



New! COMAR 10.25.06 – *Maryland Medical Care Data Base and Data Collection*

M E D I C A L C A R E D A T A B A S E

2013 MCDB

DATA BASE SUBMISSION MANUAL

MARYLAND HEALTH CARE COMMISSION
CENTER FOR ANALYSIS AND INFORMATION SERVICES
4160 PATTERSON AVENUE
BALTIMORE, MARYLAND 21215
(410) 764-3570

MHCC.DHMH.MARYLAND.GOV

Released November 21, 2013
Printed 11/21/13



COMAR 10.25.06 – MARYLAND MEDICAL CARE DATA BASE (MCDB) SUBMISSION MANUAL

TABLE OF CONTENTS

SECTION

I.	Introduction.....	1
II.	File Documentation	11

APPENDICES

A.	2013 MCDB Payors and Payor ID Numbers	20
B.	Media Format/Transmission Information.....	21
C.	Explanation of Key Data Element: Universally Unique Identifier (UUID)	23
D.	Special Instructions for Financial Data Elements.....	25
E.	Data Reporting and Pre-submission Data Checks	27
F.	File Layouts: Professional Services, Pharmacy Services, Provider Directory, Institutional Services, and Eligibility Data Reports.....	30
G.	Data Dictionary: Professional Services, Pharmacy Services, Provider Directory, Institutional Services, and Eligibility Data Reports	46

DATA SUBMISSION MANUAL

PURPOSE: The 2013 Medical Care Data Base (MCDB) Data Submission Manual is designed to provide reporting entities with guidelines of technical specifications, layouts, and definitions necessary for filing the Professional Services Data, Pharmacy Data, Provider Directory, Institutional Services Data, and Eligibility Data reports required under COMAR 10.25.06.04. This manual incorporates new information defined in regulations adopted by the Commission on October 17, 2013 as emergency and proposed regulations. Items that are new or modified in the current version represent all recent updates and modifications detailed in the previous 2012 MCDB Data Submission Manual released February, 2013. The manual is available in electronic form on the Commission's website at

<http://mhcc.dhmh.maryland.gov/payercompliance/Pages/payercompliance/default.aspx>

PAYOR ID #: Please see Appendix A for a list of 2013 MCDB payors and assigned Payor ID numbers. The Payor assigned ID number is required on all submission media and documentation.

Questions regarding the information in this manual should be directed to:

Mr. Larry Monroe
Maryland Health Care Commission
4160 Patterson Avenue
Baltimore, MD 21215
Phone: (410) 764-3390 Fax: (410) 358-1236
larry.monroe@maryland.gov

Please direct data processing inquiries to:

Mr. Adrien Ndikumwami
Social & Scientific Systems, Inc.
8757 Georgia Avenue, 12th Floor
Silver Spring, MD 20910
Phone: (301) 628-3262 Fax: (301) 628-3201
andikumwami@s-3.com

For information on the MCDB SFTP submission process contact:

Mr. Marty Teramani
Maryland Health Care Commission
4160 Patterson Avenue
Baltimore, MD 21215
Phone: (410) 764-3384 Fax: (410) 358-1236
marty.teramani@maryland.gov

DATA SUMMARY WORKSHEETS (DSW)

Payors who contributed to the 2012 Medical Care Data Base (submissions received June 2013) will be mailed Data Summary Worksheets that show total number of users, services, and payments for the claims files, and enrollees and member months for the eligibility file for calendar years 2011 and 2012.

Please use these Data Summary Worksheets to calculate and evaluate changes between your 2012 data (submitted in June 2013) and this 2013 MCDB data submission by inserting the 2013 reported data in the appropriate column. Differences greater than 10% should be resolved or explained in the Comments Section of the Data Summary Worksheets. Payors are required to return the Data Summary Worksheets with the 2013 MCDB data submission.

If your company did not receive the 2012 Data Summary Worksheets, please contact Larry Monroe at larry.monroe@maryland.gov.

DATA SET GLOSSARY

I. REPORTING PERIOD: Claims adjudicated between January 1, 2013 and April 30, 2014 for services provided and prescriptions filled between January 1, 2013 and December 31, 2013. The MCDB data regulations limit the span of service dates to be included in the data submission to only those services provided during the requested calendar year. Payers should still utilize a four month run-out period in the subsequent year to create their service files, submitting all 2013 services that had been paid as of April 30, 2014.

[Note: Any service provided or prescription filled after December 31, 2013 or crosses over the year 2013 into 2014 (e.g., 01/01/14 thru 04/30/14) should not be included in the 2013 MCDB submission, but submitted with the 2014 MCDB data.]

Each reporting entity shall provide the required reports and include all services provided to each Maryland resident insured under a fully insured contract or a self-insured contract, and to each non-Maryland resident insured under a Maryland contract. Include claims for all Maryland residents covered by your company regardless of where the contract is written; for example, if your company covers Maryland residents under a contract written in California, the claims for these residents should be included in your submission.

II. ELIGIBILITY DATA REPORT: This data report details information on the characteristics of all enrollees covered for medical services under the plan from **January 1, 2013 through December 31, 2013**. Please provide an entry for each month that the enrollee was covered by a general health benefit plan regardless of whether or not the enrollee received any covered services during the reporting year.

(For example, an enrollee with 12 months of coverage will have 12 eligibility records; an enrollee with 6 months of coverage will only have 6 records.)

III. PROFESSIONAL SERVICES DATA REPORT: Fee-for-service encounters and capitated encounters provided by health care practitioners and office facilities (i.e., CMS 1500 claims).

This does not include hospital facility services documented on UB-04 claims forms.

The following medical services must be included:

- Physician services
- Non-physician health care professionals
- Freestanding Office Facilities (radiology centers, ambulatory surgical centers, birthing centers, etc.)
- Durable Medical Equipment (DME)
- Prescription Drug (in a separate file)
- Dental – if services are provided under a medical benefit package
- Vision - if services are provided under a medical benefit package

IV. PHARMACY DATA REPORT: This data file details prescription drugs services only.

V. PROVIDER DIRECTORY REPORT: This data report details all health care practitioners and suppliers who provided services to enrollees during the reporting period. Each professional service submission should be accompanied by a Provider Directory Report. In instances where the data come from different sources, a separate Provider Directory Report must be provided (with a crosswalk of every practitioner ID listed in the Professional Services Report) for each health care practitioner or supplier who provided services.

VI. INSTITUTIONAL SERVICES DATA REPORT: This data file reports all institutional health care services provided to Maryland residents, whether those services were provided by a health care facility located in-State or out-of-State. These services include all payments made by the plan to the institutional provider summarized on the final bill for the given stay or visit. This summary record should reflect all charges and payments from an interim or final claim. To avoid sending duplicate charges and payments, submit summaries from interim claims only when a final claim does not exist for a visit or stay.

DATA SET GLOSSARY (cont.)

VII. REPORTING DEADLINE: June 30, 2014

VIII. NUMBER (#) OF SERVICES: Any health or medical care procedure or service rendered by a health care practitioner documented by CPT, HCPCS or locally defined code (i.e., homegrown medical procedure code).

- **Fixed Format** – 1 service corresponds to 1 record/service. If a service includes more than 1 unit, it is still counted as 1 service.
- **Variable Format** – 1 service is equal to 1 line item, multiple line items can appear on a single record/claim.

IX. NUMBER (#) OF CLAIMS:

- **Fixed Format** – Claims are equal to the number of CMS 1500 encounters (bills) or UB-04 claims originally received. Please note that when using the fixed format this number will not conform with the number of records submitted because multiple services may be reported on a single claim.
- **Variable Format** – Number of claims is equal to the number of CMS 1500 encounters (bills) or UB-04 claims submitted.

OVERVIEW OF DATA SUBMISSION GUIDELINES

GENERAL –

- The 2013 MCDB data submission will mark the first year of compliance under **COMAR 10.25.06 Maryland Medical Care Data Base and Data Collection**, regulations adopted by the Commission on October 17, 2013 as emergency and proposed regulations.
- **Reporting Period – Claims adjudicated** between January 1, 2013 and April 30, 2014 for services provided and prescriptions filled between January 1, 2013 and December 31, 2013.

[Note: Any service provided or prescription filled after December 31, 2013 or crosses over the year 2013 into 2014 (e.g., 01/01/14 thru 04/30/14) should not be included in the 2013 MCDB submission, but submitted with the 2014 MCDB data.]
- The **Professional Services** Data Report should include all fee-for-service and specialty capitated care encounters for services provided by health care practitioners and office facilities to applicable insureds during the reporting period. (**COMAR 10.25.06.07**)
- The **Pharmacy** Data Report should include all pharmacy services provided to applicable insureds during the reporting period, whether the services were provided by a pharmacy located in Maryland or out-of State. (**COMAR 10.25.06.08**)
- The **Provider Directory** Report should include information on all Maryland and out-of-State health care practitioners and suppliers that provided services to applicable insureds during the reporting period. (**COMAR 10.25.06.09**)
- The **Institutional Services** Data Report should include all institutional health care services provided to applicable insureds during the reporting period. (**COMAR 10.25.06.10**)
- The **Eligibility** Data Report should include information on the characteristics of all enrollees covered for medical services under the plan during the reporting period. (**COMAR 10.25.06.11**)
- Payors **MUST** provide **ALL** National Provider Identifier (NPI) numbers where the threshold value has been established. Reporting of key NPI numbers is required for the development of a provider performance measurement system.
- Mandatory NPI numbers requested include: **Servicing Practitioner** Individual NPI number and **Practitioner NPI used for Billing** on the Professional Services file; the **Prescribing Practitioner** Individual NPI on the Pharmacy file; and, the **Attending Practitioner** Individual NPI on the Institutional Services file.
- As a reminder for payors submitting the MCDB data files directly to the **MHCC Secure FTP site**, the **Internet Protocol (IP) Address** for the SFTP site is **184.80.193.37**. Information on submission of files to the Commission's SFTP Server can be found in Appendix B. **Note that your company's assigned User ID and Password remain the same.**

NEW and MODIFIED SPECIFICATIONS –

- **New!** The **Assignment of Benefits Indicator** field has been added to the Professional Services file. For out-of-network services please provide information on whether or not the patient assigned benefits to the servicing physician for an out-of-network service. Assignments of Benefits is defined as the transfer of health care coverage reimbursement benefits or other rights to a non-participating provider as defined in Insurance Article §14-201(c), Annotated Code of Maryland.
- **New!** The **CPT Category II** codes (Current Procedure Terminology II) field has been added to the Professional Services file. The CPT Category II codes will facilitate data collection about the quality of care rendered and for purposes of performance measurement.
- **New!** The **Revenue Codes** field has been added to the Institutional Services file. Please provide the codes used to identify specific service, location, accommodation and/or ancillary charges. This field will improve identification of services provided in hospitals, for use in practitioner performance measurement system, and for pricing of procedures and treatment of chronic conditions.
- **New!** The **Diagnosis Code Indicator** field has been added to the Professional Services file. This field indicates the volume of the International Classification of Diseases, Clinical Modification system used in assigning codes to diagnoses.
- **New!** The **Claim Paid Date** field has been added to the Pharmacy and Institutional Services files. This field indicates the date a claim was authorized for payment.
- **New!** The **Practitioner Specialty Code** fields on the Provider Directory file have been replaced with reference to the National Uniform Claim Committee Health Care Provider Taxonomy Code, Version 13.0, January, 2103. The document is available on the Commission's website at: http://mhcc.dhmd.maryland.gov/payercompliance/Documents/Taxonomy_13_0.pdf
- **Modified!** The **Diagnosis Code** field on the Professional Services and Institutional Services files has been expanded to **7 digits** to accommodate ICD-10-CM codes.
- **Modified!** The **Patient/Enrollee Zip Code** field on the Professional Services, Pharmacy, Institutional Services, and Eligibility files has been expanded to include the 5-digit US Postal Service code plus the 4-digit add-on code and hyphen (e.g., 21215-2299).
- **Modified!** The **Service Location Zip Code** field on the Professional Services file and **Pharmacy Zip Code** field on the Pharmacy file have been expanded to include the 5-digit US Postal Service code plus the 4-digit add-on code and hyphen (e.g., 21215-2299).
- **Modified!** The **Place of Service** field on the Professional Services file has been updated to include **"Place of Employment-Worksite"** (code #18). This value aligns the MCDB categories with the CMS Place of Service code set.
- **Modified!** A new value has been added to the **Participating Provider Status** flag on the Professional Services file. **"No network for this plan"** (code #9) is an additional response option.
- **New!** The **Source of Direct Reporting of Enrollee Race** field has been added to the Eligibility file to indicate the source used in direct reporting of enrollee race.
- **New!** The Race Category **White or Caucasian – Direct** field has been added to the Eligibility file to indicate whether the self-defined race of the enrollee is White or Caucasian.
- **New!** The Race Category **Black or African American – Direct** field has been added to the Eligibility file to indicate whether the self-defined race of the enrollee is Black or African American.
- **New!** The Race Category **American Indian or Alaska Native – Direct** field has been added to the Eligibility file to indicate whether the self-defined race of the enrollee is American Indian or Alaska Native.

NEW and MODIFIED SPECIFICATIONS (cont.) –

- **New!** The Race Category **Asian – Direct** field has been added to the Eligibility file to indicate whether the self-defined race of the enrollee is Asian.
- **New!** The Race Category **Native Hawaiian or Other Pacific Islander – Direct** field has been added to the Eligibility file to indicate whether the self-defined race of the enrollee is Native Hawaiian or Other Pacific Islander.
- **New!** The Race Categories **Other, Declined to Answer, and Unknown or Cannot be Determined – Direct** fields have been added to the Eligibility file.
- **New!** The **Imputed Race with the Highest Probability** field has been added to the Eligibility file to indicate race of the enrollee.
- **New!** The **Probability of Imputed Race Assignment** field has been added to the Eligibility file to indicate the probability of race in Imputed Race field.
- **New!** The **Source of Direct Reporting of Enrollee Ethnicity** field has been added to the Eligibility file to indicate the source used in reporting enrollee ethnicity.
- **New!** The **Imputed Ethnicity with the Highest Probability** field has been added to the Eligibility file to indicate the ethnicity of the enrollee.
- **New!** The **Probability of Imputed Ethnicity Assignment** field has been added to the Eligibility file to indicate the probability for ethnicity in Imputed Ethnicity field.
- **New!** The **Enrollee Preferred Spoken Language for a Healthcare Encounter** field has been added to the Eligibility file to indicate the preferred spoken language of the enrollee during a healthcare encounter.
- **New!** The **Coverage Period End Date** field has been added to the Eligibility file to indicate the contract renewal date, after which benefits, such as deductibles and out of pocket maximums reset.
- **New!** The **Grandfathered Plan Indicator** field has been added to the Eligibility file to indicate if the plan qualifies as a “Grandfathered or Transitional Plan” under the Affordable Care Act (ACA).
- **New!** The **Plan or Product ID Number** field has been added to the Eligibility file to indicate the Plan or Product ID number associated with the enrollee’s coverage and benefits in the payor’s adjudication system.
- **New!** The **Subscriber ID Number** field has been added to the Eligibility file to indicate the Subscriber ID number, or policy number, associated with an individual or family enrollment to allow for linking all members on a given policy.

KEY SUBMISSION REQUIREMENTS –

- The **Record Identifier** field is used to identify the data report file: 1 – Professional Services; 2 – Pharmacy; 3 – Provider Directory; 4 – Institutional Services; 5 – Eligibility.
- The Commission requests that payors continue to provide the **Patient/Enrollee IdentifierU** using the **Universally Unique Identifier (UUID)** algorithm to uniquely encrypt patient/enrollee identifiers, as required under **COMAR 10.25.06.06**. This unique identifier enables the Commission to identify patients across payors over time.
- The full **Universally Unique Identifier (UUID)** encryption software documentation, source code, and executables are bundled into a ZIP file. That software can be downloaded directly from the Commission’s website at <http://mhcc.dhmh.maryland.gov/payercompliance/Pages/mcdb-uuid.aspx>. The file is password protected. The password will be forwarded to the payor contact in an e-mail.

KEY SUBMISSION REQUIREMENTS (cont.) –

- Carriers are required to continue to use their current encrypted identifier, **Patient/Enrollee IdentifierP**, coincident with the UUID identifier. Using two identifiers will: 1) provide the means to perform trend analysis by cross referencing the two identifiers, and 2) increase the efficacy of the identifiers in the event encryption of one of the algorithms is compromised.
- The **Payor ID Number** and **Source System** fields, on the Professional Services, Pharmacy, Provider Directory, Institutional Services, and Eligibility data reports, allow the Commission to identify the **payor platforms** or **business units** from which the data was obtained.
- The **Source Company** variable on the Professional Services and Eligibility files defines the **payor company** that holds the beneficiary's contract; for use in characterizing contract requirements under Maryland law.
- The **Product Type** field on the Professional Services and Eligibility files classifies the **benefit plan** by key product characteristics (scope of coverage, size of network, coverage for out-of-network benefits).
- Total Patient Liability should equal the sum of **Patient Deductible**, **Patient Coinsurance/Co-payment**, and **Other Patient Obligations**. These three financial fields **must be reported when available**. Please make an effort to provide this financial information.
- The **Plan Liability** flag is configured into three categories: (1) Risk – under a Maryland contract; (2) Risk under a non-Maryland contract; or (3) Administrative Services Only.
- On the Institutional Services file, the **Record Status** field will be determined using the **third digit** in the "Type of Bill" field, so please fill this field. To avoid sending duplicate charges and payments, submit summaries from interim claims only when a final claim does not exist for a visit or stay.
- Payors are reminded to **NOT encrypt** the **Employer Federal Tax ID** on the Eligibility file. The data base contractor **will encrypt** the Employer Federal Tax ID prior to creating the MCDB files. Under this encryption protocol, an employer will have the same encrypted ID across all payor records.
- **Patient Date of Enrollment** in plan – Date is **20130101** if patient is enrolled at start of 2013. Enter other date if patient **not enrolled** at start of year but enrolled during 2013.
- **Patient Date of Disenrollment** in plan – **Leave blank** if patient is **still enrolled** on **20131231**. If patient **disenrolled** before end of year, enter date disenrolled.
- The **Date of FIRST Enrollment** on the Eligibility file should reflect the date that the patient was **initially enrolled** in the plan.
- On the Eligibility file, the **Start Date of Coverage (in the month)** represents the **start date for benefits** in the month. (For example, if the enrollee was insured at the start of the month of January in 2013, the start date is 20130101.)
- Also, the **End Date of Coverage (in the month)** on the Eligibility file represents the **end date for benefits** in the month. (For example, if the enrollee was insured for the entire month of January in 2013, the end date is 20130131.)
- The Commission requests that payors pay considerable attention to **Section II: File Documentation** and the **Data Summary Worksheets** which serve as the point of reference for the submission. The goal of the documentation and worksheets is to ensure that the appropriate data is received and to support data cleaning and auditing. The Commission has made significant reductions in documentation tables to reduce administrative burdens on payors. Note that data submitted without proper documentation and worksheets will be returned.

