



HealthLink Par Files

Payor Specifications Guide

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HealthLink
— A WELLPOINT COMPANY —



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1.0 INTRODUCTION.

1.1 Overview.

PAR FILES have become increasingly important for payors, vendors and other clients in efforts to ensure members have the most current participation information (as a consumer protection) to meet the needs of payors and consumer-driven health plans; and to meet the multi-purpose uses of par file data (directories, provider-finders and setting payors' claims systems).

1.2 PAR FILES are:

- a. Data files of participating provider information for a network, set or sub-set of providers.
- b. Produced monthly and transmitted or sent to payors/clients on the Friday after the third Monday of each month.

1.3 PAR FILES are used by:

- a. Payors
- b. Payors' directory vendors (or provider-finder vendors)
- c. Payors' claims system vendors (e.g. Bases Loaded)
- d. Some self-funded, self-administered group clients
- e. Miscellaneous analytical purposes by consultants, etc.

1.4 PAR FILES are used for the following purposes:

- a. Setting and Updating Par Records for Insurers' or TPAs' Claims Systems (Par Providers are Paid at a Different Benefit Tiers)
- b. Producing directories for members/brokers/groups (produced by the payor or payor's vendor)
- c. Loading and maintaining provider-finder data for payors' web sites
- d. Analysis of network coverage, network comparisons
- e. Miscellaneous other purposes (e.g. for Affiliated Network Pricing)

1.5 PAR FILES choices are:

- a. Full File or Change File
- b. Comma-Delimited, Fixed-Width Versions, or Fixed-Width Carriage Return
- c. Sent or Picked up via FTP (or other, such as CD by mail)

1.6 PAR FILE types:

	<u>Provider Plan</u>	<u>Line Of Business</u>
HealthLink HMO	HL	HM2
HealthLink Workers' Comp	HL	WC1
HealthLink PPO	HL, AMP	PPO
HealthLink Open Access III (combined files)	HL, AMP	OA (PPO & HM2 combined)
HealthLink Open Access III (separate files)	HL, AMP	DUO (PPO & HM2 separate)
HealthLink Open Access III & Nonpar	HL, AMP	MUL (PPO, HM2, NPAR)
HealthLink Mid-Atlantic PPO	HL, AMP, NCP, HLM	PPO
NCPPO	NCP	PPO
HealthLink Mid-Atlantic WC	NCP, HLM	WC1
HealthLink Open Access III (limited service area)	CGN	OA (PPO & HM2 combined)
HealthLink PPO (limited service area)	CGN	PPO
HealthLink PPO Expansion (TX)	TX	PPO
HealthLink PPO Expansion (IL)	IL	PPO
HealthLink PPO Expansion (TX & IL)	TX, IL	PPO

This **Specification Guide** is designed to assist payors and payors' vendors in the set-up or updates of par data for multiple potential purposes. Par file specifications are located on the payor pages of the network websites (HealthLink.com and NCPPO.com).

1.7 Participation Status.

- a. Those payors using "par files" to mark their provider records for the correct participation status have the ability to automatically program their system to accept a full-file with a field for the NPI (the 10 digit numbers are placed in the NPI field). This will allow all file types to have consistent data elements starting at field 59.
- b. Field 58 is a "P" or "G" indicator, to signify if the provider is contracted at the individual practitioner level (P) or the group level (G), the latter may be the contracting method for a PHO. Field 59 is the "line of business" which tells if the provider participates in the HMO or PPO, corresponding to the type of file.

1.8 **Payor Relations Contact.**

The Payor Relations Contact will work with each payor or payor's vendor to:

- a. Ensure a FTP transmission method set-up is established (if not already done)
- b. The payor is ready to test or receive the new file type(s)
- c. The use of the par files is well understood, to ensure correct file types are transmitted

1.9 **National Provider Identifier (NPI).**

The par file format includes a placeholder for the **national provider identifier (NPI)**. The NPI is a nationally recognized, unique identifier for health care providers. The NPI data is populated by means of data from the national databank, to ensure reliability of the data.

National Provider Identifier:

At-A-Glance

- | |
|---|
| <ul style="list-style-type: none">• As of January 2007, the NPI number is sent, but is not available in the older format. |
|---|

1.10 **Specialty Codes.**

Par files use HealthLink **specialty codes** to designate the providers' specialty (such as acute care hospital or family practitioner). These specialty codes have been mapped to the national **taxonomy** codes. A cross-reference table is included as **Table 3**.

2.0 TRANSMISSION METHODS.

2.1 FTP Preferred.

HealthLink prefers to send par files to designated payors or payors' vendors via:

- a. FTP push to the payor's or vendor's server.
- b. Place the file on our server in a payor specific location, password secured, for the payor or vendor to "pick up" monthly.

Transmission:

At-A-Glance

Par File Overview and Preferred Transmission Method:

- Full Electronic File
- ASCII Format, Comma-Delimited, Fixed-Width or Fixed-Width Carriage Return Versions
- Preferred transmission method – FTP without Encryption (file contains no PHI); Push to Payor or Payor's Vendor

2.2 File Transfer Protocol (FTP) – The Basics of FTP.

- a. The TCP/IP Protocol suite is a set of communication protocols that is used to connect computers and other devices on the Internet. One of these protocols is the **File Transfer Protocol**, commonly referred to as **FTP**.
- b. FTP is a fast and reliable method for transferring files between two remote computers, using the Internet.
- c. A basic FTP connection consists of a remote computer (the client) calling an FTP server. FTP connections transmit information in two ways: the client may upload content from the server or download content to the server.
- d. FTP is an Internet standard, and most computers already have some type of FTP client installed. The most common type of FTP client used today is the multi-purpose web browser, such as Microsoft's Internet Explorer. A strength of FTP is that for a basic connection, it doesn't really matter what "client" is used.
- e. In order **to make a connection**, simply direct the "client" to connect to a specific FTP server. For example, to connect to the HealthLink FTP server using Microsoft's Internet Explorer, type the following into the address bar: <ftp://edi.healthlink.com/>.
- f. In order to transfer a file (upload or download) through FTP:
 1. Log in to a remote computer that has been configured as an FTP server.
 2. Enter a username and password to gain access to the remote system.
 3. Select the particular directory on the remote system, which contains the file you wish to download or upload.
 4. Transfer the file to or from the system in question.
- g. To access the HealthLink FTP server, contact your Payor Relations Contact. A request form will be completed and will be forwarded to HealthLink's Information Technology department, who will work with the payor's designated contact on the FTP implementation and testing processes.
- h. Once FTP transmission testing has been deemed successful, the new process may be placed into "production".
- i. FTP may be used to send eligibility to HealthLink, receive par files from HealthLink and/or receive and/or send claims electronically.

