Importing Service Delivery Units by using an 837P file

You can choose to submit your billing information using the 837P format. The file extension MUST be ".dat". The file will be parsed according to all applicable Federal rules.   The use of the Service Authorization number is optional, but appropriate <u>HCPCs and modifiers are REQUIRED</u> – these are available on the service authorization which can be found on the Provider Portal. The file will match provider information from either a Federal Tax ID or NPI.

Some information that you will need in your 837P file:

Interchange Sender ID:	your FEIN# (Provider Tax ID#)
Interchange Receiver ID:	31-0807186 (COA's Tax ID#)
Submitter ID:	your FEIN# (Provider Tax ID#)
Receiver Name:	COA
Receiver ID	31-0807186 (COA's Tax ID#)
Payer ID	31-0807186 (COA's Tax ID#)
Payer Name	COA

You can use the attachment feature on the Provider Portal to send your import file to COA. To access Attachments you will click on the "Paperclip" icon located on the Home Page of the Portal.

- In the Category box you will need to select Accounting
- In the Sub Category box you will need to select "837 Files"
- Select upload attachment
- Then select browse to select your file to submit.
- Then select "Upload Attachment" to finish the process.
- First Error report (999_XXXXXXXXXX_.dat): You will receive a 999 report which will say either the file has been accepted or if an error, the report will list the errors. (Report will only check for mis-match in Client ID to Name, Gender, date of birth or in provider information which is in the system). This is in "dat" format.
- Second Error Report: Once the file has been processed another report will be created to show any other errors which has been identified in the file. For example, service date is after service termination date, no authorization found, insufficient units, etc. This will be in "CSV" format.

NOTE: The receipt file will contain date stamp (Tax ID number followed by the date).

We suggest a naming convention to identify each month of billing when saving your file on the Provider Portal.

NOTE: the total number of lines in the 837P file cannot exceed 10,000 lines. If your file size is over this amount, you can bill more often during the month, or submit more than one 837P file at the end of the month.