



These requirements provide an efficient and consistent mechanism for supplying data to Zelis. If you have any questions or concerns with these requirements, let your project contact know.

File Submission Requirements

Zelis' preferred method for data submission is through our **secure FTP server**. It provides a fast and secure means of transferring data. However, we can accept submissions via email or CD/DVD. Data submitted to the FTP site or via email should be compressed (zipped).

1. Data needs to be delivered in a tabular, flat or normalized and non-proprietary data structure.
2. Data must conform to UTF-8 or ISO-8859-1 standard character sets.
3. Each column in the data should be labeled so that it's clear what data is represented. If this is not possible,
4. please provide separate documentation that includes this (i.e. data dictionary).
5. Records for providers and facilities must include **at least the minimum required data elements** (see below).
6. Accepted formats include:
 - ◆ Comma separated text files (must contain a text delimiter)
 - ◆ Pipe-delimited text files
 - ◆ Microsoft Access database
 - ◆ Microsoft Excel spreadsheet

Minimum Required Data Elements

The following data elements are needed to support this project.

- ◆ Provider's Health Plan ID*
- ◆ Provider's Enrollment ID (where required for enrollment)
- ◆ National Provider Identifier (NPI)
- ◆ Facility Name (for facility records)*
- ◆ Last Name*
- ◆ First Name*
- ◆ Middle Initial*
- ◆ Degree
- ◆ Gender
- ◆ Location/Clinic Name
- ◆ Address1*
- ◆ Address2/Suite*
- ◆ City*
- ◆ State*
- ◆ Zip*
- ◆ Phone Number
- ◆ Fax Number
- ◆ Office Hours
- ◆ Accepting New Patient Indicator
- ◆ Specialty (include multiple specialties)*
- ◆ Board Certification Status for Each Specialty
- ◆ Network/Product Affiliations*
- ◆ Hospital Affiliations
- ◆ Group Practice Affiliations
- ◆ Group Practice Affiliations
- ◆ Language Spoken

Note that an **asterisk (*)** indicates **minimum required data elements**. Data submissions that do not include these key elements cannot be used for most projects. Other data elements, while not required, are important to support project functionality. Please review project-specific documentation and correspondence to identify project-specific data elements not identified above.



File Update Schedule

Provide data updates no less frequently than on a monthly basis.

Full File Updates

Delta (add/change/delete) processing is not supported. A full dataset must be provided for each update.

Initial Data Submission

The initial data submission should include the following:

1. All provider data files needed for the project in one of the accepted formats.
2. A data dictionary describing the purpose of each data field in each file in the submission. This documentation
3. will include the field names, field widths (fixed-width files) and a brief description of each field.
4. Data model, if supplying the data in a normalized table structure.
5. Translation tables for coded values. For example, if your data file contains coded values for a provider's
6. language, the data submission should include a table/crosswalk that can be used to translate these coded
7. values into understandable, English labels.

File Naming Conventions

To provide for efficient data processing, we ask that you implement a standard file naming convention and maintain it for each update. This will benefit the process of updating your data in two ways:

1. It will facilitate quick identification of data files flagging missing or new data.
2. It will allow automated data file uploading, thus decreasing the time required to transfer data to clients.

Over time, we will accumulate many data files, so, it is important to include a date suffix in the filename. The format of the date can conform to the standard of your choosing, so long as it is always a standard filename with a date suffix.

For example, the September 2009 submission of the ProviderDemographic.txt, filename with date suffix, could be: ProviderDemographicFile_20090910.txt

Consistent File Formatting

Data must be supplied in a consistent file format each time it is submitted to ensure timely and efficient processing.

The data supplied in the initial data submission will be used as the baseline from which the update process will be established. Any future variation in the format will "break" the process and will require code revision to accommodate the change. We understand that format changes are, at times, required and flexibility will be necessary. However, notifying us at least two weeks before your scheduled submission will ensure that we have time to accommodate the change.

Contact

If you have specific questions and your project contact is unavailable, you can reach us at 866.796.7507, option 2 or support.analytics@zelis.com.