2.3 Frequently Asked Questions: File Transfer Protocol (FTP).

Q: What is FTP and how does it work?

A: FTP is a method of transferring files between two remote computers. Files are transmitted from one location to another using the Internet.

Q: What types of files can be transmitted via FTP?

A: Payors can **receive** participating provider files and electronic claims via FTP and **send** member eligibility files via FTP.

Payors **receive** electronic claims via FTP (standard process).

Misdirected claims from payors may be sent to HealthLink using FTP (special process).

Q: Is FTP a secure method to send and receive confidential data?

A: Yes, confidential transactions are secured using PHP encryption to ensure protection of confidential data such as protected health information (PHI). Participating provider files, however, do not contain PHI, and do not need encryption. They are transmitted as zipped files.

Q: What is needed to take advantage of the FTP capabilities?

A: In order to use FTP, an FTP client is needed (i.e. Microsoft Internet Explorer), as well as a user name, a password, the directory to which data will be sent or received, and HealthLink's FTP server address.

Q: Who should be contacted if your firm is ready to begin sending/receiving files via FTP now?

A: To begin FTP transmissions or submissions, please contact your Payor Relations representative at 877-284-0101, extension 6132. Payor Relations will initiate the Information Technology (IT) request for payor clients.

2.4 Other Transmission Alternatives.

Other transmission alternatives (more labor intensive and costly for us and for payors or payors' vendors).

- a. E-Mail to Payor or Vendor (Zipped File Necessary)
- b. CD data file created and mailed to Payor or Vendor
- c. Physical Report (Listing) – Large Volume of Paper Produced and Mailed

3.0 FIXED – WIDTH PROVIDER LAYOUT.

3.1 Fixed – Width (with or without Carriage Return) Layout.

The following is the standard format for a Participating Provider (Par) File (Fixed-Width).

Table 1. Fixed-Width Provider Layout.

Field	Description	Length	Byte	Pos	Jst	Typ	Notes
1.	Action Code	1	1-	1	Lt.	A	1
2.	(Reserved for future use)	6	2-	7	Lt.	A	
3.	Client Specific data	3	8-	10	Rt.	A	2
4.	HealthLink Provider ID	12	11-	22	Lt.	A	3
5.	Provider's Tax ID Number	9	23-	31	Lt.	N	4
6.	Provider's Name (if Facility)	40	32-	71	Lt.	A	5
7.	Provider's Individual Last Name	24	72-	95	Lt.	A	5
8.	Provider's Individual First Name	15	96-	110	Lt.	A	5
9.	Provider's Individual Middle Initial	1	111-	111	Lt.	A	5
10.	Provider's Begin Date (MMDDYYYY)	8	112-	119	Lt.	N	6, 11
11.	Provider's End Date (MMDDYYYY)	8	120-	127	Lt.	N	7, 11
12.	Provider's Billing/Vendor Address (Line 1)	30	128-	157	Lt.	A	13
13.	Provider's Billing/Vendor Name (Line 2)	30	158-	187	Lt.	A	13
14.	Provider's Billing/Vendor City	20	188-	207	Lt.	A	13
15.	Provider's Billing/Vendor State	2	208-	209	Lt.	A	13
16.	(Reserved for future use)	2	210-	211	Lt.	A	
17.	Provider's Billing/Vendor Zip	9	212-	220	Lt.	N	13
18.	Location/Service Address (Line 1)	30	221-	250	Lt.	A	
19.	Location/Service Address (Line 2)	30	251-	280	Lt.	A	
20.	Location/Service City	20	281-	300	Lt.	A	
21.	Location/Service State	2	301-	302	Lt.	A	
22.	(Reserved for future use)	2	303-	304	Lt.	A	
23.	Location/Service Zip	9	305-	313	Lt.	N	
24.	Gender	3	314-	316	Lt.	A	
25.	License State	2	317-	318	Lt.	A	
26.	License Number	12	319-	330	Lt.	A	
27.	UPIN Number	12	331-	342	Lt.	A	
28.	Hospital Affiliation 1	10	343-	352	Lt.	A	19
29.	Hospital Affiliation 2	10	353-	362	Lt.	A	19
30.	Hospital Affiliation 3	10	363-	372	Lt.	A	19
31.	Hospital Affiliation 4	10	373-	382	Lt.	A	19
	(Reserved for future use)	16	383-	398	Lt.	A	
32.	Specialty Code 1	3	399-	401	Lt.	A	8
33.	Board Status 1	2	402-	403	Lt.	A	9
34.	Specialty Code 2	3	404-	406	Lt.	A	8
35.	Board Status 2	2	407-	408	Lt.	A	9
36.	Specialty Code 3	3	409-	411	Lt.	A	8
37.	Board Status 3	2	412-	413	Lt.	A	9
38.	Specialty Code 4	3	414-	416	Lt.	A	8
39.	Board Status 4	2	417-	418	Lt.	A	9
40.	Specialty Code 5	3	419-	421	Lt.	A	8
41.	Board Status 5	4	422-	425	Lt.	A	9
42.	Provider Area Code	3	426-	428	Lt.	N	
43.	Provider Phone Number	7	429-	435	Lt.	N	
44.	Open Practice Indicator	6	436-	441	Lt.	A	20

Specifications for a HealthLink or NCPPO Participating Provider File (Par File)

Field	Description	Length	Byte	Pos	Jst	Typ	Notes
45.	Provider Title	6	442-	447	Lt.	N	
46.	Vendor's/Billing Name (if Facility)	40	448-	487	Lt.	A	5, 13
47.	Vendor's/Billing Last Name	24	488-	511	Lt.	A	5, 13
48.	Vendor's/Billing First Name	15	512-	526	Lt.	A	5, 13
49.	Vendor's/Billing Middle Name	1	527-	527	Lt.	A	5, 13
50.	SSN	9	528-	536	Lt.	N	4
51.	County Code	4	537-	540	Rt.	N	18
52.	Mail Code	2	541-	542	Rt.	N	10
53.	Generation	5	543-	547	Lt.	A	
54.	Vendor Title	5	548-	552	Lt.	A	
55.	Vendor/Billing Number	9	553-	561	Lt.	N	13
56.	DEA Number	12	562-	573	Lt.	A	
57.	DEA Expiration Date (MMDDYYYY)	8	574-	581	Lt.	N	11
58.	Pricing Indicator	1	582-	582	Rt.	A	14
59.	LOB (Line of Business)	3	583-	585	Lt.	A	15, 17
60.	NPI (National Provider ID)	10	586-	595	Lt.	A	16
61.	(Reserved for future use)	17	596-	612	Lt.	A	

Note: Refer to paragraph 5.0. for an explanation of the notes column in the above provider layout table. The number in the notes column (Ex. "7, 15") corresponds with the number of the note detailed in paragraph 5.0.

