



EDI Enrollment 834 Reference Guide



Copyright © 2003-2005 by Tufts Associated Health Plans, Inc.

All rights reserved. No part of this book may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, or otherwise, without the prior written permission from Tufts Associated Health Plans, Inc.

Tufts Health Plan
333 Wyman Street
Waltham, MA 02451

Document History		
Revision	Revision Date	Comments
1.0	May 2003	
2.0	May 2003	Updated “Key Points” section
3.0	June 2003	Updated “Key Points, Specification Requirements and Helpful Hints” section
4.0	July 2003	Fixed page numbers
5.0	August 2003	Updated title (added “834”)
6.0	September 2003	Updated “Process Overview & Data Form” section
7.0	September 2003	Updated “BGN08 Comments” section
8.0	October 2003	Updated contact information
9.0	September 2005	Updated fields used
10.0	February 2006	Updated fields used
11.0	February 2008	Updated file submission options
12.0	June 2009	Updated GE02 section
13.0	October 2009	Updated member SSN requirements
14.0	January 2010	Updated Loop 1000B N103 value

Table of Contents

Table of Contents	iii
Introduction	1
Security Statement	1
Getting Started	1
Implementing the 834	2
Process Overview.....	2
Key Points.....	3
General Specifications	4
Update Files	4
Reconciliation Files.....	4
834 Benefit Enrollment and Maintenance Specification Requirements.....	5
Summary of 834 Usage.....	5
Detailed 834 Specifications	8
The Testing Process	28
Definitions	29
Test File Mailing Specifications.....	29
Helpful Hints.....	30
Understanding Your Role and Responsibilities	31
Information Flows and EDI Processing:	31
Electronic Data Exchange Options	32
Methods of Physical Connectivity.....	32
File Transfer Methods.....	32
Physical File Media.....	32
Additional Options	32
Contact Information.....	33
For General HIPAA Questions	33
834 Transaction and General Enrollment Questions	33
Electronic Enrollment/Reconciliation Data Form	34
Appendix 1 – Relationship Code Table	35
Appendix 2 – Maintenance Reason Codes	36

Appendix 3 – Member Language Codes	38
Appendix 4 – Coverage Level Code Table	38

Introduction

The EDI Enrollment Reference Guide has been prepared by Tufts Health Plan (Tufts HP) to assist in the 834 Benefit Enrollment and Maintenance submission and to serve as a Tufts HP reference guide.

This document has been designed to facilitate submission of electronic enrollment to Tufts HP. It contains key points, helpful hints and specification requirements for Benefit Enrollment and Maintenance submission. In addition to this document Tufts HP has also prepared a companion document to assist in the 834 Benefit Enrollment and Maintenance submission.

Security Statement

Tufts Health Plan has taken reasonable and appropriate steps to be compliant with the HIPAA Security Rule.

Getting Started

In order to submit a valid transaction, please refer to the National Electronic Data Interchange Transaction Set Implementation Guide & Addenda for the Benefit Enrollment and Maintenance ASC X12N 834 (004010X095) & Addenda (004010X095A1). The transaction guide can be retrieved at the Washington Publishing Company's website at <http://www.wpc-edi.com/>.

Please note: Tufts HP is not responsible for any software utilized by the submitter for the ASCX12N 834 transaction.

Implementing the 834

Process Overview

- Upon request, EDI Enrollment provides the employer group with Tufts HP's *834 Companion Document* and the *EDI Enrollment 834 Reference Guide*.
- The EDI Analyst and the Sales Department contact the employer group to review the specifications, enrollment processing and test procedures.
- The *Electronic Enrollment/Reconciliation Data Form* (page 34) is completed by the employer group and sent to the EDI Analyst. Once received the EDI Analyst will forward a *File Exchange Request Form* to the technical contact at the group. Both forms can be faxed to (617) 923-5898 or sent via email to the assigned analyst.
- Tufts HP and the employer group prepare an **Implementation** timeline and test plan. It typically takes 1-3 months to complete the testing cycle and begin implementation. (Note: employer responsiveness can directly impact the timeline).
- The employer group prepares the programming necessary to create the 834 transaction in accordance with the Implementation Guide, Addenda and Tufts HP's specific requirements defined in the *EDI Enrollment 834 Reference Guide*. The EDI Analyst is then notified when the file is ready for testing.
- Working with the EDI Analyst, the employer group executes its program with a sample of enrollment data to generate a test file. The employer group should anticipate the necessity of submitting a minimum of 3-5 test files to ensure success.
- Testing includes structural compliance as well as the quality content of actual transactions. In addition, the final test is used to verify the submission method.
- A full file reconciliation is initiated midway through the testing process (usually commenced once structural compliancy testing is successful). The reconciliation process enables the employer group and Tufts HP to synchronize their databases in preparation for the electronic submissions. Note: An additional reconciliation may be requested if necessary.
- Testing is complete when both the employer group and Tufts HP are satisfied with the results. Note: the reconciliation must also be completed which includes resolution of all data discrepancies. At that time, the EDI Analyst sends written confirmation to the employer group. Based on the agreed upon mode of submission, the appropriate submission information will be sent.

Key Points

- Tufts HP will accept 834 Benefit Enrollment and Maintenance Transaction for commercial business only. Enrollment data for Tufts Medicare Preferred members must be submitted via existing processes.
- Submitters must go through the appropriate set-up/testing process in order to transmit electronic enrollment files to Tufts HP. Please refer to the “Process Overview” section of this document before submitting electronic enrollment files.
- Tufts HP adheres to the structural specifications for required and situational fields as stated in the Implementation Guide. If the incoming 834 structure does not comply (i.e., it does not contain all required segments or data elements, or the value sent is not a valid Health Insurance Portability and Accountability Act of 1996 (HIPAA) value) the file will fail in the validation process, as it is a non-compliant file based on HIPAA regulations. In this situation, a Tufts HP EDI Analyst will contact the submitter typically within one business day after receipt of file. The entire file will need to be corrected and resubmitted.
- Tufts HP accepts update files (both full files with terminations and change files) as well as full files for reconciliation purposes. However, each type must be sent in separate files using a different file type indicator in the file name and the correct BGN08 code.
- If sending multiple ST, SE segments in a file; the BGN08 value should be set to the same value within each ST, SE. Tufts HP will validate type of file.
- Only one ISA/IEA segment per one file submission should be sent.
- Tufts HP requires certain situational data in order to process enrollment files. For detailed information, please refer to the “Tufts Health Plan Specifications/Requirements” section of this document.
- As a submitter, your role in the EDI process is critical. Please refer to the “Understanding Your Role and Responsibilities” section of this document.
- Tufts HP recommends that the employer group submits the data for Coordination of Benefits (COB) if it is available.

General Specifications

Update Files

Tufts HP can accept either of the following

1. Transaction files (additions, terminations and changes since the last file submission).
2. Full Files with terminations (all members covered by Tufts HP for that employer group).

Both types of files will be updated directly into the Tufts HP membership system. This automated process enables Tufts HP to:

- Process most transactions without manual intervention (add new members, post terminations and update existing members);
- Produce a confirmation report of transactions performed through this process;
- Produce a report of transactions that require manual intervention and follow up; and
- Confirm that the employer group's list of Tufts HP enrollees is consistent with our records.

