First Data®

Detailed System Design AuthentiCare File Layout Designer

(PR17011700)

Version: 1.5

AuthentiCare®
Product

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1   Overview

This document describes the design specifications of the File Layout Designer application. File Layout Designer interfaces with AuthentiCare during the file import process. The application allows users to define custom file layouts to import data from external sources into the AuthentiCare system. It gives users, the ability to map data from the import file with the required fields of the import process.
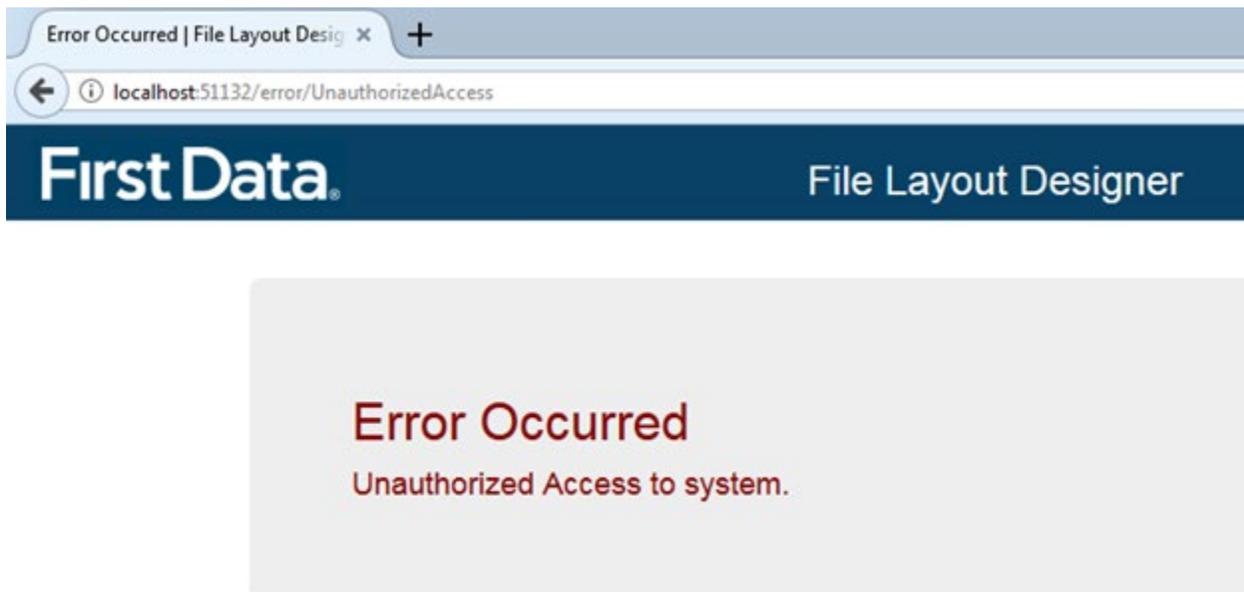
AuthentiCare batch process converts this data into standard XML and passes it to the queue process. This provides more flexibility to users as opposed to creating a file in an exact rigid format.

Users can create one or more file layouts for import processes using File Layout Designer. Comma delimited, tab delimited, pipe delimited, XML and fixed length flat files will be supported by File Layout Designer. Application will support ZIP file as long as it includes only one import file.

2   Accessing File Layout Designer

Specific AuthentiCare user roles with Import Administration right will have access to File Layout Designer from the Authenticare website. The login credentials from AuthentiCare are validated against the AAA database to authenticate the user and a JSON web token is generated. API calls are sent to and from FLD using this web token. The application does not use session id. File Layout Designer is launched in a new browser window when user accesses the application from AuthentiCare. IE 11, EDGE, Mozilla Firefox 55, 56 and Google Chrome are the browsers supported by File Layout Designer.

AuthentiCare users cannot login to File Layout Designer website directly. If AuthentiCare user tries to login to the FLD website directly, the below page is displayed.