ANNUAL WAIVER or FORMAT MODIFICATION REQUESTS –

- The deadline for filing requests for an annual waiver (*previously referred to as a full exemption*) as required under COMAR 10.25.06.17A, is **March 15, 2014**. Under COMAR 10.25.06.17B, requests for report file and data element format modifications (*previously referred to as data element waivers and format modifications*) must be submitted by **May 30, 2014**. An extension request will be granted only if the payor can demonstrate extraordinary cause. The data base contractor is not authorized to grant exceptions.
- Payors are reminded to submit format modification requests only for those data elements that have an **assigned threshold value**.
- The MHCC staff assesses each payor's request(s) based on that **payor's particular circumstances**, including specific claims information provided to or retained by the payor, and changes in staffing or claims processing and storage systems that may impact information the payor can submit or when the submission can be completed.
- It is important that payors reference the MCDB **Quality Review Statement** (QRS) before submitting their data element and modified threshold requests. The Quality Review Statement is designed to provide payors with a comparison of information reported and threshold values assigned.
- Payors should not submit requests for data elements for which the **payor exceeded or met the edit threshold for the previous year's submission**. Unless the payor has supporting documentation that their circumstances have changed, the Commission will only consider a request regarding a data element which the payor fell below the threshold in the preceding year. Failure to consult the QRS in advance will result in the entire request being returned.
- Submissions that do not meet the specific thresholds listed in the File Layouts Section (Appendix F) will be returned unless a format modification was obtained. (Note: If you cannot meet the minimum thresholds, you must request a format modification prior to submission.)

MCDB DATA SUMMARY WORKSHEETS and QUALITY REVIEW SUMMARY REPORTS –

- MHCC provides payors with the prior submission **year's** Data Summary Worksheets and Quality Review Statement reports with comments for review by payors. The Quality Review Statement is designed to provide payors with a comparison of information reported and threshold values assigned. The Data Summary Worksheets detail changes in key measures including total number of recipients, services, and payments **from the previous year's information**.
- In an effort to reduce back and forth communications and re-submissions, payors are asked to use the Data Summary Worksheets to compare key measures from the current submission to the value for the **same measures in their prior year's submission** and calculate percent changes before submitting data.
- Payors are required to screen results for noteworthy changes (decreases or increases above 10%) in all key variable categories, and provide information/documentation on significant changes in the Comments Section of the Data Summary Worksheets. This documentation will confirm if the reported differences are legitimate as opposed to data submission errors. Payors are **required** to return the completed Data Summary Worksheets with the current submission.

FORMATTING NOTES –

- Match the **layout of the file submission** with the appropriate data report specifications.
- **RIGHT** justify all NUMERIC fields (*Pharmacy NCPDP is the only numeric field that is "exclusively left justified"*).
- **POPULATE** any NUMERIC field for which you have no data to report with **ZEROS**—except the financial fields for capitated/global contract services.
- **Financial fields** for capitated or global contract services that lack data are to be filled with -999. If you have the patient liability information for these services, you must report the patient liability values, even though the other financial fields (billed charge, allowed amount, reimbursement amount) are lacking data.
- Leave **BLANK** the positions in NUMERIC fields for which the entry is less than the allowed field length.
- **DO NOT** add leading zeroes to amount/financial fields.
- **LEFT** justify all ALPHANUMERIC fields.
- Leave **BLANK** any ALPHANUMERIC fields for which you have no data to report.

PAYOR SUBMISSION AND DOCUMENTATION CHECKLIST

Please use this checklist as a guideline for your data submission.

<u>Item</u>	<u>Page #</u>
<input type="checkbox"/> Professional Services Data Report Layout	31
<input type="checkbox"/> Pharmacy Data Report Layout	35
<input type="checkbox"/> Provider Directory Report Layout	37
<input type="checkbox"/> Institutional Services Data Report Layout	38
<input type="checkbox"/> Eligibility Data Report Layout	44
<input type="checkbox"/> Payor ID# on all Media & Documentation	20
<input type="checkbox"/> Media Format/Transmission Information	21

In order to read your data, please include the necessary documentation:

- Copies of File Layouts
- File Documentation – Section II

DATA WITHOUT PROPER DOCUMENTATION WILL BE RETURNED!

SECTION II

FILE DOCUMENTATION

- PROFESSIONAL SERVICES FILE
- PHARMACY FILE
- PROVIDER DIRECTORY
- INSTITUTIONAL SERVICES FILE
- ELIGIBILITY FILE

MARYLAND HEALTH CARE COMMISSION

MEDICAL CARE DATA BASE DOCUMENTATION FORM [Excel worksheet – Documentation_Form]

PAYOR NAME (S): _____

PAYOR ID #: _____ (See Appendix A for a complete list of 2013 MCDB payors & Payor ID numbers)

CONTACT NAME/TITLE: _____

ADDRESS: _____

PHONE NUMBER: _____ **FAX NUMBER:** _____ **E-MAIL ADDRESS:** _____

PROFESSIONAL SERVICES

MEDIA TYPE:

- IBM 3480/3480E Cartridge IBM 3490/3490E Cartridge
 CD-ROM/DVD DLT Tape IV
 Secure FTP

Number of Media: _____ Number of Records (if variable format): _____

Blocking Factor: _____ Number of Services (if fixed format): _____

Logical Record Length: _____

Fixed Format Variable Format

Computer Operating System: _____ Recording Format: ASCII EBCDIC

PROVIDER DIRECTORY

MEDIA TYPE:

- IBM 3480/3480E Cartridge IBM 3490/3490E Cartridge
 CD-ROM/DVD DLT Tape IV
 Secure FTP

Number of Media: _____ Number of Records: _____

Blocking Factor: _____ Logical Record Length: _____

Computer Operating System: _____ Recording Format: ASCII EBCDIC

PHARMACY SERVICES

MEDIA TYPE:

- IBM 3480/3480E Cartridge IBM 3490/3490E Cartridge
 CD-ROM/DVD DLT Tape IV
 Secure FTP

Number of Media: _____ Number of Prescriptions: _____

Blocking Factor: _____ Logical Record Length: _____

Computer Operating System: _____ Recording Format: ASCII EBCDIC

INSTITUTIONAL SERVICES

MEDIA TYPE:

-
- IBM 3480/3480E Cartridge
-
- IBM 3490/3490E Cartridge
-
-
- CD-ROM/DVD
-
- DLT Tape IV
-
-
- Secure FTP

Number of Media: _____ Number of Claims: _____

Blocking Factor: _____ Logical Record Length: _____

Computer Operating System: _____ Recording Format: ASCII EBCDIC **ELIGIBILITY FILE**

MEDIA TYPE:

-
- IBM 3480/3480E Cartridge
-
- IBM 3490/3490E Cartridge
-
-
- CD-ROM/DVD
-
- DLT Tape IV
-
-
- Secure FTP

Number of Media: _____ Number of Enrollee Months: _____

Blocking Factor: _____ Logical Record Length: _____

Computer Operating System: _____ Recording Format: ASCII EBCDIC **DATA SUBMISSION SOURCE SYSTEM**

Please identify the **Source System** (platforms or business units) from which the data was obtained by using an alphabet letter indicating which system each letter represents. Leave the field **blank** if submitting data from **one (1) platform or business unit only**.

(Note: This information will allow the data base contractor to more efficiently identify the source of problems in a payor's submission.)

Label	Source System <i>(platform or business unit)</i>
A	
B	
C	
D	
E	

(Note: If using the Secure File Transfer Process (SFTP), please provide documentation with your SFTP transmission. If submitting a physical media please provide an electronic version of this documentation with the required keyable pages submission.)

Please forward physical media and accompanying documentation to:

Mr. Adrien Ndikumwami • Social & Scientific Systems, Inc. • 8757 Georgia Avenue, 12th Floor • Silver Spring, MD 20910

PROFESSIONAL SERVICES FILE – Data Submission Documentation

1. SERVICE THRU DATE Frequency [Excel Worksheet – ProfServ_Services_thru_Date]

Please complete the table below using the month and year segments for **Service thru Date** (data element number 30 on the Professional Services **fixed** file layout). If the Service thru Date is not reported, then assume that the Service from Date (data element number 29) and the Service thru Date are the same. This table will provide an assessment of your data submission.

Service Thru Date Month/Year	# Services	Service Thru Date Month/Year	# Services
Jan 2013		Sept 2013	
Feb 2013		Oct 2013	
Mar 2013		Nov 2013	
Apr 2013		Dec 2013	
May 2013		Jan 2014	0
Jun 2013		Feb 2014	0
Jul 2013		Mar 2014	0
Aug 2013		Apr 2014	0

A. Is this service volume distribution consistent with your experience?

Yes **If no**, please explain _____

2. Homegrown Procedure Codes/Capitation Questions

[Excel worksheet – ProfServ_Homegrown_Capitation]

A. Does this data submission include homegrown procedure codes*?

- No **If yes**, please provide in a separate electronic file a list of codes and definitions applicable to this submission.

* Note: Submissions that do not meet the 95% threshold for this variable will be returned unless the payor has obtained a waiver.

* If your company is not a Staff Model Health Maintenance Organization (HMO), please answer the following:

B. What types of services in your data submission do not have payment information (billed charge, allowed amount, reimbursement amount) because they are capitated or reimbursed through a global contract with an intermediary organization?

	Health Maintenance Organization		Preferred Provider Organization
	<u>Capitated</u>	<u>Global contract</u>	<u>Global contract</u>
Primary Care	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Specialty Care	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mental Health Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical Therapy Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Laboratory Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Radiology Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Optometry Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify) _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If a health maintenance organization (HMO) is not one of your product lines, and you are providing capitated services, please explain. (attach additional sheets if needed)

C. Does your organization contract with an “external provider network” to serve your enrolled population in Maryland? [Excel worksheet – ProfServ_External_Prov_Network]

- No **If yes**, please indicate all networks under contract.

- | | | |
|--|---|--|
| <input type="checkbox"/> ChoiceCare Network | <input type="checkbox"/> Integrated Health Plan, Inc. (IHP) | <input type="checkbox"/> PlanCare America |
| <input type="checkbox"/> Devin Health Services, Inc. | <input type="checkbox"/> MultiPlan Network | <input type="checkbox"/> United Healthcare |
| <input type="checkbox"/> First Health Network | <input type="checkbox"/> OneNet PPO Network | <input type="checkbox"/> UnitedHealthOne |
| <input type="checkbox"/> Galaxy Health Network | <input type="checkbox"/> PHCS PPO Network | <input type="checkbox"/> USA Health & Wellness Network |
| <input type="checkbox"/> Other (specify) _____ | | |

3. Anesthesia Services [Excel worksheet – ProfServ_Anesthesia]

**Restrict to: CPT 00100-01999
99100-99140**

Value	Service Unit Indicator	# Services	# Units
2	Anesthesia Time Units *		
8	Minutes of Anesthesia *		
1	Transportation (ambulance air or ground) miles		
3	Services		
4	Oxygen Units		
5	Units of Blood		
6	Allergy Tests		
7	Laboratory Tests		

* Note: For Anesthesia Services, we would expect the Service Unit Indicator to have a value of "2" or "8".

A. Are base units included in the units field for these services?

Yes No

B. Are anesthesia units associated with physical status modifiers counted when anesthesia payments are calculated?

(Physical status modifiers are used by some payors to compensate anesthesiology providers when the patient is very young, old, or frail. The modifiers are reported in the CPT modifier field.)

Yes No

If yes, please supply the additional anesthesia units in the table below.

<u>Physical Status Modifiers</u>	<u>Anesthesia Units</u>
P1 – A normal healthy patient.	_____ 0 _____
P2 – A patient with mild systemic disease.	_____
P3 – A patient with severe systemic disease.	_____
P4 – A patient with severe systemic disease that is a constant threat to life.	_____
P5 – A moribund patient who is not expected to survive without the operation.	_____
P6 – A declared brain-dead patient whose organs are being removed for donor purposes.	_____

PHARMACY FILE – Data Submission Documentation

1. Date Filled Frequency (Pharmacy) [Excel worksheet – Pharmacy_Date_Filled]

Please complete the table below using the month and year segments for **Date Filled** (data element number 15 on the file layout). This table will provide an assessment of your data submission.

Month/Year	# Prescriptions
Jan 2013	
Feb 2013	
Mar 2013	
Apr 2013	
May 2013	
Jun 2013	
Jul 2013	
Aug 2013	

Month/Year	# Prescriptions
Sep 2013	
Oct 2013	
Nov 2013	
Dec 2013	
Jan 2014	0
Feb 2014	0
Mar 2014	0
Apr 2014	0

2. Mail Order Pharmacy Information [Excel worksheet – Pharmacy_Mail_Order]

Mail Order Pharmacy NCPDP#	Name of Pharmacy

Note: Attach additional sheets if needed or provide a separate electronic file.

INSTITUTIONAL SERVICES FILE – Data Submission Documentation

1. DATE OF DISCHARGE or END OF SERVICE Frequency

[Excel worksheet – InstServ_Date_Discharge]

Please complete the table below using the month and year segments for **Date of Discharge or End of Service** (data element number 20 on the Institutional Services file layout). If the Date of Discharge or End of Service date is not reported, then assume that the Date of Admission or Start of Service (data element number 19) and the Date of Discharge or End of Service are the same. This table will provide an assessment of your data submission.

Month/Year	# Hospital Inpatient Discharges	# Hospital Outpatient / Non-Hospital Visits	Month/Year	# Hospital Inpatient Discharges	# Hospital Outpatient / Non-Hospital Visits
Jan 2013			Sept 2013		
Feb 2013			Oct 2013		
Mar 2013			Nov 2013		
Apr 2013			Dec 2013		
May 2013			Jan 2014	0	0
Jun 2013			Feb 2014	0	0
Jul 2013			Mar 2014	0	0
Aug 2013			Apr 2014	0	0

A. Is this service volume distribution consistent with your experience?

Yes **If no**, please explain _____

ELIGIBILITY FILE – Data Submission Documentation

1. Eligibility File Control Total Verification – Number of ENROLLEES by Month **[Excel worksheet – Eligibility_Enrollees_Month]**

Please complete the table below by supplying the number of enrollees by month and year. This table will provide an assessment of your submission.

Month/Year	# Enrollees
Jan 2013	
Feb 2013	
Mar 2013	
Apr 2013	
May 2013	
Jun 2013	
Jul 2013	
Aug 2013	

Month/Year	# Enrollees
Sep 2013	
Oct 2013	
Nov 2013	
Dec 2013	
Jan 2014	0
Feb 2014	0
Mar 2014	0
Apr 2014	0

APPENDIX A

2013 MCDB PAYORS & PAYOR ID NUMBERS

(DATA DUE JUNE 30, 2014)

ORGANIZATION	Payor ID #	ORGANIZATION	Payor ID #
Aetna Health, Inc.	P030	Golden Rule Insurance Co.	P320
Aetna Life Insurance Co.	P020	Kaiser Permanente Mid-Atlantic States	P480
CareFirst BlueChoice, Inc.	P130	MAMSI Life and Health Insurance Co.	P500
CareFirst of Maryland, Inc.	P131	MD-Individual Practice Association, Inc.	P520
Group Hospitalization & Medical Services, Inc. (GHMSI)	P132	MEGA Life and Health Insurance Co.	P530
Cigna Health and Life Insurance Co., Inc.	P160	Optimum Choice, Inc.	P620
Connecticut General Life Insurance Co.	P180	State Farm Mutual Automobile Insurance Co.	P760
Corporate Health Insurance Co.	P220	UnitedHealthcare Insurance Co.	P820
Coventry Healthcare of Delaware, Inc.	P680	United Healthcare of the Mid-Atlantic, Inc.	P870
Assurant Health/Time Insurance Co.	P280		

APPENDIX B

MEDIA FORMAT/TRANSMISSION INFORMATION

(Please label all media & documentation with your Payor ID # listed on page 21)

Secure SFTP Server

Payors have the ability to upload MCDB data files directly to the MHCC Secure FTP site. If you would like to use this submission option, please contact Mr. Marty Teramani at (410) 764-3384 or via e-mail at marty.teramani@maryland.gov.

CD-ROM/DVD

Record Type: Fixed (preferred) or Variable length records
Recording Format: ASCII or EBCDIC

IBM 3480/3480E or 3490/3490E Cartridge

Block Size: 16,000 bytes minimum, 32,760 bytes maximum
Record Type: Fixed (preferred) or Variable length records
Recording Format: ASCII or EBCDIC
Labels: Standard IBM labels preferred
Media: 3480/3480E or 3490/3490E Cartridge
Density: 3480/3480E or 3490/3490E Cartridge – default density

DLT Tape IV

Block Size: 16,000 bytes minimum, 32,760 bytes maximum
Record Type: Fixed (preferred) or Variable length records
Recording Format: ASCII or EBCDIC
Media: DLT using dd or TAR commands
Density: 1600 BPI

APPENDIX B (cont.)

Secure SFTP Server Information

For payors submitting the MCDB data files directly to the **MHCC Secure FTP site**, the **Internet Protocol (IP) Address** for the SFTP server is **184.80.193.37**. Note that your company's assigned User ID and Password remain the same.

