



## FTP Batch Procedures



This document contains most of the information needed to submit FTP Batch transactions with eMedNY. It does not contain the unique FTP User ID/Password required to log in to the eMedNY SUN UNIX Server.

### **File Format Specifications**

Please refer to the Companion Guides located on the website <http://www.nyhipaadesk.com> to obtain the correct file and record formats for inbound and outbound eMedNY transactions. Please refer to the Technical Supplemental Companion Guide for additional information that is not included in the Companion Guides, but is necessary for processing your eMedNY transactions.

Access the Companion Guides by navigating to <http://www.nyhipaadesk.com>, and clicking on “eMedNY Companion Guides and Sample Files”.

#### **INBOUND Transactions:**

- eMedNY 270 - Eligibility Benefit Inquiry
- eMedNY 276 - Claims Status Inquiry
- eMedNY 278 - Service Authorization Request (eMedNY SA)
- eMedNY 278 - Prior Approval / Prior Authorization Request (eMedNY PA)
- eMedNY 834 - Benefit Enrollment
- eMedNY 837I - Institutional Claims
- eMedNY 837P - Professional Claims
- eMedNY 837D - Dental Claims
- MEDS II - Medicaid Encounter Data Set

#### **OUTBOUND Transactions:**

- eMedNY 271 - Eligibility Benefit Response
- eMedNY 277 - Claims Status Response
- eMedNY 278 - Service Authorization Response (eMedNY SA)
- eMedNY 278 - Prior Approval / Prior Authorization Response (eMedNY PA)
- eMedNY 835 - Health Care Claim Payment Advice Transaction (Remittance Advice)
- eMedNY 820 - Payroll & Other Group Premium Payment Transaction (Remittance Advice)
- MEDS II - Medicaid Encounter Data Set Response

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.

eMedNY FTP Batch Dial-Up Number **866 488 3006**  
eMedNY SUN UNIX Server **ftp 172.27.16.79**



## FTP Batch Procedures

Use a Private Intranet connection via 'Dial-Up Networking'/'Network and Dial-Up Connections' for submission and retrieval of batch transactions by choosing one of the following:



Start, Programs, Accessories, 'Dial-Up Networking'.



Start, Programs, Accessories, Communications, 'Dial-Up Networking'.



Start, Programs, Accessories, Communications, 'Network and Dial-up Connections'.

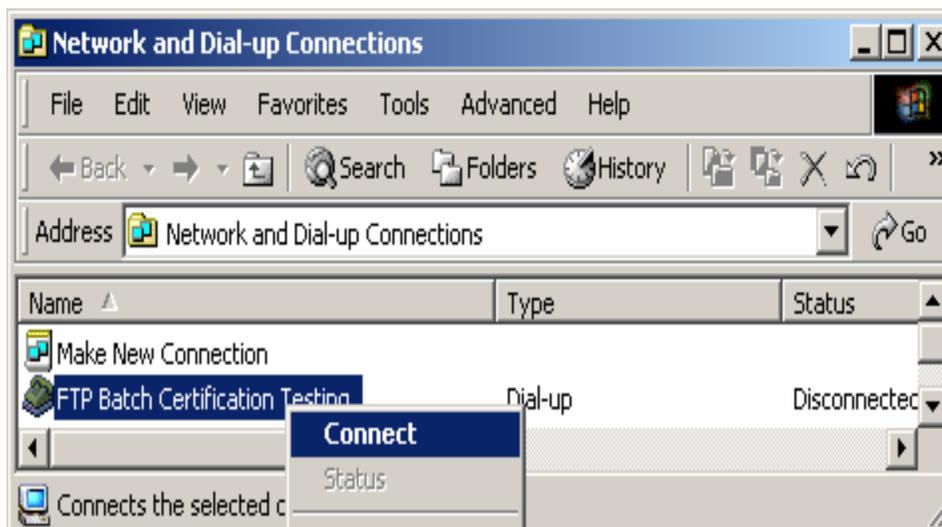
Or

Start, Settings, 'Network and Dial-Up Connections'.