Tufts HP recommends that employer groups submit weekly or bi-weekly update files. Please refer to the Specification Requirements on pages starting on page 5 for details on how to send each type of file submission.

Reconciliation Files

In addition to the frequent files that are submitted for updating eligibility, Tufts HP requires that a periodic full file be submitted for reconciliation purposes. The electronic reconciliation file enables Tufts HP to systematically compare the data on the employer's file to the enrollment data maintained in the Tufts HP system and permits Tufts HP to identify any discrepancies.

This crosschecking allows Tufts HP and the employer group to identify members with different enrollment information. The process will also identify all transactions that might not have been submitted and will also identify all open and unresolved issues.

The following types of discrepancies will be identified and reported:

- Member is reported as actively enrolled by the employer group, but is not active with Tufts HP.
- Member is active with Tufts HP, but is not reported as active by the employer group.
- Member coverage information differs between employer group and Tufts HP (including date of birth, relationship code, plan type and address).

The reconciliation process does not make any updates to the Tufts HP system. All identified discrepancies are reported to the appropriate party at the employer group. Tufts HP and the employer group work together to resolve the identified discrepancies.

Tufts HP recommends that employer groups submit a quarterly file for reconciliation purposes.

Loops & Segments used by Tufts HP		
Loop	Segment ID	Segment Name
2100G	N3	Responsible Person Street Address
	N4	Responsible Person City, State, Zip
2200	DSB	Disability Information
	DTP	Disability Eligibility Dates
2300	HD	Health Coverage
	DTP	Health Coverage Dates
	AMT	Health Coverage Policy
	REF	Health Coverage Policy Number
	IDC	Identification Card
2310	LX	Provider Information
	NM1	Provider Name
	N4	Provider City, State, Zip
	PLA	PCP Change Reason
2320	COB	Coordination of Benefits
	REF	Additional Coordination of Benefits Identifiers
	N1	Other Insurance Company Name
	DTP	Coordination of Benefits Eligibility Dates
N/A	SE	Transaction Set Trailer
	GE	Functional Group Trailer
	IEA	Interchange Control Trailer

Loops & Segments not used by Tufts HP		
Loop	Segment ID	Segment Name
2310	PER	Provider Communication Numbers

Detailed 834 Specifications

Loop	Segment ID	Segment Name/Data Element Name	Usage	Compliance/Processing	Valid Values	Comments ⁺
------	------------	--------------------------------	-------	-----------------------	--------------	-----------------------

ISA (Interchange Control Header Segment)

	ISA	Interchange Control Header	R	Required for structural compliance		
	ISA01	Authorization Information Qualifier	R	Required for structural compliance		Tufts HP uses "00"
	ISA02	Authorization Information	R	Required for structural compliance		Submitter-specific ID number, or ten-space placeholder.
	ISA03	Security Information Qualifier	R	Required for structural compliance		Tufts HP uses "00"
	ISA04	Security Information	R	Required for structural compliance		Submitter-specific ID number, or ten-space placeholder.
	ISA05	Interchange ID Qualifier	R	Required for structural compliance		Submitter-specific ID qualifier
	ISA06	Interchange Sender ID	R	Required for structural compliance		Submitter-specific sender ID number.
	ISA07	Interchange ID Qualifier	R	Required for structural compliance		Tufts HP uses "01" DUNS (Dun & Bradstreet)
	ISA08	Interchange Receiver ID	R	Required for structural compliance		The Tufts HP DUNS number is "170558746". The number must be 15 bytes, therefore add six spaces to the end of the number.
	ISA09	Interchange Date	R	Required for structural compliance		Enter the date using the format YYMMDD
	ISA10	Interchange Time	R	Required for structural compliance		Enter the time using the format HHMM
	ISA11	Interchange Control Standards Identifier	R	Required for structural compliance	U	
	ISA12	Interchange Control Version Number	R	Required for structural compliance	00401	

Loop	Segment ID	Segment Name/Data Element Name	Usage	Compliance/Processing	Valid Values	Comments ⁺
------	------------	--------------------------------	-------	-----------------------	--------------	-----------------------

ISA (Interchange Control Header Segment)

	ISA13	Interchange Control Number	R	Required for structural compliance		Sender-specific control number.
	ISA14	Acknowledgment Requested	R	Required for structural compliance		Tufts HP does not send back functional acknowledgements at this time.
	ISA15	Usage Indicator	R	Required for structural compliance	T P	T = Test P = Production Note: This information is not used for file routing purposes.
	ISA16	Component Element Separator	R	Required for structural compliance		Enter separator character

GS (Functional Group Header)

	GS	Functional Group Header	R	Required for structural compliance		
	GS01	Functional Identifier Code	R	Required for structural compliance	BE	
	GS02	Application Sender's Code	R	Required for structural compliance		Submitter-specific number
	GS03	Application Receiver's Code	R	Required for structural compliance		The Tufts HP DUNS number is "170558746".
	GS04	Date	R	Required for structural compliance		Enter the date using the format CCYYMMDD
	GS05	Time	R	Required for structural compliance		Enter the time using the format HHMM
	GS06	Group Control Number	R	Required for structural compliance		Submitter-specific number
	GS07	Responsible Agency Code	R	Required for structural compliance	X	
	GS08	Version/Release/Industry Identifier Code	R	Required for structural compliance	004010X095A1	

ST (Transaction Set Header)

	ST	Transaction Set Header	R	Required for structural compliance		
	ST01	Transaction Set Identifier Code	R	Required for structural compliance	834	
	ST02	Transaction Set Control Number	R	Required for structural compliance		

Loop	Segment ID	Segment Name/Data Element Name	Usage	Compliance/Processing	Valid Values	Comments
N/A	BGN	Beginning Segment	R	Required for structural compliance		
	BGN01	Transaction Set Purpose Code	R	Required for structural compliance		Use "00" for files sent to Tufts HP. All submissions are treated as 00 – original, even if 15 or 22 are submitted.
	BGN02	Reference Identification	R	Required for structural compliance		
	BGN03	Date	R	Required for structural compliance		Format CCYYMMDD
	BGN04	Time	R	Required for structural compliance		Format HHMM
	BGN08	Action Code	R	Required for structural compliance	2 – Change 4 – Verify	For updates: - Use "2" for change files - Use "4" for full files For reconciliations: - Use "4" for comparison only.
	REF	Transaction Set Policy Number	S	Not required for structural compliance		
	REF01	Reference Identification Qualifier	R	Required if submitting REF segment	38	
	REF02	Reference Identification	R	Required if submitting REF segment		The 8-digit employer group ID assigned by Tufts HP. A separate file must be sent for each assigned group # when sent in this field. Note: Tufts HP recommends sending the group ID in Loop 2000 or 2300.
1000A	N1	Sponsor Name	R	Required for structural compliance		
	N101	Entity Identifier Code	R	Required for structural compliance	P5	
	N102	Name	S	Not required for structural compliance		In order to process the file Tufts HP requires that this data element be sent. Prior coordination is required if the value being sent changes.

