Bulk transfer file specification

Reference guide

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Assurance Reimbursement Management™

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Bulk transfer file utility

The Bulk Transfer feature allows importing certain master file data into the system: Facility, Physician, Physician Auto Entry, and Payer Alias. It can also export this data into a delimited file that can be read by external programs. The utility is most useful to clients that have many facilities, physicians, or payers since it can make multiple changes to existing data. For example, use the tool when NPIs or taxonomy codes need to be added to thousands of physicians.

To change the master data:

- Export the file that should be changed.
- Import the file into a spreadsheet or other program and make the changes.
- Export the data from the spreadsheet as a delimited file.
- Import the data back into the system.

Although the information for each type of data is a separate file, each file is organized the same way:

- Valid delimiters are **tab** or **pipe** (**|**).
- Except for payer alias data, each record in the file consists of static data that defines a facility or physician, followed by a set of recurring data for every payer ID attached to the facility or physician. payer alias information is comprised of only static data elements.
- The data identified as 'static' are the first elements in each record.
- If applicable, the recurring data belonging to the record begins after the last Static element.
- The end-of-line element is a carriage return + line feed (ASCII 013 + ASCII 010".

For two payer IDs, the data is presented as:

```
"static1"|"static2"|"1st_recurring1"|"1st_recurring2"|"1st_recurring3"|"2nd_
recurring1"|"2nd_recurring2"|"2nd_recurring3"<CRLF>
```

General file notes

1. When exporting files, choose **tab** for the delimiter, and select the **header row** checkbox.
   - Column headings are created only for the static columns and the first of the sets of recurring fields. The remaining recurring sets do not have column headings.
   - Most third-party programs default to tab as the delimiter for a delimited file. To save steps when importing the file into a third-party program, choose tab as the delimiter when you create the file.
2. If you created the export file using a header row, remember to check the **header row** box when importing the file back into the system.
3. **Do not open and save any export file from Internet Explorer.** IE will add <CRs> in the middle of the records which render the data useless. Instead, **use *Download Files*** to download the file to your local computer. *Download Files* creates a ZIP that contains the data file. Unzip the file and then import it into the external program.

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Facility transfer file

Importing facility master data

When facility data is imported into this product, the import process checks for a matching record in the database. If a match is found, the data is updated with the data in the import file. If no matching record is found, the data in the file is added as a new facility. The fields used to determine a match are as follows:

Facility master

- Facility name
- Facility sub ID
- Facility tax ID

Sample line

This sample line contains one facility record. The record has two payer IDs. The spaces before and after the pipes are for ease of reading. The spaces do not occur in an actual file.

- Static facility columns = 27
- Recurring payer columns = 17

```
Facility ID | Facility Name | Description | Delete | Address | Address 2 |
City | State | Zip | Country | Telephone | Fax | Service State | Service Zip
| Facility Sub ID | Federal Tax ID | Federal Tax Sub ID | ID Type | Facility
Type | Enrollment Type | Paper Claims Printing Option | UB92 Alt EM | HCFA
Alt EM | Copy Address to Claim | Service Line Sort | Billing Number |
Physician Acct No | Submitter Code | NPI | Taxonomy | PTP Name | PTP Address
1 | PTP Address 2 | PTP City | PTP State | PTP ZIP | Copy PTP to Claim | LOB
ID | Delete | Line of Business | Payer | Provider No | Description | Default
| Plan Code | Enrollment Type | Account Status | Remit Status |
SuppressCCIAI | SuppressCCIBI | SuppressCCIBP | SuppressMNAI | SuppressMNBI
| SuppressMNBP | NPI | Taxonomy | LOB ID | Delete | Line of Business | Payer
| Provider No | Description | Default | Plan Code | Enrollment Type |
Account Status | Remit Status | SuppressCCIAI | SuppressCCIBI |
SuppressCCIBP | SuppressMNAI | SuppressMNBI | SuppressMNBP | NPI |
Taxonomy<CRLF>
```

Facility data file field map

The fields in the definition tables in this section are in file-order. The tables also provide extra information about each field - its type, whether it is required, and max length. If the field content is restricted, the allowed values are bold in the Note column. If the data in a field exceeds the max size, it will be truncated.