Or

Start, Settings, Control Panel, 'Network and Dial-Up Connections'.

- 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**.
- When prompted, give your connection a meaningful name (e.g., FTP Batch).
- 'Right-click' your connection, click 'Create Shortcut' (if you want to place a shortcut on your Desktop) and then either 'double-click' or 'right click' the connection/shortcut to **Connect**.



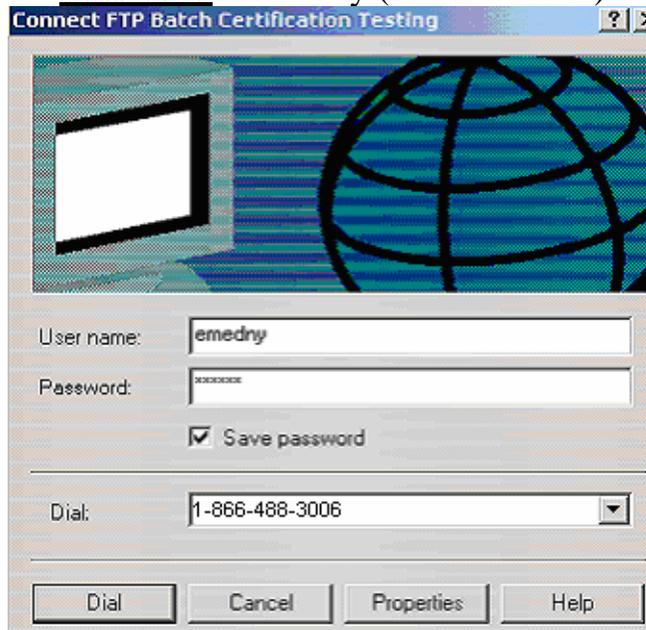
*Note: The pictures used in this document were taken from a PC using  Windows 2000. Other operating systems will have varying displays, but will be the same in principle and functionality.*



## FTP Batch Procedures

**Username:** emedny (all lower case)

**Password:** emedny (all lower case)

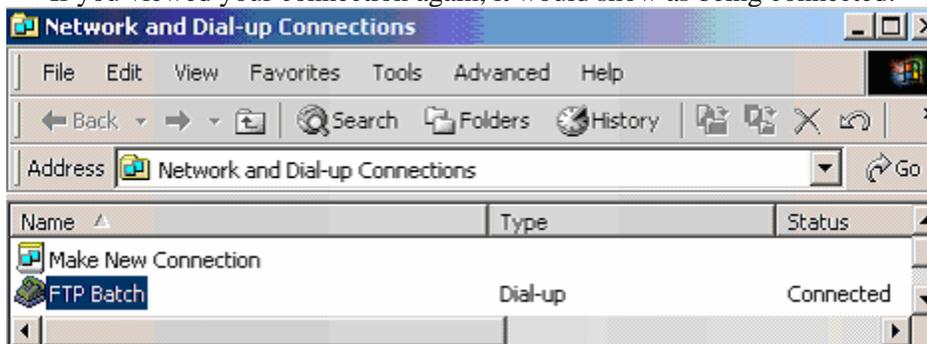


**NOTE:** Please be aware that dial-up modems require an analog phone line. The dialup process will not work on a digital circuit.

