

NORTH CAROLINA

IBM

Financial Data File User Manual  
2018



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## READ ME FIRST

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### **Background Information:**

The proposed "Transparency in Health Care Costs" rule was published in the July 1 issue of the *NC Register* and can be found on the DHSR website at <http://www.ncdhhs.gov/dhsr/ruleactions.html>.

These regulations include specific quarterly reporting requirements of additional data elements for hospitals and ambulatory surgical centers. The North Carolina Medical Care Commission has determined that the State's Division of Health Service Regulation will collect these data with assistance from the statewide data processor, IBM.

## FILE SPECIFICATIONS

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### Header Record Layout:

**Description:** First record in the data file that indicates the time period of the file and the facility in which the data is being submitted for.

Field	Length	Field Name	Data Type	Description
1	3	Record Type Identifier	char	Static Value of 'HDR'.
2	1	File Identifier	num	Static Value of '1'.
3	14	Provider Number	num	Facility specific identification number sent in all data files to IBM.
4	10	Data Period Start Date	date	Start Date of financial information. MM/DD/YYYY format.
5	10	Data Period End Date	date	End Date of financial information. MM/DD/YYYY format.
6	1	Filler	char	Static Value 0.
7	1	Filler	char	Static Value 0.
8	1	Filler	char	Static Value 0.
9	1	Filler	char	Static Value 0.
10	1	Filler	char	Static Value 0.
11	1	Filler	char	Static Value 0.
12	1	Filler	char	Static Value 0.
13	1	Filler	char	Static Value 0.
14	1	Filler	char	Static Value 0.
15	1	Filler	char	Static Value 0.
16	1	Filler	char	Static Value 0.
17	1	Filler	char	Static Value 0.
18	1	Filler	char	Static Value 0.
19	1	Filler	char	Static Value 0.
20	1	Filler	char	Static Value 0.
21	1	Filler	char	Static Value 0.
22	1	Filler	char	Static Value 0.
23	1	Filler	char	Static Value 0.
24	1	Filler	char	Static Value 0.

## Detail Record Layout:

**Description:** Records in the data file that contain the financial information for each top imaging CPT procedure, top surgical CPT procedure, and top DRG.

Field	Length	Field Name	Data Type	Description
1	3	Metric Type Identifier	char	Static Value of 'DRG', 'IPX', or 'SPX' indicating DRG, imaging procedure or surgical procedure.
2	5	Metric Code	char	DRG, IPX, or SPX code.
3	14	Average Gross Charges	num	Average gross charge for each DRG or procedure if all charges are paid in full without any portion paid by a public or private third party.
4	14	Negotiated Settlement	num	Average negotiated settlement on the amount that will be charged for each DRG or procedure. Hospitals are to calculate this using the average amount charged all patients eligible for the facility's financial assistance policy, including self-pay patients.
5	14	Medicaid Reimbursement	num	Amount of Medicaid reimbursement for each DRG or procedure - including all supplemental payments to and from the hospital.
6	14	Medicare Reimbursement	num	Amount of Medicare reimbursement for each DRG or procedure.
7	14	Insurer 1 Lowest Payment	num	Lowest amount of payment made for each DRG or procedure by the hospitals largest health insurers.
8	14	Insurer 1 Average Payment	num	Average amount of payment made for each DRG or procedure by the hospitals largest health insurers.
9	14	Insurer 1 Largest Payment	num	Largest amount of payment made for each DRG or procedure by the hospitals largest health insurers.

<b>Field</b>	<b>Length</b>	<b>Field Name</b>	<b>Data Type</b>	<b>Description</b>
10	14	Insurer 2 Lowest Payment	num	Lowest amount of payment made for each DRG or procedure by the hospitals largest health insurers.
11	14	Insurer 2 Average Payment	num	Average amount of payment made for each DRG or procedure by the hospitals largest health insurers.
12	14	Insurer 2 Largest Payment	num	Largest amount of payment made for each DRG or procedure by the hospitals largest health insurers.
13	14	Insurer 3 Lowest Payment	num	Lowest amount of payment made for each DRG or procedure by the hospitals largest health insurers.
14	14	Insurer 3 Average Payment	num	Average amount of payment made for each DRG or procedure by the hospitals largest health insurers.
15	14	Insurer 3 Largest Payment	num	Largest amount of payment made for each DRG or procedure by the hospitals largest health insurers.
16	14	Insurer 4 Lowest Payment	num	Lowest amount of payment made for each DRG or procedure by the hospitals largest health insurers.
17	14	Insurer 4 Average Payment	num	Average amount of payment made for each DRG or procedure by the hospitals largest health insurers.
18	14	Insurer 4 Largest Payment	num	Largest amount of payment made for each DRG or procedure by the hospitals largest health insurers.
19	14	Insurer 5 Lowest Payment	num	Lowest amount of payment made for each DRG or procedure by the hospitals largest health insurers.
20	14	Insurer 5 Average Payment	num	Average amount of payment made for each DRG or procedure by the hospitals largest health insurers.
21	14	Insurer 5 Largest Payment	num	Largest amount of payment made for each DRG or procedure by the hospitals largest health insurers.