This table shows the fields in the data file (in required line order).

Facility master fields	Static / Recurring	Required	Size	Note
Facility ID	Static		38	Optional for Import File, if supplied must match existing GUID or will be considered an 'Add.' Exported files always contain a Facility ID.
Facility Name	Static	Yes	60	Official facility name - the name that should be used on the claim.

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Facility master fields	Static / Recurring	Required	Size	Note
Description	Static	Yes	80	Facility name that displays whenever a product option presents a list of facilities. This can be the same or more descriptive than the Facility Name.
Delete	Static		1	**D** = Delete the record and all associated data. (All physicians associated with the facility are also deleted.)
Address	Static	Yes	80	
Address 2	Static	No	80	
City	Static		60	
State	Static	Yes	2	Valid US state two-character postal abbreviation
Zip	Static	Yes	10	
Country	Static		3	USA
Telephone	Static	Yes	15	
Fax	Static		15	
Service State	Static		2	Valid US state two-character postal abbreviation
Service Zip	Static		10	
Facility Sub ID	Static	Yes	10	
Federal Tax ID	Static	Yes	15	
Federal Tax Sub ID	Static		15	
ID Type	Static	Yes	25	**SSN** = Social Security number, **EIN** = Federal tax ID
Facility Type	Static	Yes	25	**HP** = Hospital/Institutional billing, **PH** = Professional billing
Enrollment Type	Static	Yes	25	**Group** / **Individual**
Paper Claims Printing Option	Static	Yes	50	Claims printed by client / Claims printed by clearinghouse
UB92 Alt EM	Static		10	Valid edit master ID, if entered
HCFA Alt EM	Static		10	Valid edit master ID, if entered
Copy Address to Claim	Static		1	Boolean value. If field populated, facility address information in the facility master will be copied to the claim as it is submitted into the claims database.
Service Line Sort	Static		1	Boolean value. If field populated, ‘Set as Default’ will be enabled.

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Facility master fields	Static / Recurring	Required	Size	Note
Billing Number	Static		38	Optional data for Illinois, New York, Pennsylvania, South Carolina, and Texas
Physician Account Number	Static		38	Optional data for Illinois, New York, Pennsylvania, South Carolina, and Texas
Submitter Code	Static		20	Optional data for Georgia, North Carolina, Louisiana, and Pennsylvania
NPI	Static		10	National provider ID
Taxonomy	Static		10	Facility taxonomy code
PTP Name	Static		60	Pay-to provider name
PTP Address 1	Static		55	Pay-to provider first address line
PTP Address 2	Static		55	Pay-to provider second address line
PTP City	Static		30	Pay-to provider city
PTP State	Static		2	Pay-to provider state
PTP ZIP	Static		9	Pay-to provider zip code
Copy PTP to Claim	Static		1	Boolean value. If field populated, PTP address from facility master will be copied to the claim as it is submitted into claims database.
LOB ID	Recurring		38	Optional for import file, if supplied must match existing GUID or will be considered an ‘Add.’ Required in export file creation
Delete	Recurring		1	**D** = Delete the LOB
Line of Business	Recurring	Yes	80	Acceptable values: • **MEDICARE** • **MEDICAID** • **BC/BS** • **CHAMPUS/CHAMPVA** • **COMMERCIAL** • **WORKERS COMP** • **OTHER1** • **OTHER2** • **MEDICARE ESRD**
Payer	Recurring	Yes	40	Clearinghouse spelling of payer name required for match on import. Obtained from the electronic carrier master report.
Provider No	Recurring	Yes	38	
Description	Recurring		80	

