

FTP Batch Procedures

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FTP Batch Procedures



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FTP Batch Procedures



Purpose:

The purpose of this document is to provide information required to establish a dial-up FTP connection with eMedNY and to enable authenticated users to successfully submit and retrieve batch files.

Preparation:

Prior to attempting to access the dial-up eMedNY FTP batch server, you must obtain an FTP user ID and password from Provider Services. User IDs are only granted to enrolled providers. Please refer to <https://www.emedny.org/info/ProviderEnrollment/> if you need to enroll. In addition, all prospective users must complete Security Packet B (available here: <https://www.emedny.org/info/ProviderEnrollment/allforms.aspx>). Please call eMedNY Provider Services at 800-343-9000 if you need assistance with the process.

Making a Connection:

In order to successfully connect to the dial-up eMedNY FTP batch server, you will need the following:

- A modem connected to a phone line
- The dial-up server's IP address (172.27.16.79)
- The telephone number for the dial-up server (866-488-3006)
- The user ID and password for the dial-up connection (Enter "emedny" for both)
- A user ID and password for the FTP session (assigned by eMedNY Provider Services).

You may also use the following:

- A defined dial-up connection to the dial-up server
- FTP software that has been installed on your computer.



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Appendix A provides step-by-step instructions for creating a defined dial-up connection and Appendix B illustrates the steps for connecting and uploading to an FTP server using the command line.

Data Content:

All submissions to eMedNY using the dial-up FTP batch service must conform the HIPAA X12 and NCPDP standards. eMedNY's companion guides regarding these standards can be found at: <https://www.emedny.org/HIPAA/5010/transactions/index.aspx>. The complete standards documents are available from the publishers.

File compression and naming conventions:

For Submission:

- Zip your file using PKZIP, WinZIP or equivalent utility. Files must be *zipped* prior to sending files to the FTP ID.
- Name your file as follows: **Node1.Node2.Node3**

Node1 = 'P' followed by the first seven digits of *your* provider number (i.e. P1234567)

Node2 = ZIP

Node3 = Generation/File number in the following format (G000?V00), where ? = the ordinal (1,2,3, etc.) of the file you are sending for the day.

Note: Using the example above, if you wished to send three files in a single day, the completed *remote files* would be:

P1234567.ZIP.G0001V00 (1st file for the day)

P1234567.ZIP.G0002V00 (2nd file for the day)

P1234567.ZIP.G0003V00 (3rd file for the day)



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For Retrieval:

- They will be zipped (you will need to unzip them)
They will have the following naming standard: **NodeA.NodeB.NodeC**

NodeA = 'P' followed by the first seven digits of *your* provider number (i.e. P1234567)

NodeB = 'D' followed by the date in the YYMMDD format.

NodeC = ZIP

Note: If P1234567.ZIP.G0001V00
had been submitted on 8/1/2011,
the response file would be named
P1234567.D110801.ZIP.

Support:

The eMedNY system is available 24 X 7, for submissions. If you experience issues with submission, you may contact the eMedNY Provider Services Department at **800-343-9000**. USER SUPPORT is available Monday through Friday between 7:00 AM and 10:00 PM, and 8:30 AM to 5:30 PM on Saturday, Sunday and Holidays.

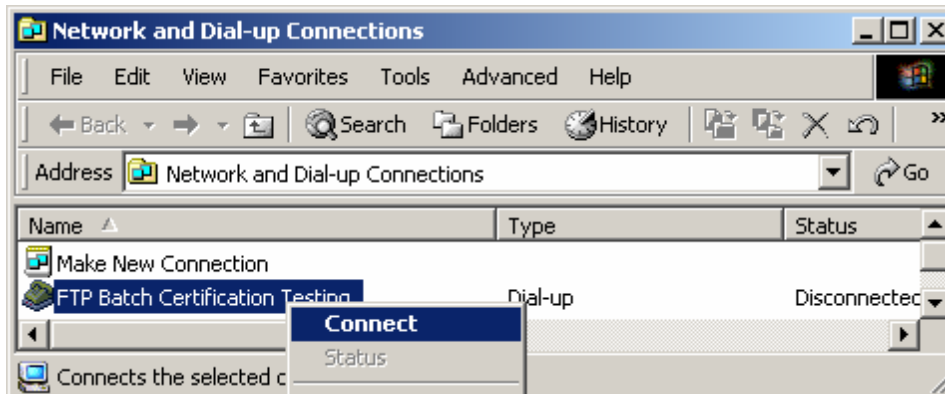


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Appendix A – Connecting to the Dial-Up Server