Loop	Segment ID	Segment Name/Data Element Name	Usage	Compliance/Processing	Valid Values	Comments
1000A	N103	Identification Code Qualifier	R	Required for structural compliance	FI or ZZ	
	N104	Identification Code	R	Required for structural compliance		
1000B	N1	Payer	R	Required for structural compliance		
	N101	Entity Identifier Code	R	Required for structural compliance	IN	
	N103	Identification Code Qualifier	R	Required for structural compliance	FI or XV	
	N104	Identification Code	R	Required for structural compliance		
2000	INS	Member Level Detail	R	Required for structural compliance		
	INS01	Yes/No Condition or Response Code	R	Required for structural compliance	Y N	“Y” = subscriber “N” = dependent
	INS02	Individual Relationship Code	R	Required for structural compliance		See Appendix 1 for recommended values and code crosswalk table.
	INS03	Maintenance Type Code	R	Required for structural compliance	001 030 021 024 025	When sending a transaction file for updates, use values “001, 021, 024, 025.” When sending a full file for updates, use value “030.”
	INS04	Maintenance Reason Code	S	Not required for structural compliance		See Appendix 2 for complete list and for Tufts HP usage.
	INS05	Benefit Status Code	R	Required for structural compliance	A, C, S, or T	
	INS06	Medicare Plan Code	S	Not required for structural compliance		
	INS07	Consolidated Omnibus Budget Reconciliation Act (COBRA) Qualifying Event Code	S	Not required for structural compliance		
	INS08	Employment Status Code	S	Not required for structural compliance		
	INS09	Student Status Code	S	Not required for structural compliance		Send “F” if over age dependent is certified to remain on plan. Tufts HP may certify dependent status. Note: used for non-spousal type dependents.
INS10	Yes/No Condition or Response Code	S	Not required for structural compliance	N Y	Send “Y” if over age dependent is disabled. Tufts HP will independently verify disability and approve/deny coverage.	

Loop	Segment ID	Segment Name/Data Element Name	Usage	Compliance/Processing	Valid Values	Comments
						Used for non-spousal type dependents.
2000	INS12	Date Time Period	S	Not required for structural compliance		Date of death of subscriber or dependent. Format CCYYMMDD.
	INS17	Number	S	Not required for structural compliance		
	REF	Subscriber Number	R	Required for structural compliance		
	REF01	Reference Identification Qualifier	R	Required for structural compliance	0F	
	REF02	Reference Identification	R	Required for structural compliance		Subscriber's ID (usually employee's SSN). This value can also be a unique Tufts HP assigned number.
	REF	Member Policy Number	S	Not required for structural compliance		
	REF01	Reference Identification Qualifier	R	Required if submitting REF segment	1L	
	REF02	Reference Identification	R	Required if submitting REF segment		The 8-digit employer group ID assigned by Tufts HP. This value is required for processing. It can also be sent in Loop 2300.
	REF	Member Identification Number	S	Not required for structural compliance		
	REF01	Reference Identification Qualifier	R	Required if submitting REF segment		Tufts HP uses values "Q4" or "6O" to identify another member ID and uses "ZZ" to identify an internal employer ID.
	REF02	Reference Identification	R	Required if submitting REF segment		
	DTP	Member Level Dates	S	Not required for structural compliance		
	DTP01	Date/Time Qualifier	R	Required if submitting DTP segment		Tufts HP uses "357" for termination of health coverage. Note: Tufts HP does not use any other DTP qualifiers in this

Loop	Segment ID	Segment Name/Data Element Name	Usage	Compliance/Processing	Valid Values	Comments
						segment.
	DTP02	Date Time Period Format Qualifier	R	Required if submitting DTP segment	D8	
2000	DTP03	Date Time Period	R	Required if submitting DTP segment		Termination effective date. Format CCYYMMDD
2100A	NM1	Member Name	R	Required for structural compliance		
	NM101	Entity Identifier Code	R	Required for structural compliance		Tufts HP uses "IL"
	NM102	Entity Type Qualifier	R	Required for structural compliance	1	
	NM103	Name Last or Organization Name	R	Required for structural compliance		Member's last name
	NM104	Name First	R	Required for structural compliance		Member's first name
	NM105	Name Middle	S	Not required for structural compliance		Member's middle initial
	NM107	Name Suffix	S	Not required for structural compliance		Member's suffix
	NM108	Identification Code Qualifier	S	Not required for structural compliance		Tufts HP uses "34"
	NM109	Identification Code	S	Not required for structural compliance		Member SSN is required by Tufts HP.
	PER	Member Communications Numbers	S	Not required for structural compliance		
	PER01	Contact Function Code	R	Required if submitting PER segment	IP	
	PER03	Communication Number Qualifier	R	Required if submitting PER segment		Tufts HP uses "HP, TE, WP" first choice.
	PER04	Communication Number	R	Required if submitting PER segment		
	PER05	Communication Number Qualifier	S	Not required for structural compliance		Tufts HP uses "HP, TE, WP" second choice.
	PER06	Communication Number	S	Not required for structural compliance		
	PER07	Communication Number Qualifier	S	Not required for structural compliance		Tufts HP uses "HP, TE, WP" third choice.
	PER08	Communication Number	S	Not required for structural compliance		
	N3	Member Residence Street Address	S	Not required for structural compliance		Always send both the N3 and N4 segments for all address changes.

Loop	Segment ID	Segment Name/Data Element Name	Usage	Compliance/Processing	Valid Values	Comments
	N301	Address Information	R	Required if submitting N3 segment		Residence address line 1 of subscriber – limit input to 24 characters.
2100A	N302	Address Information	S	Not required for structural compliance		Residence address line 2 of subscriber – limit input to 24 characters.
	N4	Member Residence City, State, Zip Code	S	Not required for structural compliance		Always send both the N3 and N4 segments for all address changes.
	N401	City Name	R	Required if submitting N4 segment		Residence city of subscriber
	N402	State or Province Code	R	Required if submitting N4 segment		Residence state of subscriber
	N403	Postal Code	R	Required if submitting N4 segment		Tufts HP recommends the 9 digit postal code if available. This information is used by Tufts HP to validate service area as appropriate.
	N405	Location Qualifier	S	Not required for structural compliance		
	N406	Location Identifier	S	Not required for structural compliance		
	DMG	Member Demographics	S	Not required for structural compliance		
	DMG01	Date Time Period Format Qualifier	R	Required if submitting DMG segment	D8	
	DMG02	Date Time Period	R	Required if submitting DMG segment		Member's date of birth is required by Tufts HP in order to process the record.
	DMG03	Gender Code	R	Required if submitting DGM segment	F M U	A value of "F" or "M" is required by Tufts HP in order to process the record.
	DMG04	Marital Status Code	S	Not required for structural compliance		
	DMG05	Race or Ethnicity Code	S	Not required for structural compliance		
	DMG06	Citizenship Status Code	S	Not required for structural compliance		
	ICM	Member Income	S	Not required for structural compliance		

