Optum

Assurance Reimbursement Management™

# Reason Code File (File definition)

The Reason Code File is a delimited file that contains client-specific reason codes. After upload, the codes are available for use to explain reasons for claim actions like delete, rebill, and copy claims. They can also be used to hold claims. The file is created on the client's local system and uploaded with the Submit Reason Code File option on the Maintenance, System Administration menu.

- Submit Reason Codes erases all the existing codes from the Reason Code table and then stores the Reason Codes in the inbound file. Because of this, do not submit a reason code file that does not contain every Reason Code that should be imported.
- Codes with a Function of HOLD are automatically loaded into the Hold Code Master (Maintenance, System Administration, Hold Code Maintenance.

Sample file:

```
Code,Description,Function
DL00,Delete – Primary paid in full,DELE
HO34,Incorrect Patient Policy,HOLD
DP02,Create Duplicate – send to new insurance,COPY
RB30,Rebill – with Lab Modifier,REBLBody Text
```

| Col | Description | MAX LEN | Comments |
|---|---|---|---|
| Code | 4-character code that will be stored for future use | 4 | This code will display in the History table in the line that marks the action. |
| Description | Narrative explanation of the code | 50 | Displays with code in selection lists to help user decide which code to use. |
| Function | • DELE – Delete Code<br>• HOLD – Hold Code<br>• COPY – Copy Code<br>• REBL – Rebill Code | 4 | Function determines if the code will be in processing lists. For instance, when a claim is being deleted, only the DELE codes appear in the code selection list.<br>**Only these 4 functions are available. They must be exactly as shown.** |

If a Reason Code file has been uploaded, when one of the 4 operations is being used, a selection list is part of the operation. You must select a code.



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