2.1   File Layout Designer Home page

AuthentiCare users select the '**File Layout Designer'** option under the Administration tab on the AuthentiCare toolbar to access File Layout Designer. AuthentiCare launches a new browser window and user is navigated to the File Layout Designer Home page.

If the user is visiting File Layout Designer for the first time, a new customer id is created in the FLD database. Home page displays the process types for which the user can define a file layout. The import process types are populated on the page based on the data scoping business rules of the user entity logged into AuthentiCare.

User can click the '**Define New'** button below the specific import process, for which they intend to define a file layout. The application will display two import process types; '**Claims**' and '**Encounters**' in the initial design. Application has the flexibility to add new import process types in the future.

Claims: Import process type for claims that are processed and billed by the AuthentiCare system.

Encounters: Import process type for claims that are generated and billed by external systems.

 If the user is an existing user, the Home page will display the list of all previously defined file layouts. The list will include active and inactive file layouts defined by the user. Users have the ability to edit or delete the file layouts. The page also allows the existing user to define a new file layout.

2.1.1 Field Definitions

Column Header Text	Column Value
Layout Name	Name of the defined file layout
Description	Description of the file layout
Process	AuthentiCare import process for which the file layout is defined. Set to '**Claims**' or '**Encounters**'
Start Date	Start date from which the file layout can be used by the import process.
End Date	End date to use the file layout by the import process.
Edit	Button
Delete	Button

2.1.2 Buttons

Define new		
Business Rules:	- Define a new file layout for the selected import process. - Button present for all import process types. '**Claims**' and '**Encounters**' are the ones available. - Button includes a drop down list of import file types. Options available are - Fixed length - Comma separated - Tab separated - Pipe separated - XML	
Text:	Button	
Navigation:	Condition	Next Step
	Validation Failure	Remain on page with error message
	Validation Success	Navigate to LayoutDesigner.aspx page.

Edit	
Business Rules:	- Edit the selected file layout - User cannot edit the file layout if the end-date is in the past
Text:	Button

Navigation:	Condition	Next Step
	Validation Failure	Remain on page with error message
	Validation Success	Navigate to LayoutDesigner.aspx page.

Delete		
Business Rules:	• Open pop-up to confirm the Delete. Options are Yes, No. • If user selects 'Yes', remove the file layout from the page. • If user selects 'No', remain on the page. • Button is not available if the layout is currently active.	
Text:	Button	
Navigation:	Condition	Next Step
	Validation Failure	Remain on page with error message
	Validation Success	Delete file and remain on same page

Logout		
Business Rules:	• Logout of File Layout Designer • User can continue to access AuthentiCare	
Text:	Button	
Navigation:	Condition	Next Step
	Validation Failure	Remain on page with error message
	Validation Success	Logout of File layout Designer.

2.2   Defining a New File Layout

Users navigate to this page by clicking on the '**Define new'** button on the Home page. User can assign a name to the file layout and also specify the time period during which the import process can use the file layout.

The Layout Details on this page are pre-populated based on the import process type selected on the Home page. All the necessary fields to process a claim import are pre-populated. This will include mandatory and optional fields.

Each line item on the import file is a claim record. Users can list the contents of the claim record in the Name field and map them against the 'Mapped Field'. The page provides a help screen that displays the

acceptable format for the contents of the claim record. The order of the contents of the claim record can be adjusted to match the import file by using the arrow buttons.

Additional fields in the import file can be added by clicking on '**Add New field'** button. The field can then be moved up as required to match its position in the claim record. These fields will not be passed to the queue process and are considered optional fields. Once user clicks on the Save button, the layout is stored in the FLD database and is linked to the logged in AuthentiCare user.

Note: Layout Details will not display the Length column for comma, pipe, tab delimited and XML file types.

First Data Privacy Policy

2.2.1 Field definitions

2.2.1.1   *Layout Header:*

Line:	Layout Name
Element Type:	Textbox
Required:	Yes
Business Rules:	• Name for the file layout. • Cannot include special characters or spaces.
Validations	Error Messages
No Entry:	Layout name is required.