Loop	Segment ID	Segment Name/Data Element Name	Usage	Compliance/Processing	Valid Values	Comments
	ICM01	Frequency Code	R	Required if submitting ICM segment	1, 2, 3, 4, 6, 7, 8, 9, B, C, H, Q, S, or U	
2100A	ICM02	Monetary Amount	R	Required if submitting ICM segment		Individual income amount
	ICM03	Quantity	S	Not required for structural compliance		
	ICM05	Salary Grade	S	Not required for structural compliance		
	AMT	Member Policy Amounts	S	Not required for structural compliance		
	AMT01	Amount Qualifier Code	R	Required if submitting AMT segment	B9, C1, D2, or P3	
	AMT02	Monetary Amount	R	Required if submitting AMT segment		Policy amount
	HLH	Member Health Information	S	Not required for structural compliance		
	HLH01	Health-Related Code	S	Not required for structural compliance		
	HLH02	Height	S	Not required for structural compliance		
	HLH03	Weight	S	Not required for structural compliance		
	LUI	Member Language	S	Not required for structural compliance		
	LUI01	Identification Code Qualifier	S	Not required for structural compliance		Tufts HP uses LD
	LUI02	Identification Code	S	Not required for structural compliance		See Appendix 3 for information on how to obtain a complete list of the NISO Z39.53 Language Codes. Note: Tufts HP validates that the code sent is a valid HIPAA value.
	LUI03	Description	S	Not required for structural compliance		
LUI04	Use of Language Indicator	S	Not required for structural compliance	5 7 8	Tufts HP uses “7” as first choice, “5” as second choice and “8” as third choice.	
2100B	NM1	Incorrect Member Name	S	Not required for structural compliance		

Loop	Segment ID	Segment Name/Data Element Name	Usage	Compliance/Processing	Valid Values	Comments
	NM101	Entity Identifier Code	R	Required if submitting NM1 segment	70	
	NM102	Entity Type Qualifier	R	Required if submitting NM1 segment	1	
	NM103	Name Last or Organization Name	R	Required if submitting NM1 segment		Incorrect member last name
2100B	NM104	Name First	R	Required if submitting NM1 segment		Incorrect member first name
	NM108	Identification Code Qualifier	S	Not required for structural compliance		
	NM109	Identification Code	S	Not required for structural compliance		
2100C	NM1	Member Mailing Address	S	Not required for structural compliance		
	NM101	Entity Identifier	R	Required if submitting NM1 segment	31	
	NM102	Entity Type Qualifier	R	Required if submitting NM1 segment	1	
	N3	Member Mail Street Address	S	Not required for structural compliance		Always send both the N3 and N4 segments for all address changes.
	N301	Address Information	R	Required if submitting N3 segment		Mailing address line 1 of subscriber – limit input to 24 characters.
	N302	Address Information	S	Not required for structural compliance		Mailing address line 2 of subscriber – limit input to 24 characters.
	N4	Member Mail City, State, Zip	S	Not required for structural compliance		Always send both the N3 and N4 segments for all address changes.
	N401	City Name	R	Required if submitting N4 segment		Mailing city of subscriber
	N402	State or Province Code	R	Required if submitting N4 segment		Mailing state of subscriber
	N403	Postal Code	R	Required if submitting N4 segment		Tufts HP recommends the 9 digit postal code if available.
2100D	NM1	Member Employer	S	Not required for structural compliance		
	NM101	Entity Identifier Code	R	Required if submitting NM1 segment	ES	
	NM102	Entity Type Qualifier	R	Required if submitting NM1 segment	1 or 2	

Loop	Segment ID	Segment Name/Data Element Name	Usage	Compliance/Processing	Valid Values	Comments
	NM103	Name Last or Organization Name	S	Not required for structural compliance		Employer last name or organization name
	NM104	Name First	S	Not required for structural compliance		Employer first name
2100D	NM105	Name Middle	S	Not required for structural compliance		
	NM107	Name Suffix	S	Not required for structural compliance		
	NM109	Identification Code	S	Not required for structural compliance		
	PER	Member Employer Communications Numbers	S	Not required for structural compliance		
	PER01	Contact Function Code	R	Required if submitting PER segment	EP	
	PER03	Communication Number Qualifier	R	Required if submitting PER segment	EM, EX, FX, or TE	Type of communication number for employer
	PER04	Communication Number	R	Required if submitting PER segment		
	PER05	Communication Number Qualifier	S	Not required for structural compliance	EM, EX, FX, or TE	Type of communication number for employer
	PER06	Communication Number	S	Not required for structural compliance		
	PER07	Communication Number Qualifier	S	Not required for structural compliance	EM, EX, FX, or TE	Type of communication number for employer
	PER08	Communication Number	S	Not required for structural compliance		
	N3	Member Employer Street Address	S	Not required for structural compliance		Always send both the N3 and N4 segments for all address changes.
	N301	Address Information	R	Required if submitting N3 segment		Address line 1 of employer
	N302	Address Information	S	Not required for structural compliance		Address line 2 of employer
	N4	Member Employer City, State Zip	S	Not required for structural compliance		Always send both the N3 and N4 segments for all address changes.
	N401	City Name	R	Required if submitting N4 segment		City of employer
N402	State or Province Code	R	Required if submitting N4 segment		State of employer	

Loop	Segment ID	Segment Name/Data Element Name	Usage	Compliance/Processing	Valid Values	Comments
	N403	Postal Code	R	Required if submitting N4 segment		Tufts HP recommends the 9 digit postal code
	N404	Country Code	S	Not required for structural compliance		
2100E	NM1	Member School	S	Not required for structural compliance		
	NM101	Entity Identifier Code	R	Required if submitting NM1 segment	M8	
	NM102	Entity Type Qualifier	R	Required if submitting NM1 segment	2	
	NM103	Name Last or Organization Name	R	Required if submitting NM1 segment		School name
	PER	Member School Communications Numbers	S	Not required for structural compliance		
	PER01	Contact Function Code	R	Required if submitting PER segment	SK	
	PER03	Communication Number Qualifier	R	Required if submitting PER segment	EM, EX, FX, or TE	Type of communication number for school
	PER04	Communication Number	R	Required if submitting PER segment		
	PER05	Communication Number Qualifier	S	Not required for structural compliance	EM, EX, FX, or TE	Type of communication number for school
	PER06	Communication Number	S	Not required for structural compliance		
	PER07	Communication Number Qualifier	S	Not required for structural compliance	EM, EX, FX, or TE	Type of communication number for school
	PER08	Communication Number	S	Not required for structural compliance		
	N3	Member School Street Address	S	Not required for structural compliance		Always send both the N3 and N4 segments for all address changes.
	N301	Address Information	R	Required if submitting N3 segment		Address line 1 of school
	N302	Address Information	S	Not required for structural compliance		Address line 2 of school
	N4	Member School City, State, Zip	S	Not required for structural compliance		Always send both the N3 and N4 segments for all address changes.
	N401	City Name	R	Required if submitting N4 segment		City of school
	N402	State or Providence Code	R	Required if submitting N4 segment		State of school