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Facility master fields	Static / Recurring	Required	Size	Note
Default	Recurring		1	Boolean value. If field populated, 'Set as Default' will be enabled.
Plan Code	Recurring		5	Must be valid plan code, if supplied
Enrollment Type	Recurring	Yes	25	Group / Individual
Account Status	Recurring		1	**T** = Test, **L** = Live. 'Add' defaults to Test.
Remit Status	Recurring		1	**T** = Test, **L** = Live. Remit Test Live Flag. 'Add' defaults to Test.
SuppressCCIAI	Recurring		1	**Y** = Yes, **N** = No. Suppress CCI edits of Medicare part A institutional claims for this provider number.
SuppressCCIBI	Recurring		1	**Y** = Yes, **N** = No. Suppress CCI edits of Medicare part B institutional claims for this provider number.
SuppressCCIBP	Recurring		1	**Y** = Yes, **N** = No. Suppress CCI edits of Medicare part B professional claims for this provider number.
SuppressMNAI	Recurring		1	**Y** = Yes, **N** = No. Suppress medical necessity edits of Medicare Part A institutional claims for this provider number.
SuppressMNBI	Recurring		1	**Y** = Yes, **N** = No. Suppress medical necessity edits of Medicare part B institutional claims for this provider number.
SuppressMNBP	Recurring		1	**Y** = Yes, **N** = No. Suppress medical necessity edits of Medicare part B professional claims for this provider number.
NPI	Recurring		10	Used only if this payer requires an NPI that is different from the facility-level NPI.
Taxonomy	Recurring		10	Used only if this payer requires a taxonomy code that is different from the facility-level taxonomy.

Notes:

- If you are importing a bulk file into Excel, do not use the default General setting in the last step. Instead use the Text setting. (General removes all leading zeros from each data field. This will negatively affect the facility sub ID.)
- Although the exported delimited file contains all the data in the physician or facility master, Excel can only handle 256 columns. If you usually use Excel as the editing tool for the delimited files, please be aware that Excel may not be able to handle one of these fields.
- Import only one file type (i.e. Facility, Physician) at a time due to the dependencies between related database tables. When no data exists in the database, import the facility file before the physician file. It is also best practice when updating data to import facility data before physician data.

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- If an error occurs on a record during the import, the entire record is discarded. No updates are made in the database for this record. The message published on the Home page after the import is complete will include a list of records that were discarded. You will need to manually resolve these entries.
- Refer to the sample line and field map table to ensure that columns are set appropriately before importing the data. The import process will reject a row if the value in a column does not meet the noted criteria. For example, the “State” field must be a valid US state two-character postal abbreviation.

Physician master transfer file

Importing physician master data

When updating both facility and physician master data, always import the facility information before importing the physician master information. When physician master data is imported, the import process checks for a matching record in the database. If a match is found, the data in the database is updated with the data in the import file. If no matching record is found, the data in the file is added as a new physician. The fields used to determine a match are as follows:

Physician master

- Physician first name
- Physician last name
- Physician middle initial
- Physician tax ID

Physician ID

When creating a physician file from an external source for import into this product, clients who need an extra, local ID for their physicians can place it in Physician ID column. However, assigning this ID is necessary only if the client's HIS requires a specific ID for matching back to the data in the HIS. If Physician ID is empty, import will create a unique ID.

Sample line

This sample line contains one physician record. This sample record has two payer IDs. The spaces before and after the pipes are for ease of reading. The spaces do not occur in an actual file.

- Static Physician columns = 21
- Recurring Payer columns = 17

```
Physician ID | First Name | Middle Initial | Last Name | Delete | Address |
Address 2 | City | State | Zip | Telephone | Tax Id | SSN | Id Type | Group
No | Group Suffix | Doctor No | Location Code | Billing Dept | Physician
Account No | ID/LOC Code | Dept Flag | Physician NPI | Taxonomy code |
Physician LOB ID | Delete | Key No | Physician No | Description | Set To
Default | Line of Business | Facility Sub ID | Payer | Specialty Code |
Account Status | SuppressCCIAI | SuppressCCIBI | SuppressCCIBP |
SuppressMNAI | SuppressMNBI | SuppressMNBP | NPI | Taxonomy | Physician LOB
ID | Delete | Key No | Physician No | Description | Set To Default | Line of
Business | Facility Sub ID | Payer | Specialty Code | Account Status |
SuppressCCIAI | SuppressCCIBI | SuppressCCIBP | SuppressMNAI | SuppressMNBI
| SuppressMNBP | NPI | Taxonomy <CRLF>
```

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Physician master data file field map

This table shows the fields in the data file (in line order).