Line:	Description
Element Type:	Textbox
Required:	Yes
Business Rules:	• Description of the file layout.
Validations	Error Messages
No Entry:	Description is required

Line:	Start Date
Element Type:	Calendar icon
Required:	Yes
Business Rules:	• Start date from which the import process can use the file layout.
Validations	Error Messages
No Entry:	Start date is required.

Line:	End Date
Element Type:	Calendar icon
Required:	No
Business Rules:	• End date to use the file layout, by the import process.
Validations	Error Messages
No Entry:	

2.2.1.2   Layout Details

Line:	Name
Element Type:	Grid
Required:	Yes
Business Rules:	• Pre-populated with the internal field name. • User can rename the field or keep it the same. • Max length is 30 characters.
Validations	**Error Messages**
No Entry:	Cannot save file layout, NNN errors found.

Line:	Length
Element Type:	Grid
Required:	Yes
Business Rules:	• Pre-populated by the system with the maximum length allowed for the field. • Import Data cannot exceed the max length listed.
Validations	**Error Messages**
No Entry:	Cannot save file layout, NNN errors found.

Line:	Mapped Field
Element Type:	Grid
Required:	Yes
Business Rules:	• Pre-populated by the system with the required fields for the import process. Import file contents have to be mapped to these fields. • Field is read only.
Validations	**Error Messages**
No Entry:	

Line:	Order
Element Type:	Grid

Required:	Yes	
Business Rules:	• Up and down arrows to move the order of the fields.	
Validations	Error Messages	
No Entry:		

2.2.2 Buttons

Add New Field		
Business Rules:	• Add new row to define optional fields in the import file	
Text:	Button	
Navigation:	**Condition**	**Next Step**
	Validation Failure	Remain on page with error message
	Validation Success	Add new row after the last row in the Layout Details section.

Save		
Business Rules:	• Save the changes on the page.	
Text:	Button	
Navigation:	**Condition**	**Next Step**
	Validation Failure	Remain on page with error message
	Validation Success	Save the file layout and navigate to the Home page.

Cancel		
Business Rules:	• Cancel the changes made on the page and navigate to the Home page	
Text:	Button	
Navigation:	**Condition**	**Next Step**
	Validation Failure	Remain on page with error message
	Validation Success	Cancel the changes made on the page and navigate to the Home page

Delete	
Business Rules:	• Deletes a row in the Layout Details section. • Button is displayed only for optional fields.
Text:	Button
Navigation:	**Condition**	**Next Step**

	Condition	Next Step
	Validation Failure	Remain on page with error message
	Validation Success	Delete the row and stay on the same page.

2.3   Editing an Existing File Layout

Users can edit an existing file layout by clicking the Edit button next to file layout on the Home page. User is navigated to the LayoutDesigner.aspx page. If the file layout is currently active, then only the end date can be edited, all other fields are read only.

If the file layout has the start date in the future, then users can make any of the following edits on the page.

- Edit the layout header or layout details.
- Delete one or more optional fields.
- Change the order of the input fields.

2.4   Accessing Help page

The Help page assists the users in defining or editing layout details of the import file. The page can be accessed by clicking on the Help link on the right corner of the layout details section.

