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# **Administrative Services of Kansas (ASK)**

**HIPAA 834 005010X220A1 – Health  
and Dental Standard Companion  
Guide**

**Refers to the Implementation Guides  
Based on ASC X12 version 005010**

### **Disclosure Statement**

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## **Preface**

This Companion Guide to the v5010 ASC X12N Technical Report Type 3 (TR3) and associated errata adopted under HIPAA clarifies and specifies the data content when exchanging electronically with ASK. Transmissions based on this companion guide, used in tandem with v5010 ASC X12N TR3, are compliant with both ASC X12 syntax and those guides. This Companion Guide is intended to convey information that is within the framework of the ASC X12N TR3 adopted for use under HIPAA. The Companion Guide is not intended to convey information that in any way exceeds the requirements or usages of data expressed in the TR3's.

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## 1 INTRODUCTION

This section describes how ASC X12N Technical Report Type 3 (TR3) adopted under HIPAA will be detailed with the use of a table.

### SCOPE

The Transaction Instruction component of this companion guide must be used in conjunction with an associated ASC X12 Implementation Guide. The instructions in this companion guide are not intended to be stand-alone requirement documents. This companion guide conforms to all the requirements of any associated ASC X12 Implementation Guides and is in conformance with ASC X12's Fair Use and Copyright statements.

### Overview

This Companion Guide to the v5010 ASC X12N Technical Report Type 3 (TR3) and associated errata adopted under HIPAA clarifies and specifies the data content when exchanging electronically with ASK. Transmissions based on this companion guide, used in tandem with v5010 ASC X12N TR3, are compliant with both ASC X12 syntax and those guides. This Companion Guide is intended to convey information that is within the framework of the ASC X12N TR3 adopted for use under HIPAA. The Companion Guide is not intended to convey information that in any way exceeds the requirements or usages of data expressed in the TR3's.

### References

X12 - <https://x12.org/codes>

### Additional Information

EDI Employer Groups - <https://www.ask-edi.com/edi-employer-groups/>

## 2 GETTING STARTED

### Working with Administrative Services of Kansas

EDI Employer Groups - <https://www.ask-edi.com/edi-employer-groups/>

### Trading Partner Enrollment

EDI Employer Groups - [http://www.ask-edi.com/edi\\_employer\\_groups/index.htm](http://www.ask-edi.com/edi_employer_groups/index.htm)

### Certification and Testing Overview

EDI Employer Groups - <https://www.ask-edi.com/edi-employer-groups/>

1. Test file is submitted and reviewed for syntax errors. Once a good TA1/999 is created.
2. BCBSKS IS reviews and prepares the test file to be loaded into BCBSKS Membership System.
3. BCBSKS Membership receives the file and reviews the data for any inconsistency and inaccuracy. If any exist BCBSKS Membership will contact the Employer Group for changes and request another file.
4. BCBSKS will contact the Employer Group and advise when BCBSKS will accept production files.

## 3 TESTING WITH THE BCBSKS

### Testing

EDI Employer Groups - <https://www.ask-edi.com/edi-employer-groups/>

### **New Implementations**

1. Coordinate with your BCBSKS sales representative, select a vendor and submit an EDI enrollment form
2. Employer group is set up as a trading partner
3. Kick-off call is scheduled
4. Vendor will build the test file
5. Test file is submitted and run through EDI Front End edits
6. Membership reviews the test file
7. File is approved for production once all discrepancies and needed corrections are made

### **Open Enrollment**

1. Employer group submits renewal paperwork (60 days preferred / 45 days minimum)
2. Data matrix/account structure is updated and sent
3. Membership system configuration
4. Data matrix/account structure is updated and sent
5. Vendor file testing
6. Schedule open enrollment file submission
7. Membership review
8. Renewal documentation mailing cards and contracts

## **4 CONNECTIVITY WITH THE PAYER/COMMUNICATIONS**

**Portal Login** - <https://edisftp.bcbsks.com/>

If you have an SSH key available, please send with your first file.

### **Passwords Requirements:**

To change your current password, you must enter and confirm your new password. Because your password protects your personal information, we encourage you to make your passwords as strong as possible. You must follow these criteria:

- Passwords must be a minimum of 8 characters in length.
- Passwords must include both alpha and numeric characters.
- Passwords must contain one upper and lower case alpha character.
- Passwords may not contain or resemble Username.
- Special characters (such as # \$ % ' \* ; @) must be included in your password.
- A password cannot be used again for at least eight generations.
- Your password must be changed every 90 days.