Facility master fields	Static / Recurring	Required	Size	Note
Physician ID	Static		38	Optional for Import File, if supplied must match existing ID or will be considered an 'Add'. Export files always contain a physician ID.
First Name	Static	Yes	25	
Middle Initial	Static		1	
Last Name	Static	Yes	35	
Delete			1	**D** = Delete the physician record
Address	Static		80	
Address 2	Static	No	80	
City	Static		60	
State	Static		2	
Zip	Static		10	
Telephone	Static		15	
Tax ID	Static	Yes	15	Federal tax ID
SSN	Static		15	Social Security number
ID Type	Static	Yes	25	**SSN** = Social Security number, **EIN** = Federal tax ID
Group No	Static		20	Optional Data for Florida & Washington only
Group Suffix	Static		20	Optional Data for Florida & Washington only
Doctor No	Static		20	Optional Data for Florida & Washington only
Location Code	Static		20	Optional Data for Florida & Washington only
Billing Dept	Static		20	Optional Data for Illinois, New York, Pennsylvania, South Carolina & Texas
Physician Account No	Static		20	Optional Data for Illinois, New York, Pennsylvania, South Carolina & Texas
ID/LOC Code	Static		20	Optional Data for Illinois, New York, Pennsylvania, South Carolina & Texas
Dept Flag	Static		15	Optional Data for Illinois, New York, Pennsylvania, South Carolina & Texas

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Facility master fields	Static / Recurring	Required	Size	Note
Physician NPI	Static		10	National provider ID.
Taxonomy Code	Static		10	Taxonomy code.
Physician LOB ID	Recurring		38	Optional for import file, if supplied must match existing GUID or will be considered an 'Add' Required in export file creation
Delete	Recurring		1	**D** = Delete the payer data in this recurrence.
Key No	Recurring	Yes	20	
Physician No	Recurring	Yes	38	
Description	Recurring	Yes	80	
Set To Default	Recurring		1	Boolean value. If field populated, 'Set as Default' will be enabled.
Line of Business	Recurring	Yes	80	Acceptable values: • **MEDICARE** • **MEDICAID** • **BC/BS** • **CHAMPUS/CHAMPVA** • **COMMERCIAL** • **WORKERS COMP** • **OTHER1** • **OTHER2** • **MEDICARE ESRD**
Facility Sub ID	Recurring		10	Optionally, enter the facility master sub-ID (FACSUBID) that this physician should be linked to. If empty, physician will be linked to all facilities.
Payer	Recurring		40	Optionally, enter the payer name associated with the selected line of business. **Note:** Only specific payers are available based on other configurations within the system.
Specialty Code	Recurring		5	Acceptable range of values: 001-099 301-308 N01-N07 (Required if payer is NEIC)
Account Status	Recurring		1	**T** = Test, **L** = Live. 'Add' defaults to Test.
SuppressCCIAI	Recurring		1	**Y** = Yes, **N** = No. Suppress CCI edits of Medicare part A Institutional claims for this physician number.

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Facility master fields	Static / Recurring	Required	Size	Note
SuppressCCIBI	Recurring		1	**Y** = Yes, **N** = No. Suppress CCI edits of Medicare part B Institutional claims for this physician number.
SuppressCCIBP	Recurring		1	**Y** = Yes, **N** = No. Suppress CCI edits of Medicare part B Professional claims for this physician number.
SuppressMNAI	Recurring		1	**Y** = Yes, **N** = No. Suppress medical necessity edits of Medicare part A Institutional claims for this physician Number.
SuppressMNBI	Recurring		1	**Y** = Yes, **N** = No. Suppress medical necessity edits of Medicare part B Institutional claims for this physician Number.
SuppressMNBP	Recurring		1	**Y** = Yes, **N** = No. Suppress medical necessity edits of Medicare part B Professional claims for this physician number.
NPI	Recurring		10	Used only if this payer requires an NPI that is different from the physician-level NPI.
Taxonomy	Recurring		10	Used only if this payer requires a taxonomy code that is different from the physician-level taxonomy.