4.0 COMMA-DELIMITED PROVIDER LAYOUT.

4.1 Comma – Delimited Layout.

The following is the standard format for a HealthLink or NCPPO Participating Provider (Par) File (Comma-Delimited).

Table 2. Comma-Delimited Provider Layout.

Field	Description	Typ	Notes
1.	Action Code	A	1
2.	(Reserved for future use)	A	
3.	Client Specific Data	A	2
4.	HealthLink Provider ID	A	3
5.	Provider's Tax ID Number	N	4
6.	Provider's Name (if Facility)	A	5
7.	Provider's Individual Last Name	A	5
8.	Provider's Individual First Name	A	5
9.	Provider's Individual Middle Initial	A	5
10.	Provider's Begin Date (MMDDYYYY)	N	6, 11
11.	Provider's End Date (MMDDYYYY)	N	7, 11
12.	Provider's Billing/Vendor Address (Line 1)	A	13
13.	Provider's Billing/Vendor Name (Line 2)	A	13
14.	Provider's Billing/Vendor City	A	13
15.	Provider's Billing/Vendor State	A	13
16.	(Reserved for future use)	A	
17.	Provider's Billing/Vendor Zip	N	13
18.	Location/Service Address (Line 1)	A	
19.	Location/Service Address (Line 2)	A	
20.	Location/Service City	A	
21.	Location/Service State	A	
22.	(Reserved for future use)	A	
23.	Location/Service Zip	N	
24.	Gender	A	
25.	License State	A	
26.	License Number	A	
27.	UPIN Number	A	
28.	Hospital Affiliation 1	A	19
29.	Hospital Affiliation 2	A	19
30.	Hospital Affiliation 3	A	19
31.	Hospital Affiliation 4	A	19
32.	Specialty Code 1	A	8
33.	Board Status 1	A	9
34.	Specialty Code 2	A	8
35.	Board Status 2	A	9
36.	Specialty Code 3	A	8
37.	Board Status 3	A	9
38.	Specialty Code 4	A	8
39.	Board Status 4	A	9
40.	Specialty Code 5	A	8
41.	Board Status 5	A	9
42.	Provider Area Code	N	
43.	Provider Phone Number	N	
44.	Open Practice Indicator	A	20

Specifications for a HealthLink or NCPPO Participating Provider File (Par File)

Field	Description	Typ	Notes
45.	Provider Title	N	
46.	Vendor's/Billing Name (if Facility)	A	5, 13
47.	Vendor's/Billing Last Name	A	5, 13
48.	Vendor's/Billing First Name	A	5, 13
49.	Vendor's/Billing Middle Name	A	5, 13
50.	SSN	N	4
51.	County Code	N	18
52.	Mail Code	N	10
53.	Generation	A	
54.	Vendor Title	A	
55.	Vendor Number	N	13
56.	DEA Number	A	
57.	DEA Expiration Date (MMDDYYYY)	N	11
58.	Pricing Indicator	A	14
59.	LOB (Line of Business)	A	15, 17
60.	NPI (National Provider ID)	A	16
61.	(Reserved Field)	A	

Note: Refer to paragraph 5.0. for an explanation of the notes column in the above provider layout table. The number in the notes column (Ex. "7, 15") corresponds with the number of the note detailed in paragraph 5.0.

5.0 LAYOUT NOTES.

5.1 Notes.

- The numbers of the notes below correspond with the numbers that are found in the notes column of the provider layout tables (paragraphs 3.0 and 4.0).
 - All fields that are supposed to be null or blank are padded with a space.
 - If type is "N" the field will be numeric only, otherwise the field may include both alpha and numeric data.
1. Action Code is (A)dd, (U)pdate or (T)erminate. A provider may show, on two different lines, the letters (A) and (T) both in the action code field. This would occur if the provider has been termed at one address, and added at another. In such a case the line with the (A)dd in the action code shows the corrected information.
 2. Field is reserved for client specific data.
 3. The Provider ID is based on our 6-digit system ID, followed by a 3-digit Provider Location Address Index and a 3-digit Provider Mailing Address Index.
 4. Provider Tax ID Number (TIN) will always appear in Field #5. SSN, if provided to HealthLink, will always appear in field #50. This holds true for both the Comma-Delimited and Fixed-Width formats.
 5. Depending whether Provider/Vendor is an individual or a facility, the name will be sent in only one (set of) field(s).
 6. The date that this Provider (along with the Address Indices as noted in #3 above) became effective. Dates reflect Par Effective and Termination Dates, not Fee Schedule Effective and Termination Dates.
 7. This field is only sent if action code (#1 above) is (T)erminate.
 8. See Paragraph 6.0 for a list of valid specialty codes.
 9. Board Status Code is either "A" (board-certified) or "E" (board-eligible).
 10. See Paragraph 7.0 for explanation and valid list of mail codes.
 11. All dates must be in 8-digit (MMDDYYYY) format.
 12. If the user selects the "C" format Option, the system will put a carriage return at the end of the record. (**For Fixed-Width**).
 13. These fields are optional and may be blank, depending on the settings of each file.
 14. Pricing indicator will populate with a P (indicating individual Provider pricing) or G (indicating corporate Group pricing).
 15. If the file has only one LOB, then this field will contain spaces. Otherwise it will contain the necessary LOB.
 16. If NPI is not populated, then the field will contain 10 spaces.
 17. If the file is not an Open Access III par file, then LOB will contain three spaces.
 18. See Paragraph 8.0 for a list of valid County Codes.
 19. For UniCare Par Files, the Hospital Affiliation fields are left blank.
 20. If the Open Practice indicated is "O" or left blank, the practice is open and taking new patients. If the indicator is "C", the practice is not taking new patients.

6.0 LISTING – SPECIALTY CATEGORIES.**6.1 Alpha SORT.**

Table 3. Alpha Specialty Category Listing.