After clicking 'Connect' or 'Dial':



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





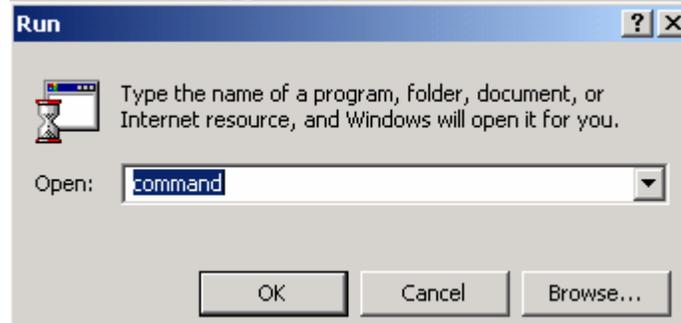
## FTP Batch Procedures

Now that you have connected to eMedNY via dial-up, you will need to start your FTP session. Depending on which Operating System you are running, you will click either:

**Start, Programs, MS DOS Prompt;**

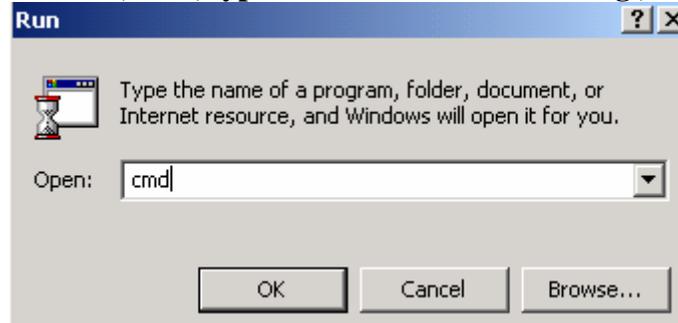
**Or**

**Start, Run, and type 'command' and click 'OK' e.g.,**



**Or**

**Start, Run, type 'CMD' and click 'OK' e.g.,**



**To connect:** at the C:\ prompt, type: **ftp 172.27.16.79**

*ftp - starts an FTP session (This IP address is mapped to the eMedNY SUN UNIX Server).*

Once connected, you will be prompted for User ID and Password (do NOT use 'emedny' as the userid or password here). Instead, you will need your unique User ID and Password that you received from a member of the eMedNY Provider Enrollment Team. *You will have approximately one minute to enter User ID/Password. If you exceed this time limit, since you will still be in your ftp client, you may re-connect to the ftp server by typing **open 172.27.16.79** to try your User ID/Password again.*

Once logged in, type **bin** – (to set binary mode before transferring binary files).

Now you must change the directory to point to your batch submission input file. For example, if your zipped file is on a floppy, at the ftp> prompt, you would type **lcd a:\** and hit enter to change the directory to point to your floppy.



## FTP Batch Procedures

```
C:\WINNT\System32\cmd.exe - ftp 172.27.16.81
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> lcd a:\
Local directory now A:\.
ftp> Put a:\P99*
200 PORT command successful
150 Opening BINARY mode data connection for P9999999.ZIP.G0000V00
226 Transfer complete.
ftp: 274 bytes sent in 0.00Seconds 274000.00Kbytes/sec.
ftp> _
```

To submit your batch file (P9999999.ZIP.G0000V00) (See *File Preparation Procedures on page 7*) you may use one of several different commands, using the directory (a:\ for floppy in this example) as your file source:

Type **put a:P##\*** (the example above used a:\P99\* to send a file with a P999999 prefix)

Or

Type **put a:\ P9999999.ZIP.G0000V00**

Or

Type **send a:\ P9999999.ZIP.G0000V00**

Type **dir** (to list your full directory on the eMedNY server)

Type **quit** (to terminate your FTP session).

*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***



## FTP Batch Procedures

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

### To receive your P9999999.DYMMDD.ZIP file:

Connect again (see **To connect** - Page 4 or if Private Network Connection is closed, start at Page 2)

Type **bin** (to set binary mode before transferring binary files)

Type **dir** (to list your full directory on the eMedNY server)

Type **recv P9999999.DYMMDD.ZIP** (using the first seven digits of your provider number)

Type **quit** (to terminate your FTP session)

```
C:\WINNT\System32\cmd.exe - ftp 172.27.16.81
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.
```

Files are received in whatever folder/directory the user is in while in the ftp session (e.g., C:\)