**NOTE: Passwords are case sensitive.**

## **5 CONTACT INFORMATION**

**EDI Customer Service** - <https://www.ask-edi.com/contact-us/>

**EDI Technical Assistance** - <https://www.ask-edi.com/contact-us/>

**BCBSKS Membership - [electronic.services@bcbsks.com](mailto:electronic.services@bcbsks.com)**

**6 CONTROL SEGMENTS/ENVELOPES**

See section 10

**7 PAYER SPECIFIC BUSINESS RULES AND LIMITATIONS**

1. All transmissions submitted without a valid Trading Partner number will be rejected. A trading Partner number can be obtained by completing the EDI Enrollment Form found on the website at <https://www.ask-edi.com/edi-employer-groups/>.
2. Only loops, segments, and data elements valid for the ASC X12 Technical Report Type 3 (TR3) will be translated. Submitting data, not valid based on the TR3 will cause files to be rejected.
3. File names should not contain any of the following characters: Dollar ("\$"), Ampersand ("&"), Plus ("+"), Comma (","), Forward slash/Virgule ("/"), Colon (":"), Semi-colon (";"), Equals ("="), Question mark ("?"), or 'At' symbol ("@").
4. The max length for any input file name should not exceed 28 characters.
5. No specific file naming convention is required. Suggested file naming conventions are below.  
Groupname\_Prod\_YYYYMMDD  
Groupname\_Test\_YYYYMMDD
6. **ASK** will make every effort to provide 60 days notice to Trading Partners regarding edit changes or additions. Notice will be posted to the [News](#) section of the ASK web site.
7. BCBSKS does not cancel or terminate based on omission.
8. ASK accepts Basic and Extended Code Sets
9. Scheduled system maintenance occurs Sunday between 4:00 am –10:00 am (all times listed are Central Time Zone)
10. Each transaction/file name must be unique.
11. BCBSKS assigns new DTP\*348 Benefit Begin Dates. Refer to your Account Structure/Matrix.

**8 ACKNOWLEDGEMENTS**

Posted at: <https://www.ask-edi.com/edi-employer-groups/>

**Report inventory**

- TA1 Transaction Acknowledgement
- 999 Acknowledgement for Health Care Insurance
- ACK BCBSKS Proprietary 834 Acknowledgment

**9 TRADING PARTNER**

An EDI Trading Partner is defined as an ASK customer (provider, billing service, software vendor, employer group, clearinghouse etc.) that transmits to, or receives electronic data from ASK.

**EDI Enrollment -** <https://www.ask-edi.com/edi-employer-groups/>

**10 TRANSACTIONS SPECIFIC INFORMATION**

These tables contain one or more rows for each segment for which a supplemental instruction is needed.

<b>Legend</b>
SHADED rows represent “segments” in the X12N implementation guide.
NON-SHADED rows represent “data elements” in the X12N implementation guide.

**005010X220A1 Health Care Benefits and Enrollments and Maintenance**

Page	Loop	Segment	Data Element	Comments
<b>Interchange Control Header/ISA</b>				
C.4	N/A	ISA05	Interchange ID Qualifier	'ZZ'
C.4	N/A	ISA06	Interchange Sender ID	Assigned 7-digit Trading Partner Number provided in the data matrix
C.5	N/A	ISA07	Interchange ID Qualifier	'ZZ'
C.5	N/A	ISA08	Interchange Receiver ID	ASK (stands for Administrative Services of Kansas (ASK) is Blue Cross and Blue Shield of Kansas dba ASK.)
C.5	N/A	ISA13	Interchange Control Number	Must be unique for each transaction.
<b>Functional Group Header/GS</b>				
C.7	N/A	GS02	Application Sender Code	Assigned 7-digit Trading Partner Number provided in the data matrix.
C.7	N/A	GS03	Application Receiver Code	BCBSKS
<b>BGN – Beginning Segment</b>				
32	BGN	BGN01	Transaction Set Purpose Code	00 - Original
35	BGN	BGN08	Action Code	2 – Change (Update) RX - Replace
<b>REF – Transaction Set Policy Number</b>				
36	REF	REF02	Master Policy Number (MPN)	Master Policy Number (MPN) provided in the data matrix
<b>DTP – File Effective Date</b>				
37	DTP	DTP01	Date/Time Qualifier	007 – File Effective Date
<b>Loop 1000B – Payer</b>				
41	1000B	N102	Name	BCBSKS
42	1000B	N103	Identification Code Qualifier	FI - Federal Tax Payer Identification Number
42	1000B	N104	Identification Code	480952857
<b>Loop 2000 – INS – Member Level Detail</b>				
52	2000	INS08	Employment Status Code	AC – Active RT – Retired TE - Terminated
<b>Loop 2000 – REF – Member Policy Number</b>				
56	2000	REF02	Reference Identification	Member Policy Number provided in the data matrix. (must match 2300 REF02)
<b>Loop 2000 – DTP – Member Level Dates</b>				
59	2000	DTP01	Date/Time Qualifier	303 Maintenance 336 Employment Begin 340 COBRA Begin 341 COBRA End 356 Eligibility Begin (if different than the 348 than the 348 date will be used) 357 Eligibility End
<b>Loop 2300 – HD Health Coverage</b>				