Specialty Description	Specialty Code	Taxonomy Code	Category
ACUPUNCTURE	156	171100000X	Ancillary
ADOLESCENT MEDICINE	120	207RA0000X	Specialist
AEROSPACE MEDICINE	130	2083A0100X	Specialist
ALLERGY IMMUNOLOGY	004	207K00000X	Specialist
ALTERNATIVE MEDICINE	115	175L00000X	Ancillary
AMBULANCE	070	341600000X	Ancillary
AMBULATORY SURGICAL SUITE	300	<Tied to provider specialty>	Specialist
ANESTHESIOLOGY	001	207L00000X	Specialist
AUDIOLOGY	098	231H00000X	Ancillary
BREAST PROSTHESIS & SUPPLIES	127	332B00000X	Ancillary
CARDIAC ELECTROPHYSIOLOGY	099	207RC0001X	Specialist
CARDIOTHORACIC SURGERY	076	208G00000X	Specialist
CARDIOVASCULAR DISEASE	006	207RC0000X	Specialist
CARDIOVASCULAR SURGERY	113	208G00000X	Specialist
CHEMICAL DEPENDENCY	091	261QR0405X	Specialist
CHIROPRACTIC	333	111N00000X	Ancillary
CLINIC	090	261Q00000X	Ancillary
CLINICAL NEUROPHYSIOLOGY	149	2084N0600X	Specialist
CLINICAL NURSE SPECIALIST	155	364S00000X	Specialist
COLON & RECTAL SURGERY	080	208C00000X	Specialist
CRITICAL CARE	117	207RC0200X	Specialist
CRNA	143	367500000X	Ancillary
DENTIST	087	122300000X	Specialist
DERMATOLOGY	007	207N00000X	Specialist
DERMATOPATHOLOGY	122	207ZD0900X	Specialist
DIAGNOSTIC MEDICINE	052	2085R0202X	Specialist
DIAGNOSTIC RADIOLOGY	114	2085R0202X	Specialist
DIALYSIS	035	261QE0700X	Ancillary
DIETITIAN	101	133V00000X	Ancillary
DURABLE MEDICAL EQUIPMENT	084	332B00000X	Ancillary
ELECTROPHYSIOLOGY	110	246X00000X	Specialist
EMERGENCY MEDICINE	081	207P00000X	Specialist
ENDOCRINOLOGY	008	207RE0101X	Specialist
FAMILY PRACTICE	002	207Q00000X	PCP
FREE-STANDING DIAGNOSTIC	036	261Q00000X	Ancillary
GASTROENTEROLOGY	009	207RG0100X	Specialist
GASTROINTESTINAL SURGERY	047	208600000X	Specialist
GENERAL & VASCULAR SURGERY	024	2086S0129X	Specialist
GENERAL PRACTICE	075	208D00000X	PCP
GENERAL SURGERY	044	208600000X	Specialist
GERIATRIC PSYCHIATRY	145	2084P0805X	Specialist
GERIATRIC SURGERY	074	208600000X	Specialist
GERIATRICS	049	207RG0300X	Specialist
GLAUCOMA SPECIALIST	046	207W00000X	Specialist
GROUP PRACTICE	038	208D00000X	Other
GYNECOLOGICAL ONCOLOGY	096	207VX0201X	Specialist
GYNECOLOGY	077	207VG0400X	Specialist
GYNECOLOGY INFERTILITY	092	207VE0102X	Specialist
HAND SURGERY	045	2086S0105X	Specialist
HEAD & NECK SURGERY	102	207YX0007X	Specialist
HEMATOLOGY	010	207RH0000X	Specialist

Specifications for a HealthLink or NCPPO Participating Provider File (Par File)

HOME HEALTH	041	251E00000X	Ancillary
HOME INFUSION	088	251F00000X	Ancillary
HOSPICE CARE	094	251G00000X	Ancillary
HOSPITAL	000	282N00000X	Hospital
HOSPITAL PHYSICIAN CHARGES	998	282N00000X	Hospital
HOSPITALIST	133	208M00000X	Specialist
HYPERBARIC MEDICINE	135	2083P0011X	Specialist
INFECTIOUS DISEASES	011	207RI0200X	Specialist
INTERNAL MEDICINE	003	207R00000X	PCP
INTERVENTIONAL CARDIOLOGY	142	207RI0011X	Specialist
MANIPULATIVE MEDICINE	121	204D00000X	Ancillary
MARITAL & FAMILY THERAPIST	141	106H00000X	Ancillary
MATERNAL/FETAL MEDICINE	112	207VM0101X	Specialist
MEDICAL & SURGICAL SUPPLY	034	332B00000X	Ancillary
MEDICAL GENETICS	059	207SG0201X	Specialist
MEDICAL TOXICOLOGY	126	2083T0002X	Specialist
METABOLISM	051	207RE0101X	Specialist
MISCELLANEOUS PROVIDER	999	174400000X	Ancillary
MOBILE MEDICAL SERVICES	125	261QR0208X	Ancillary
NEONATAL-PERINATAL MEDICINE	060	2080N0001X	Specialist
NEONATOLOGY	062	2080N0001X	Specialist
NEPHROLOGY	012	207RN0300X	Specialist
NETWORKS	666	208D00000X	Other
NEUROLOGICAL SURGERY	025	207T00000X	Specialist
NEUROLOGY	013	2084N0400X	Specialist
NEUROMUSKULOSKELETAL MEDICINE	139	204C00000X	Specialist
NEURORADIOLOGY	147	2085N0700X	Specialist
NEUROPSYCHIATRY	158	2084P0800X	Specialist
NEUROPSYCHOLOGY	159	103G00000X	Specialist
NEUROTOLOGY	146	207YX0901X	Specialist
NUCLEAR MEDICINE	050	207U00000X	Specialist
NURSE MIDWIFE	137	367A00000X	Ancillary
NURSE PRACTITIONER	132	363L00000X	Ancillary
NURSING	093	163W00000X	Ancillary
NURSING HOME	108	313M00000X	Ancillary
OB-GYN	015	207V00000X	Specialist
OCCUPATIONAL MEDICINE	103	2083X0100X	Specialist
ONCOLOGY	119	207RX0202X	Specialist
OPHTHALMOLOGY	016	207W00000X	Specialist
OPTOMETRIST	086	152W00000X	Ancillary
ORAL SURGERY	026	204E00000X	Specialist
ORTHOPEDIC SURGERY	027	207X00000X	Specialist
ORTHOTICS/PROSTHETICS	124	335E00000X	Ancillary
OTHER NON-SPECIFIC	039	208D00000X	Ancillary
OTOLARYNGOLOGY (ENT)	017	207Y00000X	Specialist
OUTPATIENT SURGERY CENTER (Billing on CMS-1500)	128	261QA1903X	Ancillary
OUTPATIENT SURGERY CENTER (Billing on UB/92)	043	261QA1903X	Ancillary
PAP/PAC	129	363A00000X	Ancillary
PAIN MANAGEMENT	031	208VP0000X	Specialist
PATHOLOGY	018	207ZP0105X	Specialist
PEDIATRIC ALLERGY IMMUNOLOGY	053	2080P0201X	Specialist
PEDIATRIC ARTHRITIS & RHEUMATOLOGY	116	2080P0216X	Specialist
PEDIATRIC CARDIOLOGY	054	2080P0202X	Specialist
PEDIATRIC CARDIOTHORACIC SURGERY	069	2086S0120X	Specialist
PEDIATRIC CRITICAL CARE	118	2080P0203X	Specialist
PEDIATRIC DEVELOPMENTAL DISABILITY	055	2080P0006X	Specialist
PEDIATRIC DEVELOPMENTAL-BEHAVIORAL	148	2080P0006X	Specialist
PEDIATRIC EMERGENCY MEDICINE	056	2080P0204X	Specialist
PEDIATRIC ENDOCRINOLOGY	057	2080P0205X	Specialist