## FTP Batch Procedures

### FTP FILE PREPARATION PROCEDURES

- The "Binary" option must be activated prior to sending or receiving files. Therefore, following your logon to the FTP ID, type "Binary" at the FTP prompt and hit enter.
- To *send* files, type "Send" at the FTP prompt and hit enter. To *receive* files, type "Recv" at the FTP prompt and hit enter.
- Using PKZIP or WinZIP, a file must be *zipped* prior to sending files to the FTP ID.
- Using PKZIP or WinZIP, a file must be *unzipped* after downloading a response file from the FTP ID.
- When *sending* a file, the following Dataset Naming Standard for the remote file is required:

#### **Node1.Node2.Node3**

Where,

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 file you are sending for the day.

Using the example above, the completed remote file would be:

P1234567.ZIP.G0001V00 (1<sup>st</sup> file for the day)

P1234567.ZIP.G0002V00 (2<sup>nd</sup> file for the day)

P1234567.ZIP.G0003V00 (3<sup>rd</sup> file for the day)

- When *receiving* a file, the remote file will be entered using the following naming standard:

#### **NodeA.NodeB.NodeC**

Where,

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



## FTP Batch Procedures



### 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 back-to-back 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 sending in **P0123456.ZIP.G0001V00** will receive **P0123456.D021101.ZIP**



## FTP Commands

### I. Opening and closing connection

- **ftp** - starts an FTP session
- **open** hostname - connects to the specified host
- **close** - closes the connection (but not the FTP session!)
- **quit** - terminates the FTP session

### II. Browsing on a remote machine

- **dir** - gives a full directory listing on the remote machine
- **dir test\*** - displays only files and directories whose name begins with "test..."
- **ls** - same as dir, but provides a simplified listing of filenames

### III. Directories in FTP

- **pwd** - prints the name of the current remote directory
- **cd** remote-directory - changes working directory on remote host
- **cd ..** - moves up one level in the directory structure on the remote host
- **lcd** directory - changes the default directory on local host

### IV. Types of files

- **binary** - type this command at the FTP prompt to set binary mode before transferring binary files
- For example, use binary mode with the following types of files:
  - SPSS System files
  - SAS Transport files
  - Stata Datasets
  - Archive files (e.g., \*.zip.)
  - Graphics files (e.g., \*.gif, \*.jpg, \*.bmp, etc.)
  - Microsoft Office documents (\*.doc, \*.xls, etc.)
- **ascii** - type this command at the FTP prompt to set ASCII mode before transferring text files.
- Use the ASCII mode with any of the following:
  - Raw Data (e.g. \*.dat or \*.txt, codebooks, or other plain text documents)
  - SPSS Portable files
  - HTML files



### V. Transferring files

- **get test** - copies file "test" from remote to local host (from current remote directory to current local directory)
- **mget test.\* data.dbf** - copies files beginning with "test" and the file named data.dbf from remote to local host
- **put test** - copies file "test" from local to remote host. You must have write access to the remote host for this to work.
- **mput test.\* data.dbf** - copies files beginning with "test" and the file named data.dbf from local to remote host
- **quit** - closes connection and terminates FTP session
- If a file name contains spaces (e.g. on your Windows system) you should type the file name in quotation marks " ", but it is strongly recommended to rename such files before sending them via FTP.
- **Send** – copies a local file to the remote computer using the current file transfer type. Send is identical to put. Syntax: send local-file [remote-file]

### VI. Other Commands

- **get test "| more"** - displays file "test"  
*To make sure you want a document, you can display it with the **more** command and see the file screen by screen (using the space bar) BEFORE you **get** a file. To exit out of **more**, type **q**.*
- **prompt** - turns off prompting for individual files when using the **mget** or **mput** commands.
- If you have mistyped your username or password, use the **user** command to re-login.
- For a list of all FTP commands type **?** at the ftp> prompt.
- For a brief explanation of a command, type **help**, leave a space, and type the command itself.