1. Access the Dial-Up Connections settings on your computer. *Please note that you may need to perform these steps from an Administrator account, based on your corporate security policy).* For windows-based machines, click Start, Settings, Control Panel, ‘Network and Dial-Up Connections’ (or something very similar).
2. If you do not already have an FTP connection, you will need to create a new one. When prompted, choose ‘Dial-Up to Private Network’, and use FTP Batch Dial-Up Number **866-488-3006**.
3. When prompted, give your connection a meaningful name (e.g., FTP Batch).
4. To place a shortcut on your desktop, ‘**Right-click**’ your connection, click ‘Create Shortcut’ and choose to place the shortcut on your desktop.
5. ‘Right-click’ the connection or shortcut and choose **Connect**.



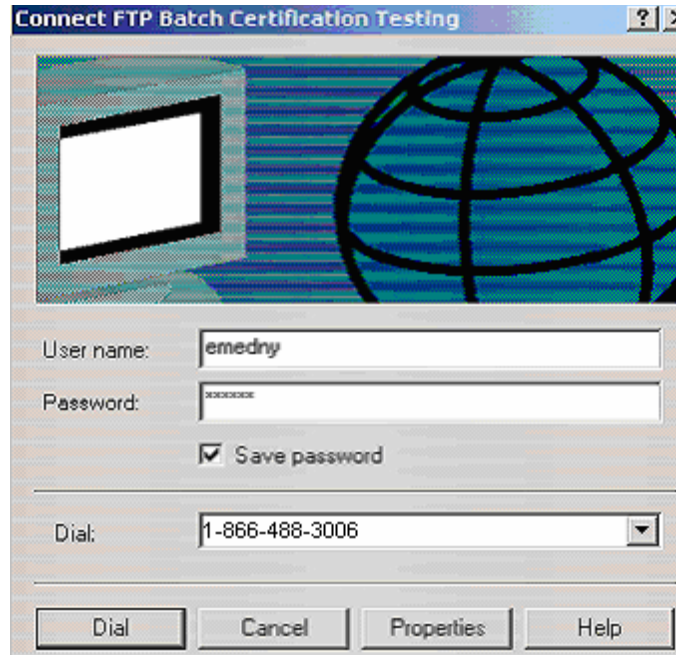
Note: The pictures used in this document were taken from a PC using Windows 2000. Other operating systems will have varying displays, but will be the same in principle and functionality.



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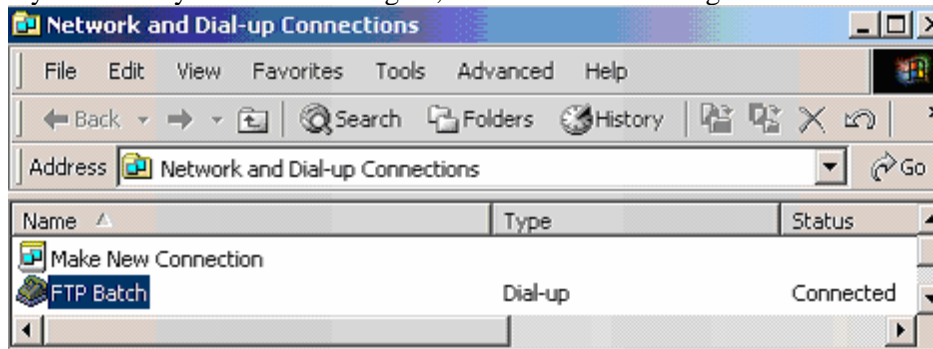
6. Enter “emedny” for the username and password as illustrated below and press dial. The modem will attempt to connect and will then verify the username and password



Username: emedny (all lower case)

Password: emedny (all lower case)

If you viewed your connection again, it would show as being connected:



7. Start your FTP software. If you will be accessing the dial-up FTP server from the command line, please refer to Appendix B.



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Appendix B – Sending and Receiving Files using an FTP session Initiated from a Command Line.

Access the Command Prompt from your Start menu. On Windows machines, this can be accessed by pressing Start, Run, and typing either “Command” or “cmd”, depending upon the version you are running.