If your company intends to submit the 2013 Medical Care Data Base (MCDB) files via the **Commission's secure FTP**, the following naming convention is in effect for the five data reports. The indicators are separated by the _ (underscore) symbol: **PayorID_File_Version_Date**

Payor ID:	Appendix A assigned ID number
Files:	Professional Services Data Report = ProfServ Pharmacy Data Report = Pharm Provider Directory Report = Prov Institutional Services Data Report = InstServ Eligibility Data Report = MedElig
Version:	Submission order <i>(Note: If the submission is returned, the following sequence should be incremented by one letter in the alphabet.)</i>
Date:	Month/Day/Year = MMDDYY
Example:	P123_ProfServ_A_063014 P123_ProfServ_B_071614 P123_ProfServ_C_073014 P123_Pharm_A_063014 P123_Pharm_B_071614 P123_Pharm_C_073014 P123_Prov_A_063014 P123_Prov_B_071614 P123_Prov_C_073014 P123_InstServ_A_063014 P123_InstServ_B_071614 P123_InstServ_C_073014 P123_MedElig_A_063014 P123_MedElig_B_071614 P123_MedElig_C_073014

APPENDIX C

Explanation of Key Data Element

UNIVERSALLY UNIQUE IDENTIFIER (UUID)

UNIVERSALLY UNIQUE IDENTIFIER (UUID)

Cross Payor Encryption Algorithm

In order to maintain a consistent and unique identifier for each patient across providers, payors, and services, the MHCC shall, as necessary, provide each reporting entity with an encryption algorithm, **Universally Unique Identifier (UUID)**, using one-way hashing consistent with the Advanced Encryption Standard (AES) recognized by the National Institute of Standards and Technology. Each reporting entity shall maintain the security and preserve the confidentiality of the UUID encryption algorithms provided by MHCC.

A Universally Unique Identifier (UUID) uniquely identifies information in a decentralized system; using the same algorithm across distributed systems will result in the same unique ID for the same value; information labeled with UUIDs can be combined into a single database without needing to resolve name conflicts.

UUIDs will be 12 character positions in length and constructed from information obtained at birth including: Social Security Number, Date of Birth, Month of Birth, Year of Birth, Sex, First Name.

Each payor shall encrypt new Patient/Enrollee Identifiers (**Patient/Enrollee IdentifierU**) in such a manner that each unique value produces an identical unique encrypted data element.

Each payor shall continue to use their current encrypted identifier (**Patient/Enrollee IdentifierP**) coincident with the new identifier.

Using two identifiers will: 1) provide the means to perform trend analysis by cross referencing the two identifiers, and 2) increase the efficacy of the identifiers in the event encryption of one of the algorithms is compromised.

The full encryption software documentation, source code, and executables are bundled into a ZIP file. That software can be downloaded directly from **the Commission's website at** <http://mhcc.dhmdh.maryland.gov/payercompliance/Pages/mcddb-uuid.aspx>. The file is password protected. The password will be forwarded to the payor contact in an e-mail.

The Commission is strongly encouraging all carriers to consider the simple implementation of the software for the 2013 MCDB submission. That implementation is simply a standalone program that reads in the precursor variables and outputs those same variables plus the UUID.

Questions regarding the Universally Unique Identifier (UUID) Cross Payor Encryption Algorithm should be directed to Mr. Larry Monroe at MHCC at (410) 764-3390 or via e-mail at larry.monroe@maryland.gov.



APPENDIX D

SPECIAL INSTRUCTIONS for **FINANCIAL DATA ELEMENTS**

FORMATTED FOR THE 2013 MARYLAND MEDICAL CARE DATA BASE (MCDB) SUBMISSION

FINANCIAL DATA ELEMENTS – Billing and Reimbursement Information

Each of the financial data elements listed must be recorded by line item.

Professional Services file – a line item is defined as a single line entry on a bill/claim for each health care service rendered. The line item contains information on each procedure performed including modifier (if appropriate), service dates, units (if applicable), and practitioner charges. The line item also includes billed charges, allowed amount, patient deductible, patient coinsurance/co-payment, other patient obligations, and reimbursement amount. The value represented by each financial field **must be rounded to whole dollars** (i.e., no decimals).

- All Fee-for-Service ("Record Status = 1") debit and credit bills must be reconciled to final bills.
- For Capitated/Global Contract Services ("Record Status = 8") billed charge, allowed amount, patient deductible, patient coinsurance/co-payment, other patient obligations and reimbursement amount must be reported when available.

Institutional Services file – a record is defined as a summary of the services received during a stay or visit at an institution. The billed charges, allowed amount, and amounts paid by the payor and patient should reflect a summary of all services provided on the claim. The value represented by each financial field **must be rounded to whole dollars** (i.e., no decimals).

Pharmacy file – a line item is defined as a single line entry on a prescription service. The line item contains information on each prescription filled, including date filled, drug quantity and supply. This line item also includes billed charge, patient deductible, patient coinsurance/co-payment, other patient obligations, and reimbursement amount for each prescription. The value of the financial field must be represented using **two implied decimal places. Use two zeros if cents are not provided.**

FINANCIAL DATA ELEMENTS	Professional Services and Institutional Services Data		Pharmacy Data	
	Billed Charge	<i>Dollar amount as billed by the practitioner/institution for health care services rendered.</i>	<i>Rounded to whole dollars (no decimals)</i>	<i>Prescription retail price including ingredient cost, dispensing fee, tax, and administrative expenditures.</i>
Allowed Amount	<i>Retail Amount for the specified procedure code.</i>	<i>Rounded to whole dollars (no decimals)</i>	/	/
Patient Deductible	<i>Fixed amount that the patient must pay for covered services before benefits are payable.</i>	<i>Rounded to whole dollars (no decimals)</i>	<i>Fixed amount that the patient must pay for covered services before benefits are payable.</i>	<i>Formatted using 2 implied decimal points</i>
Patient Coinsurance/ Patient Co-payment	<i>Specified amount or percentage the patient is required to contribute towards covered medical services after any applicable deductible.</i>	<i>Rounded to whole dollars (no decimals)</i>	<i>Specified amount or percentage the patient is required to contribute towards covered medical services after any applicable deductible.</i>	<i>Formatted using 2 implied decimal points</i>
Other Patient Obligations	<i>Any patient liability other than deductible or coinsurance/co-payment. Includes obligations for out-of-network care (balance billing), non-covered services, or penalties.</i>	<i>Rounded to whole dollars (no decimals)</i>	<i>Any patient liability other than deductible or coinsurance/co-payment. Includes obligations for out-of-network care (balance billing), non-covered services, or penalties.</i>	<i>Formatted using 2 implied decimal points</i>
<i>Note: Total Patient Liability should equal the sum of Patient Deductible, Patient Coinsurance/Patient Co-payment, and Other Patient Obligations. Please make an effort to provide this financial information.</i>				
Reimbursement Amount	<i>Amount paid to a practitioner, other health professional, office facility, or institution.</i>	<i>Rounded to whole dollars (no decimals)</i>	<i>Amount paid to the pharmacy by the payor.</i>	<i>Formatted using 2 implied decimal points</i>

APPENDIX E

DATA REPORTING

and

PRE-SUBMISSION DATA CHECKS

FORMATTED FOR THE 2013 MARYLAND MEDICAL CARE DATA BASE (MCDB) SUBMISSION

MOST COMMON DATA SUBMISSION ISSUES

A payor's ability to identify and document significant changes in key data elements in advance, helps to minimize the need for re-submissions and extended communications with MHCC and Social & Scientific Systems, Inc. (SSS), the MCDB data base contractor.

Below is a list of the most common data issues that center on data adequacy and data integrity, each with a brief data checks explanation. Please review the major points outlined and the minor pre-submission errors payors can avoid.

Data Issues	Data Checks
A. Data Adequacy	
1. Missing Data <ul style="list-style-type: none"> • Missing records • Missing values within a record 	<ul style="list-style-type: none"> • <u>Level 1 check</u>: Make sure there are no missing values for the key fields in the Data Summary Worksheet (DSW). • <u>Level 2 check</u>: Create summary diagnostics for all other fields and ensure the codes or values reported are not left blank (unless they are not collected by your system). • Payor must request a waiver from MHCC, if a field with missing values does not meet threshold requirements.
2. Inconsistent financials and enrollment	<ul style="list-style-type: none"> • Use the Data Summary Worksheet (DSW) to compare this year's percent change (2012-2013) to last year's percent change (2011-2012). • Differences greater than 10 percent should be resolved, or explained in the Comments Section of the DSW.
3. Complete or partial duplicate records	Check for possible duplicate submission of part or the entire claim. <ul style="list-style-type: none"> • Professional Services: Ensure there is only one record for each service. Debit and credit bills must be reconciled prior to data submission. • Institutional Services: Ensure there is only one record for each combination of a service (visit or discharge) and a bill type. • Pharmacy: Ensure there is only one record for each combination of NDC and fill date unless there is a credit record involved. Any credit record must be identified by negative financial values. • Eligibility: Ensure there is only one record for each month a member is covered.
4. Incorrect recoding/mapping of categorical fields	<ul style="list-style-type: none"> • Review the algorithm for translating the internal values to MHCC required values. • Contact MHCC and validate any questionable mapping or the algorithm used for pulling certain values that do not match well with the values required in the MCDB Data Base Submission Manual. <p>For example, the specialty code or the coverage type in the payor database may not exactly match the values required in the data submission manual.</p>

Data Issues	Data Checks
5. Failure to meet threshold levels	<ul style="list-style-type: none"> Check the frequency count for each field and ensure the thresholds required in the MCDB Data Base Submission Manual have been met. Resolution applies to all files. If a payor definitely cannot meet the requirements, they will need to request a waiver from MHCC.
6. Inconsistent dates	<p>Check the data for inconsistent dates:</p> <ul style="list-style-type: none"> Professional Services: For each patient, service from date (Field #29) must occur after enrollment date (Field #42) and before disenrollment date (Field #43). Institutional Services: For each patient, start of service date (Field #18) must occur after enrollment date (Field #7) and before disenrollment date (Field #8). Pharmacy: For each patient, prescription fill date (Field #15) must occur after enrollment date (Field #24) and before disenrollment date (Field #25). Eligibility: For each patient, date of FIRST enrollment (Field # 29) must occur on or before the earliest start date of coverage (Field # 27). For each patient, date of disenrollment (Field # 30) must occur on or after the latest end date of coverage (Field # 28). For each patient, start date of coverage (Field # 27) must occur on or before the end date of coverage (Field # 28). Resolve inconsistencies.
B. Data Integrity	
7. Patient Identifiers not matching the Eligibility File	<ul style="list-style-type: none"> Construct a composite patient identifier by concatenating the payor-encrypted ID, the UUID, the birth year & month, and the gender for all claims files (professional services, institutional services, and pharmacy) and the eligibility file. Query the claims files to ensure that each composite patient identifier in the claims file can be found in the eligibility file. Resolve non-matches.
8. Multiple Payor-encrypted IDs associated with same UUID	<ul style="list-style-type: none"> Construct a composite patient identifier by combining the payor-encrypted ID, the birth year & month, and the gender. Check to ensure each UUID is associated with only one composite patient identifier. Resolve duplicates.
9. Servicing Practitioner IDs not matching the Provider directory; missing specialty code	<ul style="list-style-type: none"> Match the practitioner IDs to the same ID in the Provider Directory. There <u>must</u> be a match to the Provider Directory. In addition, there must be at least one <u>non-blank</u> specialty code in the Provider File.



APPENDIX F

FILE LAYOUTS

- PROFESSIONAL SERVICES DATA REPORT
- PHARMACY DATA REPORT
- PROVIDER DIRECTORY REPORT
- INSTITUTIONAL SERVICES DATA REPORT
- ELIGIBILITY DATA REPORT

FORMATTED FOR THE 2013 MARYLAND MEDICAL CARE DATA BASE (MCDB) SUBMISSION

PROFESSIONAL SERVICES DATA REPORT SUBMISSION – File Layout

This report details all fee-for-service and capitated encounters provided by health care practitioners and office facilities from **January 1, 2013 through December 31, 2013**. Please provide information on all health care services provided to applicable insureds whether those services were provided by a practitioner or office facility located in-State or out-of-State. Payers are permitted to submit the data in either of the following formats:

(Reminder: **Patient Liability** is calculated using these three financial fields: **Patient Deductible, Patient Coinsurance/Co-payment, and Other Patient Obligations**. Total Patient Liability **should equal the sum** of Patient Deductible + Patient Coinsurance/Co-payment + Other Patient Obligations.)

Option 1, FIXED FORMAT: (preferred) Using the fixed format, it is possible that multiple services will be reported for each claim. Count each reported health care service even though documented on a single claim. The number of line items will always equal one (1) because one service is written per row.

FIXED FORMAT

	Field Name	Length	Type A=alphanumeric N=numeric	Dec	Start	End	Threshold
1.	Record Identifier	1	N		1	1	100%
2.	Patient Identifier P (payer encrypted)	12	A		2	13	100%
3.	Patient Identifier U (UUID encrypted)	12	A		14	25	
4.	Patient Year and Month of Birth (CCYYMM00)	8	N		26	33	99%/99%/100%('00')
5.	Patient Sex	1	N		34	34	99%
6.	Consumer Directed Health Plan (CDHP) with HSA or HRA Indicator	1	N		35	35	95%
7.	Patient Zip Code+4digit add-on code (include hyphen) Modified!	10	N		36	45	99%
8.	Patient Covered by Other Insurance Indicator	1	N		46	46	95%
9.	Coverage Type	1	A		47	47	99%
10.	Source Company	1	N		48	48	99%
11.	Claim Related Condition	1	N		49	49	
12.	Practitioner Federal Tax ID	9	A		50	58	100%
13.	Participating Provider Status Modified!	1	N		59	59	95%
14.	Record Status	1	A		60	60	95%
15.	Claim Control Number (Include on each record as this is the key to summarizing service detail to claim level)	23	A		61	83	95%
16.	Claim Paid Date (CCYYMMDD)	8	N		84	91	95%
17.	Number of Diagnosis Codes	2	N		92	93	
18.	Number of Line Items (always = 01 for fixed format – see pg. 48)	2	N		94	95	
19.	Diagnosis Code 1 Modified! Remove imbedded decimal points	7	A		96	102	99%
20.	Diagnosis Code 2	7	A		103	109	
21.	Diagnosis Code 3	7	A		110	116	
22.	Diagnosis Code 4	7	A		117	123	
23.	Diagnosis Code 5	7	A		124	130	
24.	Diagnosis Code 6	7	A		131	137	
25.	Diagnosis Code 7	7	A		138	144	
26.	Diagnosis Code 8	7	A		145	151	
27.	Diagnosis Code 9	7	A		152	158	
28.	Diagnosis Code 10	7	A		159	165	
29.	Service From Date (CCYYMMDD)	8	N		166	173	100%

	Field Name	Length	Type A=alphanumeric N=numeric	Dec	Start	End	Threshold
30.	Service Thru Date* (CCYYMMDD)	8	N		174	181	100%*
31.	Place of Service	2	N		182	183	99%
32.	Service Location Zip Code +4digit add-on code (include hyphen) Modified!	10	A		184	193	95%
33.	Service Unit Indicator	1	N		194	194	95%
34.	Units of Service	3	N	1 implied**	195	197	95%
35.	Procedure Code	6	A		198	203	95%
36.	Modifier I (This field must be mapped – see pg. 50)	2	A		204	205	
37.	Modifier II (specific to Modifier I)	2	A		206	207	
38.	Servicing Practitioner ID	11	A		208	218	100%
39.	Billed Charge (line item amounts required – see pg. 26)	9	N		219	227	
40.	Allowed Amount (line item amounts required – see pg. 26)	9	N		228	236	
41.	Reimbursement Amount (line item amounts required – see pg. 26)	9	N		237	245	
42.	Date of Enrollment	8	N		246	253	99%
43.	Date of Disenrollment	8	N		254	261	99%
44.	Patient Deductible (line item amounts required – see pg. 26)	9	N		262	270	
45.	Patient Coinsurance or Patient Co-payment (line item amounts required – see pg. 26)	9	N		271	279	
46.	Other Patient Obligations (line item amounts required– see pg. 26)	9	N		280	288	
47.	Plan Liability	1	N		289	289	95%
48.	Servicing Practitioner Individual National Provider Identifier (NPI) number	10	A		290	299	95%
49.	Practitioner National Provider Identifier (NPI) number used for Billing	10	A		300	309	95%
50.	Product Type	1	N		310	310	95%
51.	Payor ID Number (see Appendix A)	4	A		311	314	100%
52.	Source System	1	A		315	315	
53.	Assignment of Benefits New!	1	A		316	316	100%
54.	Diagnosis Code Indicator New!	1	N		317	317	99%
55.	CPT Category II Code 1 New!	5	A		318	322	
56.	Other CPT Category II Code 2	5	A		323	327	
57.	Other CPT Category II Code 3	5	A		328	332	
58.	Other CPT Category II Code 4	5	A		333	337	
59.	Other CPT Category II Code 5	5	A		338	342	

* If the Service thru Date is not reported, then assume that the Service From Date (data element #29) and the Service thru Date are the same. ** Implied decimal should only be used for anesthesia time units; all other units should be submitted as integers.

PROFESSIONAL SERVICES DATA REPORT SUBMISSION – File Layout (cont.)

Option 2, VARIABLE FORMAT:

Count each reported service as a health care claim even though the claim may contain multiple services. For example, if a claim documents three (3) services then three (3) occurrences in the line item section must be reported.

(Reminder: **Patient Liability** is calculated using these three financial fields: **Patient Deductible**, **Patient Coinsurance/Co-payment**, and **Other Patient Obligations**. Total Patient Liability **should equal the sum** of Patient Deductible + Patient Coinsurance/Co-payment + Other Patient Obligations.)