<b>Field</b>	<b>Length</b>	<b>Field Name</b>	<b>Data Type</b>	<b>Description</b>
22	14	Filler	num	Default value of 0.
23	14	Filler	num	Default value of 0.
24	14	Filler	num	Default value of 0.



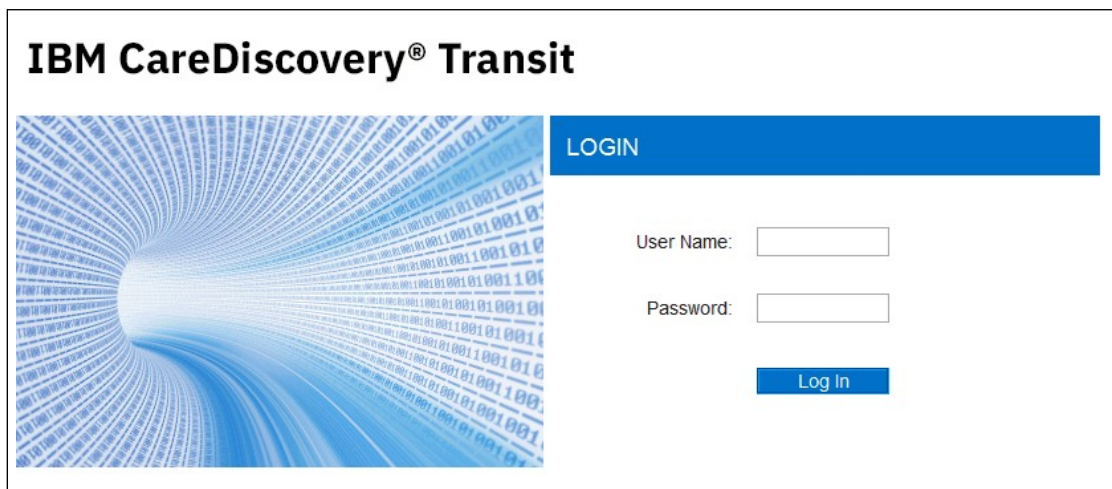
## FILE UPLOAD STEPS

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### IBM CareDiscovery® Transit Sign on

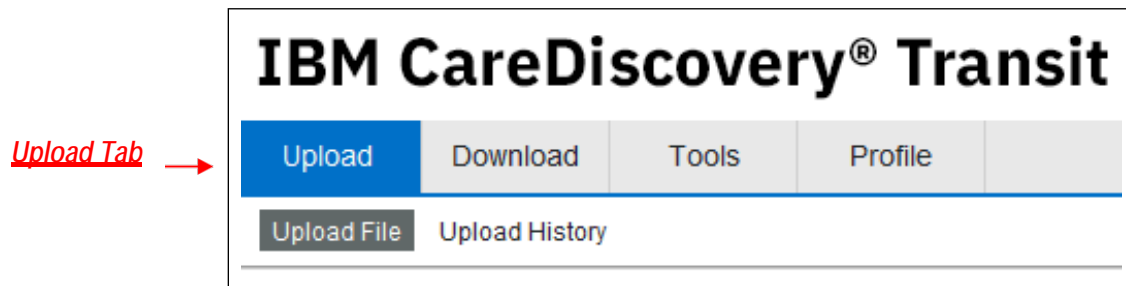
IBM CareDiscovery® Transit is a web-based tool that is used for submitting data to IBM. This system will validate, compress, and encrypt data files before they are sent electronically to IBM.

The **Login Page** allows you to access Transit. If you do not have a user name and password please contact your client support specialist for access.