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PEDIATRIC GASTROENTEROLOGY	058	2080P0206X	Specialist
PEDIATRIC HEMATOLOGY & ONCOLOGY	082	2080P0207X	Specialist
PEDIATRIC INFECTIOUS DISEASE	061	2080P0208X	Specialist
PEDIATRIC NEPHROLOGY	063	2080P0210X	Specialist
PEDIATRIC NEUROLOGY	064	2084N0402X	Specialist
PEDIATRIC NEUROSURGERY	136	207T00000X	Specialist
PEDIATRIC OPHTHALMOLOGY	048	207W00000X	Specialist
PEDIATRIC ORTHOPEDIC SURGERY	071	207XP3100X	Specialist
PEDIATRIC OTOLARYNGOLOGY	065	207YP0228X	Specialist
PEDIATRIC PHYSICAL MEDICINE & REHABILITATION	150	2051P0010X	Specialist
PEDIATRIC PLASTIC & RECONSTRUCTIVE SURGERY	072	2086S0122X	Specialist
PEDIATRIC PSYCHIATRY	066	2084P0804X	Specialist
PEDIATRIC PSYCHOLOGY	078	103TC2200X	Ancillary
PEDIATRIC PULMONARY DISEASE	079	2080P0214X	Specialist
PEDIATRIC RHEUMATOLOGY	109	2080P0216X	Specialist
PEDIATRIC SURGERY	068	2086S0120X	Specialist
PEDIATRIC UROLOGICAL SURGERY	073	2088P0231X	Specialist
PEDIATRIC UTI & LEAD POISONING	067	208000000X	Specialist
PEDIATRICS	019	208000000X	PCP
PERINATOLOGY	095	2080N0001X	Specialist
PERIODONTICS	020	1223P0300X	Specialist
PHARMACY	111	333600000X	Ancillary
PHO	555	208D00000X	Other
PHYSICAL MEDICINE & REHABILITATION	021	208100000X	Specialist
PHYSICAL THERAPY	085	261QP2000X	Ancillary
PLASTIC & RECONSTRUCTIVE SURGERY	028	2086S0122X	Specialist
PODIATRY	040	213E00000X	Specialist
PREVENTIVE MEDICINE	106	2083P0500X	Specialist
PROCTOLOGY	033	208C00000X	Specialist
PROFESSIONAL COUNSELOR	131	101Y00000X	Ancillary
PSYCHIATRY	022	2084P0800X	Specialist
PSYCHOLOGY	032	103T00000X	Ancillary
PULMONARY	014	207RP1001X	Specialist
RADIATION ONCOLOGY	083	2085R0001X	Specialist
RADIOLOGY	023	2085R0202X	Specialist
REFERENCE LABORATORY	042	291U00000X	Ancillary
REGISTERED PSYCHIATRIC NURSE	104	163WP0808X	Ancillary
REGISTERED SURGICAL TECHNOLOGIST	151	246ZS0400X	Ancillary
REHABILITATION	037	261QR0400X	Ancillary
REHABILITATION HOSPITAL	444	283X00000X	Hospital
REPRODUCTIVE ENDOCRINOLOGY	105	207VE0102X	Specialist
RESPIRATORY THERAPY	152	227800000X	Ancillary
RETAIL HEALTH CLINIC	154	261Q00000X	Specialist
RHEUMATOLOGY	005	207RR0500X	Specialist
SKILLED NURSING FACILITY	107	314000000X	Ancillary
SLEEP MEDICINE	134	207RS0012X	Ancillary
SLEEP MEDICINE CENTER	144	261QS1200X	Ancillary
SOCIAL WORKER	100	104100000X	Ancillary
SPECIAL MATERNITY CARE	200	251E00000X	Specialist
SPECIALTY LABORATORIES	123	291U00000X	Ancillary
SPEECH THERAPY	089	235Z00000X	Ancillary
SPORTS MEDICINE	140	207RS0010X	Specialist
SURGERY-CRITICAL CARE	138	2086S0102X	Specialist
THORACIC SURGERY	029	208G00000X	Specialist
URGENT CARE	222	261QU0200X	Ancillary
UROLOGY	030	208800000X	Specialist
VASCULAR NEUROLOGY	157	2084V0102X	Specialist
VASCULAR SURGERY	097	2086S0129X	Specialist

6.2 Numerical SORT.

Table 4. Numerical Specialty Category Listing.

Specialty Code	Specialty Description	Taxonomy Code	Category
000	HOSPITAL	282N00000X	Hospital
001	ANESTHESIOLOGY	207L00000X	Specialist
002	FAMILY PRACTICE	207Q00000X	PCP
003	INTERNAL MEDICINE	207R00000X	PCP
004	ALLERGY IMMUNOLOGY	207K00000X	Specialist
005	RHEUMATOLOGY	207RR0500X	Specialist
006	CARDIOVASCULAR DISEASE	207RC0000X	Specialist
007	DERMATOLOGY	207N00000X	Specialist
008	ENDOCRINOLOGY	207RE0101X	Specialist
009	GASTROENTEROLOGY	207RG0100X	Specialist
010	HEMATOLOGY	207RH0000X	Specialist
011	INFECTIOUS DISEASES	207RI0200X	Specialist
012	NEPHROLOGY	207RN0300X	Specialist
013	NEUROLOGY	2084N0400X	Specialist
014	PULMONARY	207RP1001X	Specialist
015	OB-GYN	207V00000X	Specialist
016	OPHTHALMOLOGY	207W00000X	Specialist
017	OTOLARYNGOLOGY (ENT)	207Y00000X	Specialist
018	PATHOLOGY	207ZP0105X	Specialist
019	PEDIATRICS	208000000X	PCP
020	PERIODONTICS	1223P0300X	Specialist
021	PHYSICAL MEDICINE & REHABILITATION	208100000X	Specialist
022	PSYCHIATRY	2084P0800X	Specialist
023	RADIOLOGY	2085R0202X	Specialist
024	GENERAL & VASCULAR SURGERY	2086S0129X	Specialist
025	NEUROLOGICAL SURGERY	207T00000X	Specialist
026	ORAL SURGERY	204E00000X	Specialist
027	ORTHOPEDIC SURGERY	207X00000X	Specialist
028	PLASTIC & RECONSTRUCTIVE SURGERY	2086S0122X	Specialist
029	THORACIC SURGERY	208G00000X	Specialist
030	UROLOGY	208800000X	Specialist
031	PAIN MANAGEMENT	208VP0000X	Specialist
032	PSYCHOLOGY	103T00000X	Ancillary
033	PROCTOLOGY	208C00000X	Specialist
034	MEDICAL & SURGICAL SUPPLY	332B00000X	Ancillary
035	DIALYSIS	261QE0700X	Ancillary
036	FREE-STANDING DIAGNOSTIC	261Q00000X	Ancillary
037	REHABILITATION	261QR0400X	Ancillary
038	GROUP PRACTICE	208D00000X	Other
039	OTHER NON-SPECIFIC	208D00000X	Ancillary
040	PODIATRY	213E00000X	Specialist
041	HOME HEALTH	251E00000X	Ancillary
042	REFERENCE LABORATORY	291U00000X	Ancillary
043	OUTPATIENT SURGERY CENTER (Billing on UB/92)	261QA1903X	Ancillary
044	GENERAL SURGERY	208600000X	Specialist
045	HAND SURGERY	2086S0105X	Specialist
046	GLAUCOMA SPECIALIST	207W00000X	Specialist
047	GASTROINTESTINAL SURGERY	208600000X	Specialist
048	PEDIATRIC OPHTHALMOLOGY	207W00000X	Specialist
049	GERIATRICS	207RG0300X	Specialist
050	NUCLEAR MEDICINE	207U00000X	Specialist
051	METABOLISM	207RE0101X	Specialist
052	DIAGNOSTIC MEDICINE	2085R0202X	Specialist
053	PEDIATRIC ALLERGY IMMUNOLOGY	2080P0201X	Specialist