Loop	Segment ID	Segment Name/Data Element Name	Usage	Compliance/Processing	Valid Values	Comments
	N403	Postal Code	R	Required if submitting N4 segment		Tufts HP recommends the 9 digit postal code
	N404	Country Code	S	Not required for structural compliance		
2100F	NM1	Custodial Parent Name	S	Not required for structural compliance		
	NM101	Entity Identifier Code	R	Required if submitting NM1 segment	S3	
	NM102	Entity Type Qualifier	R	Required if submitting NM1 segment	1	
	NM103	Name Last or Organization Name	R	Required if submitting NM1 segment		Custodial parent last name
	NM104	Name First	R	Required if submitting NM1 segment		Custodial parent first name
	NM105	Name Middle	S	Not required for structural compliance		Custodial parent middle initial
	NM106	Name Prefix	S	Not required for structural compliance		
	NM107	Name Suffix	S	Not required for structural compliance		
	NM108	Identification Code Qualifier	S	Not required for structural compliance		Tufts HP uses "34"
	NM109	Identification Code	S	Not required for structural compliance		Custodial parent SSN
	PER	Custodial Parent Communications Numbers	S	Not required for structural compliance		
	PER01	Contact Function Code	R	Required if submitting PER segment	PQ	
	PER03	Communication Name Qualifier	R	Required if submitting PER segment	EM, EX, FX, HP, TE, or WP	Type of communication number for custodial parent
	PER04	Communication Number	R	Required if submitting PER segment		
	PER05	Communication Number Qualifier	S	Not required for structural compliance	EM, EX, FX, HP, TE, or WP	Type of communication number for custodial parent
	PER06	Communication Number	S	Not required for structural compliance		
	PER07	Communication Number Qualifier	S	Not required for structural compliance	EM, EX, FX, HP, TE, or WP	Type of communication number for custodial parent
	PER08	Communication Number	S	Not required for structural compliance		
	N3	Custodial Parent Street Address	S	Not required for structural compliance		Always send both the N3 and N4 segments for all address changes.

Loop	Segment ID	Segment Name/Data Element Name	Usage	Compliance/Processing	Valid Values	Comments
	N301	Address Information	R	Required if submitting N3 segment		Address line 1 of custodial parent
	N302	Address Information	S	Not required for structural compliance		Address line 2 of custodial parent
2100F	N4	Custodial Parent City, State, Zip	S	Not required for structural compliance		Always send both the N3 and N4 segments for all address changes.
	N401	City Name	R	Required if submitting N4 segment		City of custodial parent
	N402	State or Province Code	R	Required if submitting N4 segment		State of custodial parent
	N403	Postal Code	R	Required if submitting N4 segment		Tufts HP recommends the 9 digit postal code
	N404	Country Code	S	Not required for structural compliance		

Loop	Segment ID	Segment Name/Data Element Name	Usage	Compliance/Processing	Valid Values	Comments
2100G	NM1	Responsible Person Name	S	Not required for structural compliance		
	NM101	Entity Identifier Code	R	Required if submitting NM1 segment	E1, EI, EXS, GD, J6, or QD	
	NM102	Entity Type Qualifier	R	Required if submitting NM1 segment	1	
	NM103	Name Last or Organization Name	R	Required if submitting NM1 segment		Responsible person last name
	NM104	Name First	R	Required if submitting NM1 segment		Responsible person first name
	NM105	Name Middle	S	Not required for structural compliance		Responsible person middle initial
	NM106	Name Prefix	S	Not required for structural compliance		
	NM107	Name Suffix	S	Not required for structural compliance		
	NM108	Identification Code Qualifier	S	Not required for structural compliance		Tufts HP uses "34"
	NM109	Identification Code	S	Not required for structural compliance		Responsible person SSN
	PER	Responsible Person Communications Number	S	Not required for structural compliance		
	PER01	Contact Function Code	R	Required if submitting PER segment	RP	
	PER03	Communication Number Qualifier	R	Required if submitting PER segment	EM, EX, FX, HP, TE, or WP	Type of communication number for responsible person
	PER04	Communication Number	R	Required if submitting PER segment		
	PER05	Communication Number Qualifier	S	Not required for structural compliance	EM, EX, FX, HP, TE, or WP	Type of communication number for responsible person
	PER06	Communication Number	S	Not required for structural compliance		
2100G	PER07	Communication Number Qualifier	S	Not required for structural compliance	EM, EX, FX, HP, TE, or WP	Type of communication number for responsible person
	PER08	Communication Number	S	Not required for structural compliance		
	N3	Responsible Person Street Address	S	Not required for structural compliance		Always send both the N3 and N4 segments for all address changes.
	N301	Address Information	R	Required if submitting N3 segment		Address line 1 of responsible person

Loop	Segment ID	Segment Name/Data Element Name	Usage	Compliance/Processing	Valid Values	Comments
	N302	Address Information	S	Not required for structural compliance		Address line 2 of responsible person
	N4	Responsible Person City, State, Zip	S	Not required for structural compliance		Always send both the N3 and N4 segments for all address changes.
	N401	City Name	R	Required if submitting N4 segment		City of responsible person
	N402	State or Province Code	R	Required if submitting N4 segment		State of responsible person
	N403	Postal Code	R	Required if submitting N4 segment		Tufts HP recommends the 9 digit postal code
	N404	Country Code	S	Not required for structural compliance		
2200	DSB	Disability Information	S	Not required for structural compliance		
	DSB01	Disability Type Code	R	Required if submitting DSB segment	1 2 3 4	Send "1, 2 or 3" if dependent is disabled. Tufts HP will independently verify disability and approve / deny coverage. Tufts uses for 'non-spousal type' dependents.
	DSB08	Medical Code Value	S	Not required for structural compliance		
2200	DTP	Disability Eligibility Dates	S	Not required for structural compliance		
	DTP01	Date/Time Qualifier	R	Required if submitting DTP segment	360 or 361	
	DTP02	Date Time Period Format Qualifier	R	Required if submitting DTP segment	D8	
	DTP03	Date Time Period	R	Required if submitting DTP segment		Disability effective date or end date. Format CCYYMMDD
2300	HD	Health Coverage	S	Not required for structural compliance		

Loop	Segment ID	Segment Name/Data Element Name	Usage	Compliance/Processing	Valid Values	Comments
	HD01	Maintenance Type Code	R	Required if submitting HD segment	001 025 002 026 021 030 024 032	Tufts HP recommends “001, 021, 024, 025, 030” Note: Tufts HP treats “026” the same as “001” and treats “002” the same as “024”
	HD03	Insurance Line Code	R	Required if submitting HD segment		
	HD04	Plan Coverage Description	S	Not required for structural compliance		
	HD05	Coverage Level Code	S	Not required for structural compliance		See Appendix 4 for Tufts HP recommended values and code crosswalk table. This data element is required by Tufts HP to be sent on all subscriber transactions in order to process the record.
	DTP	Health Coverage Dates	R	Required for structural compliance		
	DTP01	Date/Time Qualifier	R	Required for structural compliance		Tufts HP uses “303, 348, 349”
	DTP02	Date Time Period Format Qualifier	R	Required for structural compliance	D8	
	DTP03	Date Time Period	R	Required for structural compliance		Coverage effective date or coverage end date. Format CCYYMMDD
	AMT	Health Coverage Policy	S	Not required for structural compliance		
	AMT01	Amount Qualifier Code	R	Required if submitting AMT segment	B9, C1, D2, or P3	
	AMT02	Monetary Amount	R	Required if submitting AMT segment		Contract amount
2300	REF	Health Coverage Policy Number	S	Not required for structural compliance		
	REF01	Reference Identification Qualifier	R	Required if submitting REF segment		Tufts HP uses “1L”
	REF02	Reference Identification	R	Required if submitting REF segment		The 8-digit employer group ID assigned by Tufts HP. This value is required for processing. Group ID can also be sent in Loop 2000.
	IDC	Identification Card	S	Not required for structural compliance		
	IDC01	Plan Coverage Description	R	Required if submitting IDC segment		