Claims

Mapped Field	Data Format	Description
External Claim ID	Alphanumeric	Claim identifier
External Claim Group ID	Alphanumeric	If Claim Collection contains more than one claim, External Claim of the first claim in the collection
Delete Flag	0 - Insert/Update 1 - Delete	Designates if claim record should be inserted/updated or deleted
Check-In Time	YYYYMMDDHHMMSS	Date and time of Check-In
Check-Out Time	YYYYMMDDHHMMSS	Date and time of Check-Out
Service ID	Alphanumeric	Service Identifier
Consumer ID	Alphanumeric	Client Identifier
Provider ID	Alphanumeric	Service Provider Identifier
Worker ID	Alphanumeric	Direct Service Worker Identifier
Check-In Biometric Failed	0 - Match 1 – No match	Biometric validation failed on Check-In
Check-Out Biometric Failed	0 - Match 1 – No match	Biometric validation failed on Check-Out
Check-In Phone	9999999999	Phone Number on Check-In
Check-Out Phone	9999999999	Phone Number on Check-Out
Check-In Address Desc	Alphanumeric	Description of address location on Check-In
Check-In Latitude	999.99999999	Latitude coordinates on Check-In
Check-In Longitude	999.99999999	Longitude coordinates on Check-In
Check-In Mobile Card ID	Alphanumeric	Identifier from Client Q/R Card or other fixed Id device gathered at Check-In
Check-Out Address Desc	Alphanumeric	Description of address location on Check-Out
Check-Out Latitude	999.99999999	Latitude coordinates on Check-Out
Check-Out Longitude	999.99999999	Longitude coordinates on Check-Out
Check-out Mobile Card ID	Alphanumeric	Identifier from Client Q/R Card or other fixed Id device gathered at checkout
Mileage	999	Mileage amount entered on claim
TravelTime	999	Travel time entered on claim
Actual Units	9999	Number of actual units calculated
Auth Units	99999	Number of authorized units billed
Units Entered	99999	Number of actual units entered
Actual Amount	9999999999999.99	Amount of actual units calculated
Auth Amount	9999999999999.99	Amount of authorized units calculated
Activity Code	Alphanumeric XXXX~!~XXXX~!~XXXX 9999~!~9999~!~9999	Activity code entered by worker for service performed. Multiple activity codes must be separated by ' ~!~ '
Consumer Signature Available	0 - Signature not on file 1 - Signature on file	Indicates if the signature of the consumer is on file

Encounters

Mapped Field	Data Format	Description
External Claim ID	Alphanumeric	Claim identifier
External Claim Group ID	Alphanumeric	If Claim Collection contains more than one claim, External Claim of the first claim in the collection
Delete Flag	0 - Insert/Update 1 - Delete	Designates if claim record should be inserted/updated or deleted
Check-In Time	YYYYMMDDHHMMSS	Date and time of Check-In
Check-Out Time	YYYYMMDDHHMMSS	Date and time of Check-Out
Service ID	Alphanumeric	Service Identifier
Authorization ID	Alphanumeric	Authorization Identifier
Consumer ID	Alphanumeric	Client Identifier
Provider ID	Alphanumeric	Service Provider Identifier
Worker ID	Alphanumeric	Direct Service Worker Identifier
Check-In Biometric Failed	0 - Match 1 – No match	Biometric validation failed on Check-In
Check-Out Biometric Failed	0 - Match 1 – No match	Biometric validation failed on Check-Out
Check-In Phone	9999999999	Phone Number on Check-In
Check-Out Phone	9999999999	Phone Number on Check-Out
Check-In Address Desc	Alphanumeric	Description of address location on Check-In
Check-In Latitude	999.99999999	Latitude coordinates on Check-In
Check-In Longitude	999.99999999	Longitude coordinates on Check-In
Check-In Mobile Card ID	Alphanumeric	Identifier from Client Q/R Card or other fixed Id device gathered at Check-In
Check-Out Address Desc	Alphanumeric	Description of address location on Check-Out
Check-Out Latitude	999.99999999	Latitude coordinates on Check-Out
Check-Out Longitude	999.99999999	Longitude coordinates on Check-Out
Check-out Mobile Card ID	Alphanumeric	Identifier from Client Q/R Card or other fixed Id device gathered at checkout
Mileage	999	Mileage amount entered on claim
TravelTime	999	Travel time entered on claim
Rate	9999999999999.99	Billing rate per unit
Actual Units	9999	Number of actual units calculated
Auth Units	99999	Number of authorized units billed
Units Entered	99999	Number of actual units entered
Actual Amount	9999999999999.99	Amount of actual units calculated
Auth Amount	9999999999999.99	Amount of authorized units calculated
Activity Code	Alphanumeric XXXX~!~XXXX~!~XXXX 9999~!~9999~!~9999	Activity code entered by worker for service performed. Multiple activity codes must be separated by ' ~!~ '
Consumer Signature Available	0 - Signature not on file 1 - Signature on file	Indicates if the signature of the consumer is on file