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054	PEDIATRIC CARDIOLOGY	2080P0202X	Specialist
055	PEDIATRIC DEVELOPMENTAL DISABILITY	2080P0006X	Specialist
056	PEDIATRIC EMERGENCY MEDICINE	2080P0204X	Specialist
057	PEDIATRIC ENDOCRINOLOGY	2080P0205X	Specialist
058	PEDIATRIC GASTROENTEROLOGY	2080P0206X	Specialist
059	MEDICAL GENETICS	207SG0201X	Specialist
060	NEONATAL-PERINATAL MEDICINE	2080N0001X	Specialist
061	PEDIATRIC INFECTIOUS DISEASE	2080P0208X	Specialist
062	NEONATOLOGY	2080N0001X	Specialist
063	PEDIATRIC NEPHROLOGY	2080P0210X	Specialist
064	PEDIATRIC NEUROLOGY	2084N0402X	Specialist
065	PEDIATRIC OTOLARYNGOLOGY	207YP0228X	Specialist
066	PEDIATRIC PSYCHIATRY	2084P0804X	Specialist
067	PEDIATRIC UTI & LEAD POISONING	208000000X	Specialist
068	PEDIATRIC SURGERY	2086S0120X	Specialist
069	PEDIATRIC CARDIOTHORACIC SURGERY	2086S0120X	Specialist
070	AMBULANCE	341600000X	Ancillary
071	PEDIATRIC ORTHOPEDIC SURGERY	207XP3100X	Specialist
072	PEDIATRIC PLASTIC & RECONSTRUCTIVE SURGERY	2086S0122X	Specialist
073	PEDIATRIC UROLOGICAL SURGERY	2088P0231X	Specialist
074	GERIATRIC SURGERY	208600000X	Specialist
075	GENERAL PRACTICE	208D00000X	PCP
076	CARDIOTHORACIC SURGERY	208G00000X	Specialist
077	GYNECOLOGY	207VG0400X	Specialist
078	PEDIATRIC PSYCHOLOGY	103TC2200X	Ancillary
079	PEDIATRIC PULMONARY DISEASE	2080P0214X	Specialist
080	COLON & RECTAL SURGERY	208C00000X	Specialist
081	EMERGENCY MEDICINE	207P00000X	Specialist
082	PEDIATRIC HEMATOLOGY & ONCOLOGY	2080P0207X	Specialist
083	RADIATION ONCOLOGY	2085R0001X	Specialist
084	DURABLE MEDICAL EQUIPMENT	332B00000X	Ancillary
085	PHYSICAL THERAPY	261QP2000X	Ancillary
086	OPTOMETRIST	152W00000X	Ancillary
087	DENTIST	122300000X	Specialist
088	HOME INFUSION	251F00000X	Ancillary
089	SPEECH THERAPY	235Z00000X	Ancillary
090	CLINIC	261Q00000X	Ancillary
091	CHEMICAL DEPENDENCY	261QR0405X	Specialist
092	GYNECOLOGY INFERTILITY	207VE0102X	Specialist
093	NURSING	163W00000X	Ancillary
094	HOSPICE CARE	251G00000X	Ancillary
095	PERINATOLOGY	2080N0001X	Specialist
096	GYNECOLOGICAL ONCOLOGY	207VX0201X	Specialist
097	VASCULAR SURGERY	2086S0129X	Specialist
098	AUDIOLOGY	231H00000X	Ancillary
099	CARDIAC ELECTROPHYSIOLOGY	207RC0001X	Specialist
100	SOCIAL WORKER	104100000X	Ancillary
101	DIETITIAN	133V00000X	Ancillary
102	HEAD & NECK SURGERY	207YX0007X	Specialist
103	OCCUPATIONAL MEDICINE	2083X0100X	Specialist
104	REGISTERED PSYCHIATRIC NURSE	163WP0808X	Ancillary
105	REPRODUCTIVE ENDOCRINOLOGY	207VE0102X	Specialist
106	PREVENTIVE MEDICINE	2083P0500X	Specialist
107	SKILLED NURSING FACILITY	314000000X	Ancillary
108	NURSING HOME	313M00000X	Ancillary
109	PEDIATRIC RHEUMATOLOGY	2080P0216X	Specialist
110	ELECTROPHYSIOLOGY	246X00000X	Specialist
111	PHARMACY	333600000X	Ancillary
112	MATERNAL/FETAL MEDICINE	207VM0101X	Specialist