Loop	Segment ID	Segment Name/Data Element Name	Usage	Compliance/Processing	Valid Values	Comments
	IDC03	Identification Card Type Code	R	Required if submitting IDC segment	D, H, or P	
	IDC04	Action Code	S	Not required for structural compliance		
2310	LX	Provider Information	S	Not required for structural compliance		
	LX01	Assigned Number	R	Required if submitting LX segment		Tufts HP uses "1"
	NM1	Provider Name	R	Required for structural compliance		
	NM101	Entity Identifier Code	R	Required for structural compliance		Tufts HP uses "P3"
	NM102	Entity Type Qualifier	R	Required for structural compliance		Tufts HP uses "1"
	NM103	Name Last or Organization Name	S	Not required for structural compliance		Provider last name
	NM104	Name First	S	Not required for structural compliance		Provider first name
	NM105	Name Middle	S	Not required for structural compliance		Provider middle name
	NM107	Name Suffix	S	Not required for structural compliance		
	NM108	Identification Code Qualifier	S	Not required for structural compliance		Tufts HP uses "XX"
	NM109	Identification Code	S	Not required for structural compliance		The 10-digit NPI. Tufts HP strongly recommends this be sent with all new additions.
	NM110	Entity Relationship Code	R	Required for structural compliance	25 26 72	
2310	N4	Provider City, State, Zip Code	S	Not required for structural compliance		
	N401	City Name	R	Required if submitting N4 segment		City of provider
	N402	State or Province Code	R	Required if submitting N4 segment		State of provider
	N403	Postal Code	R	Required if submitting N4 segment		Tufts HP recommends the 9 digit postal code
	N406	Location Identifier	S	Not required for structural compliance		
	PLA	PCP Change Reason	S	Not required for structural compliance		

Loop	Segment ID	Segment Name/Data Element Name	Usage	Compliance/Processing	Valid Values	Comments
	PLA01	Action Code	R	Required if submitting PLA segment	2	
	PLA02	Entity Identifier Code	R	Required if submitting PLA segment	1P	
	PLA03	Date	R	Required if submitting PLA segment		Effective date of the provider ID change Format CCYYMMDD
	PLA05	Maintenance Reason Code	R	Required if submitting PLA segment		Reason for PCP change
2320	COB	Coordination of Benefits	S	Not required for structural compliance		
	COB01	Payer Responsibility Sequence Number Code	R	Required if submitting COB segment	P S T U	
	COB02	Resource Identification	S	Not required for structural compliance		
	COB03	Coordination of Benefits Code	R	Required if submitting COB segment	1 5 6	
	REF	Additional Coordination of Benefits Identifiers	S	Not required for structural compliance		
	REF01	Reference Identification Qualifier	R	Required if submitting REF segment	60, 6P, A6, SY, or ZZ	
	REF02	Reference Identification	R	Required if submitting REF segment		
2320	N1	Other Insurance Company Name	S	Not required for structural compliance		
	N101	Entity Identifier Code	R	Required if submitting N1 segment	IN	
	N102	Name	S	Not required for structural compliance		
	N103	Identification Code Qualifier	S	Not required for structural compliance		
	N104	Identification Code	S	Not required for structural compliance		
	DTP	Coordination of Benefits Eligibility Dates	S	Not required for structural compliance		

Loop	Segment ID	Segment Name/Data Element Name	Usage	Compliance/Processing	Valid Values	Comments
	DTP01	Date/Time Qualifier	R	Required if submitting DTP segment	344 or 345	
	DTP02	Date Time Period Format Qualifier	R	Required if submitting DTP segment	D8	
	DTP03	Date Time Period	R	Required if submitting DTP segment		COB effective date end date. Format CCYYMMDD

SE (Transaction Set Trailer)

	SE	Transaction Set Trailer	R	Required for structural compliance		
	SE01	Number of Included Segments	R	Required for structural compliance		Total of segments included in transaction set
	SE02	Transaction Set Control Number	R	Required for structural compliance		Note: this value must be the same as that sent in ST02.

GE (Functional Group Trailer)

	GE	Functional Group Trailer	R	Required for structural compliance		
	GE01	Number of Transaction Sets Included	R	Required for structural compliance		Total number of transactions sets included in the functional group or interchange (transmission) group terminated by the trailer containing this data element.
	GE02	Group Control Number	R	Required for structural compliance		Submitter-specific number. Note: this value must be the same as that sent in GS06.

IEA (Interchange Control Trailer Segment)

	IEA	Interchange Control Trailer	R	Required for structural compliance		
	IEA01	Number of Included Functional Groups	R	Required for structural compliance		Submitter-specific number
	IEA02	Interchange Control Number	R	Required for structural compliance		Submitter-specific number

The Testing Process

Test data is not used in a production environment. All test data is discarded upon completion of testing.

Test files should contain no more than 100 records (unless otherwise requested).

The procedures for testing the process are as follows:

1. The employer group supplies the test files to Tufts HP via secure email or compact disc (CD). The employer group should send the final test via the mutually agreed upon mode of submission. Tufts HP assigns the test logon and password as appropriate for this process.
2. The EDI Analyst examines the file for data quality and file structure compliance. A summary of findings is generally provided within 5 business days.

During testing, Tufts HP will provide a hard copy report of the required test case scenarios to assist with the verification process. *It is critical that this document be filled out and returned with each test file submitted.* The test data report ensures that:

- The turnaround time of 5 business days can be met.
 - The EDI Analyst will be able to thoroughly examine the test cases submitted for each scenario on the file and determine the need for subsequent tests.
3. The first round of testing focuses on confirming that submitted data is structurally compliant as defined in the 834 Implementation Guide as well as meeting file layout requirements (field size, position, etc.).
 4. Once the test file meets the file layout requirements, testing of files will focus on the format and content of the data provided. These test files should include samples of additions, changes and terminations (see definitions of these terms below) for each group/subgroup and plan type. The test data should include the following types of records:
 - Additions (new subscriber, new dependent to an existing plan).
 - Changes (plan type, group number, and demographic changes).
 - Terminations (entire family and a termination of a single dependent) using the end date field

If subsequent test files identify any discrepancies, then Tufts HP will request additional test files.

5. After the file layout requirements have been tested successfully, a full file membership reconciliation is required. Once the reconciliation is completed and all databases are up-to-date, the employer group is given authorization to submit production files. At that time the EDI Analyst will send written confirmation to the employer group. Based on the agreed upon mode of submission, the appropriate submission instructions will be sent.

