



SALISH BHO

MANAGEMENT INFORMATION SERVICES POLICIES AND PROCEDURES

Policy Name: LOADING OF STATE ENROLLMENT (834)
AND REMITTANCE (820) DATA

Policy Number: 4.01

Reference: State Contract

Effective Date: 8/2005

Revision Date(s): 06/2017

Reviewed Date: 10/2014; 6/2016; 06/2017; 03/2018

Approved by: SBHO Executive Board

PURPOSE

To ensure that all updates to Medicaid enrollment and remittance are downloaded in a timely way into the Salish Behavioral Health Organization (SBHO) database.

PROCEDURE

The Salish Behavioral Health Organization updates enrollment information on a weekly schedule. ProviderOne posts weekly incremental 820 (Premium Payment Order/Remittance Advice) and 834 (Benefit Enrollment and Maintenance) files on their website once a week with a complete 834 month-end file at the end of the month. To download files from ProviderOne, the SBHO uses Filezilla to connect to ftp.waproviderone.org.

834 and 820 files are both located in the /PROD/HIPAA_Outbound folder.

Files are uploaded to the \\Kcrsn2\bhoc\Runtime\Live System\Import folder. When the file is successfully downloaded, '.state' needs to be added to the filename in order for the import process to recognize the file as a state file.

The import process can then be run (BHO.FileImporter.exe). Once the file has completed import with no issues the processor can be run (BHO.ProviderRecordProcessor.exe). Alternatively, after renaming the file it can be left in the Import folder for the nightly automatic import/process to run.

If there are any issues with missing uploads or corrupted files, ProviderOne can be contacted at MMISHelp@hca.wa.gov.