Notes:

- When exporting, check the *Header Row* box. The file will be created with a header line that names the columns.
- If the inbound file has a header row, ensure that *Header Row* is checked for import, also.
- Although the export delimited file contains all the data in the physician and facility masters, Excel can only handle 256 columns. If you usually use Excel as the editing tool for the delimited files, please be aware that Excel may not be able to handle your export file.
- If you are importing a bulk file into Excel, do not use the default *General* setting in the last step. Instead use the *Text* setting. (General removes all leading zeros from each data field. This will negatively affect the facility sub ID.)
- PhysKey is the key into the Physician Master. When a claim is validated, the PhysKey is used to determine if the physician is enrolled with the facility on the claim. PhysKey is assigned at your site and must uniquely identify the physician. You may assign one number for each physician (all LOBs for the physician use the same PhysKey.) Or, you can use the physician LOB number (a different PhysKey for each LOB, but all are unique to one physician.) You cannot assign the same PhysKey to more than one physician.
- Physicians are associated with facilities via the FACSUBID. Each LOB associated with the physician can have a FACSUBID. (If FACSUBID is empty, the Physician/LOB will be linked to all facilities.)
- Before modifying any data in the export file, create a backup file. You can use the backup file to restore the original data in the event the file was incorrectly modified and imported.
- Due to the dependencies between facilities and physician master physicians, if you are updating both masters related database tables. *When no data exists in the database, import the facility file before the physician file. When adding facilities and physicians, import the facility file first.*

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- During the initial import of new physician master information, records may be dropped if the physician last name, first name, middle initial and the tax ID are not unique within the file. Dropped records are noted in the message published to the *home* page after the import is complete. You can resolve the dropped records manually in the master page of the product or by correcting listed dropped records in the import file and import the file again.
- Physician records that are modified will retain their *test/live* status values. Physician records that are added are added as *test* status. You must use *Set Status* from the Support > Maintenance menu to set new physicians to *Live* status.
- Physicians attached to *group* facilities do not use the test/live flag. There is no need to change it before creating the import file.
- With a large volume of physician and physician/payer bridge records in the database, the *Physician Master Maintenance* page will require very narrow search criteria.
- If an error occurs on a record during the import, the entire record is discarded. No updates are made in the database for this record. Dropped records are noted in the message published to the *Home* page after the import is complete. You can open the master page in this product and resolve the dropped records manually, or you can correct the listed dropped records in the import file and import the file again.
- Refer to the sample line and field map table to ensure that fields are set appropriately before importing the data. The import process will reject a row if the value of a field does not meet the noted criteria. For example, the “State” field must be a valid US state two-character postal abbreviation.

Physician auto-entry transfer file

Physician Auto-Entry information is used by both UB and 1500 claims to populate fields for non-payment physicians: Referring, Operating, Other. Many sites have large numbers of auto-entry physicians which makes bulk transfer for this data very useful. The physician Auto-Entry Master is located at *Maintenance* > *Auto-Entry* > *Physician*.

Importing physician auto-entry data

When physician auto-entry data is imported, if a match is found, the database is updated with the data in the import file. If no matching record is found, the data in the file is added as a new physician. The fields used to determine a match are as follows:

Physician auto-entry

- Physician first name
- Physician last name
- Physician middle initial
- Physician suffix

Physician ID

When creating a physician file from an external source for import into this product, clients who need an extra, local ID for their physicians can assign place it in Physician ID column. However, assigning this ID is necessary only if the client's HIS requires a specific ID for matching back to the HIS. If physician ID is empty, import will create a unique ID.

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Sample line

This sample line contains one physician record. This sample record has two payer IDs. The spaces before and after the pipes are for ease of reading. The spaces do not occur in an actual file.