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113	CARDIOVASCULAR SURGERY	208G00000X	Specialist
114	DIAGNOSTIC RADIOLOGY	2085R0202X	Specialist
115	ALTERNATIVE MEDICINE	175L00000X	Ancillary
116	PEDIATRIC ARTHRITIS & RHEUMATOLOGY	2080P0216X	Specialist
117	CRITICAL CARE	207RC0200X	Specialist
118	PEDIATRIC CRITICAL CARE	2080P0203X	Specialist
119	ONCOLOGY	207RX0202X	Specialist
120	ADOLESCENT MEDICINE	207RA00000X	Specialist
121	MANIPULATIVE MEDICINE	204D00000X	Ancillary
122	DERMATOPATHOLOGY	207ZD0900X	Specialist
123	SPECIALTY LABORATORIES	291U00000X	Ancillary
124	ORTHOTICS/PROSTHETICS	335E00000X	Ancillary
125	MOBILE MEDICAL SERVICES	261QR0208X	Ancillary
126	MEDICAL TOXICOLOGY	2083T0002X	Specialist
127	BREAST PROSTHESIS & SUPPLIES	332B00000X	Ancillary
128	OUTPATIENT SURGERY CENTER (Billing on CMS-1500)	261QA1903X	Ancillary
129	PA/PAC	363A00000X	Ancillary
130	AEROSPACE MEDICINE	2083A0100X	Specialist
131	PROFESSIONAL COUNSELOR	101Y00000X	Ancillary
132	NURSE PRACTITIONER	363L00000X	Ancillary
133	HOSPITALIST	208M00000X	Specialist
134	SLEEP MEDICINE	207RS0012X	Ancillary
135	HYPERBARIC MEDICINE	2083P0011X	Specialist
136	PEDIATRIC NEUROSURGERY	207T00000X	Specialist
137	NURSE MIDWIFE	367A00000X	Ancillary
138	SURGERY-CRITICAL CARE	2086S0102X	Specialist
139	NEUROMUSKULOSKELETAL MEDICINE	204C00000X	Specialist
140	SPORTS MEDICINE	207RS0010X	Specialist
141	MARITAL & FAMILY THERAPIST	106H00000X	Ancillary
142	INTERVENTIONAL RADIOLOGY	207RI0011X	Specialist
143	CRNA	367500000X	Ancillary
144	SLEEP MEDICINE CENTER	261QS1200X	Ancillary
145	GERIATRIC PSYCHIATRY	2084P0805X	Specialist
146	NEUROLOGY	207YX0901X	Specialist
147	NEURORADIOLOGY	2085N0700X	Specialist
148	PEDIATRIC DEVELOPMENTAL-BEHAVIORAL	2080P0006X	Specialist
149	CLINICAL NEUROPHYSIOLOGY	2084N0600X	Specialist
150	PEDIATRIC PHYSICAL MEDICINE & REHABILITATION	2051P0010X	Specialist
151	REGISTERED SURGICAL TECHNOLOGIST	246ZS0400X	Ancillary
152	RESPIRATORY THERAPY	227800000X	Ancillary
154	RETAIL HEALTH CLINIC	261Q00000X	Specialist
155	CLINICAL NURSE SPECIALIST	364S00000X	Specialist
156	ACUPUNCTURE	171100000X	Ancillary
157	VASCULAR NEUROLOGY	2084V0102X	Specialist
158	NEUROPSYCHIATRY	2084P0800X	Specialist
159	NEUROPSYCHOLOGY	103G00000X	Specialist
200	SPECIAL MATERNITY CARE	251E00000X	Specialist
222	URGENT CARE	261QU0200X	Ancillary
300	AMBULATORY SURGICAL SUITE	<Tied to provider specialty>	Specialist
333	CHIROPRACTIC	111N00000X	Ancillary
444	REHABILITATION HOSPITAL	283X00000X	Hospital
555	PHO	208D00000X	Other
666	NETWORKS	208D00000X	Other
998	HOSPITAL PHYSICIAN CHARGES	282N00000X	Hospital
999	MISCELLANEOUS PROVIDER	174400000X	Ancillary

7.0 LISTING – MAIL CODES.

7.1 Mail Codes.

Table 5. Mail Codes.

Mail Code	Description
1	Primary office location that can receive mail and can be printed in directories
2	Any office location that can receive mail and should not be printed in directories.
3	Additional office location that can receive mail and can be printed in directories.
4	Any office location that cannot receive mail and should not be printed in directories.
5	Any office location that cannot receive mail and can be printed in directories.
9	HealthLink has a letter of agreement with this provider. Provider should not be printed in directories.
10	HealthLink has an executed contract with this provider, however provider is currently going through the Credentialing process, therefore should not be printed in directories.

8.0 LISTING – COUNTY CODES.**8.1 County Codes.**

Table 6. County Codes.

County Code	County Code Description
0	Baltimore, MD
0100	Cook, IL
0200	Franklin, MO
0300	St. Louis North, MO
0400	Morris, NJ
0500	St. Louis West, MO
0600	St. Charles, MO
0650	Lincoln, MO
0700	Franklin, MO
0800	Jefferson, MO
0850	Cooper, MO
0900	Livingston, MO
1050	Scott, MO
1075	Barry, MO
1100	Boone, MO
1150	Stoddard, MO
1175	Henry, MO
1250	Reynolds, MO
1300	Franklin, MO
1400	Howard, MO
1450	Madison, MO
1500	Calloway, MO
1550	Marion, MO
1560	Pemiscot, MO
1575	Gasconade, MO
1700	Osage, MO
1800	Jasper, MO
1850	Jackson, MO
1900	Boone, MO
2000	Wapello, IA
2200	Pike, MO
2250	Macon, MO
2260	Chariton, MO
2275	Clark, MO
2300	Calloway, MO
2400	Sullivan, MO
2500	Randolph, MO
2550	Lawrence, MO
2600	Camden, MO
2650	Perry, MO
2700	Stoddard, MO
2750	Pike, MO
2800	Phelps, MO
2825	Bollinger, MO
2840	Scott, MO
2850	McDonald, MO
2880	Crawford, MO
2925	Mercer, MO
2950	Putnam, MO
3000	Saint Clair, MO
3100	Madison, IL
3200	St. Clair

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3300	Clinton, IL
3400	Saint Clair
3600	Madison, IL
3625	Vermilion, IL
3650	Madison, IL
3700	Madison, IL
3800	Madison, IL
3850	Jersey, IL
3900	Monroe, IL
4000	Union, IL
4025	Franklin, IL
4050	Fulton, IL
4100	Franklin, IL
4200	Macoupin, IL
4300	White, IL
4325	Greene, IL
4350	Hancock, IL
4400	Marion, IL
4500	Dupage, IL
4525	Randolph, IL
4550	Iroquois, IL
4600	Boone, MO
4650	Perry, IL
4700	Effingham, IL
4800	Saline, IL
4900	Edwards, IL
5000	Wayne, IL
5015	Knox, IL
5020	Ford, IL
5025	Bond, IL
5050	Saline, IL
5100	Franklin, IL
5150	Montgomery, IL
5160	Vermilion, IL
5165	Tazewell, IL
5175	Cass, IL
5225	Will, IL
5228	Lawrence, IL
5230	Montgomery, IL
5250	Franklin, IL
5300	Dewitt, IL
5350	Hamilton, IL
5375	Massac, IL
5400	Will, IL
5415	Wabash, IL
5425	Davidson, TN
5450	Jackson, IL
5500	Washington, IL
5550	Jasper, IL
5600	Montgomery, IL
5650	La Salle, IL
5700	Perry, IL
5750	Pike, IL
5800	Adams, IL
5850	Randolph, IL
5860	Crawford, IL
5875	Hardin, IL