VARIABLE FORMAT

	Field Name	Length	Type A=alphanumeric N=numeric	Dec	Occurs	Start	End	Threshold
1.	Record Identifier	1	N			1	1	100%
2.	Patient Identifier P (payor encrypted)	12	A			2	13	100%
3.	Patient Identifier U (UUID encrypted)	12	A			14	25	
4.	Patient Year and Month of Birth (CCYYMM00)	8	N			26	33	99%/99%/100%('00')
5.	Patient Sex	1	N			34	34	99%
6.	Consumer Directed Health Plan (CDHP) with HSA or HRA Indicator	1	N			35	35	95%
7.	Patient Zip Code+4digit add-on code (include hyphen) Modified!	10	N			36	45	99%
8.	Patient Covered by Other Insurance Indicator	1	N			46	46	95%
9.	Coverage Type	1	A			47	47	99%
10.	Source Company	1	N			48	48	99%
11.	Claim Related Condition	1	N			49	49	
12.	Practitioner Federal Tax ID	9	A			50	58	100%
13.	Participating Provider Status Modified!	1	N			59	59	95%
14.	Record Status	1	A			60	60	95%
15.	Claim Control Number (This is the key to summarizing service detail to claim level & must be included on each record.)	23	A			61	83	95%
16.	Claim Paid Date (CCYYMMDD)	8	N			84	91	95%
17.	Date of Enrollment	8	N			92	99	99%
18.	Date of Disenrollment	8	N			100	107	99%
19.	Number of Line Items (see pg. 48 for clarification)	2	N			108	109	
▶	Items 20-40, 44-50 represent line items only. Repeat format 20-40, 44-50 for each additional line item.	162			26	110		
20.	Number of Diagnosis Codes	2	N					
21.	Diagnosis Field will hold up to 10 diagnosis codes Modified! (Leave fields blank if not available.) Remove imbedded decimal points	7	A		10			99%
22.	Service From Date (CCYYMMDD)	8	N					100%
23.	Service Thru Date* (CCYYMMDD)	8	N					100%*
24.	Place of Service	2	N					99%

	Field Name	Length	Type A=alphanumeric N=numeric	Dec	Occurs	Start	End	Threshold
25.	Service Location Zip Code +4digit add-on code (include hyphen) Modified!	10	A					95%
26.	Service Unit Indicator	1	N					95%
27.	Units of Service	3	N	1 implied**				95%
28.	Procedure Code	6	A					95%
29.	Modifier I (This field must be mapped – see pg. 50)	2	A					
30.	Modifier II (specific to Modifier I)	2	A					
31.	Servicing Practitioner ID	11	A					100%
32.	Billed Charge (line item amounts required – see pg. 26)	9	N					
33.	Allowed Amount (line item amounts required – see pg. 26)	9	N					
34.	Reimbursement Amount (line item amounts required – see pg. 26)	9	N					
35.	Patient Deductible (line item amounts required – see pg. 26)	9	N					
36.	Patient Coinsurance or Co- payment (line item amounts required – see pg. 26)	9	N					
37.	Other Patient Obligations (line item amounts required– see pg. 26)	9	N					
38.	Plan Liability	1	N					95%
39.	Servicing Practitioner Individual National Provider Identifier (NPI) number	10	A					95%
40.	Practitioner National Provider Identifier (NPI) number used for Billing	10	A					95%
41.	Product Type	1	N					95%
42.	Payor ID Number (see Appendix A)	4	A					100%
43.	Source System	1	A					
44.	Assignment of Benefits New!	1	A					100%
45.	Diagnosis Code Indicator New!	1	N					99%
46.	CPT Category II Code 1 New!	5	A					
47.	Other CPT Category II Code 2	5	A					
48.	Other CPT Category II Code 3	5	A					
49.	Other CPT Category II Code 4	5	A					
50.	Other CPT Category II Code 5	5	A					

* If the Service thru Date is not reported, then assume that the Service from Date (data element #22) and the Service thru Date are the same. ** Implied decimal should only be used for anesthesia time units; all other units should be submitted as integers.

The Professional Services data must link to the Pharmacy, Institutional Services, and Eligibility data by Encrypted Patient Identifier. Encryption of Patient ID must be consistent with encryption of Patient ID in the Pharmacy, Institutional Services, and Eligibility files. MHCC will return files that do not link.

PHARMACY DATA REPORT SUBMISSION – File Layout

This report details all prescription drug encounters for your enrollees **filled from January 1, 2013 through December 31, 2013**. Please provide information on all pharmacy services provided to applicable insureds whether the services were provided by a pharmacy located in-State or out-of-State. **Do not include pharmacy supplies or prosthetics.**

COMAR 10.25.06 specifies the Pharmacy Data Report be submitted separately from the Professional Services Data Report.

(Reminder: **Patient Liability** is calculated using these three financial fields: **Patient Deductible**, **Patient Coinsurance/Co-payment**, and **Other Patient Obligations**. Total Patient Liability **should equal the sum** of Patient Deductible + Patient Coinsurance/Co-payment + Other Patient Obligations.)

File Layout for the Pharmacy Data Report is a 210 byte **fixed format**. The file layout is as follows:

	Field Name	Length	Type A=alphanumeric N=numeric	Dec	Start	End	Threshold
1.	Record Identifier	1	N		1	1	100%
2.	Patient Identifier P (payor encrypted)	12	A		2	13	100%
3.	Patient Identifier U (UUID encrypted)	12	A		14	25	
4.	Patient Sex	1	N		26	26	99%
5.	Patient Zip Code +4digit add-on code (include hyphen) Modified!	10	N		27	36	99%
6.	Patient Year and Month of Birth (CCYMM00)	8	N		37	44	99%/99%/100%('00')
7.	Pharmacy NCPDP Number (left justified)	7	N		45	51	100%
8.	Pharmacy Zip Code +4digit add-on code (include hyphen) Modified! (location where prescription was filled and dispensed)	10	N		52	61	95%
9.	Practitioner DEA # (left justified: for many payors the last 2 positions on the right will be blank)*	11	A		62	72	99%
10.	Fill Number	2	N		73	74	
11.	NDC Number	11	N		75	85	100%
12.	Drug Compound	1	N		86	86	
13.	Drug Quantity	5	N		87	91	99%
14.	Drug Supply	3	N		92	94	99%
15.	Date Filled (CCYMMDD)	8	N		95	102	100%/95%/ 95%
16.	Date Prescription Written (CCYMMDD)	8	N		103	110	
17.	Billed Charge (line item amounts required – see pg. 26)	9	N	2	111	119	
18.	Reimbursement Amount (line item amounts required – see pg. 26)	9	N	2	120	128	
19.	Prescription Claim Number	15	N		129	143	
20.	Prescription Claim Paid Date New! (CCYMMDD)	8	N		144	151	95%
21.	Prescribing Practitioner Individual National Provider Identifier (NPI)#	10	A		152	161	95%
22.	Patient Deductible (line item amounts required – see pg. 26)	9	N	2	162	170	

	Field Name	Length	Type A=alphanumeric N=numeric	Dec	Start	End	Threshold
23.	Patient Coinsurance or Patient Co-payment (line item amounts required – see pg. 26)	9	N	2	171	179	
24.	Other Patient Obligations (line item amounts required – see pg. 26)	9	N	2	180	188	
25.	Date of Enrollment	8	N		189	196	95%
26.	Date of Disenrollment	8	N		197	204	95%
27.	Source of Processing	1	A		205	205	100%
28.	Payor ID Number (see Appendix A)	4	A		206	209	100%
29.	Source System	1	A		210	210	

* Please note which of the following you are using to link the Pharmacy Data Report with the Provider Directory Report:

DEA (Drug Enforcement Agency) # Other (exception waiver from MHCC required)

The Pharmacy data must link to Professional Services, Institutional Services, and Eligibility data by Encrypted Patient Identifier. Encryption of Patient ID must be consistent with encryption of Patient ID in Professional Services, Institutional Services, and Eligibility files. MHCC will return files that do not link.

PROVIDER DIRECTORY REPORT SUBMISSION – File Layout

This report details all health care Practitioners (*including other health care professionals, dental/vision services covered under a general health benefit plan, and office facilities*) and Suppliers that provided services to your enrollees from **January 1, 2013 through December 31, 2013**. Please provide information for all in-State Maryland practitioners/suppliers and all out-of-State practitioners/suppliers serving applicable insureds.

File Layout for the Provider Directory Report is a 148 byte **fixed format**. The file layout is as follows:

	Field Name	Length	Type A= alphanumeric N=numeric	Dec	Start	End	Threshold
1.	Record Identifier	1	N		1	1	100%
2.	Practitioner/Supplier ID (payor encrypted)	11	A		2	12	100%
3.	Practitioner/Supplier Federal Tax ID (without embedded dashes)	9	A		13	21	100%
4.	Practitioner/Supplier Last Name or Multi-practitioner Health Care Organization (Truncate if over 31 characters)	31	A		22	52	99%
5.	Practitioner/Supplier First Name	19	A		53	71	99%
6.	Practitioner Middle Initial	1	A		72	72	
7.	Practitioner Name Suffix	4	A		73	76	
8.	Practitioner Credential	5	A		77	81	
9.	Practitioner/Supplier Specialty – 1* New!	10	A		82	91	100%*
10.	Practitioner/Supplier Specialty – 2* New!	10	A		92	101	
11.	Practitioner/Supplier Specialty – 3* New!	10	A		102	111	
12.	Practitioner DEA #	11	A		112	122	99%
13.	Indicator for Multi-Practitioner Health Care Organization	1	A		123	123	99%
14.	Practitioner Individual National Provider Identifier (NPI) number*	10	A		124	133	
15.	Practitioner Organizational National Provider Identifier (NPI) number	10	A		134	143	
16.	Payor ID Number (see Appendix A)	4	A		144	147	100%
17.	Source System	1	A		148	148	

REMINDERS !!!

- Use specific (separate) fields for practitioner First Name and Last Name.
- Confirm **Practitioner/Supplier ID #** matches **Servicing Practitioner ID #** in the Professional Services File Layout. Confirm **Practitioner DEA #** matches **Practitioner DEA #** in the Pharmacy File Layout.
- If the practice is a Multi-Practitioner Health Care Organization, then **Practitioner Organizational NPI #** (data element #15) should be filled.
- * Note: If the Practitioner Individual NPI (field #14) or the Practitioner Organizational NPI numbers (field #15) are not provided, then the Practitioner Specialty code (field #9) must be filled using the NUCC Health Care Provider Taxonomy codes available at: http://mhcc.dhmh.maryland.gov/payercompliance/Documents/Taxonomy_13_0.pdf
- If a payor requests to provide internal practitioner specialty coding, then a crosswalk of the internal practitioner specialty codes to the appropriate taxonomy specialty codes must be provided.

INSTITUTIONAL SERVICES DATA REPORT SUBMISSION – File Layout

This report details all institutional health care services (*including hospital inpatient, outpatient, and emergency department services*) provided to your enrollees from **January 1, 2013 through December 31, 2013**.

Please provide information on all institutional services provided to applicable insureds whether by a health care facility located in-State or out-of-State.

(Reminder: **Patient Liability** is calculated using these three financial fields: **Patient Deductible**, **Patient Coinsurance/Co-payment**, and **Other Patient Obligations**. Total Patient Liability **should equal the sum** of Patient Deductible + Patient Coinsurance/Co-payment + Other Patient Obligations.)

This summary record should reflect all charges and payments from an interim or final claim. To avoid sending duplicate charges and payments, submit summaries from interim claims only when a final claim does not exist for a visit or stay.

	Field Name	Length	Type A= alphanumeric N=numeric	Dec	Start	End	Threshold
1.	Record Identifier	1	N		1	1	100%
2.	Patient Identifier P (payor encrypted)	12	A		2	13	100%
3.	Patient Identifier U (UUID encrypted)	12	A		14	25	
4.	Patient Year and Month of Birth (CCYYMM00)	8	N		26	33	99% /99%/100%('00')
5.	Patient Sex	1	N		34	34	99%
6.	Patient Zip Code +4digit add-on code (include hyphen) Modified!	10	N		35	44	99%
7.	Date of Enrollment	8	N		45	52	99%
8.	Date of Disenrollment	8	N		53	60	99%
9.	Hospital/Facility Federal Tax ID	9	A		61	69	100%
10.	Hospital/Facility National Provider Identifier (NPI) Number	10	A		70	79	95%
11.	Hospital/Facility Medicare Provider Number	6	A		80	85	
12.	Hospital/Facility Participating Provider Flag Modified!	1	N		86	86	95%
13.	Claim Control Number (Include on each record as this is the key to summarizing service detail to claim level)	23	A		87	109	95%
14.	Claim Paid Date (CCYYMMDD) New!	8			110	117	95%
15.	Record Type	2	N		118	119	
16.	Type of Admission	1	N		120	120	95%
17.	Point of Origin for Admission or Visit	1	N		121	121	95%
18.	Patient Discharge Status	2	N		122	123	
19.	Date of Admission or Start of Service	8	N		124	131	99%
20.	Date of Discharge or End of Service*	8	N		132	139	99%*
21.	Diagnosis Code Indicator	1	N		140	140	99%
22.	Primary Diagnosis Modified! Remove embedded decimal points	7	A		141	147	99%
23.	Primary Diagnosis present on Admission	1	A		148	148	
24.	Other Diagnosis Code 1	7	A		149	155	

	Field Name	Length	Type A= alphanumeric N=numeric	Dec	Start	End	Threshold
25.	Other Diagnosis Code 1 present on Admission 1	1	A		156	156	
26.	Other Diagnosis Code 2	7	A		157	163	
27.	Other Diagnosis Code 2 present on Admission 2	1	A		164	164	
28.	Other Diagnosis Code 3	7	A		165	171	
29.	Other Diagnosis Code 3 present on Admission 3	1	A		172	172	
30.	Other Diagnosis Code 4	7	A		173	179	
31.	Other Diagnosis Code 4 present on Admission 4	1	A		180	180	
32.	Other Diagnosis Code 5	7	A		181	187	
33.	Other Diagnosis Code 5 present on Admission 5	1	A		188	188	
34.	Other Diagnosis Code 6	7	A		189	195	
35.	Other Diagnosis Code 6 present on Admission 6	1	A		196	196	
36.	Other Diagnosis Code 7	7	A		197	203	
37.	Other Diagnosis Code 7 present on Admission 7	1	A		204	204	
38.	Other Diagnosis Code 8	7	A		205	211	
39.	Other Diagnosis Code 8 present on Admission 8	1	A		212	212	
40.	Other Diagnosis Code 9	7	A		213	219	
41.	Other Diagnosis Code 9 present on Admission 9	1	A		220	220	
42.	Other Diagnosis Code 10	7	A		221	227	
43.	Other Diagnosis Code 10 present on Admission 10	1	A		228	228	
44.	Other Diagnosis Code 11	7	A		229	235	
45.	Other Diagnosis Code 11 present on Admission 11	1	A		236	236	
46.	Other Diagnosis Code 12	7	A		237	243	
47.	Other Diagnosis Code 12 present on Admission 12	1	A		244	244	
48.	Other Diagnosis Code 13	7	A		245	251	
49.	Other Diagnosis Code 13 present on Admission 13	1	A		252	252	
50.	Other Diagnosis Code 14	7	A		253	259	
51.	Other Diagnosis Code 14 present on Admission 14	1	A		260	260	
52.	Other Diagnosis Code 15	7	A		261	267	
53.	Other Diagnosis Code 15 present on Admission 15	1	A		268	268	
54.	Other Diagnosis Code 16	7	A		269	275	

	Field Name	Length	Type A= alphanumeric N=numeric	Dec	Start	End	Threshold
55.	Other Diagnosis Code 16 present on Admission 16	1	A		276	276	
56.	Other Diagnosis Code 17	7	A		277	283	
57.	Other Diagnosis Code 17 present on Admission 17	1	A		284	284	
58.	Other Diagnosis Code 18	7	A		285	291	
59.	Other Diagnosis Code 18 present on Admission 18	1	A		292	292	
60.	Other Diagnosis Code 19	7	A		293	299	
61.	Other Diagnosis Code 19 present on Admission 19	1	A		300	300	
62.	Other Diagnosis Code 20	7	A		301	307	
63.	Other Diagnosis Code 20 present on Admission 20	1	A		308	308	
64.	Other Diagnosis Code 21	7	A		309	315	
65.	Other Diagnosis Code 21 present on Admission 21	1	A		316	316	
66.	Other Diagnosis Code 22	7	A		317	323	
67.	Other Diagnosis Code 22 present on Admission 22	1	A		324	324	
68.	Other Diagnosis Code 23	7	A		325	331	
69.	Other Diagnosis Code 23 present on Admission 23	1	A		332	332	
70.	Other Diagnosis Code 24	7	A		333	339	
71.	Other Diagnosis Code 24 present on Admission 24	1	A		340	340	
72.	Other Diagnosis Code 25	7	A		341	347	
73.	Other Diagnosis Code 25 present on Admission 25	1	A		348	348	
74.	Other Diagnosis Code 26	7	A		349	355	
75.	Other Diagnosis Code 26 present on Admission 26	1	A		356	356	
76.	Other Diagnosis Code 27	7	A		357	363	
77.	Other Diagnosis Code 27 present on Admission 27	1	A		364	364	
78.	Other Diagnosis Code 28	7	A		365	371	
79.	Other Diagnosis Code 28 present on Admission 28	1	A		372	372	
80.	Other Diagnosis Code 29	7	A		373	379	
81.	Other Diagnosis Code 29 present on Admission 29	1	A		380	380	
82.	Attending Practitioner Individual National Provider Identifier (NPI) #	10	A		381	390	95%
83.	Operating Practitioner Individual National Provider Identifier (NPI) #	10	A		391	400	

	Field Name	Length	Type A= alphanumeric N=numeric	Dec	Start	End	Threshold
84.	Procedure Code Indicator	1	N		401	401	
85.	Principal Procedure Code 1	6	A		402	407	
86.	Procedure Code 1 Modifier I	2	A		408	409	
87.	Procedure Code 1 Modifier II	2	A		410	411	
88.	Other Procedure Code 2	6	A		412	417	
89.	Procedure Code 2 Modifier I	2	A		418	419	
90.	Procedure Code 2 Modifier II	2	A		420	421	
91.	Other Procedure Code 3	6	A		422	427	
92.	Procedure Code 3 Modifier I	2	A		428	429	
93.	Procedure Code 3 Modifier II	2	A		430	431	
94.	Other Procedure Code 4	6	A		432	437	
95.	Procedure Code 4 Modifier I	2	A		438	439	
96.	Procedure Code 4 Modifier II	2	A		440	441	
97.	Other Procedure Code 5	6	A		442	447	
98.	Procedure Code 5 Modifier I	2	A		448	449	
99.	Procedure Code 5 Modifier II	2	A		450	451	
100.	Other Procedure Code 6	6	A		452	457	
101.	Procedure Code 6 Modifier I	2	A		458	459	
102.	Procedure Code 6 Modifier II	2	A		460	461	
103.	Other Procedure Code 7	6	A		462	467	
104.	Procedure Code 7 Modifier I	2	A		468	469	
105.	Procedure Code 7 Modifier II	2	A		470	471	
106.	Other Procedure Code 8	6	A		472	477	
107.	Procedure Code 8 Modifier I	2	A		478	479	
108.	Procedure Code 8 Modifier II	2	A		480	481	
109.	Other Procedure Code 9	6	A		482	487	
110.	Procedure Code 9 Modifier I	2	A		488	489	
111.	Procedure Code 9 Modifier II	2	A		490	491	
112.	Other Procedure Code 10	6	A		492	497	
113.	Procedure Code 10 Modifier I	2	A		498	499	
114.	Procedure Code 10 Modifier II	2	A		500	501	
115.	Other Procedure Code 11	6	A		502	507	
116.	Procedure Code 11 Modifier I	2	A		508	509	
117.	Procedure Code 11 Modifier II	2	A		510	511	
118.	Other Procedure Code 12	6	A		512	517	
119.	Procedure Code 12 Modifier I	2	A		518	519	
120.	Procedure Code 12 Modifier II	2	A		520	521	
121.	Other Procedure Code 13	6	A		522	527	
122.	Procedure Code 13 Modifier I	2	A		528	529	
123.	Procedure Code 13 Modifier II	2	A		530	531	
124.	Other Procedure Code 14	6	A		532	537	
125.	Procedure Code 14 Modifier I	2	A		538	539	