Definitions

The following table lists the terms relevant to the *EDI Enrollment 834 Reference Guide*.

Term	Definition
Additions	New employee, newborn, newly acquired dependents, or new group
Changes	Plan type change, (i.e., individual to family, family to individual), group number change, or demographic changes including member name, address, and dependent SSN NOTE: Date of birth changes and subscriber ID changes should be sent via paper or fax. They should not be sent as part of the electronic enrollment process.
Terminations	Subscriber or dependent that terminates health coverage from Tufts HP (when terminating a family policy, all covered dependents should be sent with a termination date).

Test File Mailing Specifications

Use this procedure to ship test media to Tufts HP:

1. Pack labeled test media (CD) in a standard padded envelope or CD mailer.
2. Label each piece of test media with the following information:
 - Group name
 - File Size/Records Submitted
 - File Name
3. Mail labeled test media, via overnight or next day mail, to the following address:

Tufts Health Plan

Enrollment and Premium Billing Department/Mail Stop 30

Attn: Tufts HP Testing Contact Name

705 Mount Auburn Street

Watertown, MA 02472-9170

Helpful Hints

- As stated in the Implementation Guide, no more than 10,000 INS segments should be submitted in a single 834 transaction.
- Subscriber information must precede dependent information in a transmission, or the subscriber information must have been submitted to the receiver in a previous transmission.
- Tufts HP accepts both transaction files and full files for updates:
 - Transaction files for updates are preferred (additions, changes and terminations since the last file submission). If using this method BGN08 = 2, INS03 (Maintenance Type Code) use values 001, 021, 024 and 025. In addition, send the appropriate value in HD01 (Health Coverage).
 - Full files with terminations for updates are also accepted. If using this method BGN08 = 2 or 4, INS03 (Maintenance Type Code) use value 030. In addition, send the appropriate value in HD01 (Health Coverage).
- Reconciliation files are full files that should be sent with BGN08 = 4 and INS03 = 030 and HD01 = 030.
- When submitting files, identification of the type of file (Update or Reconciliation file) is part of the submission procedure. Refer to the Submission Instructions provided for the agreed upon method.
- The following situational fields are required by Tufts HP to effectively process the transaction; date of birth, gender, group ID, member SSN.
- Always send Loop 2300 (Health Coverage) and send Loop 2100A (Member Address) with subscriber records. This information is necessary in order for Tufts HP to effectively process subscriber transactions.
- The eight (8)-digit Tufts HP employer group ID should be submitted in Loop 2000, REF02, (Member Identification) or in Loop 2300, REF02, (Reference Identification).
- Loop 2000 (Member Identification Number), if submitting more than one Q4 and 60 qualifier in the same transaction, Tufts HP will accept the last qualifier only.
- The only date used in Loop 2000 (Member Level Dates) is with DTP01 = 357 (eligibility end). Tufts HP uses this information to terminate Tufts HP coverage for those individuals noted.
- When moving from one Tufts HP group ID to another Tufts HP group ID, use Loop 2300 HD01 (Health Coverage).
- Tufts HP uses member residence address for service area verification when appropriate.
- The ten (10) digit NPI number assigned by the National Provider and Payer Enumeration System (NPPES) should be submitted in Loop 2310, NM109, (Identification Code) with all new additions.
- Always send Loop 2100A, N3 and N4 for all address changes.
- Date of birth and subscriber ID changes should be sent via paper or fax. They should not be sent as part of the electronic enrollment process.

Understanding Your Role and Responsibilities

Your role in the Electronic Data Interchange (EDI) process is very important. Tufts HP's ability to process enrollment information depends on the employer group providing accurate and timely data.

Please read the following carefully. **Submission of your first production file means that you agree to the terms and conditions outlined below.**

After Tufts HP grants EDI production status, please make sure you do the following:

- Send only records for those members who have selected Tufts HP and are eligible for coverage.
- Send termination records when coverage ends.
- Make sure all member data is accurate (including demographic information, effective enrollment dates, spelling, etc.).
- Send member data and respond to discrepancy reports in a timely manner.
- Retain copies of all necessary supporting member documentation.

Tufts HP will process the member data submitted, issue member ID cards, and provide services based on the data sent and in accordance with the employer group's benefit plan. In addition, Tufts HP will investigate situations where the data is questioned and take appropriate steps to correct any errors.

Information Flows and EDI Processing:

- When an employer submits employee address and phone number changes electronically, Tufts HP suppresses your employees' ability to change this information directly with us. Employees who attempt to make address or phone number changes through the Tufts HP Member Services department or by visiting the Tufts HP web site will be directed back to their employer group. This step should eliminate the processing of inconsistent information. In addition to the above, if Tufts HP receives any returned mail, the member's address record will not be updated. Instead, the mail will be sent to the member's employer group for verification purposes and should then be added to the employer's next file submission.
- Tufts HP will process primary care physician (PCP) and fitness center designations electronically only for new members. Existing members who wish to change their PCP and/or fitness center designation should contact the Tufts HP Member Services department or visit www.tuftshealthplan.com.
- Tufts HP enforces a 60-day retroactivity policy for all enrollment transactions.
- Members whose coverage terminates on the first day of the month are covered through midnight of the last day of the previous month. All terminations are processed accordingly.
- Newborn additions to existing family plans must be submitted on the employer's file. Employees who attempt to add newborns by calling the Tufts HP Member Services department will be directed back to their employer group.
- Tufts HP does not screen for qualifying events and is not responsible for identifying spelling errors or typographical errors prior to enrolling a member. Any necessary corrections may occur after the member ID card has been sent by Tufts HP or received by the member.

Electronic Data Exchange Options

Tufts HP supports the following Electronic Data Exchange solutions:

Methods of Physical Connectivity

The following are Tufts HP supported methods of physical connectivity:

- Manual Submission
- Automated Submission, i.e. machine to machine transmission
- Web User Interface

File Transfer Methods

The following are acceptable file transfer methods in order of preference:

- SSH/SFTP
- SSL/FTPS
- HTTPS

Physical File Media

With prior approval from Tufts HP, physical file media submissions may be sent via secure email or on CD via USPS. Unless exception status is granted, all production files should be received via one of the above agreed upon methods.

- Production media should be labeled with the following information:
 - Group name
 - File name
 - Eligibility time period (date)
 - File size/records submitted
- Production media should be packed in a standard padded envelope or CD mailer and sent either via overnight or next day mail to the following address:

Tufts Health Plan
EEPB Department / Electronic Enrollment/Mail Stop 30
705 Mount Auburn Street
Watertown, MA 02472-9170

Additional Options

The EDI Analyst can provide details and work with the submitter to determine the best option.

- If you do not see the option you would like to use listed, the EDI Analyst can facilitate a meeting to discuss other solutions.

Contact Information

The following sections provide contact information for any questions regarding HIPAA, 834 Benefit Enrollment and Maintenance transaction, and documentation or testing.

For General HIPAA Questions

If you have any general HIPAA questions, please access the Tufts Health Plan HIPAA website. To access the site:

Go to http://www.tuftshealthplan.com/employers/employers_brokers.php?sec=hipaa&content=emp_hipaa

834 Transaction and General Enrollment Questions

The following table provides specific contact information by department and responsibility.