To submit a file:

1. At the command line prompt, type: [ftp 172.27.16.79](ftp://172.27.16.79).
2. Once connected, you will be prompted for User ID and Password (do NOT use ‘emedny’ as the userid or password here). Instead, use the unique User ID and Password that was assigned to you by the eMedNY Provider Enrollment Team.
3. Once logged in, type bin – (to set binary mode before transferring binary files).
4. Now you must change the directory to point to where you stored your batch submission input file. For example, if your zipped file is on in a directory named “FTP” on your c: drive, you would type lcd c:\FTP and hit enter to change the directory to point to that directory. Your computer support staff can help you decide the most convenient and secure way to store these files.

Below is an example of an FTP session invoked from a Windows Command prompt with a successful file upload:

```
C:\WINNT\System32\cmd.exe - ftp 172.27.16.79
Microsoft Windows 2000 [Version 5.00.2195]
(C) Copyright 1985-1999 Microsoft Corp.

C:\>ftp 172.27.16.79
Connected to 172.27.16.79
220 ProFTPD 1.2.8 Server (eMedNY Certification) [cert]
User (172.27.16.79 'none'): A000006
331 Password required for A000006.
Password:
230 User A000006 logged in.
ftp> bin
200 Type set to I
ftp> Put P99*
200 PORT command successful
150 Opening BINARY mode data connection for P9999999.ZIP.G0000000
226 Transfer complete.
ftp: 274 bytes sent in 0.00Seconds 274000.00Kbytes/sec.
ftp> _
```




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1. To submit your initial batch file for the day (P9999999.ZIP.G0000V00) (See File Preparation Procedures on page 2) , type **put Pnn***, where the **nn** are the first two numbers of the provider ID on your file to be submitted (The example above used **put P99*** to send a file with a P999999 prefix).
2. If you want to view all the files that you have submitted or that are available for download, type **dir**
3. To terminate your FTP session. type **bye**.

*Note: ftp has a standard 300 second (5 minute) session run time. Therefore, once logged in, if no activity occurs within 5 minutes, the ftp connection to the server will automatically be dropped. If this happens, you may re-connect to the ftp server by typing **open 172.27.16.79***

Once you have submitted your batch file, please allow 24 to 48 hours for processing. Upon completion of processing, you should see a **P9999999.DYYMMDD.ZIP** response file waiting in your directory.

To receive your P9999999.DYYMMDD.ZIP file:

1. Connect to the dial-up FTP Server.
2. Type **bin** (to set binary mode before transferring binary files)
3. Change to the desired folder for storing the response file by using the **lcd** command.
4. Type **dir** (to list your full directory on the eMedNY server)
5. Type **recv P9999999.DYYMMDD.ZIP** (using the first seven digits of your provider number)
6. Type **quit** (to terminate your FTP session)
7. Files are received in whatever folder/directory the user is in while in the ftp session (e.g., C:\)

```
C:\WINNT\System32\cmd.exe - ftp 172.27.16.79
Microsoft Windows 2000 [Version 5.00.2195]
(C) Copyright 1985-1999 Microsoft Corp.

C:\>ftp 172.27.16.79
Connected to 172.27.16.79
220 ProFTPD 1.2.8 Server (eMedNY Certification) [cert]
User (172.27.16.79 :none): A000006
331 Password required for A000006.
Password:
230 User A000006 logged in.
ftp> bin
200 Type set to I
```

```
ftp> dir
200 PORT command successful
150 Opening ASCII mode data connection for file list
-rw-r--r-- 1 root other 316 Aug 25 2004 P9999999.D040825.ZIP
```

```
ftp> recv P9999999.D040825.ZIP
200 PORT command successful
150 Opening BINARY mode data connection for P0000000.D040825.ZIP (316 bytes)
226 Transfer complete.
ftp: 316 bytes received in 0.07Seconds 4.51Kbytes/sec.
```



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Appendix C -Tips to avoid common errors:

- The send file name **e.g. P9999999.ZIP.G0000V00** is case sensitive –
The P, ZIP, G & V MUST BE UPPERCASE.
- Use the 'emedny' User ID/Password ONLY for the dial-up portion (NOT for the FTP login).
- Please be aware that dial-up modems require an analog phone line. The dialup process will not work on a digital circuit.
- Use your FTP User ID/Password (the one with the complicated case-sensitive password) ONLY for the FTP login.
- If submitting files on the same day make sure they have different G numbers (e.g., G0001, G0002), otherwise the 2nd file will overlay the 1st, etc.
- The rule of thumb for re-using file names: once you have received a response for a file name it is safe to submit that same name again. It is ok to submit the same file name every day as long as its previous response file has been received.
- A Provider with ID 01234567 will send in **P0123456.ZIP.G0001V00** will receive **P0123456.D110801.ZIP** (on August 1, 2011).