3   File contents for import process

3.1   Claims

Mapped Field Name	Req	Max Char	Description	Standard Content Validation
External Claim ID	Y	56	Foreign Claim ID	Alphanumeric (Foreign key)
External Claim Group ID	N	56	If Claim Collection contains more than one claim; External Claim id of the first claim in the collection	Alphanumeric
Delete Flag	Y	1	Insert/Update/Delete	Insert/Update=0 Delete=1
Check-In Time	Y	14	Check-in date time	Jurisdiction time zone YYYYMMDDHHMMSS
Check-Out Time	Y	14	Check-out date time	Jurisdiction time zone YYYYMMDDHHMMSS
Service ID	Y	64	Service Identifier	Alphanumeric
Consumer ID	Y	64	Client Identifier	Alphanumeric
Provider ID	Y	64	Service Provider Identifier	Import verifies in scope for user
Worker ID	Y	64	Direct Service Worker Identifier	Import verifies in scope for user
Check-In Biometric Failed	N	1	1 if Check-in biometric did not match	0 - Match 1 - No match
Check-Out Biometric Failed	N	1	1 if Check-out biometric did not match	0 - Match 1 - No match
Check-In Phone	N	10	IVR Check-in ANI	10 digit number with no hyphens or parentheses
Check-Out Phone	N	10	IVR Check-out ANI	10 digit number with no hyphens or parentheses
Check-In Address Desc	N	56	Description for address location at check-in.	Alphanumeric
Check-In Latitude	N	Decimal(11,8)	Latitude of Check-in Location	999.99999999
Check-In Longitude	N	Decimal(11,8)	Longitude of Check-in Location	999.99999999
Check-In Mobile Card ID	N	64	Identifier from Client Q/R Card or other fixed Id device gathered at check-in	Alphanumeric
Check-Out Address Desc	N	56	Description for address location at check-out.	Alphanumeric
Check-Out Latitude	N	Decimal(11,8)	Latitude of Check-out Location	999.99999999
Check-Out Longitude	N	Decimal(11,8)	Longitude of Check-out Location	999.99999999
Check-Out Mobile Card ID	N	64	Identifier from Client Q/R Card or other fixed Id device gathered at checkout	Alphanumeric
Mileage	N	3	Travel miles entered on IVR or Mobile	Int

Travel Time	N	3	Travel minutes entered on IVR or Mobile	Int
Actual Units	N	4	Actual completed units of service	Int
Auth Units	N	5	Units of service authorized for billing	Int
Units Entered	N	5	Manually entered units for unit based services.	Defaults to 0
Actual Amount	N	Decimal(15,2)	Actual value of service	9999999999999.99
Auth Amount	N	Decimal(15,2)	Amount authorized for billing	9999999999999.99
Activity Code	N	Varchar(max)	Activity code entered by worker, multiple activity codes must be separated by ' ~!~ '	Alphanumeric
Consumer Signature Available	N	1	Indicates if the signature of the consumer is on file 0 - Signature not on file 1 - Signature on file	Defaults to 0