For Questions Regarding....	Contact	Phone Number	Email Address
The 834 Companion Document 834 Transaction and Testing	Electronic Enrollment Department	1-888-880-8699 ext. 9792 (Liana Connors) or ext. 9912 (Josephine Riddick)	Liana_Connors@tufts-health.com or Josephine_Riddick@tufts-health.com
General Enrollment and Premium Billing Questions	Enrollment and Premium Billing Employer Group Phone Queue	1-800-818-4388	

Electronic Enrollment/Reconciliation Data Form

Account Executive/Sales Representative	
Account Name	
Group Number	
Plan Type Codes	
Group Primary Contact Name	
Email address	
Phone Number	
Address: Street, State, Zip	
Fax Number	
Group IS Contact Name	
Email	
Phone Number	
Address: Street, State, Zip	
Interchange ID Qualifier (ISA05)	
Interchange Sender ID (ISA06)	
Sponsor Name (1000A N102)	
Update File Frequency ¹	
File Schedule ²	
Reconciliation File Frequency ³	
Open Enrollment Period	
Electronic Enrollment expected Start Date	
Performance Agreements (details)	
What Human Resource Information system (HRIS) are you currently using?	

ASC X12N 834 Benefit Enrollment and Maintenance transaction

This information should be sent back to the EDI Analyst assigned either by fax (617) 923-5898 or email prior to the initial conference call.

¹ Frequency: weekly, bi-weekly, monthly

² Schedule: exact date if possible

³ Frequency: monthly, bi-monthly, quarterly

Appendix 1 – Relationship Code Table

The following table shows the valid HIPAA values that Tufts HP uses. The table also crosswalks valid HIPAA values to valid Tufts HP values for Loop 2000, Member Level Detail, INS02.

HIPAA Relationship Codes		Tufts Health Plan Relationship Codes		
Code	Description	Code	Description	Comments
01	Spouse	02	Legal spouse of policy holder	
05	Grandson or granddaughter	14	Grandchild dependent	
09	Adopted child	03	Natural child / adopted child	*Dependent is < 21
		13 /05	Student-unverified / student-verified	*Dep. is > 21 but < 26 & INS09=F
		16 /06	Disabled dependent-unverified / disabled dependent-verified	*Dep. is > 21 & (DSB01 =1,2 or 3 or INS10 =Y)
17	Stepson or stepdaughter	04	Stepchild	*Dependent is < 21.
		13 /05	Student-unverified /student-verified	*Dep. is > 21 but < 26 & INS09=F
		16 /06	Disabled dependent-unverified / disabled dependent-verified	*Dep. is > 21 & (DSB01 =1,2 or 3 or INS10 = Y)
18	Self	01	Eligible policy holder	
		DD	Dependent only coverage -subscriber deceased	HD05 = CHD, DEP or SPC and INS12 = “not blank”
		DO	Dependent only coverage-subscriber is not a member	HD05 = CHD, DEP or SPC and INS12 = “blank”
19	Child	03	Natural child / adopted child	*Dependent is < 21.
		13 /05	Student unverified / student-verified	*Dep. is > 21 but < 26 & INS09=F
		16 /06	Disabled dependent-unverified / disabled dependent-verified	*Dep. is > 21 & (DSB01 =1,2 or 3 or INS10 = Y)
25	Ex-spouse	07	Former spouse	
53	Life Partner This is a partner that acts like a spouse without a legal marriage commitment	17	Spousal equivalent-domestic partner	

* In most cases, the certified dependent age-in is 21 and age-out is 26. However, exact ages may vary by employer group contract.

** Other relationship codes not listed may be assigned by Tufts HP. If you have questions about the usage of these codes or others not listed, consult the EDI Analyst.

Appendix 2 – Maintenance Reason Codes

The following table shows the valid HIPAA values and Tufts HP's uses. These codes are used in Loop 2000, INS04.

HIPAA Maintenance Reason Code		Comments
Code	Description	
01	Divorce	
02	Birth	
03	Death	
04	Retirement	
05	Adoption	
06	Strike	
07	Termination of Benefits	
08	Termination of Employment	
09	Consolidated Omnibus Budget Reconciliation Act (Cobra)	
10	Consolidated Omnibus Budget Reconciliation Act (Cobra) Premium Paid	
11	Surviving Spouse	
14	Voluntary Withdrawal	
15	Primary Care Provider (PCP) Change	
16	Quit	
17	Fired	
18	Suspended	
20	Active	
21	Disability	
22	Plan Change Used when a member changes from one Plan to a different Plan. This is not intended to identify changes to a Plan.	Send as two transactions (termination from former plan (group ID) and an addition into the new plan (group ID))
25	Change in identifying elements Use when a change has been made to primary elements that identify an individual. Such primary elements include first name, last name, SSN, DOB and employee identification number.	Tufts HP recommends that subscriber ID changes and date of birth changes be handled outside of the electronic enrollment process.
26	Declined coverage The subscriber declined a previously active coverage.	
27	Pre-enrollment (this code can be used to enroll newborns prior to receiving the newborn's application).	Not used by Tufts HP. Newborns cannot be enrolled prior to their date of birth.
28	Initial enrollment	
29	Benefits selection This is used when a member changes benefits within a Plan.	Used for plan upgrades and plan downgrades.
31	Legal separation	
32	Marriage	
33	Personal data. General information about the participant. Use this	

Appendix 2 – Maintenance Reason Codes

HIPAA Maintenance Reason Code		Comments
Code	Description	
	code for any data change that is not included in any of the other allowed codes. Example, change in COB information.	
37	Leave of absence with benefits	
38	Leave of absence without benefits	
39	Layoff with benefits	
40	Layoff without benefits	
41	Re-enrollment	
43	Change of location Use to indicate change of address.	
AI	No reason given	
XN	Notification only To be used in complete enrollment transmissions. This is used when INS03 = 030 Audit/Compare.	
XT	Transfer Used when an employee has an organizational change. Example - location change within the organization with no change in benefits or Plan.	Usually used when moving to a different sub-group. Send as a 'change' transaction with new group ID.

Appendix 3 – Member Language Codes

For a complete list of the NISO Z39.53 Member Language Codes used in Loop 2100A LUI02, please go to National Information Standards Organization Press (NISO), NISO Z39.53 Language Code List.

www.niso.org

Appendix 4 – Coverage Level Code Table

The following table shows the valid HIPAA values that Tufts HP uses. The table also crosswalks valid HIPAA values to Tufts HP's most commonly used plan codes for Loop 2300, Health Coverage, HD05.

HIPAA Coverage Level Codes		Tufts Health Plan Product Codes	
Code	Description	HMO/EPO	POS & PPO
EMP	Employee only	IND	P1IN
IND	Individual	IND	P1IN
ESP	Employee and spouse	2SSP	P12S
ECH	Employee and children	FAM1	P1F1
E1D	Employee and 1 dependent (non-spouse)	2SCH	P12C
FAM	Family	FAM	P1FA

**Other coverage codes not listed may be assigned by Tufts HP. If you have questions about the usage of these codes or others not listed, consult your EDI Analyst.