	Field Name	Length	Type A= alphanumeric N=numeric	Dec	Start	End	Threshold
126.	Procedure Code 14 Modifier II	2	A		540	541	
127.	Other Procedure Code 15	6	A		542	547	
128.	Procedure Code 15 Modifier I	2	A		548	549	
129.	Procedure Code 15 Modifier II	2	A		550	551	
130.	Diagnosis Related Groups (DRGs) Number	3	A		552	554	
131.	DRG Grouper Name	1	N		555	555	
132.	DRG Grouper Version	2	N		556	557	
133.	Billed Charge	9	N		558	566	
134.	Allowed Amount	9	N		567	575	
135.	Reimbursement Amount	9	N		576	584	
136.	Total Patient Deductible	9	N		585	593	
137.	Total Patient Coinsurance or Patient Co-payment	9	N		594	602	
138.	Total Other Patient Obligations	9	N		603	611	
139.	Coordination of Benefit Savings or Other Payor Payments	9	N		612	620	
140.	Type of Bill	3	A		621	623	99%
141.	Patient Covered by Other Insurance Indicator	1	N		624	624	
142.	Payor ID Number <i>(see Appendix A)</i>	4	A		625	628	100%
143.	Source System	1	A		629	629	
144.	Revenue Code 1 New!	4	N		630	633	95%
145.	Other Revenue Code 2	4	N		634	637	
146.	Other Revenue Code 3	4	N		638	641	
147.	Other Revenue Code 4	4	N		642	645	
148.	Other Revenue Code 5	4	N		646	649	
149.	Other Revenue Code 6	4	N		650	653	
150.	Other Revenue Code 7	4	N		654	657	
151.	Other Revenue Code 8	4	N		658	661	
152.	Other Revenue Code 9	4	N		662	665	
153.	Other Revenue Code 10	4	N		666	669	
154.	Other Revenue Code 11	4	N		670	673	
155.	Other Revenue Code 12	4	N		674	677	
156.	Other Revenue Code 13	4	N		678	681	
157.	Other Revenue Code 14	4	N		682	685	
158.	Other Revenue Code 15	4	N		686	689	

	Field Name	Length	Type A= alphanumeric N=numeric	Dec	Start	End	Threshold
159.	Other Revenue Code 16	4	N		690	693	
160.	Other Revenue Code 17	4	N		694	697	
161.	Other Revenue Code 18	4	N		698	701	
162.	Other Revenue Code 19	4	N		702	705	
163.	Other Revenue Code 20	4	N		706	709	
164.	Other Revenue Code 21	4	N		710	713	
165.	Other Revenue Code 22	4	N		714	717	
166.	Other Revenue Code 23	4	N		718	721	

** If the Date of Discharge or End of Service (data element #20) is not reported, then assume that the Date of Admission or Start of Service (data element #19) and the Date of Discharge or End of Service are the same.*

The Institutional Services data must link to Professional Services, Pharmacy, and Eligibility data by Encrypted Patient Identifier.
Encryption of Patient ID must be consistent with encryption of Patient ID in Professional Services, Pharmacy, and Eligibility files.

MHCC will return files that do not link.

ELIGIBILITY DATA REPORT – File Layout

This report details information on the characteristics of all enrollees covered for medical services under the plan from **January 1, 2013 through December 31, 2013**. Please provide an entry for each month that the enrollee was covered by a general health benefit plan regardless of whether or not the enrollee received any covered services during the reporting year.

(For example, an enrollee with 12 months of coverage will have 12 eligibility records; an enrollee with 6 months of coverage will only have 6 records.)

	Field Name	Length	Type A=alphanumeric N=numeric	Dec	Start	End	Threshold
1.	Record Identifier	1	N		1	1	100%
2.	Encrypted Enrollee's IdentifierP (payor encrypted)	12	A		2	13	100%
3.	Encrypted Enrollee's IdentifierU (UUID encrypted)	12	A		14	25	100%*
4.	Enrollee Year and Month of Birth (CCYYMM00)	8	N		26	33	99% / 95% / 100%('00')
5.	Enrollee Sex	1	N		34	34	99%
6.	Enrollee Zip Code of Residence +4digit add-on code (include hyphen) Modified!	10	N		35	44	99%
7.	Enrollee County of Residence	3	N		45	47	95%
8.	Source of Direct Reporting of Enrollee Race New!	1	N		48	48	95%
9.	Race Category White – Direct New!	1	N		49	49	
10.	Race Category Black or African American – Direct New!	1	N		50	50	
11.	Race Category American Indian or Alaska Native – Direct New!	1	N		51	51	
12.	Race Category Native Hawaiian or Pacific Islander – Direct New!	1	N		52	52	
13.	Race Category Other – Direct New!	1	N		53	53	
14.	Race Category Declined to Answer – Direct New!	1	N		54	54	
15.	Race Category Unknown or Cannot be Determined – Direct New!	1	N		55	55	
16.	Imputed Race with Highest Probability New!	1	N		56	56	95%
17.	Probability of Imputed Race Assignment New!	3	N		57	59	95%
18.	Source of Direct Reporting of Enrollee Ethnicity New	1	N		60	60	95%
19.	Enrollee OMB Hispanic Ethnicity	1	N		61	61	
20.	Imputed Ethnicity with Highest Probability New!	1	N		62	62	95%

	Field Name	Length	Type A=alphanumeric N=numeric	Dec	Start	End	Threshold
21.	Probability of Imputed Ethnicity Assignment New!	3	N		63	65	95%
22.	Enrollee Preferred Spoken Language for a Healthcare Encounter New!	2	N		66	67	
23.	Coverage Type	1	A		68	68	99%
24.	Source Company	1	A		69	69	99%
25.	Product Type	1	N		70	70	95%
26.	Policy Type	1	N		71	71	95%
27.	Encrypted Contract or Group Number (payor encrypted)	20	A		72	91	95%
28.	Employer Federal Tax ID Number	9	A		92	100	95%
29.	Medical Services Indicator	1	N		101	101	95%
30.	Pharmacy Services Indicator	1	N		102	102	95%
31.	Behavioral Health Services Indicator	1	N		103	103	95%
32.	Dental Services Indicator	1	N		104	104	95%
33.	Plan Liability	1	N		105	105	95%
34.	Consumer Directed Health Plan (CDHP) with HSA or HRA Indicator	1	N		106	106	95%
35.	Start Date of Coverage (in the month CCYYMMDD)	8	N		107	114	95%
36.	End Date of Coverage (in the month CCYYMMDD)	8	N		115	122	95%
37.	Date of FIRST Enrollment **	8	N		123	130	99%
38.	Date of Disenrollment	8	N		131	138	99%
39.	Coverage Period End Date New!	8	N		139	146	
40.	Relationship to Policyholder	1	N		147	147	95%
41.	Payor ID Number (see Appendix A)	4	A		148	151	100%
42.	Source System	1	A		152	152	
43.	Grandfathered Plan Indicator New!	1	N		153	153	100%
44.	Plan or Product ID Number New!	20	A		154	173	
45.	Subscriber ID Number New!	20	A		174	193	95%

* Note: The Commission expects the algorithm to be applied to every eligibility record. ** Unlike the Date of Enrollment listed on the other files, which refers to the start date of enrollment in this data submission period, this **Date of FIRST Enrollment** should reflect the date that the patient was initially enrolled in the plan.

The Eligibility data must link to Professional Services, Pharmacy, and Institutional Services data by Encrypted Patient Identifier. Encryption of Patient ID must be consistent with encryption of Patient ID in Professional Services, Pharmacy, and Institutional Services files. MHCC will return files that do not link.

APPENDIX G

DATA DICTIONARY

- PROFESSIONAL SERVICES DATA REPORT
- PHARMACY DATA REPORT
- PROVIDER DIRECTORY REPORT
- INSTITUTIONAL SERVICES DATA REPORT
- ELIGIBILITY DATA REPORT

FORMATTED FOR THE 2013 MARYLAND MEDICAL CARE DATA BASE (MCDB) SUBMISSION

Data Dictionary – PROFESSIONAL SERVICES DATA REPORT – COMAR 10.25.06.07

Field Name	Description	Field Contents
Record Identifier	The value is 1	1 Professional Services
Patient Identifier P (payor encrypted)	Patient's unique identification number assigned by payor and encrypted.	The unique ID for each person on this file should correspond to the same unique Patient ID used for all other files (Pharmacy Claims and Institutional Services)
Patient Identifier U (UUID encrypted)	Patient's universally unique identification (UUID) number generated using an encryption algorithm provided by MHCC.	Refer to the UUID summary description sheet on page 24. A full description is available in the UUID Users' Manual.
Patient Year and Month of Birth	Date of patient's birth using 00 instead of day.	CCYYMM00
Patient Sex	Sex of the patient.	1 Male 2 Female 3 Unknown
Consumer Directed Health Plan (CDHP) with HSA or HRA Indicator	Consumer Directed Health Plan (CDHP) with Health Savings Account (HSA) or Health Resources Account (HRA)	0 No 1 Yes
Patient Zip Code+4-digit add-on Modified!	Zip code of patient's residence.	5-digit US Postal Service code plus 4-digit add-on code.
Patient Covered by Other Insurance Indicator	Indicates whether patient has additional insurance coverage.	0 No 1 Yes, other coverage is primary 2 Yes, other coverage is secondary 9 Unknown
Coverage Type	Patient's type of insurance coverage.	1 Medicare Supplemental (i.e., Individual, Group, WRAP) 2 Medicare Advantage Plan 3 Individual Market (not MHIP) 4 Maryland Health Insurance Plan (MHIP) 5 Private Employer Sponsored or Other Group (i.e. union or association plans) 6 Public Employee – Federal (FEHBP) 7 Public Employee – Other (state, county, local/municipal government and public school systems) 8 Comprehensive Standard Health Benefit Plan [a self employed individual or small businesses (public or private employers) with 2-50 eligible employees] 9 Health Insurance Partnership (HIP) A Student Health Plan Z Unknown

Field Name	Description	Field Contents
Source Company	Defines the payor company that holds the beneficiary's contract; for use in characterizing contract requirements under Maryland law.	1 Health Maintenance Organization 2 Life & Health Insurance Company or Not-for-Profit Health Benefit Plan 3 Third-Party Administrator (TPA) Unit
Claim Related Condition	Describes connection, if any, between patient's condition and employment, automobile accident, or other accident.	0 Non-accident (default) 1 Work 2 Auto Accident 3 Other Accident 9 Unknown
Practitioner Federal Tax ID	Employer Tax ID of the practitioner, practice or office facility receiving payment for services.	
Participating Provider Status Modified!	Indicates if the service was provided by a provider that participates in the payor's network.	1 Participating 2 Non-Participating 3 Unknown/Not Coded 9 No Network for this Plan
Record Status	Describes payment and adjustment status of a claim. Adjustments include paying a claim more than once, paying additional services that may have been denied, or crediting a provider due to overpayment or paying the wrong provider.	1 Final Bill 8 Capitated or Global Contract Services
Claim Control Number	Internal payor claim number used for tracking.	A credit should have the same claim number as the original debit record.
Claim Paid Date	The date a claim was authorized for payment.	CCYYMMDD
Number of Diagnosis Codes	The number of diagnosis codes, up to ten.	1 through 10. Maximum is 10.
Number of Line Items	If using Variable Format , the # of line items completed in the variable portion (data elements 20-40, 44-50) must match the value entered for this data element, maximum value for this data and # of line items is 26. If using Fixed Format , the number of line items is always equal to one (1) because only one service is written per row.	

Field Name	Description	Field Contents
Diagnosis Codes Modified!	The primary ICD-9-CM or ICD-10-CM Diagnosis Code followed by a secondary diagnosis (up to 10 codes), if applicable at time of service. Remove embedded decimal point.	
Service From Date	First date of service for a procedure in this line item.	CCYYMMDD
Service Thru Date	Last date of service for this line item.	CCYYMMDD
Place of Service Modified!	Two-digit numeric code that describes where a service was rendered.	<p><u>CMS definitions:</u></p> <p>11 Provider's Office</p> <p>12 Patient's Home</p> <p>13 Assisted Living Facility</p> <p>17 Walk-in Retail Health Clinic</p> <p>18 Place of Employment - Worksite New!</p> <p>20 Urgent Care Facility</p> <p>21 Inpatient Hospital</p> <p>22 Outpatient Hospital</p> <p>23 Emergency Room – Hospital</p> <p>24 Ambulatory Surgical Center</p> <p>25 Birthing Center</p> <p>26 Military Treatment Facility</p> <p>31 Skilled Nursing Facility</p> <p>32 Nursing Facility</p> <p>33 Custodial Care Facility</p> <p>34 Hospice</p> <p>41 Ambulance – Land</p> <p>42 Ambulance – Air or Water</p> <p>51 Inpatient Psychiatric Facility</p> <p>52 Psychiatric Facility – Partial Hospitalization</p> <p>53 Community Mental Health Center</p> <p>54 Intermediate Care Facility/Mentally Retarded</p> <p>55 Residential Substance Abuse Treatment Facility</p> <p>56 Psychiatric Residential Treatment Center</p> <p>57 Non-residential Substance Abuse Treatment Facility</p> <p>60 Mass Immunization Center</p> <p>61 Comprehensive Inpatient Rehabilitation Facility</p> <p>62 Comprehensive Outpatient Rehabilitation Facility</p> <p>65 End-Stage Renal Disease Treatment Facility</p> <p>71 State or Local Public Health Clinic</p> <p>72 Rural Health Clinic</p> <p>81 Independent Laboratory & Imaging</p> <p>99 Other Place of Service</p>

Field Name	Description	Field Contents
Service Location Zip Code+4-digit add-on Modified!	Zip code for location where service described was provided.	5-digit US Postal Service code plus 4-digit add-on code.
Service Unit Indicator	Category of service as it corresponds to Units data element.	0 Values reported as zero (no allowed services) 1 Transportation (ambulance air or ground) Miles 2 Anesthesia Time Units 3 Services 4 Oxygen Units 5 Units of Blood 6 Allergy Tests 7 Lab Tests 8 Minutes of Anesthesia (waiver required)
Units of Service	Quantity of services or number of units for a service or minutes of anesthesia.	One (1) implied decimal for anesthesia time units; all other units submit as integers.
Procedure Code	Describes the health care service provided (i.e., CPT-4, HCPCS, ICD-9-CM, ICD-10-CM)	
Modifier I	Discriminate code used by practitioners to distinguish that a health care service has been altered [by a specific condition] but not changed in definition or code. A modifier is added as a suffix to a procedure code field.	MHCC accepts national standard modifiers approved by the American Medical Association as published in the 2008 Current Procedure Terminology. Modifiers approved for Hospital Outpatient use: Level I (CPT) and Level II (HCPCS/National) modifiers. Nurse Anesthetist services are to be reported using the following Level II (HCPCS) modifiers: <ul style="list-style-type: none"> • QX – Nurse Anesthetist service; under supervision of a doctor • QZ – Nurse Anesthetist service; w/o the supervision of a doctor
Modifier II	Specific to Modifier I.	
Servicing Practitioner ID	Payor-specific identifier for the practitioner rendering health care service(s).	
Billed Charge	A practitioner's billed charges rounded to whole dollars. DO NOT USE DECIMALS	
Allowed Amount	Total patient and payor liability. DO NOT USE DECIMALS	
Reimbursement Amount	Amount paid to Employer Tax ID # of rendering physician as listed on claim. DO NOT USE DECIMALS	

Field Name	Description	Field Contents
Date of Enrollment	The start date of enrollment for the patient in this delivery system (in this data submission time period). (see Source Company on page 48)	CCYYMMDD Date is 20130101 if patient is enrolled at start of 2013. Enter other date if patient not enrolled at start of year, but enrolled during 2013.
Date of Disenrollment	The end date of enrollment for the patient in this delivery system (in this data submission time period). (see Source Company on page 48)	CCYYMMDD Leave blank if patient is still enrolled on 20131231. If patient disenrolled before end of year enter date disenrolled.
Patient Deductible	The fixed amount that the patient must pay for covered medical services before benefits are payable. DO NOT USE DECIMALS	
Patient Coinsurance or Patient Co-payment	The specified amount or percentage the patient is required to contribute towards covered medical services after any applicable deductible. DO NOT USE DECIMALS	
Other Patient Obligations	Any patient obligations other than the deductible or coinsurance/co-payment. This could include obligations for out-of-network care (balance billing net of patient deductible, patient coinsurance/co-payment and payor reimbursement), non-covered services, or penalties. DO NOT USE DECIMALS	
Plan Liability	Indicates if insurer is at risk for the patient's service use or the insurer is simply paying claims as Administrative Services Only (ASO)	1 Risk (under Maryland contract) 2 Risk (under non-Maryland contract) 3 ASO (employer self-insured)
Servicing Practitioner Individual National Provider Identifier (NPI) number	Federal identifier assigned by the federal government for use in all HIPAA transactions to an individual practitioner.	Ten (10) digits www.cms.hhs.gov/NationalProviderStand/downloads/NPIfinalrule.pdf
Practitioner National Provider Identifier (NPI) number used for Billing.	Federal identifier assigned by the federal government for use in all HIPAA transactions to an individual practitioner or an organization for billing purposes.	Ten (10) digits www.cms.hhs.gov/NationalProviderStand/downloads/NPIfinalrule.pdf

