Example        | Obsolete |
|----|--------------------------|-----------------------|------------|-------------------|---------------------|-----------|--|----------------|----------|
| 9  | Record Type              | 1                     | Alpha      | 1                 | N/A                 | N/A       | S = Service Advice (Invoice Detail)  | S              | N        |
| 10 | SAF Type                 | 6                     | Alpha/Num. | 2 – 7             | Left                | Spaces    | This field is obsolete. CHRIS will populate this field with spaces.  | 1              | N        |
| 11 | Billing Code             | 10                    | Alpha/Num. | 8 – 17            | Left                | Spaces    | A unique billing code assigned to by a local CCAC for each provider contract. This code should be confirmed with provider after successful completion of final migration.<br><br>This field was formerly referred to as “Vendor Identifier”  | 2801           | N        |
| 12 | Vendor Reference         | 10                    | Alpha/Num. | 18 - 27           | Left                | Spaces    | This field is populated with the Vendor Reference value submitted for the line item in the original Billing Invoice File.  | 80701013<br>2  | N        |
| 13 | Billing Reference Number | 10                    | Num.       | 28 – 37           | Left                | Spaces    | Assigned by local CCAC as a unique identifier of the client record against which the line item is billed.<br><br>In legacy systems this field may have been referred to as Home Care Reference. For PMI the CTN was submitted in this field. | 56000654<br>8  | N        |
| 14 | Health Number            | 10                    | Num.       | 38 – 47           | N/A                 | Spaces    | This field will be populated with spaces. It has become obsolete.  | 17900262<br>39 | Y        |
| 15 | Health Number Version    | 2                     | Alpha/Num. | 48 – 49           | N/A                 | Spaces    | This field will be populated with spaces. It has become obsolete.  | EB             | Y        |
| 16 | Surname                  | 20                    | Alpha/Num. | 50 – 69           | Left                | Spaces    |  |                | N        |
|    | Service Code             | 10                    | Alpha/     | 70 – 79           | Left                | Spaces    | Assigned by HCP ...identifies  | 01             | N        |

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|    |                             |   |            |         |       |        |  |        |   |
|----|-----------------------------|---|------------|---------|-------|--------|--|--------|---|
|    |                             |   | Num.       |         |       |        | the specific service delivered to the client;<br>01 - Nursing<br>02 - Social Work -<br>03 - Nutrition<br>04 - Speech Pathology/Audiology<br>05 - Physiotherapy<br>06 - Occupational Therapy<br>07 - Enterostomal Therapy<br>08 - Meals on Wheels<br>09 - Laboratory Technology<br>10 - Respiratory Technology<br>11 - Homemaking<br>12 - Para-medical<br>32 - Behaviour Therapy<br>33 - Geriatric Assessment   |        |   |
| 17 | Service Unit Code           | 6 | Alpha/Num. | 80 – 85 | Left  | Blanks | Code assigned by the local CCAC for the units in which the service has been delivered ( HOUR or VISIT)   | VISIT  | N |
| 18 | Quantity (of service units) | 6 | Num.       | 86 – 91 | Right | Zero   | This quantity expressed as hours or visits depending on the Service Unit Code.<br><br><u>Service Unit Code = HOUR:</u><br>The last two digits are used for fractional hours.<br>e.g., <ul style="list-style-type: none"> <li>• 1.00hr (1 hour) is entered as 000100</li> <li>• 1.33hr (1 hour 20 minutes) is entered as 000133</li> <li>• 0.75hr (45 minutes) is entered as 000075</li> <li>• 0.83hr (50 minutes) is entered as 000083</li> </ul> <u>If service unit code = VISIT</u> the quantity will always be 1.00. This | 000100 | N |

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|----|--------------------|----|----------------|-----------|------|--------|--|----------------------------|---|
|    |                    |    |                |           |      |        | value should be entered as 000100  |                            |   |
| 19 | Visit Date         | 8  | Num.           | 92 – 99   | N/A  | N/A    | The date of service (ddmmyyyy).  | 18062007<br>or<br>07102008 | N |
| 20 | Service Date To    | 8  | Num.           | 100 – 107 | N/A  | Spaces | For possible future use  | 04082008                   | Y |
| 21 | Service Activities | 48 | Alpha/<br>Num. | 108 – 155 | Left | Spaces | Identifies service provider activity with the client. CHRIS checks the following:<br>All service must use at least one of these activities:<br>01,02,03,04,05 plus one or more for the following providers:<br><br>Nursing and Enterostomal Therapy - 10,11,12,13,19<br><br>Social Work - 20,21,22,23<br><br>Speech Pathology - 41,42,43,43,44<br><br>Physiotherapy - 50,51,52,53<br><br>Occupational Therapy - 60,61,62,63,64,69<br><br>Para-Medical - 80,89<br><br>Homemaking - 90,91,92,93,94,99<br><br>Activity code 09 - Not Seen/ Not Found is used alone by any provider in accordance with local home care policies. | 10,13,19,                  | N |
| 22 | Processing Status  | 2  | Alpha/<br>Num. | 156 – 157 | N/A  | N/A    | Values set by local CCAC to indicate the current processing status of the SAF. PA=Payable, SU=Suspended, UN=Unauthorized   | PA                         | N |
|    | Date Processed     | 8  | Num.           | 158 – 165 | N/A  | N/A    | Date on which the SAF was  | 10072008                   | N |



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|    |                |    |            |           |       |        |  |           |   |
|----|----------------|----|------------|-----------|-------|--------|--|-----------|---|
|    |                |    |            |           |       |        | processed by the local CCAC, i.e., date that processing status was set. (ddmmyyy)  |           |   |
| 23 | Amount Payable | 10 | Num.       | 166 – 175 | Right | Zero   | A value other than 0 will only occur for line items with a payable status.<br><br>Digits 9 and 10 are used for decimal value (cents) (\$51.04 = 000005104) | 000005104 | N |
| 24 | **Reason Code  | 6  | Alpha/Num. | 176 – 181 | Left  | Blanks | An meaningful value will populated for lines items with suspended or unauthorized status.  | USEDUP    | N |