141	2300	HD03	Insurance Line Code	HLT (Health) DEN (Dental) VIS (Vision) PDG (Drug)
141	2300	HD04	Plan Coverage Description	Plan Coverage Description provided in the data matrix
142	2300	HD05	Coverage Level Code	Coverage Level Code provided in the data matrix
<b>Loop 2300 DTP – Health Coverage Dates</b>				
143	2300	DTP01	Date/Time Qualifier	348 Benefit Begin 349 Benefit End
<b>Loop 2300 REF – Health Coverage Policy Number</b>				
147	2300	REF02	Reference Identification Number	Health Coverage Policy Number provided in the data matrix. (must match 2000 REF02)

**APPENDICES**

**1. Unscheduled Downtime or Non Routine Downtime**

Trading Partners are responsible for notifying ASK when there are changes to contact or other Trading Partner information.

[ASK: Contact Us](#)

**2. [Holiday Schedule](#)**

**3. File Naming Formats**

<b>ACKNOWLEDGEMENT RESPONSE NAME</b>	<b>NAMING FORMAT</b>
TA1	TA1_input filename_internal file ID_date-time example: TA1_bstrans_123456789_20170131-105601017
999 Transaction	999_input filename_internal file ID.input file extension (if present)_date-time example: 999_bstrans_123456789.dat_20170131-090725018
BCBSKS Proprietary Acknowledgement	ACK_input filename_internal file ID.input file extension (if present)_date-time example: ACK_bstrans_123456789.dat_20170131-090725018

**CHANGE SUMMARY**

This section describes the differences between the current Companion Guide and previous guide(s).

<b>Change Summary</b>			
Page	Section	Description of Change	Date and Version of Change
All	All	Companion Document moved to CORE	01/01/16
6	7	Added number 11. New Employer Group will not be added and no testing will not occur during the time frame of November 1 through February 1 of any given year.	09/16/16

8	10	Removed the proceeding zero in 02 to read 2 – Change (Update)	10/18/16
5	2	Updated Hyperlinks	11/03/16
5	3	Updated Hyperlinks	11/03/16
5	4	Updated Hyperlinks	11/03/16
6	5	Updated Hyperlinks	11/03/16
6	7	Updated Hyperlinks	11/03/16
6	8	Updated Hyperlinks	11/03/16
6	9	Updated Hyperlinks	11/03/16
5	2	Updated Batch Certification and Testing Overview	11/03/16
5	2	Updated Certificate and Testing Overview	01/20/17
6	3	Testing with Payer	01/20/17
6	4	Connectivity with the Payer/Communications	01/20/17
7	7	Updated 10. Updated wording.	01/20/17
9	Appendices	Added 3. File Naming Formats	01/20/17
7	7	Removed 9. Compression of files is supported between the submitter and receiver.	03/08/17
6	4	Added Passwords may not contain repeating characters.	03/10/17
9	3	Revised File naming formats for TA1 and 999	05/18/17
7	7	Removed #10. New Employer Group will not be added and no testing will not occur during the time frame of November 1 through February 1 of any given year.	12/05/17
7	8	Removed TRN replaced with TA1	12/27/17
7	10	C.4 Update description removed Assigned by ASK	12/27/17
7	10	C.4 Updated description removed 7 digit Trading Partner Number provided by ASK	12/27/17
7	10	REF02 MPN updated comments	12/27/17
7	10	2000 REF02 updated comments	12/27/17
8	10	2300 HD04 updated comments	12/27/17
8	10	2000 INS08 Updated Data Element	12/27/17
8	10	2300 HD05 updated comments	12/27/17

8	10	2300 REF02 updated comments	12/27/17
7	10	Add to in parenthesis (stands for Administrative Services of Kansas (ASK) is Blue Cross and Blue Shield of Kansas dba ASK.)	02/01/18
8	10	Add must statements to the 2000 and 2300 loops	05/01/18
All	All	Updated URL's	03/01/19
7	7	Removed #10. All lower case characters submitted will be converted to upper case when sending data to the payer's system.	07/25/2019
8	10	Added to 2300 HD03 Vis (Vision)	09/09/2019
8	10	Removed statement 2300 DTP01 356	09/09/2019
5	1	Removed WPC URL link and replaced with <a href="https://x12.org/codes">https://x12.org/codes</a>	12/21/2020
6	3	Updated the details of the testing process	11/22/2021
6	4	Changed Batch SFTP to say Portal Login	11/22/2021
7	7	Removed the six day limitation verbiage on file name usage	11/22/2021
7	7	Added a file naming convention suggestion	11/22/2021
6	5	Added BCBSKS Membership email address	11/22/2021
8	10	Added DTP 340 & 341 in 2000 Loop	11/22/2021
8	10	Added PDG in Loop 2300 – HD Health Coverage	11/22/2021
7	7	Added new DTP*348 Benefit Begin Date Business Rule	02/25/2022

Administrative Services of Kansas (ASK) is Blue Cross and Blue Shield of Kansas dba ASK.