Field Name	Description	Field Contents
Product Type	<p>Classifies the benefit plan by key product characteristics (scope of coverage, size of network, coverage for out-of-network benefits).</p> <p>(Please code based on how the product is <u>primarily marketed</u>, and most importantly <u>be consistent from year to year</u>. If not sure, send an e-mail describing the product to Larry Monroe at larry.monroe@maryland.gov)</p>	<ol style="list-style-type: none"> 1 Exclusive Provider Organization (in any form) 2 Health Maintenance Organization 3 Indemnity 4 Point of Service (POS) 5 Preferred Provider Organization (PPO) 6 Limited Benefit Plan (Mini-Meds) 7 Student Health Plan 8 Catastrophic
Payor ID Number	<p>Payor assigned submission identification number (see Appendix A on page 20).</p>	
Source System	<p>Identify the source system (platforms or business units) <i>from which the data was obtained</i> by using an alphabet letter (A, B, C, D, etc...)</p> <p>(Note: In your documentation on page 13, please be sure to list the source system that corresponds with the letter assigned.)</p> <p>For payors with all data coming from one system only, leave the field blank.</p>	<p>A – Z</p> <p>Leave the field blank if submitting data from one (1) platform or business unit only.</p>
Assignment of Benefits Indicator New!	<p>For out-of-network services please provide information on whether or not the patient assigned benefits to the servicing physician for an out-of-network service.</p>	<ol style="list-style-type: none"> 0 No, Assignment of Benefits not accepted and Practitioner Not in Network 1 Yes, Assignment of Benefits Accepted and Practitioner Not in Network 2 N/A, Practitioner is In Network 9 Unknown
Diagnosis Code Indicator New!	<p>Indicates the volume of the International Classification of Diseases, Clinical Modification system used in assigning codes to diagnoses.</p>	<ol style="list-style-type: none"> 1 ICD-9-CM 2 ICD-10-CM 3 Missing/Unknown
CPT Category II code 1 New!	<p>Provide any applicable CPT Category II codes.</p>	
CPT Category II code 2		
CPT Category II code 3		
CPT Category II code 4		
CPT Category II code 5		

Data Dictionary – PHARMACY DATA REPORT – COMAR 10.25.06.08

Field Name	Description	Field Contents
Record Identifier	The value is 2	2 Pharmacy Services
Patient Identifier P (payor encrypted)	Patient's unique identification number assigned by payor and encrypted.	The unique ID for each person on this file should correspond to the same unique Patient ID used for all other files (Professional Services and Institutional Services)
Patient Identifier U (UUID encrypted)	Patient's universally unique identification (UUID) number generated using an encryption algorithm provided by MHCC.	Refer to the UUID summary description sheet on page 24. A full description is available in the UUID Users' Manual.
Patient Sex	Sex of Patient.	1 Male 2 Female 3 Unknown
Patient Zip Code+4-digit add-on Modified!	Zip code of patient's residence.	5-digit US Postal Service code plus 4-digit add-on code.
Patient Year and Month of Birth	Date of patient's birth using 00 instead of day.	CCYYMM00
Pharmacy NCPDP Number	Unique 7 digit number assigned by the National Council for Prescription Drug Program (NCPDP).	
Pharmacy Zip Code +4-digit add-on Modified!	Zip code of pharmacy where prescription was filled and dispensed.	5-digit US Postal Service code plus 4-digit add-on code.
Practitioner DEA #	Drug Enforcement Agency number assigned to an individual registered under the Controlled Substance Act.	Same as DEA # in Provider File.
Fill Number	The code used to indicate if the prescription is an original prescription or a refill. Use '01' for all refills if the specific number of the prescription refill is not available.	00 New prescription/Original 01 – 99 Refill number
NDC Number	National Drug Code 11 digit number.	
Drug Compound	Indicates a mix of drugs to form a compound medication.	1 Non-compound 2 Compound
Drug Quantity	Number of units of medication dispensed.	
Drug Supply	Estimated number of days of dispensed supply.	
Date Filled	Date prescription was filled.	CCYYMMDD

Field Name	Description	Field Contents
Date Prescription Written	Date prescription was written.	CCYYMMDD
Billed Charge	Retail amount for drug including dispensing fees and administrative costs. MUST INCLUDE 2 IMPLIED DECIMAL PLACES.	
Reimbursement Amount	Amount paid to the pharmacy by payor. Do not include patient copayment or sales tax. MUST INCLUDE 2 IMPLIED DECIMAL PLACES.	
Prescription Claim Number	Internal payor claim number used for tracking.	A credit should have the same claim number as the original debit record.
Prescription Claim Paid Date New!	The date a claim was authorized for payment.	CCYYMMDD
Prescribing Practitioner Individual National Provider Identifier (NPI) number	Federal identifier assigned by the federal government for use in all HIPAA transactions to an individual practitioner.	Ten (10) digits www.cms.hhs.gov/NationalProviderStand/downloads/NPIfinalrule.pdf
Patient Deductible	The fixed amount that the patient must pay for covered pharmacy services before benefits are payable. MUST INCLUDE 2 IMPLIED DECIMAL PLACES.	
Patient Coinsurance/ Patient Co-payment	The specified amount or percentage the patient is required to contribute towards covered pharmacy services after any applicable deductible. MUST INCLUDE 2 IMPLIED DECIMAL PLACES.	
Other Patient Obligations	Any patient obligations other than the deductible or coinsurance/co-payment. This could include obligations for non-formulary drugs, non-covered pharmacy services, or penalties. MUST INCLUDE 2 IMPLIED DECIMAL PLACES.	
Date of Enrollment	The start date of enrollment for the patient in this delivery system (in this data submission time period). (see Source Company on page 49)	CCYYMMDD Date is 20130101 if patient is enrolled at start of 2013. Enter other date if patient not enrolled at start of year, but enrolled during 2013.

Field Name	Description	Field Contents
Date of Disenrollment	The end date of enrollment for the patient in this delivery system (in this data submission time period). (see Source Company on page 48)	CCYYMMDD Leave blank if patient is still enrolled on 20131231. If patient disenrolled before end of year enter date disenrolled.
Source of Processing	The source processing the pharmacy claim.	1 Processed Internally by Payor 2 Argus Health Systems, Inc. 3 Caremark, LLC 4 Catalyst Rx, Inc. 5 Envision Pharmaceutical Services, Inc. 6 Express Scripts, Inc. 7 Medco Health, LLC 8 National Employee Benefit Companies, Inc. dba/Ideal Scripts 9 NextRx Services, Inc. A Atlantic Prescription Services, LLC B Benecard Services, Inc. C BioScrip PBM Services, LLC D Futurescripts, LLC E Health E Systems F HealthTran, LLC G Innoviant, Inc. H MaxorPlus I Medical Security Card Company J MedImpact Healthcare Systems, Inc. K MemberHealth, LLC L PharmaCare Management Services, LLC M Prime Therapeutics, LLC N Progressive Medical, Inc. O RxAmerica, LLC P RxSolutions, Inc. Q Scrip World, LLC R Tmesys, Inc. S WellDynerx, Inc. T Other Source Not Listed Z Unknown
Payor ID Number	Payor assigned submission identification number (see Appendix A on page 20).	
Source System	Identify the source system (platforms or business units) <i>from which the data was obtained</i> by using an alphabet letter (A, B, C, D, etc...) (Note: In your documentation on page 13, please be sure to list the source system that corresponds with the letter assigned.)	A – Z Leave the field blank if submitting data from one (1) platform or business unit only.

Data Dictionary – PROVIDER DIRECTORY REPORT – COMAR 10.25.06.09

Field Name	Description	Field Contents
Record Identifier	The value is 3	3 Provider Services
Practitioner/Supplier ID	Payor-specific identifier for a practitioner, practice, or office facility rendering health care service(s).	
Practitioner/Supplier Federal Tax ID (without embedded dashes)	Employer Tax ID # of the practitioner, practice or office facility receiving payment for services.	Same as Federal Tax ID # in Professional Services File.
Practitioner/Supplier Last Name or Multi-practitioner Health Care Organization	Last name of practitioner or complete name of multi-practitioner health care organization.	Please truncate if name of practitioner or medical organization exceeds 31 characters.
Practitioner/Supplier First Name	Practitioner's first name.	Individual provider's first name.
Practitioner Middle Initial		First letter of individual provider's middle name.
Practitioner Name Suffix		Individual provider's name suffix, such as Jr., Sr., II, III, IV, or V.
Practitioner Credential		Abbreviations for professional degrees or credentials used or held by an individual provider, such as MD, DDS, CSW, CNA, AA, NP, PSY.
Practitioner/Supplier Specialty – 1 New!	The health care field in which a practitioner is licensed, certified, or otherwise authorized under Health Occupations Article, Annotated Code of Maryland, to provide health care services in the ordinary course of business or practice of a profession or in an approved education or training program. Up to 3 codes may be listed.	Please reference the National Uniform Claim Committee (NUCC) Health Care Provider Taxonomy, Version 13.0, January 2013 Code Book available on the MHCC website at: http://mhcc.dhmd.maryland.gov/payercompliance/Documents/Taxonomy_13_0.pdf .
Practitioner/Supplier Specialty – 2 New!		
Practitioner/Supplier Specialty – 3 New!		
Practitioner DEA #	Drug Enforcement Agency number assigned to an individual registered under the Controlled Substance Act.	Same as DEA# in Pharmacy File.
Indicator for Multi-Practitioner Health Care Organization		0 Solo Practitioner 1 Multiple Practitioners

Field Name	Description	Field Contents
Practitioner Individual National Provider Identifier (NPI) number	Federal identifier assigned by the federal government for use in all HIPAA transactions to an individual practitioner.	Ten (10) digits www.cms.hhs.gov/NationalProvIdentStand/downloads/NPIfinalrule.pdf
Practitioner Organizational National Provider Identifier (NPI) number	Federal identifier assigned by the federal government for use in all HIPAA transactions to an organization for billing purposes.	Ten (10) digits www.cms.hhs.gov/NationalProvIdentStand/downloads/NPIfinalrule.pdf
Payor ID Number	Payor assigned submission identification number (see Appendix A on page 20).	A – Z
Source System	<p>Identify the source system (platforms or business units) <i>from which the data was obtained</i> by using an alphabet letter (A, B, C, D, etc...)</p> <p>(Note: In your documentation on page 13, please be sure to list the source system that corresponds with the letter assigned.)</p> <p>For payors with all data coming from one system only, leave the field blank.</p>	Leave the field blank if submitting data from one (1) platform or business unit only.

Data Dictionary – INSTITUTIONAL SERVICES DATA REPORT – COMAR 10.25.06.10

Field Name	Description	Field Contents
Record Identifier	The value is 4	4 Institutional Services
Patient Identifier P (payor encrypted)	Patient's unique identification number assigned by payor and encrypted.	The unique ID for each person on this file should correspond to the same unique Patient ID used for all other files (Professional Services and Pharmacy Claims Files).
Patient Identifier U (UUID encrypted)	Patient's universally unique identification (UUID) number generated using an encryption algorithm provided by MHCC.	Refer to the UUID summary description sheet on page 24. A full description is available in the UUID Users' Manual .
Patient Year and Month of Birth	Date of patient's birth using 00 instead of day.	CCYYMM00
Patient Sex	Sex of the patient.	1 Male 2 Female 3 Unknown
Patient Zip Code+4-digit add-on Modified!	Zip code of patient's residence.	5-digit US Postal Service code plus 4-digit add-on code.
Date of Enrollment	The start date of enrollment for the patient in this delivery system (in this data submission time period). (see Source Company on page 48)	CCYYMMDD Date is 20130101 if patient is enrolled at start of 2013. Enter other date if patient not enrolled at start of year, but enrolled during 2013.
Date of Disenrollment	The end date of enrollment for the patient in this delivery system (in this data submission time period). (see Source Company on page 48)	CCYYMMDD Leave blank if patient is still enrolled on 20131231. If patient disenrolled before end of year enter date disenrolled.
Hospital/Facility Federal Tax ID	Federal Employer Tax ID of the facility receiving payment for care.	
Hospital/Facility National Provider Identifier (NPI) Number	Federal identifier assigned by the federal government for use in all HIPAA transactions to an organization for billing purposes.	Ten (10) digits www.cms.hhs.gov/NationalProvIdentStand/downloads/NPIfinalrule.pdf
Hospital/Facility Medicare Provider Number	Federal identifier assigned by the federal government for use in all Medicare transactions to an organization for billing purposes.	Six (6) digits
Hospital/Facility Participating Provider Flag Modified!	Indicates if the service was provided at a hospital/facility that participates in the payor's network.	1 Participating 2 Non-Participating 3 Unknown/Not Coded 9 No Network for this Plan
Claim Control Number	Internal payor claim number used for tracking.	A credit should have the same claim number as the original debit record.
Claim Paid Date New!	The date a claim was authorized for payment.	CCYYMMDD

Field Name	Description	Field Contents
Record Type	Identifies the type of facility or department in a facility where the service was provided.	10 Hospital Inpatient – Undefined 11 Hospital Inpatient – Acute care 12 Hospital Inpatient – Children’s Hospital 13 Hospital Inpatient – Mental health or Substance abuse 14 Hospital Inpatient – Rehabilitation, Long term care, SNF stay 20 Hospital Outpatient – Undefined 21 Hospital Outpatient – Ambulatory Surgery 22 Hospital Outpatient – Emergency Room 23 Hospital Outpatient – Other 30 Non-Hospital Facility
Type of Admission	Applies only to hospital inpatient records. All other record types code “0”.	0 Not a hospital inpatient record 1 Emergency 2 Urgent 3 Elective 4 Newborn 5 Trauma Center 6 Reserved for National Assignment 7 Reserved for National Assignment 8 Reserved for National Assignment 9 Information Not Available
Point of Origin for Admission or Visit	Applies only to hospital inpatient records. All other record types code “0”. (Note: Assign the code where the patient originated from before presenting to the health care facility.)	0 Not a hospital inpatient record For Newborns (Type of Admission = 4) 1 Normal delivery 2 Premature delivery 3 Sick baby 4 Not used 5 Born inside this hospital 6 Born outside of this hospital 9 Information not available Admissions other than Newborn 1 Non-Health Facility Point of Origin 2 Clinic or Physician’s Office 3 Reserved for national assignment 4 Transfer from a Hospital (Different Facility) 5 Transfer from a Skilled Nursing Facility (SNF) or Intermediate Care Facility (ICF) 6 Transfer from Another Health Care Facility 8 Court/Law Enforcement 9 Information Not Available

Field Name	Description	Field Contents
Patient Discharge Status	Indicates the disposition of the patient at discharge. Applies only to hospital inpatient records. All other record types code "00".	00 Not a hospital inpatient record 01 Routine (home or self care) 02 Another Short-term Hospital 03 Skilled Nursing Facility (SNF) 04 Intermediate Care Facility 05 Another type of facility (includes rehab facility, hospice, etc.) 06 Home Health Care (HHC) 07 Against medical advice (AMA)/Discontinued care 09 Missing/Unknown 20 Died/Expired
Service from date/Start of Service (if Inpatient, Date of Admission)	First date of service for a procedure in this line item.	CCYYMMDD
Service thru date/End of Service (if Inpatient, Date of Discharge)	Last date of service for a procedure in this line item.	CCYYMMDD
Diagnosis Code Indicator	Indicates the volume of the International Classification of Diseases, Clinical Modification system used in assigning codes to diagnoses.	1 ICD-9-CM 2 ICD-10-CM 3 Missing/Unknown
Primary Diagnosis	The primary ICD-9-CM or ICD-10-CM Diagnosis Code followed by a secondary diagnosis (up to 29 codes), if applicable at the time of service. Remove embedded decimal pt.	
Primary Diagnosis Present on Admission (POA)	Primary Diagnosis present on Admission. <i>Applies only to hospital inpatient records. All other record types code "0".</i>	Y – Yes = <i>Present at the time of inpatient admission</i> N – No = <i>Not present at the time of inpatient admission</i> U – Unknown = <i>Documentation is insufficient to determine if condition is present on admission</i> W – Clinically undetermined = <i>Provider is unable to clinically determine whether condition was present on admission or not</i> E – Unreported/Not used = <i>Exempt from POA reporting</i>
Other Diagnosis Code 1	ICD-9-CM/ICD-10-CM Diagnosis Code 1 Remove embedded decimal pt.	
Other Diagnosis Code 1 Present on Admission 1 (POA)	Diagnosis Code 1 present on Admission 1. <i>Applies only to hospital inpatient records. All other record types code "0".</i>	Y – Yes = <i>Present at the time of inpatient admission</i> N – No = <i>Not present at the time of inpatient admission</i> U – Unknown = <i>Documentation is insufficient to determine if condition is present on admission</i> W – Clinically undetermined = <i>Provider is unable to clinically determine whether condition was present on admission or not</i> E – Unreported/Not used = <i>Exempt from POA reporting</i>