- Static physician columns = 11
- Recurring payer columns = 8

```
Physician AE ID | First Name | Middle Initial | Last Name | Suffix | Delete
| Tax ID | ID Type | NPI | Taxonomy | UB/1500 | Fax | Physician AE LOB ID |
Delete | Physician Number | Qualifier Code | Line of Business | Payer | NPI
| Taxonomy |Physician AE LOB ID | Delete | Physician Number | Qualifier Code
| Line of Business | Payer | NPI | Taxonomy <CRLF>
```

Physician auto-entry data file field map

This table shows the fields in the data file (in line order).

Facility master fields	Static / Recurring	Required	Size	Note
Physician ID	Static	No	38	Optional for Import File, if supplied must match existing ID or will be considered an ‘Add’. Export files always contain a physician ID.
First Name	Static	Yes	12	
Middle Initial	Static	No	1	
Last Name	Static	Yes	21	
Suffix		No	5	
Delete		No	1	**D**= Delete the physician record
Tax ID	Static	No	15	Federal tax ID
ID Type	Static	No	25	**SSN** = Social Security number, **EIN** = Federal tax ID
NPI	Static	No	10	Enter the physician's standard NPI – the NPI required by most payers.
Taxonomy	Static	No	10	Enter the physician's standard taxonomy codes – the code required by most payers.
UB/1500	Static	Yes	4	0 = Both 1001 = 1500 1011 = UB
Fax	**Static**	**No**	**15**	**The fax number of the physician**.
Physician LOB ID	Recurring	No	38	Automatically created in the export file. In the import file if this column is empty or does not match the ID that was exported from the product database, the record will be considered an ‘Add.’

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Facility master fields	Static / Recurring	Required	Size	Note
Delete	Recurring	No	1	**D** = Delete the payer data in this recurrence.
Physician No	Recurring	Yes	15	Payer ID for this payer/LOB combination (TP_ATTID)
Qualifier Code	Recurring	No	2	Code defining the type of ID in physician number (TP_PHYQC): 0B – State license number 1G – Provider UPIN number G2 – Provider commercial number
Line of Business	Recurring	No	80	Enter only these acceptable values: • **MEDICARE** • **MEDICAID** • **BC/BS** • **CHAMPUS/CHAMPVA** • **COMMERICAL** • **WORKERS COMP** • **OTHER1** • **OTHER2** • **MEDICARE ESRD**
Payer	Recurring	No	40	Optionally, enter the payer name associated with the selected line of business. This payer name must match a payer in the drop-down list on the physician auto-entry master. Note: Only specific payers are available based on other configurations within the system.
NPI	Recurring	No	10	Populate only if this payer requires an NPI that is different from the NPI in the physician's static NPI column.
Taxonomy	Recurring	No	10	Populate only if this payer requires a taxonomy code that is different from the taxonomy code in the physician's static Taxonomy column.

Notes:

- When exporting, check the *Header Row* box. The file will be created with a header line that names the columns.
- If the inbound file has a header row, ensure that *Header Row* is checked for import, also.
- Although the exported delimited file contains all the data in the physician auto-entry master, Excel can only handle 256 columns. If you usually use Excel as the editing tool for the delimited files, please be aware that Excel may not be able to handle your export file.
- If you are importing a bulk file into Excel, do not use the default *General* setting in the last step. Instead use the *Text* setting. (General removes all leading zeros from each data field. General will negatively affect any information that has leading zeros.)
- Before modifying any data in the export file, create a backup file. You can use the backup file to restore the original data in the event the file was incorrectly modified and imported.

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- Because the physicians in Physician Auto-Entry are not tied to facilities or physicians from the physician master, the physician auto-entry file can be imported at any time.
- During the initial import of new physician information, records may be dropped if the physician last name, first name, middle initial, and suffix are not unique within the file. Dropped records are noted in the async message after the import is complete. To update the physician entries with the dropped information, modify the import file to include the listed dropped records, and then import the modified file.
- If an error occurs on a record during the import, the entire record is discarded. No updates are made in the database for this record. The message published to the Home page after the import has completed contains a list of all records that were discarded. *You will need to resolve the discarded records manually or make corrections in the import file and import it again.*
- Refer to the sample line and field map table to ensure that fields are set appropriately before importing the data. The import process will reject a row if the value of a field does not meet the noted criteria. For example, the “State” field must be a valid U.S. state two-character postal abbreviation.