The screenshot shows the login interface for IBM CareDiscovery® Transit. On the left, there is a decorative graphic of a blue tunnel made of binary code (0s and 1s) receding into the distance. To the right of this graphic is a white box containing the login form. At the top of this box is the title "IBM CareDiscovery® Transit" in bold black text. Below the title is a blue horizontal bar with the word "LOGIN" in white capital letters. Underneath the bar are two input fields: "User Name:" followed by a white rectangular box, and "Password:" followed by another white rectangular box. Below these fields is a blue button with the text "Log In" in white.

### Transit Upload



The screenshot shows the navigation menu for the IBM CareDiscovery® Transit application. At the top, the title "IBM CareDiscovery® Transit" is displayed in bold black text. Below the title is a horizontal menu with five tabs: "Upload", "Download", "Tools", "Profile", and an empty tab. The "Upload" tab is highlighted with a blue background. Below this menu is a sub-menu with two items: "Upload File" and "Upload History". The "Upload File" item is highlighted with a dark grey background. A red arrow points from the text "Upload Tab" to the "Upload" tab.

## Upload Step 1 of 2

# IBM CareDiscovery® Transit

[Log out](#)[Upload](#)[Download](#)[Tools](#)[Profile](#)

Tuesday July 3, 2018

[Upload File](#)[Upload History](#)

## Upload - Select File

Choose Facility Name, File Layout and File, then select Continue.

Facility Name:

File Layout:

Mocked Up Source File NC FMDC - CSV.csv

1. Select the **Facility Name** from the dropdown list (if applicable).
2. Select the **File Layout** called "HDF\_NC\_Financial\_Metrics" from the dropdown list.
3. Click the **Select File...** button and navigate to the data file to be uploaded. Once the file has been selected the file name will appear next to the **Select File...** button.
4. Click the Continue button, once the data file has been selected.

## Upload Step 2 of 2

# IBM CareDiscovery® Transit

[Log out](#)
[Upload](#)
[Download](#)
[Tools](#)
[Profile](#)

Tuesday July 3, 2018

[Upload File](#)
[Upload History](#)

### Upload - Provide File Information

File to Upload:	Mocked Up Source File NC FMDC - CSV.csv		
No errors, no warnings	<a href="#">View Validation</a>	Size:	14 KB
*Period Begin Date:	<input type="text" value="10/01/2013"/>	*Period End Date:	<input type="text" value="12/31/2013"/>
*Total Records:	<input type="text" value="141"/>	*Type of Submission:	<input type="text" value="New"/>
Total Charges:	<input type="text"/>	Patient Data Type:	<input type="text"/>
Total Discharges:	<input type="text"/>	Comments:	<input type="text"/>
* required fields			
<input type="button" value="Back"/>		<input type="button" value="Upload"/>	

- Populate the fields in the Upload – Provide File Information screen before attempting to upload a file. **Note:** Any fields that are not applicable to the layout selected will be grayed out.
  - Period Begin Date:** First day of the rolling year for the data period you are submitting. This should match the Data Period Start Date in the header record.
  - Period End Date:** Last First day of the rolling year for the data period you are submitting. This should match the Data Period End Date in the header record.
  - Total Records:** This field should populate for you automatically. The value should be 141 records. If the file does not contain 1 header records and 140 detail records it will be rejected during the processing of the file.
  - Type of Submission:** The value of “New” should be selected.
- Click the Upload button to proceed with the upload.

### Definition of File Validation

When Transit validates a data file, it will check the data as compared to the file layout to see if:

- The fields are in the expected format (ex. a numeric has only numbers).
- Dates are in valid date formats according to the file layout.
- There is the right number of fields in a delimited file according to the file layout.

## Upload Status – Successful Upload

When the upload is complete, a message similar to the one in the image below will appear. Clicking OK will take you to the home page, where you can repeat the process to submit another file, if needed.

The screenshot displays the IBM CareDiscovery® Transit web application interface. At the top left, the title "IBM CareDiscovery® Transit" is shown. To its right is a "Log out" button. Below the title is a navigation bar with tabs for "Upload", "Download", "Tools", and "Profile". The "Upload" tab is currently selected. On the right side of the navigation bar, the date "Tuesday July 3, 2018" is displayed. Below the navigation bar, there are two buttons: "Upload File" and "Upload History". The main content area features a heading "Upload Status" on the left and "Upload successful" on the right. Under "Upload Status", the following details are listed: "File: 1300\_ABC\_Test", "File Size: 15 KB", and "Elapsed Time: 15 milliseconds". At the bottom center of this section is a blue "OK" button.

