

NORTH CAROLINA

IBM

Financial Data File User  
Manual 2019



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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.



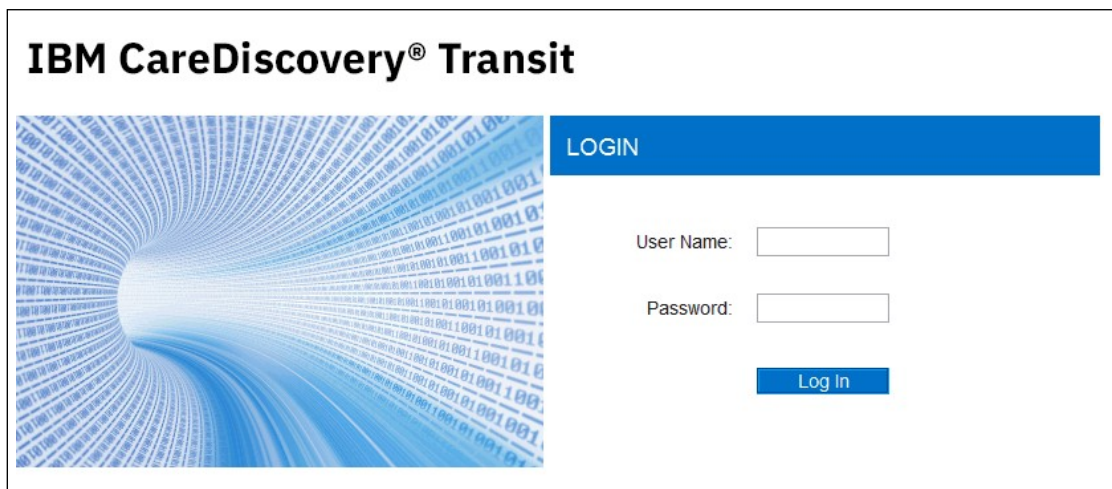
## FILE UPLOAD STEPS

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### IBM CareDiscovery® Transit Sign on

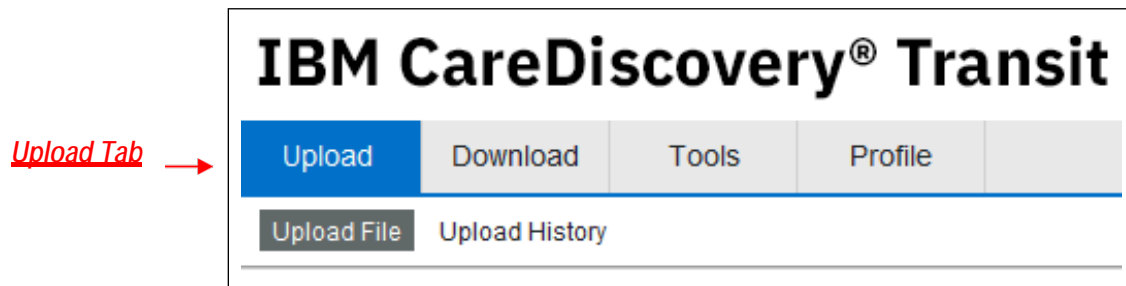
IBM CareDiscovery® Transit is a web-based tool that is used for submitting data to IBM. This system will validate, compress, and encrypt data files before they are sent electronically to IBM.

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. The title "IBM CareDiscovery® Transit" is at the top left. Below it is a decorative image of a blue data tunnel. To the right, a blue header bar contains the word "LOGIN". Below this header are two input fields: "User Name:" and "Password:". A blue "Log In" button is positioned below the password field.

### Transit Upload



The screenshot shows the navigation menu for the IBM CareDiscovery® Transit application. The title "IBM CareDiscovery® Transit" is at the top. Below it is a horizontal menu with four tabs: "Upload", "Download", "Tools", and "Profile". The "Upload" tab is highlighted in blue. Below this menu, there are two sub-items: "Upload File" and "Upload History". A red arrow labeled "Upload Tab" points 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			
<a href="#">Back</a>		<a href="#">Upload</a>	

- 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 shows the IBM CareDiscovery Transit interface. At the top left is the logo 'IBM CareDiscovery® Transit'. To its right is a 'Log out' button. Below the logo is a navigation bar with 'Upload', 'Download', 'Tools', and 'Profile' tabs. The date 'Tuesday July 3, 2018' is displayed on the right. Underneath is a sub-navigation bar with 'Upload File' and 'Upload History' tabs. The main content area features the heading 'Upload Status' and a message 'Upload successful'. The message details are: 'File: 1300\_ABC\_Test', 'File Size: 15 KB', and 'Elapsed Time: 15 milliseconds'. At the bottom of the message is an '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

Field is blank

There was 1 error!

There should be 0 errors before uploading.

*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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### 2019 Top 100 DRGs

DRG 1-25	DRG 26-50	DRG 51-75	DRG 76-100
57	282	419	785
64	286	439	789
65	287	440	790
66	291	455	791
69	292	460	792
100	293	470	793
101	305	481	794
175	308	483	795
176	309	552	796
177	310	560	807
178	312	603	811
189	313	621	812
190	314	637	847
191	329	638	853
192	330	639	854
193	331	640	871
194	372	641	872
195	377	682	881
202	378	683	882
203	389	689	885
208	390	690	897
246	391	698	917
247	392	699	918
280	394	743	948
281	418	784	981

**Top 100 DRG codes that were added for 2019**

178, 282, 455, 784, 785, 796, 807, 811, 854

**Top 100 DRG codes that are termed, ending in 2018**

207, 473, 765, 766, 767, 774, 775, 781, 949

## 2019 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	29880
70551	29881
70553	42820
71046	42830
71250	43235
71260	43239
71275	43248
72100	43249
72110	45378
72125	45380
72141	45385
72148	62323
73221	64483
73721	64721
74018	66821
74176	66982
74177	66984
74183	69436

**Imaging Procedure codes that were added for 2019**

71046, 74018, 74183

**Imaging Procedure codes that are termed, ending in 2018**

71020, 73630, 74000

**Surgical Procedure codes that were added for 2019**

29880

**Surgical Procedure codes that are termed, ending in 2018**

45384

## 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.