Payer alias transfer file

The system uses *Payer Alias* information to map a payer field from your claim to an exact payer from the Electronic Carrier Master (ECARMAST). Typically, the field on your claim is the Payer Name field (TP_PAYER), but it could also be the Payer ID (TP_ID), or the Custom ID (TP_STRING1). The Payer Alias Master is located at *Maintenance, Master Setup, Payer Alias*.

Importing payer alias data

When payer alias information is imported, if a match is found, the database is updated with the data in the import file. If no matching record is found, the data in the file is added as a new payer alias. For matching, a first check is on the following fields:

Payer alias

- Payer alias ID
- AliasType

If no match is found, a second attempt is made using the following fields:

Payer alias

- Name
- AliasType

Sample line

This sample line contains one payer alias record. Payer alias records do not contain recurring fields like the other bulk transfer files. The spaces do not occur in an actual file.

- Static payer alias columns = 6
- Recurring columns = 0

```
Payer Alias ID | Name | Payer | Show In Filter | Alias Type | Delete <CRLF>
```

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Payer alias data file field map

This table shows the fields in the data file (in line order). The table also provides extra information about each field - its type, whether it is required, and max length. If the field content is restricted, the allowed values are **bold** in the Note column. If the data in a field exceeds the max size, it will be truncated.

Payer alias fields	Static / Recurring	Required	Size	Note
Payer Alias ID	Static	No	38	Optional for Import File, if supplied must match existing ID to be considered a match, else, a secondary match is performed; otherwise will be considered an 'Add'. Export files always contain a payer alias ID. This value is the product's internal identifier, a user will not recognize the data in this field.
Name	Static	Yes	60	This field has the data from a payer field on your claim. This field represents a unique payer to your claim. This data will be found in the field based on the Type column.
Payer	Static	Yes	30	This field must match an entry from the electronic carrier master (ECARMAST). This field represents a unique payer to the product.
ShowInFilter	Static	No	1	**Y** = This entry should be displayed in claim filter in the product; **N** = do not display. Default is **N**. May not be applicable to all type.
Type	Static	Yes	15	Enter only these acceptable values: • **PayerName** • **PayerId** • **CustomId** When **PayerName** is used, the product will look for the data (column: Name) in field Payer Name (TP_PAYER). When **PayerId** is used, the product will look for the data in field Payer ID (TP_ID). When **CustomId** is used, the product will look for the data in field Payer OtherInfo (TP_STRING1).
Delete	Static	No	1	**D** = Delete the payer alias record

Notes:

- When exporting, check the *header row* box. The file will be created with a header line that names the columns.
- If the inbound file has a header row, ensure that *header row* is checked for import, also.
- If you are importing a bulk file into Excel, do not use the default *General* setting in the last step. Instead use the *Text* setting. (General removes all leading zeros from each data field. General will negatively affect any information that has leading zeros.)

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- Before modifying any data in the export file, create a backup file. You can use the backup file to restore the original data in the event the file was incorrectly modified and imported.
- The data in payer alias is not dependent on the other Bulk Transfer files; therefore, can be imported in any order.
- If an error occurs on a record during the import, the entire record is discarded. No updates are made in the database for this record. The message published to the home page after the import has completed contains a list of all records that were discarded. *You will need to resolve the discarded records manually or make corrections in the import file and import it again.*
- Refer to the sample line and field map table to ensure that fields are set appropriately before importing the data. The import process will reject a row if the value of a field does not meet the noted criteria. For example, the “Type” field must contain a valid value.
- Please refer to the product for an up-to-date list of electronic payers. This information can be found in several places including the electronic carrier master report, or from the payer alias maintenance screen.
- Please refer to the Assurance Help system for more information on how payer alias master is used to find the correct electronic Payer on your claim.

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