**IBM CareDiscovery® Transit** Log out

Upload Download Tools Profile Tuesday July 3, 2018

Upload File Upload History

**Upload Status** **Upload successful**

File: 1300\_ABC\_Test  
File Size: 15 KB  
Elapsed Time: 15 milliseconds

OK

## Upload Status – Failed Validation

If an upload fails the Transit validation process you will see the **Validation Results** page. These errors will need to be corrected before you can successfully submit a file to IBM.

The Validation Results page includes:

- A **View Validation** button which opens the File Validation Report
- An **Email Validation** button where you can email the File Validation Report to your Transit contact or Client Support Specialist.
- A **View File Layout** button which allows you to view the actual file layout.

You will not be able to transmit a data file if there are validation errors. A complete guide to troubleshooting is found in the Transit Help (The help link is located at the bottom of the Transit tool). Please use the Transit Help when troubleshooting. It will help familiarize you with the errors/warnings you may receive.

### IBM CareDiscovery® Transit

Log out

Upload

Download

Tools

Profile

Tuesday July 3, 2018

Upload File Upload History

#### Validation Results

Validation Performed.

View Validation

Email Validation

View File Layout

There was 1 error!

There should be 0 errors before uploading.

Field is blank

*Fatal error message appears here in red when a file fails*

*Summary of errors and a reminder that there should be 0 errors before uploading*

Continue

## APPENDIX A

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### 2018 Top 100 DRGs

DRG 1-25	DRG 26-50	DRG 51-75	DRG 76-100
57	286	439	767
64	287	440	774
65	291	460	775
66	292	470	781
69	293	473	789
100	305	481	790
101	308	483	791
175	309	552	792
176	310	560	793
177	312	603	794
189	313	621	795
190	314	637	812
191	329	638	847
192	330	639	853
193	331	640	871
194	372	641	872
195	377	682	881
202	378	683	882
203	389	689	885
207	390	690	897
208	391	698	917
246	392	699	918
247	394	743	948
280	418	765	949
281	419	766	981

**Top 100 DRG codes that were added for 2018**

305, 560, 699

**Top 100 DRG codes that are termed, ending in 2017**

178, 253, 282

## 2018 Top 20 Imaging Procedures (CPT) and Top 20 Surgical Procedures (CPT)

Imaging Procedure Codes 1-20	Surgical Procedure Codes 1-20
70450	26055
70486	29827
70491	29881
70551	42820
70553	42830
71020	43235
71250	43239
71260	43248
71275	43249
72100	45378
72110	45380
72125	45384
72141	45385
72148	62323
73221	64483
73630	64721
73721	66821
74000	66982
74176	66984
74177	69436

**Imaging Procedure codes included no changes for 2018 compared to 2017**

**Surgical Procedure codes that were added for 2018**

26055, 62323

**Surgical Procedure codes that are termed, ending in 2017**

29880, 62311

## APPENDIX B

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### General Formatting Information

The Financial Data File is required to be submitted to IBM annually (due on or before January 1<sup>st</sup> of each year) and should include a rolling year worth of data (i.e. Oct 1, YYYY through Sept 30, YYYY).

The file should be created as a comma delimited file.

Each file must contain one header record and 140 detail records. The header record indicates the time period of the file and the facility in which the data is being submitted for. The 140 detail records represent the 100 top DRGs, 20 top imaging procedures, and 20 top surgical procedures. Any procedure that does not have associated financial data for your facility should have a record that contains the default value of 0 for each financial field.

#### Financial Fields

All financial fields in the detail layout (fields 3 – 21) should be formatted without commas, decimals, or negative signs. The financial fields should be whole numbers only with the default value of 0. Both values \$100.01 and \$100.00 should be entered into the field with a value of 100.

Example:

\$100.01 ⇒ 100

\$100.00 ⇒ 100

#### Top Insurers

Each facility shall determine its five largest health insurers based on the dollar volume of payments received from those insurers. That information is to be used to calculate the lowest, average, and highest amount of payments in fields 7-21.

#### DRG and Procedure Codes

No leading zeros should be submitted for DRG or procedure codes.