Field Name	Description	Field Contents
Other Diagnosis Code 2	ICD-9-CM/ICD-10-CM Diagnosis Code 2 Remove embedded decimal pt.	
Other Diagnosis Code 2 Present on Admission 2 (POA)	Diagnosis Code 2 present on Admission 2. <i>Applies only to hospital inpatient records. All other record types code "0".</i>	<p>Y – Yes = <i>Present at the time of inpatient admission</i> N – No = <i>Not present at the time of inpatient admission</i> U – Unknown = <i>Documentation is insufficient to determine if condition is present on admission</i> W – Clinically undetermined = <i>Provider is unable to clinically determine whether condition was present on admission or not</i> E – Unreported/Not used = <i>Exempt from POA reporting</i></p>
Other Diagnosis Code 3	ICD-9-CM/ICD-10-CM Diagnosis Code 3 Remove embedded decimal pt.	
Other Diagnosis Code 3 Present on Admission 3 (POA)	Diagnosis Code 3 present on Admission 3. <i>Applies only to hospital inpatient records. All other record types code "0".</i>	<p>Y – Yes = <i>Present at the time of inpatient admission</i> N – No = <i>Not present at the time of inpatient admission</i> U – Unknown = <i>Documentation is insufficient to determine if condition is present on admission</i> W – Clinically undetermined = <i>Provider is unable to clinically determine whether condition was present on admission or not</i> E – Unreported/Not used = <i>Exempt from POA reporting</i></p>
Other Diagnosis Code 4	ICD-9-CM/ICD-10-CM Diagnosis Code 4 Remove embedded decimal pt.	
Other Diagnosis Code 4 Present on Admission 4 (POA)	Diagnosis Code 4 present on Admission 4. <i>Applies only to hospital inpatient records. All other record types code "0".</i>	<p>Y – Yes = <i>Present at the time of inpatient admission</i> N – No = <i>Not present at the time of inpatient admission</i> U – Unknown = <i>Documentation is insufficient to determine if condition is present on admission</i> W – Clinically undetermined = <i>Provider is unable to clinically determine whether condition was present on admission or not</i> E – Unreported/Not used = <i>Exempt from POA reporting</i></p>
Other Diagnosis Code 5	ICD-9-CM/ICD-10-CM Diagnosis Code 5 Remove embedded decimal pt.	
Other Diagnosis Code 5 Present on Admission 5 (POA)	Diagnosis Code 5 present on Admission 5. <i>Applies only to hospital inpatient records. All other record types code "0".</i>	<p>Y – Yes = <i>Present at the time of inpatient admission</i> N – No = <i>Not present at the time of inpatient admission</i> U – Unknown = <i>Documentation is insufficient to determine if condition is present on admission</i> W – Clinically undetermined = <i>Provider is unable to clinically determine whether condition was present on admission or not</i> E – Unreported/Not used = <i>Exempt from POA reporting</i></p>
Other Diagnosis Code 6	ICD-9-CM/ICD-10-CM Diagnosis Code 6 Remove embedded decimal pt.	
Other Diagnosis Code 6 Present on Admission 6 (POA)	Diagnosis Code 6 present on Admission 6. <i>Applies only to hospital inpatient records. All other record types code "0".</i>	<p>Y – Yes = <i>Present at the time of inpatient admission</i> N – No = <i>Not present at the time of inpatient admission</i> U – Unknown = <i>Documentation is insufficient to determine if condition is present on admission</i> W – Clinically undetermined = <i>Provider is unable to clinically determine whether condition was present on admission or not</i> E – Unreported/Not used = <i>Exempt from POA reporting</i></p>
Other Diagnosis Code 7	ICD-9-CM/ICD-10-CM Diagnosis Code 7 Remove embedded decimal pt.	
Other Diagnosis Code 7 Present on Admission 7 (POA)	Diagnosis Code 7 present on Admission 7. <i>Applies only to hospital inpatient records. All other record types code "0".</i>	<p>Y – Yes = <i>Present at the time of inpatient admission</i> N – No = <i>Not present at the time of inpatient admission</i> U – Unknown = <i>Documentation is insufficient to determine if condition is present on admission</i> W – Clinically undetermined = <i>Provider is unable to clinically determine whether condition was present on admission or not</i> E – Unreported/Not used = <i>Exempt from POA reporting</i></p>

Field Name	Description	Field Contents
Other Diagnosis Code 8 Other Diagnosis Code 8 Present on Admission 8 (POA)	ICD-9-CM/ICD-10-CM Diagnosis Code 8 Remove embedded decimal pt. Diagnosis Code 8 present on Admission 8. <i>Applies only to hospital inpatient records. All other record types code "0".</i>	Y – Yes = <i>Present at the time of inpatient admission</i> N – No = <i>Not present at the time of inpatient admission</i> U – Unknown = <i>Documentation is insufficient to determine if condition is present on admission</i> W – Clinically undetermined = <i>Provider is unable to clinically determine whether condition was present on admission or not</i> E – Unreported/Not used = <i>Exempt from POA reporting</i>
Other Diagnosis Code 9 Other Diagnosis Code 9 Present on Admission 9 (POA)	ICD-9-CM/ICD-10-CM Diagnosis Code 9 Remove embedded decimal pt. Diagnosis Code 9 present on Admission 9. <i>Applies only to hospital inpatient records. All other record types code "0".</i>	Y – Yes = <i>Present at the time of inpatient admission</i> N – No = <i>Not present at the time of inpatient admission</i> U – Unknown = <i>Documentation is insufficient to determine if condition is present on admission</i> W – Clinically undetermined = <i>Provider is unable to clinically determine whether condition was present on admission or not</i> E – Unreported/Not used = <i>Exempt from POA reporting</i>
Other Diagnosis Code 10 Other Diagnosis Code 10 Present on Admission 10 (POA)	ICD-9-CM/ICD-10-CM Diagnosis Code 10 Remove embedded decimal pt. Diagnosis Code 10 present on Admission 10. <i>Applies only to hospital inpatient records. All other record types code "0".</i>	Y – Yes = <i>Present at the time of inpatient admission</i> N – No = <i>Not present at the time of inpatient admission</i> U – Unknown = <i>Documentation is insufficient to determine if condition is present on admission</i> W – Clinically undetermined = <i>Provider is unable to clinically determine whether condition was present on admission or not</i> E – Unreported/Not used = <i>Exempt from POA reporting</i>
Other Diagnosis Code 11 Other Diagnosis Code 11 Present on Admission 11 (POA)	ICD-9-CM/ICD-10-CM Diagnosis Code 11 Remove embedded decimal pt. Diagnosis Code 11 present on Admission 11. <i>Applies only to hospital inpatient records. All other record types code "0".</i>	Y – Yes = <i>Present at the time of inpatient admission</i> N – No = <i>Not present at the time of inpatient admission</i> U – Unknown = <i>Documentation is insufficient to determine if condition is present on admission</i> W – Clinically undetermined = <i>Provider is unable to clinically determine whether condition was present on admission or not</i> E – Unreported/Not used = <i>Exempt from POA reporting</i>
Other Diagnosis Code 12 Other Diagnosis Code 12 Present on Admission 12 (POA)	ICD-9-CM/ICD-10-CM Diagnosis Code 12 Remove embedded decimal pt. Diagnosis Code 12 present on Admission 12. <i>Applies only to hospital inpatient records. All other record types code "0".</i>	Y – Yes = <i>Present at the time of inpatient admission</i> N – No = <i>Not present at the time of inpatient admission</i> U – Unknown = <i>Documentation is insufficient to determine if condition is present on admission</i> W – Clinically undetermined = <i>Provider is unable to clinically determine whether condition was present on admission or not</i> E – Unreported/Not used = <i>Exempt from POA reporting</i>
Other Diagnosis Code 13 Other Diagnosis Code 13 Present on Admission 13 (POA)	ICD-9-CM/ICD-10-CM Diagnosis Code 13 Remove embedded decimal pt. Diagnosis Code 13 present on Admission 13. <i>Applies only to hospital inpatient records. All other record types code "0".</i>	Y – Yes = <i>Present at the time of inpatient admission</i> N – No = <i>Not present at the time of inpatient admission</i> U – Unknown = <i>Documentation is insufficient to determine if condition is present on admission</i> W – Clinically undetermined = <i>Provider is unable to clinically determine whether condition was present on admission or not</i> E – Unreported/Not used = <i>Exempt from POA reporting</i>

Field Name	Description	Field Contents
Other Diagnosis Code 14 Other Diagnosis Code 14 Present on Admission 14 (POA)	ICD-9-CM/ICD-10-CM Diagnosis Code 14 Remove embedded decimal pt. Diagnosis Code 14 present on Admission 14. <i>Applies only to hospital inpatient records. All other record types code "0".</i>	Y – Yes = <i>Present at the time of inpatient admission</i> N – No = <i>Not present at the time of inpatient admission</i> U – Unknown = <i>Documentation is insufficient to determine if condition is present on admission</i> W – Clinically undetermined = <i>Provider is unable to clinically determine whether condition was present on admission or not</i> E – Unreported/Not used = <i>Exempt from POA reporting</i>
Other Diagnosis Code 15 Other Diagnosis Code 15 Present on Admission 15 (POA)	ICD-9-CM/ICD-10-CM Diagnosis Code 15 Remove embedded decimal pt. Diagnosis Code 15 present on Admission 15. <i>Applies only to hospital inpatient records. All other record types code "0".</i>	Y – Yes = <i>Present at the time of inpatient admission</i> N – No = <i>Not present at the time of inpatient admission</i> U – Unknown = <i>Documentation is insufficient to determine if condition is present on admission</i> W – Clinically undetermined = <i>Provider is unable to clinically determine whether condition was present on admission or not</i> E – Unreported/Not used = <i>Exempt from POA reporting</i>
Other Diagnosis Code 16 Other Diagnosis Code 16 Present on Admission 16 (POA)	ICD-9-CM/ICD-10-CM Diagnosis Code 16 Remove embedded decimal pt. Diagnosis Code 16 present on Admission 16. <i>Applies only to hospital inpatient records. All other record types code "0".</i>	Y – Yes = <i>Present at the time of inpatient admission</i> N – No = <i>Not present at the time of inpatient admission</i> U – Unknown = <i>Documentation is insufficient to determine if condition is present on admission</i> W – Clinically undetermined = <i>Provider is unable to clinically determine whether condition was present on admission or not</i> E – Unreported/Not used = <i>Exempt from POA reporting</i>
Other Diagnosis Code 17 Other Diagnosis Code 17 Present on Admission 17 (POA)	ICD-9-CM/ICD-10-CM Diagnosis Code 17 Remove embedded decimal pt. Diagnosis Code 17 present on Admission 17. <i>Applies only to hospital inpatient records. All other record types code "0".</i>	Y – Yes = <i>Present at the time of inpatient admission</i> N – No = <i>Not present at the time of inpatient admission</i> U – Unknown = <i>Documentation is insufficient to determine if condition is present on admission</i> W – Clinically undetermined = <i>Provider is unable to clinically determine whether condition was present on admission or not</i> E – Unreported/Not used = <i>Exempt from POA reporting</i>
Other Diagnosis Code 18 Other Diagnosis Code 18 Present on Admission 18 (POA)	ICD-9-CM/ICD-10-CM Diagnosis Code 18 Remove embedded decimal pt. Diagnosis Code 18 present on Admission 18. <i>Applies only to hospital inpatient records. All other record types code "0".</i>	Y – Yes = <i>Present at the time of inpatient admission</i> N – No = <i>Not present at the time of inpatient admission</i> U – Unknown = <i>Documentation is insufficient to determine if condition is present on admission</i> W – Clinically undetermined = <i>Provider is unable to clinically determine whether condition was present on admission or not</i> E – Unreported/Not used = <i>Exempt from POA reporting</i>
Other Diagnosis Code 19 Other Diagnosis Code 19 Present on Admission 19 (POA)	ICD-9-CM/ICD-10-CM Diagnosis Code 19 Remove embedded decimal pt. Diagnosis Code 19 present on Admission 19. <i>Applies only to hospital inpatient records. All other record types code "0".</i>	Y – Yes = <i>Present at the time of inpatient admission</i> N – No = <i>Not present at the time of inpatient admission</i> U – Unknown = <i>Documentation is insufficient to determine if condition is present on admission</i> W – Clinically undetermined = <i>Provider is unable to clinically determine whether condition was present on admission or not</i> E – Unreported/Not used = <i>Exempt from POA reporting</i>

Field Name	Description	Field Contents
Other Diagnosis Code 20 Other Diagnosis Code 20 Present on Admission 20 (POA)	ICD-9-CM/ICD-10-CM Diagnosis Code 20 Remove embedded decimal pt. Diagnosis Code 20 present on Admission 20. <i>Applies only to hospital inpatient records. All other record types code "0".</i>	Y – Yes = <i>Present at the time of inpatient admission</i> N – No = <i>Not present at the time of inpatient admission</i> U – Unknown = <i>Documentation is insufficient to determine if condition is present on admission</i> W – Clinically undetermined = <i>Provider is unable to clinically determine whether condition was present on admission or not</i> E – Unreported/Not used = <i>Exempt from POA reporting</i>
Other Diagnosis Code 21 Other Diagnosis Code 21 Present on Admission 21 (POA)	ICD-9-CM/ICD-10-CM Diagnosis Code 21 Remove embedded decimal pt. Diagnosis Code 21 present on Admission 21. <i>Applies only to hospital inpatient records. All other record types code "0".</i>	Y – Yes = <i>Present at the time of inpatient admission</i> N – No = <i>Not present at the time of inpatient admission</i> U – Unknown = <i>Documentation is insufficient to determine if condition is present on admission</i> W – Clinically undetermined = <i>Provider is unable to clinically determine whether condition was present on admission or not</i> E – Unreported/Not used = <i>Exempt from POA reporting</i>
Other Diagnosis Code 22 Other Diagnosis Code 22 Present on Admission 22 (POA)	ICD-9-CM/ICD-10-CM Diagnosis Code 22 Remove embedded decimal pt. Diagnosis Code 22 present on Admission 22. <i>Applies only to hospital inpatient records. All other record types code "0".</i>	Y – Yes = <i>Present at the time of inpatient admission</i> N – No = <i>Not present at the time of inpatient admission</i> U – Unknown = <i>Documentation is insufficient to determine if condition is present on admission</i> W – Clinically undetermined = <i>Provider is unable to clinically determine whether condition was present on admission or not</i> E – Unreported/Not used = <i>Exempt from POA reporting</i>
Other Diagnosis Code 23 Other Diagnosis Code 23 Present on Admission 23 (POA)	ICD-9-CM/ICD-10-CM Diagnosis Code 23 Remove embedded decimal pt. Diagnosis Code 23 present on Admission 23. <i>Applies only to hospital inpatient records. All other record types code "0".</i>	Y – Yes = <i>Present at the time of inpatient admission</i> N – No = <i>Not present at the time of inpatient admission</i> U – Unknown = <i>Documentation is insufficient to determine if condition is present on admission</i> W – Clinically undetermined = <i>Provider is unable to clinically determine whether condition was present on admission or not</i> E – Unreported/Not used = <i>Exempt from POA reporting</i>
Other Diagnosis Code 24 Other Diagnosis Code 24 Present on Admission 24 (POA)	ICD-9-CM/ICD-10-CM Diagnosis Code 24 Remove embedded decimal pt. Diagnosis Code 24 present on Admission 24. <i>Applies only to hospital inpatient records. All other record types code "0".</i>	Y – Yes = <i>Present at the time of inpatient admission</i> N – No = <i>Not present at the time of inpatient admission</i> U – Unknown = <i>Documentation is insufficient to determine if condition is present on admission</i> W – Clinically undetermined = <i>Provider is unable to clinically determine whether condition was present on admission or not</i> E – Unreported/Not used = <i>Exempt from POA reporting</i>
Other Diagnosis Code 25 Other Diagnosis Code 25 Present on Admission 25 (POA)	ICD-9-CM/ICD-10-CM Diagnosis Code 25 Remove embedded decimal pt. Diagnosis Code 25 present on Admission 25. <i>Applies only to hospital inpatient records. All other record types code "0".</i>	Y – Yes = <i>Present at the time of inpatient admission</i> N – No = <i>Not present at the time of inpatient admission</i> U – Unknown = <i>Documentation is insufficient to determine if condition is present on admission</i> W – Clinically undetermined = <i>Provider is unable to clinically determine whether condition was present on admission or not</i> E – Unreported/Not used = <i>Exempt from POA reporting</i>

Field Name	Description	Field Contents
Other Diagnosis Code 26 Other Diagnosis Code 26 Present on Admission 26 (POA)	ICD-9-CM/ICD-10-CM Diagnosis Code 26 Remove embedded decimal pt. Diagnosis Code 26 present on Admission 26. <i>Applies only to hospital inpatient records. All other record types code "0".</i>	Y – Yes = <i>Present at the time of inpatient admission</i> N – No = <i>Not present at the time of inpatient admission</i> U – Unknown = <i>Documentation is insufficient to determine if condition is present on admission</i> W – Clinically undetermined = <i>Provider is unable to clinically determine whether condition was present on admission or not</i> E – Unreported/Not used = <i>Exempt from POA reporting</i>
Other Diagnosis Code 27 Other Diagnosis Code 27 Present on Admission 27 (POA)	ICD-9-CM/ICD-10-CM Diagnosis Code 27 Remove embedded decimal pt. Diagnosis Code 27 present on Admission 27. <i>Applies only to hospital inpatient records. All other record types code "0".</i>	Y – Yes = <i>Present at the time of inpatient admission</i> N – No = <i>Not present at the time of inpatient admission</i> U – Unknown = <i>Documentation is insufficient to determine if condition is present on admission</i> W – Clinically undetermined = <i>Provider is unable to clinically determine whether condition was present on admission or not</i> E – Unreported/Not used = <i>Exempt from POA reporting</i>
Other Diagnosis Code 28 Other Diagnosis Code 28 Present on Admission 28 (POA)	ICD-9-CM/ICD-10-CM Diagnosis Code 28 Remove embedded decimal pt. Diagnosis Code 28 present on Admission 28. <i>Applies only to hospital inpatient records. All other record types code "0".</i>	Y – Yes = <i>Present at the time of inpatient admission</i> N – No = <i>Not present at the time of inpatient admission</i> U – Unknown = <i>Documentation is insufficient to determine if condition is present on admission</i> W – Clinically undetermined = <i>Provider is unable to clinically determine whether condition was present on admission or not</i> E – Unreported/Not used = <i>Exempt from POA reporting</i>
Other Diagnosis Code 29 Other Diagnosis Code 29 Present on Admission 29 (POA)	ICD-9-CM/ICD-10-CM Diagnosis Code 29 Remove embedded decimal pt. Diagnosis Code 29 present on Admission 29. <i>Applies only to hospital inpatient records. All other record types code "0".</i>	Y – Yes = <i>Present at the time of inpatient admission</i> N – No = <i>Not present at the time of inpatient admission</i> U – Unknown = <i>Documentation is insufficient to determine if condition is present on admission</i> W – Clinically undetermined = <i>Provider is unable to clinically determine whether condition was present on admission or not</i> E – Unreported/Not used = <i>Exempt from POA reporting</i>
Attending Practitioner Individual National Provider Identifier (NPI) number	Federal identifier assigned by the federal government for use in all HIPAA transactions to an individual practitioner.	The physician responsible for the patient's medical care and treatment. If outpatient or emergency room, this data element refers to the Practitioner treating patient at time of service.
Operating Practitioner Individual National Provider Identifier (NPI) number	Federal identifier assigned by the federal government for use in all HIPAA transactions to an individual practitioner.	This element identifies the operating physician who performed the surgical procedure.

