

**Sentara Health Plans
HIPAA Transaction
Standard Companion Guide
834 - Benefit Enrollment and Maintenance**

Refers to the ASC X12N Implementation Guide ANSI Version 005010X220A1

The Sentara Health Plans (SHP) 834 Companion Guide is to be used with the HIPAA-AS Implementation Guide, which provides comprehensive information needed to create an ANSI 834 transaction. The SHP Companion Guide is used in conjunction with the HIPAA Implementation Guide; it is intended to clarify issues where the HIPAA Implementation Guide provides options or choices to be made. The 834 is used to transfer enrollment information from the sponsor of the insurance coverage, benefits, or policy to a payer. The intent of this implementation guide is to meet the health care industry's specific need for the initial enrollment and subsequent maintenance of individuals who are enrolled in insurance products. This HIPAA Implementation Guide can be downloaded from the following address: http://www.wpc-edi.com/hipaa/HIPAA_40.asp. All instructions in this companion guide were written using information known at the time of publication and are subject to change. SHP is not responsible for the software used by the submitter to complete these transactions.

LEGEND for Sentara Health Plans Matrix for 834

Shaded rows represent segments; Non Shaded rows represent "data elements".

Loop ID	Reference	Position #	Name	Codes	Notes/Comments
	ISA		Interchange Control Header		
	ISA01		Authorization information Qualifier	00	No authorization information present qualifier
	ISA03		Security Information Qualifier	00	No security information present qualifier
	ISA05		Interchange ID Qualifier	ZZ	Mutually defined
	ISA06		Interchange Sender ID		Sender assigned code
	ISA07		Interchange ID Qualifier	ZZ	Mutually defined
	ISA08		Interchange Receiver ID	SENTARAHLTHMGT	
	ISA09		Interchange Date	YYMMDD	Date Expressed in Format (YYMMDD)
	ISA10		Interchange Time	HHMM	Time format HHMM
	ISA11		Interchange Control Standards Identifier	^	Changed for 5010
	ISA12		Interchange Control Version Number	00501	Changed for 5010
	ISA13		Interchange Control Number		The unique interchange control number. (must be identical to IEA02)
	ISA14		Acknowledgement Requested	0	No Acknowledgement Requested
	ISA15		Usage Indicator	P	Production data
	ISA16		Component Element Separator	:	Sentara Health recommends using a colon (:)
	GS		Functional Group Header		
	GS01		Functional Identifier Code	BE	Indicates benefits and maintenance
	GS02		Application Sender's Code		Sender assigned code - same as the ISA06
	GS03		Application Receiver's Code	SENTARAHLTHMGT	Same as ISA08
	GS04		Date	CCYYMMDD	Date Expressed in Format (CCYYMMDD)
	GS05		Time	HHMM	Time format HHMM

Loop ID	Reference	Position #	Name	Codes	Notes/Comments
	GS06		Group Control Number		The unique functional group control number. (Must be identical to GE02)
	GS07		Responsible Agency Code	'X'	
	GS08		Version/Release/Industry Identifier Code	'005010X220A1'	Contains the same value as ST03 Changed for 5010
	ST	0100	Transaction Set Header		To indicate the start of a transaction set and to assign a control number
	ST01		Transaction Set Identifier Code	834	
	ST02		Transaction Set Control Number		The unique transaction set control number. (must be identical to SE02)
	ST03		Implementation Convention Reference	'005010X220A1'	Contains the same value as GS08 New for 5010
	BGN	0200	Beginning Segment		
	BGN01		Transaction Set Purpose Code	00	Original (Indicates 1 st time transaction is sent)
	BGN02		Reference Identification		Transaction set reference number
	BGN03		Transaction Set Creation Date	CCYYMMDD	Date Format
	BGN04		Transaction Set Creation Time	HHMM	Time Format
	BGN05		Time Zone	ES	Eastern Standard
	BGN08		Action Code	2 4	Change Full
	DTP	0400	Date or Time or Period		File effective date
	DTP01 DTP02 DTP03			007 D8 CCYYMMDD	Effective Date Expressed in Format (CCYYMMDD) Date Time Period
1000A	N1	0700	Sponsor Name		To identify a party by type of organization, name, and code
	N101		Entity Identifier Code	P5	Plan Sponsor
	N102		Name		Sender's Name
	N103		Identification Qualifier Code	24	Employer's Identification Number Changed for 5010
1000B	N1	0800	Payer		To identify a party by type of organization, name, and code
	N101		Entity Identifier	IN	Insurer
	N102		Name	SENTARAHALTHMGT	
	N103		Identification Code Qualifier	XV	
	N104		Identification Code	007	
2000	INS	0100	Member level detail		To provide benefit information on insured entities
	INS01		Condition or Response code	Y = Yes N = No	Indicates status of insured Y= Subscriber (Employee) or N= Non-Subscriber (Dependent)
	INS02		Individual relationship code	01=Spouse, 17=Step-Child 18=Self, 19=Child 23=Sponsored Dependent or Disabled Child 53=Life Partner	Relationship link i.e. member01 and member 03
	INS03		Maintenance type code	001= change (will always send) 021 = addition 024 = cancellation 025 = reinstatement 030 = audit	Enrollment updates
	INS04		Maintenance reason code	25= change in identifying data	Use this code when a change has been made to the primary elements that identify an individual.