3.2   Encounters

Mapped Field Name	Req	Max Char	Description	Standard Content Validation
External Claim ID	Y	56	Foreign Claim ID	Alphanumeric (Foreign key)
External Claim Group ID	N	56	If Claim Collection contains more than one claim; External Claim id of the first claim in the collection	Alphanumeric
Delete Flag	Y	1	Insert/Update/Delete	Insert/Update=0 Delete=1
Check-In Time	Y	14	Check-in date time	Jurisdiction time zone YYYYMMDDHHMMSS
Check-Out Time	Y	14	Check-out date time	Jurisdiction time zone YYYYMMDDHHMMSS
Service ID	Y	64	Service Identifier	Alphanumeric
Authorization ID	Y	64	Authorization Identifier (Foreign key)	Alphanumeric
Consumer ID	Y	64	Client Identifier	Alphanumeric
Provider ID	Y	64	Service Provider Identifier	Import verifies in scope for user
Worker ID	Y	64	Direct Service Worker Identifier	Import verifies in scope for user
Check-In Biometric Failed	N	1	1 if Check-in biometric did not match	0 - Match 1 - No match
Check-Out Biometric Failed	N	1	1 if Check-out biometric did not match	0 - Match 1 - No match
Check-In Phone	N	10	IVR Check-in ANI	10 digit number with no hyphens or parentheses
Check-Out Phone	N	10	IVR Check-out ANI	10 digit number with no hyphens or parentheses
Check-In Address Desc	N	56	Description for address location at check-in.	Alphanumeric
Check-In Latitude	N	Decimal(11,8)	Latitude of Check-in Location	999.99999999
Check-In Longitude	N	Decimal(11,8)	Longitude of Check-in Location	999.99999999
Check-In Mobile Card ID	N	64	Identifier from Client Q/R Card or other fixed Id device gathered at check-in	Alphanumeric
Check-Out Address Desc	N	56	Description for address location at check-out.	Alphanumeric
Check-Out Latitude	N	Decimal(11,8)	Latitude of Check-out Location	999.99999999
Check-Out Longitude	N	Decimal(11,8)	Longitude of Check-out Location	999.99999999
Check-Out Mobile Card ID	N	64	Identifier from Client Q/R Card or other fixed Id device gathered at checkout	Alphanumeric

Mileage	N	3	Travel miles entered on IVR or Mobile	Int
Travel Time	N	3	Travel minutes entered on IVR or Mobile	Int
Rate	N	Decimal(15,2)	Billing rate per unit	Defaults to 0 9999999999999.99
Actual Units	N	4	Actual completed units of service	Int
Auth Units	N	5	Units of service authorized for billing	Int
Units Entered	N	5	Manually entered units for unit based services.	Defaults to 0
Actual Amount	N	Decimal(15,2)	Actual value of service	9999999999999.99
Auth Amount	N	Decimal(15,2)	Amount authorized for billing	9999999999999.99
Activity Code	N	Varchar(max)	Activity code entered by worker, multiple activity codes must be separated by '~!~'	Alphanumeric
Consumer Signature Available	N	1	Indicates if the signature of the consumer is on file 0 - Signature not on file 1 - Signature on file	Defaults to 0

4   Business Rules

- Users can only see the file layouts created by them. Users working for multiple provider offices will be able to see all the file layouts created for the different provider offices.
- File layout names have to be unique.
- All mandatory fields listed in the layout details must be mapped to define a file layout.
- Import Process types displayed on the Home page are controlled and passed by AuthentiCare and driven by the data scoping rules for the user entity type logged into AuthentiCare.
- Filing source for Claims is 3(Batch) and Encounters is 6(External source).
- Client addresses listed on the claims will be saved as address type 5 in the AuthentiCare database.

5   Error Messages

Error Type	Error Description
Error occurred, unauthorized access to system	Cannot open File Layout Designer, invalid token or invalid user
Cannot save file layout, NNN error(s) found.	Define new or Edit file layout failed.
Effective start date cannot be in the past.	Cannot save file layout, start date must be current or in the future.
Effective end date has to be in the future.	Cannot save file layout, end date can only be in the future.

Layout Name cannot include spaces or special characters.	Layout name cannot include only alphanumeric. Spaces and special characters are not allowed.
Layout Details Name cannot be empty, must include only alphanumeric, spaces or hyphen.	Special characters are not allowed.
Error occurred while retrieving Layout header and details	Error occurred while retrieving file layout details.
Start Date must be earlier than End Date	Validating start date and end date.
Layout name is required	
Description is required	
Start date is required	
Delete Process failed. No records deleted. Retry or contact AuthentiCare Support.	Selected file layout cannot be deleted.
Error occurred while creating/updating data. Retry or contact AuthentiCare Support.	File layout cannot be saved.

Internal error. Retry or contact AuthentiCare Support.	Internal error due to
	  -Invalid file layout ID is passed
	  -Exception during retrieving customer details
	  -Invalid customer ID
	  -Invalid process fields
	  -Invalid file type ID
	  -Invalid process type ID