Field Name	Description	Field Contents
Billed Charge	A provider's billed charges rounded to whole dollars. DO NOT USE DECIMALS	
Allowed Amount	Total patient and payor liability. DO NOT USE DECIMALS	
Reimbursement Amount	Amount paid by carrier to Tax ID # of provider as listed on claim. DO NOT USE DECIMALS	
Total Patient Deductible	The fixed amount that the patient must pay for covered medical services/hospital stay before benefits are payable.	
Total Patient Coinsurance or Patient Co-payment	The specified amount or percentage the patient is required to contribute towards covered medical services/hospital stay after any applicable deductible.	
Total Other Patient Obligations	Any patient liability other than the deductible or coinsurance/co-payment. This could include obligations for out-of-network care (balance billing net of patient deductible, patient coinsurance/co-payment and payor reimbursement), non-covered services, or penalties. DO NOT USE DECIMALS	
Coordination of Benefit Savings or Other Payor Payments	If you are not the primary insurer, report the amount paid by the primary payor.	

Field Name	Description	Field Contents
Type of Bill	UB 04 or UB 92 form 3-digit code = Type of Facility + Bill Classification + Frequency	<p><u>Type of Facility – 1st digit</u></p> <ol style="list-style-type: none"> 1 Hospital 2 Skilled Nursing 3 Home Health 4 Christian Science Hospital 5 Christian Science Extended Care 6 Intermediate Care 7 Clinic 8 Special Facility <p><u>Bill Classification – 2nd Digit if 1st Digit = 1-6</u></p> <ol style="list-style-type: none"> 1 Inpatient (including Medicare Part A) 2 Inpatient (including Medicare Part B Only) 3 Outpatient 4 Other (for hospital referenced diagnostic services or home health not under a plan of treatment) 5 Nursing Facility Level I 6 Nursing Facility Level II 7 Intermediate Care – Level III Nursing Facility 8 Swing Beds <p><u>Bill Classification – 2nd Digit if 1st Digit = 7</u></p> <ol style="list-style-type: none"> 1 Rural Health 2 Hospital-based or Independent Renal Dialysis Center 3 Freestanding Outpatient Rehabilitation Facility (ORF) 4 Comprehensive Outpatient Rehabilitation Facilities (CORFs) 5 Community Mental Health Center 9 Other <p><u>Bill Classification – 2nd Digit if 1st Digit = 8</u></p> <ol style="list-style-type: none"> 1 Hospice (Non-Hospital based) 2 Hospice (Hospital-based) 3 Ambulatory Surgery Center 4 Freestanding Birthing Center 9 Other <p><u>Frequency – 3rd Digit</u></p> <ol style="list-style-type: none"> 1 Admit through Discharge 2 Interim – First Claim Used 3 Interim – Continuing Claims 4 Interim – Last Claim 5 Late Charge Only 6 Adjustment of Prior Claim 7 Replacement of Prior Claim 8 Void/Cancel of Prior Claim

Field Name	Description	Field Contents
Patient Covered by Other Insurance Indicator	Indicates whether patient has additional insurance coverage.	0 No 1 Yes, other coverage is primary 2 Yes, other coverage is secondary 9 Unknown
Procedure Code Indicator	Indicates the classification used in assigning codes to procedures.	1 ICD-9-CM 2 ICD-10-CM 3 CPT Code/HCPCS
Principal Procedure Code 1	The principal health care service provided, followed by a secondary procedure (up to 15 codes), if applicable at the time of service. Remove embedded decimal pt.	CPT Codes are required on all non-inpatient claims (ER, clinic, outpatient), but will allow ICD-9-CM or ICD-10-CM Codes for inpatient claims.
Procedure Code1 Modifier I	Discriminate code used by practitioners to distinguish that a health care service has been altered [by a specific condition] but not changed in definition or code. A modifier is added as a suffix to a procedure code field.	Modifier applies only to CPT Codes.
Procedure Code1 Modifier II	Specific to Modifier I.	
Other Procedure Code 2	Remove embedded decimal pt.	
Procedure Code2 Modifier I		Modifier applies only to CPT Codes.
Procedure Code2 Modifier II		
Other Procedure Code 3	Remove embedded decimal pt.	
Procedure Code3 Modifier I		Modifier applies only to CPT Codes.
Procedure Code3 Modifier II		
Other Procedure Code 4	Remove embedded decimal pt.	
Procedure Code4 Modifier I		Modifier applies only to CPT Codes.
Procedure Code4 Modifier II		
Other Procedure Code 5	Remove embedded decimal pt.	
Procedure Code5 Modifier I		Modifier applies only to CPT Codes.
Procedure Code5 Modifier II		
Other Procedure Code 6	Remove embedded decimal pt.	
Procedure Code6 Modifier I		Modifier applies only to CPT Codes.
Procedure Code6 Modifier II		

Field Name	Description	Field Contents
Other Procedure Code 7 Procedure Code7 Modifier I Procedure Code7 Modifier II	Remove embedded decimal pt.	Modifier applies only to CPT Codes.
Other Procedure Code 8 Procedure Code8 Modifier I Procedure Code8 Modifier II	Remove embedded decimal pt.	Modifier applies only to CPT Codes.
Other Procedure Code 9 Procedure Code9 Modifier I Procedure Code9 Modifier II	Remove embedded decimal pt.	Modifier applies only to CPT Codes.
Other Procedure Code 10 Procedure Code10 Modifier I Procedure Code10 Modifier II	Remove embedded decimal pt.	Modifier applies only to CPT Codes.
Other Procedure Code 11 Procedure Code11 Modifier I Procedure Code11 Modifier II	Remove embedded decimal pt.	Modifier applies only to CPT Codes.
Other Procedure Code 12 Procedure Code12 Modifier I Procedure Code12 Modifier II	Remove embedded decimal pt.	Modifier applies only to CPT Codes.
Other Procedure Code 13 Procedure Code13 Modifier I Procedure Code13 Modifier II	Remove embedded decimal pt.	Modifier applies only to CPT Codes.
Other Procedure Code 14 Procedure Code14 Modifier I Procedure Code14 Modifier II	Remove embedded decimal pt.	Modifier applies only to CPT Codes.
Other Procedure Code 15 Procedure Code15 Modifier I Procedure Code15 Modifier II	Remove embedded decimal pt.	Modifier applies only to CPT Codes.

Field Name	Description	Field Contents
Diagnosis Related Groups (DRGs) Number	The inpatient classifications based on diagnosis, procedure, age, gender and discharge disposition.	
DRG Grouper Name	The actual DRG Grouper used to produce the DRGs.	1 All Patient DRGs (AP-DRGs) 2 All Patient Refined DRGs (APR-DRGs) 3 Centers for Medicare & Medicaid Services DRGs (CMS-DRGs) 4 Other Proprietary
DRG Grouper Version	Version of DRG Grouper used.	
Payor ID Number	Payor assigned submission identification number (see Appendix A on page 20).	
Source System	Identify the source system (platforms or business units) <i>from which the data was obtained</i> by using an alphabet letter (A, B, C, D, etc...) (Note: In your documentation on page 13, please be sure to list the source system that corresponds with the letter assigned.) For payors with all data coming from one system only, leave the field blank.	A – Z Leave the field blank if submitting data from one (1) platform or business unit only.
Revenue Code New!	Provide the codes used to identify specific services, location, accommodation and/or ancillary charges.	
Other Revenue Code 1		
Other Revenue Code 2		
Other Revenue Code 3		
Other Revenue Code 4		
Other Revenue Code 5		
Other Revenue Code 6		
Other Revenue Code 7		
Other Revenue Code 8		
Other Revenue Code 9		

Field Name	Description	Field Contents
Other Revenue Code 10		
Other Revenue Code 11		
Other Revenue Code 12		
Other Revenue Code 13		
Other Revenue Code 14		
Other Revenue Code 15		
Other Revenue Code 16		
Other Revenue Code 17		
Other Revenue Code 18		
Other Revenue Code 19		
Other Revenue Code 20		
Other Revenue Code 21		
Other Revenue Code 22		
Other Revenue Code 23		

Data Dictionary – ELIGIBILITY DATA REPORT – COMAR 10.25.06.11

Field Name	Description	Field Contents
Record Identifier	The value is 5	5 Eligibility
Encrypted Enrollee Identifier P (payor encrypted)	Enrollee’s unique identification number assigned by payor and encrypted.	The unique ID for each person on this file would correspond to the same unique Patient/Enrollee ID used for all other files (Professional Services, Pharmacy Claims, and Institutional Services Files).
Encrypted Enrollee Identifier U (UUID encrypted)	Enrollee’s universally unique identification (UUID) number generated using an encryption algorithm provided by MHCC.	Refer to the UUID summary description sheet on page 24. A full description is available in the UUID Users’ Manual.
Enrollee Year and Month of Birth	Date of enrollee’s birth using 00 instead of day.	CCYYMM00
Enrollee Sex	Sex of the enrollee.	1 Male 2 Female 3 Unknown
Enrollee Zip Code of Residence+4-digit add-on Modified!	Zip code of enrollee’s residence.	5-digit US Postal Service code plus 4-digit add-on code.

Field Name	Description	Field Contents
Enrollee County of Residence	County of enrollee's residence. If known, please provide. If not known, MHCC will arbitrarily assign using Zip code of residence.	001 Allegany 003 Anne Arundel 005 Baltimore County 009 Calvert 011 Caroline 013 Carroll 015 Cecil 017 Charles 019 Dorchester 021 Frederick 023 Garrett 025 Harford 027 Howard 029 Kent 031 Montgomery 033 Prince George's 035 Queen Anne's 037 St. Mary's 039 Somerset 041 Talbot 043 Washington 045 Wicomico 047 Worcester 510 Baltimore City 999 Unknown <i>County codes based on the U.S. Census Bureau's Federal Information Processing Standards (FIPS).</i>
Source of Direct Reporting of Enrollee Race New!	Indicate the source of direct reporting of enrollee race.	1 Enrollee reported to payor 2 Enrollee reported to another source 9 Missing/Unknown/Not specified
Race Category White - Direct New!	Enter whether the self-defined race of the enrollee is White or Caucasian. White is defined as a person having lineage in any of the original peoples of Europe, the Middle East, or North Africa.	0 No 1 Yes
Race Category Black or African American - Direct New!	Enter whether the self-defined race of the enrollee is Black or African American. Black or African American is defined as a person having lineage in any of the Black racial groups of Africa.	0 No 1 Yes

Field Name	Description	Field Contents
Race Category American Indian or Alaska Native - Direct New!	Enter whether the self-defined race of the enrollee is American Indian or Alaska Native. American Indian or Alaska Native is defined as a person having lineage in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment.	0 No 1 Yes
Race Category Asian - Direct New!	Enter whether the self-defined race of the enrollee is Asian. Asian is defined as a person having lineage in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.	0 No 1 Yes
Race Category Native Hawaiian or Other Pacific Islander - Direct New!	Enter whether the self-defined race of the enrollee is Native Hawaiian or Other Pacific Islander. Native Hawaiian or Other Pacific Islander is defined as a person having lineage in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.	0 No 1 Yes
Race Category Other - Direct New!	Enter whether the self-defined race of the enrollee is Other.	0 No 1 Yes
Race Category Declined to Answer - Direct New!	Enter whether the enrollee declined to disclose their race.	0 No 1 Yes
Race Category Unknown or Cannot Determined - Direct New!	Enter whether the race of the enrollee is unknown or cannot be determined.	0 No 1 Yes
Imputed Race with Highest Probability New!	Race of enrollee.	1 American Indian or Alaska Native 2 Asian 3 Black or African American 4 Native Hawaiian or Other Pacific Islander 5 White/Caucasian 6 Some Other Race 9 Missing/Unknown/Not specified
Probability of Imputed Race Assignment New!	Specify the probability of race in Imputed Race field.	Percentage

Field Name	Description	Field Contents
Source of Direct Reporting of Enrollee Ethnicity New!	Indicate source of reporting enrollee ethnicity.	1 Enrollee reported to payor 2 Enrollee reported to another source 9 Missing/Unknown/Not specified
Enrollee OMB Hispanic Ethnicity (Hispanic Indicator)	Ethnicity of enrollee.	1 Hispanic or Latino or Spanish origin 2 Not Hispanic or Latino or Not of Spanish origin 9 Missing/Unknown/Not specified
Imputed Ethnicity with Highest Probability New! (Hispanic Indicator)	Enter the Ethnicity of the enrollee.	1 Hispanic or Latino or Spanish origin 2 Not Hispanic or Latino or Not of Spanish origin 7 Declined to Answer 9 Missing/Unknown/Not specified
Probability of Imputed Ethnicity Assignment New!	Specify the probability for ethnicity in Imputed Ethnicity field.	Percentage
Enrollee Preferred Spoken Language for a Healthcare Encounter New!	A locally relevant list of languages has been developed by the Commission.	01 English 02 Albanian 03 Amharic 04 Arabic 05 Burmese 06 Cantonese 07 Chinese (simplified & traditional) 08 Creole (Haitian) 09 Farsi 10 French (European) 11 Greek 12 Gujarati 13 Hindi 14 Italian 15 Korean 16 Mandarin 17 Portuguese (Brazilian) 18 Russian 19 Serbian 20 Somali 21 Spanish (Latin America) 22 Tagalog (Pilipino) 23 Urdu 24 Vietnamese 98 Other and unspecified languages 99 Unknown

Field Name	Description	Field Contents
Coverage Type	Enrollee's type of insurance coverage.	<ul style="list-style-type: none"> 1 Medicare Supplemental (i.e., Individual, Group, WRAP) 2 Medicare Advantage Plan 3 Individual Market (not MHIP) 4 Maryland Health Insurance Plan (MHIP) 5 Private Employer Sponsored or Other Group (i.e. union or association plans) 6 Public Employee – Federal (FEHBP) 7 Public Employee – Other (state, county, local/municipal government and public school systems) 8 Comprehensive Standard Health Benefit Plan [a self employed individual or small businesses (public or private employers) with 2-50 eligible employees] 9 Health Insurance Partnership (HIP) A Student Health Plan Z Unknown
Source Company	<p>Defines the payor company that holds the beneficiary's contract; for use in characterizing contract requirements under Maryland law.</p>	<ul style="list-style-type: none"> 1 Health Maintenance Organization 2 Life & Health Insurance Company or Not-for-Profit Health Benefit Plan 3 Third-Party Administrator (TPA) Unit
Product Type	<p>Classifies the benefit plan by key product characteristics (scope of coverage, size of network, coverage for out-of-network benefits).</p> <p>(Please code based on how the product is <u>primarily marketed</u>, and most importantly <u>be consistent from year to year</u>. If not sure, send an e-mail describing the product to Larry Monroe at larry.monroe@maryland.gov)</p>	<ul style="list-style-type: none"> 1 Exclusive Provider Organization (in any form) 2 Health Maintenance Organization 3 Indemnity 4 Point of Service (POS) 5 Preferred Provider Organization (PPO) 6 Limited Benefit Plan (Mini-Meds) 7 Student Health Plan 8 Catastrophic
Policy Type	Type of policy.	<ul style="list-style-type: none"> 1 Individual 2 Any combination of two or more persons
Encrypted Contract or Group Number (payor encrypted)	Payor assigned contract or group number for the plan sponsor using an <u>encryption algorithm generated by the payor</u> .	This number should be the same for all family members on the same plan.

Field Name	Description	Field Contents
Employer Federal Tax ID Number	Employer Federal Tax ID number will be encrypted by the database contractor in such a way that an employer will have the same encrypted ID across all payor records and the same employer has the same encrypted number from year to year.	
Medical Services Indicator	Medical Coverage	0 No 1 Yes
Pharmacy Services Indicator	Prescription Drug Coverage	0 No 1 Yes
Behavioral Health Services Indicator	Behavioral Health Services Coverage	0 No 1 Yes
Dental Services Indicator	Dental Coverage	0 No 1 Yes
Plan Liability	Indicates if insurer is at risk for the patient's service use or the insurer is simply paying claims as an ASO.	1 Risk (under Maryland contract) 2 Risk (under non-Maryland contract) 3 ASO (employer self-insured)
Consumer Directed Health Plan (CDHP) with HSA or HRA Indicator	Consumer Directed Health Plan (CDHP) with Health Savings Account (HSA) or Health Resources Account (HRA).	0 No 1 Yes
Start Date of Coverage (in the month)	The start date for benefits in the month (for example, if the enrollee was insured at the start of the month of January in 2013, the start date is 20130101)	CCYYMMDD
End Date of Coverage (in the month)	The end date for benefits in the month (for example, if the enrollee was insured for the entire month of January in 2013, the end date is 20130131)	CCYYMMDD
Date of FIRST Enrollment	The date of that the patient was <u>initially enrolled in the plan</u> .	CCYYMMDD
Date of Disenrollment	The end date of enrollment for the patient in this delivery system (in this data submission time period). (see Source Company on page 76)	CCYYMMDD Leave blank if patient is still enrolled on 20131231. If patient disenrolled before end of year enter date disenrolled.

Field Name	Description	Field Contents
Coverage Period End Date New!	Contract renewal date, after which benefits, such as deductibles and out of pocket maximums reset.	CCYYMMDD
Relationship to Policyholder	Member's relationship to subscriber/insured.	<ul style="list-style-type: none"> 1 Self/employee 2 Spouse 3 Child 4 Other Dependent 5 Other Adult 9 Unknown
Payor ID Number	Payor assigned submission identification number. (see Appendix A on page 20)	
Source System	<p>Identify the source system (platforms or business units) <i>from which the data was obtained</i> by using an alphabet letter (A, B, C, D, etc...)</p> <p>(Note: In your documentation on page 13, please be sure to list the source system that corresponds with the letter assigned.)</p> <p>For payors with all data coming from one system only, leave the field blank.</p>	<p>A – Z</p> <p>Leave the field blank if submitting data from one (1) platform or business unit only.</p>
Grandfathered Plan Indicator New!	Indicate if the plan qualifies as a "Grandfathered or Transitional Plan" under the Affordable Care Act (ACA).	<ul style="list-style-type: none"> 1 Grandfathered 2 Non-Grandfathered 3 Transitional 4 Not Applicable
Plan or Product ID Number New!	Payor ID number associated with an enrollee's coverage and benefits in the claim adjudication system.	
Subscriber ID Number New!	Subscriber ID number associated with individual or family enrollment.	



Center for Analysis and Information Services
4160 Patterson Avenue
Baltimore, Maryland 21215
(410) 764-3570
mhcc.dhmh.maryland.gov