Loop ID	Reference	Position #	Name	Codes	Notes/Comments
	INS05		Benefit Status Code	A = active C = COBRA S = Surviving insured	Type of coverage under which benefits are paid
2000	REF	0100	Member Supplemental Information		
	REF01		Reference Identification Qualifier	OF ZZ	Subscriber Social Security Number HSA Indicator
	REF02		Reference Identification	SSN Y/N	Subscriber SSN to link subscriber with dependent Y=Using Health Equity for HSA account N=Not using Health Equity for HSA account
2100A	NM1	0300	Member Name		To supply the full name of an individual or organizational entity
	NM101		Entity Identifier Code	IL= Insured or Subscriber	Insured or Subscriber Identifier code
	NM102		Entity type qualifier	1= person	Person qualifier
	NM103		Subscriber Last Name	<Last Name>	Last name of insured or subscriber
	NM104		Subscriber First Name	<First Name>	First name of insured or subscriber
	NM105		Subscriber Middle Name	<Middle Initial>	Send if supplied by subscriber
	NM107		Subscriber Suffix	<Suffix>	Suffix of insured or subscriber
	NM108		Identification Code Qualifier	34= Social Security Number	Social Security Number Qualifier
	NM109		Identification Code	<SSN>	Social Security Number of Insured or subscriber
2100A	PER	0400	Member Communication Numbers		
	PER01		Contact Function Code	IP= Insured Party	
	PER03		Communication Number Qualifier	TE= Telephone Number	Telephone Qualifier
	PER04		Communication Number	<Home Phone Number>	
	PER05		Communication Number Qualifier	WP= Work Number	
	PER06		Communication Number	<Work Phone Number>	
	PER07		Communication Number Qualifier	CP= Cell Number	
	PER08		Communication Number	<Cell Phone Number>	
	PER09		Communication Number Qualifier	EM= E-mail Address	E-mail Qualifier
	PER10		Communication Number	<E-mail Address>	
2100A	N3	0500	Member Residence Street Address		To specify the location of the named party
	N301		Address Information	<Address Line 1>	Address line 1 of subscriber only
	N302		Address Information	<Address Line 2>	Address line 2 of subscriber only
	N303		Address Information	<Address Line 3>	Address line 3 of subscriber only
2100A	N4	0600	Member Residence City, State, Zip Code		
	N401		City Name	<City Name>	City Name of Subscriber
	N402		State of Province Code	<State>	State of Subscriber
	N403		Postal Code	<Zip code>	Postal Code of Subscriber
2100A	DMG	0800	Member Demographics		To supply demographic information
	DMG01		Date Time Period Format Qualifier	D8	Date Expressed in Format (CCYYMMDD) Qualifier
	DMG02		Date Time Period	CCYYMMDD	Birth Date of Subscriber or Dependent
	DMG03		Gender Code	F M U	Female Male Unknown
2300	HD	2600	Health Coverage		

Loop ID	Reference	Position #	Name	Codes	Notes/Comments
	HD01		Maintenance Type Code	001= change 002= delete 021= addition 024= cancellation 025= reinstatement 026= correction	
	HD03		Insurance Line Code	HLT	
	HD05		Coverage Level Code	'CHD', 'DEP', 'E1D', 'E2D', 'ECH', 'EMP', 'ESP', 'FAM', 'IND', 'SPC', 'SPO'	
2300	DTP	2700	Health Coverage Dates		To specify any or all of a date, a time, or a time period.
	DTP01		Date/Time Qualifier	348= benefit begin 349= benefit end	
2300	REF	2900	Health Coverage Policy Number		
	REF01		Reference Identification Qualifier	1L M7 E8	1L = Group or Policy Number M7 = Out-of-Area (Dependent) Indicator E8 = Service Contract (Coverage) Number
	REF02		Reference Identification		Group Number Y/N Flag Benefit with dates expressed as BENEFIT:BEG DATE:END DATE; FSA:MM/DD/CCYY:MM/DD/CCYY; LPFSA:MM/DD/CCYY:MM/DD/CCYY; DCRA:MM/DD/CCYY:MM/DD/CCYY
2310	LX	3100	Provider Information		Contains information about the primary care providers for the subscriber or the dependent.
	LX01		Assigned Number	1	If PCP information is available then will always populate element with 1.
2310	NM1	3200	Provider Name		To supply the full name of an individual or organizational entity.
	NM101		Entity Identifier Code	P3	Primary Care Provider Identifier Code
	NM102		Entity Type Qualifier	1=Person 2=Non-Person Entity	Used for a Person Used for an Organization
	NM103		PCP Last Name		
	NM104		PCP First Name		
	NM105		PCP Middle Initial		
	NM106		PCP Prefix		
	NM107		PCP Suffix		
2320	COB	4000	Coordination of Benefits		To supply information on coordination of benefits.
	COB03		Coordination of Benefits Code	1= COB 6= No COB	
	SE	6900	Transaction Set Trailer		To indicate the end of the transaction set and provide the count of the transmitted segments (including the beginning (ST) and ending (SE) segments)
	SE01		Number of included segments		Total number of segments within a transaction set including ST & SE segments
	SE02		Transaction set control number		Unique sender assigned control number for transaction set; identical to ST02
	GE		Functional Group Trailer		
	GE01		Number of transaction sets included		Number of ST segments
	GE02		Group control number		Sender assigned control number; identical to GS06
	IEA		Interchange Control Trailer		
	IEA01		Number of transaction sets included		Number of GS segments
	IEA02		Group control number		Sender assigned control number; identical to ISA13