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5890	Schuyler, IL
5900	Marion, IL
6000	Shelby, IL
6025	Rock Island, IL
6050	Saint Clair, IL
6100	McDonough, IL
6200	Macoupin, IL
6300	Christian, IL
6400	Fayette, IL
6550	Franklin, IL
6600	Cook, IL
6615	Appanoose, IA
6619	Scott, IA
6620	Story, IA
6621	Clinton, IA
6623	Fremont, IA
6625	Lee, IA
6626	Decatur, IA
6630	Bremer, IA
6640	Linn, IA
6650	Warrick, IN
6675	Clay, IN
6700	Daviess, IN
6750	Dubois, IN
6775	Marion, IN
6780	Gibson, IN
6800	Dubois, IN
6850	Greene, IN
6875	Marion, IN
6900	Knox, IN
7000	Marshall, KY
7025	Henderson, KY
7040	Lyon, KY
7050	Fulton, KY
7100	McCracken, KY
8000	Independence, AR
8005	Garland, AR
8010	Benton, AR
8020	Boone, AR
8030	Logan, AR
8040	Sharp, AR
8060	Johnson, AR
8075	Desha, AR
8080	Dallas, AR
8090	Benton, AR
8100	Benton, AR
8110	Phillips, AR
8125	Bowie, TX
8130	Pulaski, AR
8150	Crittenden, AR
8190	Chicot, AR
8200	Jackson, AR
8230	Conway, AR

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8250	Howard, AR
8260	Jackson, AR
8270	Jefferson, AR
8280	Randolph, AR
8300	Pope, AR
8310	Woodruff, AR
8325	Benton, AR
8350	Washington, AR
8400	Crawford, AR
8500	Payne, OK
8700	Le Flore, OK
8800	Sequoyah, OK
8900	Tulsa, OK
9000	Shelby, TN
9900	Davidson, TN

9.0 ADD/CHANGE/TERMINATE FILES/REPORTS.

HealthLink, upon payor request produces special “add/change/terminate” files or reports for payors. Sometimes these types of files are called “Change Files”.

These files list only:

- a. Par provider additions since the last monthly file
- b. Provider record changes since the last monthly file (except fee schedule changes, which are transparent for par files)
- c. Terminated provider records since the last par file, with termination dates associated with specific provider service locations

Note: Full provider files do not have terminated records, and therefore some payors request the “add, change, term” file to better manage terminated provider records.

9.2 Add/Change/Terminate File Naming Conventions.

- a. The following is an example of an FTP file naming convention:

prov_20090317_1_cgn090317_ppo.zip

1. The first set of characters identifies the type of file from HealthLink. The **prov** identifies the file as containing provider data.
2. The next eight characters identify the date produced in YYYYMMDD (year, month, day) format. The **2009** corresponds to the year 2009, the **03** corresponds to the third month of the year (March), and the **17** corresponds to the seventeenth day of the month.
3. The next character (**1**) is a single character that uniquely identifies the file, used in the event subsequent files are produced on the same date.
4. The next set of characters identifies the Provider Plan (network) associated with this file and the month/day produced. The **cgn** identifies the network as Cigna.
5. The last three characters identify the provider line of business associated with the file.
6. The file extension will be **.zip** (denoting a zipped file).

- b. The following is an example of an E-Mail or CD file naming convention.

Change File

1857_20090420_1_cgn.zip

1. The first set of characters identifies the four-digit Client ID that HealthLink uses to uniquely identify Trading Partners. **1857** identifies the file as being associated with the Trading Partner **Cigna**.
2. The next eight characters identify the date produced in YYYYMMDD (year, month, day) format. The **2009** corresponds to the year 2009, the **04** corresponds to the fourth month of the year (April), and the **20** corresponds to the twentieth day of the month.

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3. The next character (**1**) is a single character that uniquely identifies the file, used in the event subsequent files are produced on the same date.
4. The next set of characters identifies the network associated with this file. The **cgn** identifies the network as Cigna.
5. The file extension will either be **.txt** (denoting a text file) or **.zip** (denoting a zipped file).
6. Add, change, termination record files are used mainly by payors and payors' vendors who manage network changes for their claim systems by receiving a full file first and change files for manual updates thereafter.
7. The change file is not recommended as a "best practice" as if one change file is missed or entered out of sequence the integrity of the participating provider records is compromised.

10.0 FILE NAMING CONVENTIONS.

HealthLink prefers to send Par Files via FTP (file transfer protocol). FTP par files do not require encryption (no PHI data are included on par files). The naming convention is important so payors do not confuse files with EDI claim files.

10.1 Naming Convention – Files sent via FTP.

- a. The following is an example of the naming convention for par files, with details describing aspects of the naming convention.

Example: PROV_20090423_1_HL090423PPO.zip

1. The first set of characters, "PROV", indicates for the FTP process that this is a par provider file from HealthLink.
2. The next 8 characters identify the date produced in YYYYMMDD (year, month, day) format.
3. The next position is for the sequence number of the file. If there are multiple files sent on the same date this sequence designation is important. In most cases the sequence is set at a value of "1".
4. The next set of characters identifies the Provider Plan associated with this file.
 - a) **HL** identifies the file as containing HealthLink par providers.
 - b) **NCP** identifies the file as containing NCPPO par providers.
 - c) **HLM** identifies the file as containing HealthLink Mid-Atlantic providers.
 - d) **AMP** identifies the file as containing American PPO providers, HealthLink's Arkansas PPO network affiliate.
 - e) **CGN** identifies the file as containing HealthLink PPO "carved out" network. Limited IL and MO providers.
 - f) **HLEXPI** identifies the file as containing HealthLink PPO expansion providers in northern Illinois only.
 - g) **HLEXPTX** identifies the file as containing HealthLink PPO expansion providers in Texas only.
 - h) **HLEXP** identifies the file as containing HealthLink PPO expansion providers in multiple states. Currently only includes Texas and northern Illinois providers.
5. The next six characters identify the date in YYMMDD (year, month, day) format. The **09** corresponds to the year 2009, the **04** corresponds to the fourth month of the year (April), and the **23** corresponds to the twenty-third day of the month.
6. The last three characters identify the line of business
 - a) PPO – PPO
 - b) HM2 – HMO
 - c) OA – PPO & HMO (combined file)
 - d) WC1 – Workers' Comp
 - e) DUO – PPO & HMO (separate files)
 - f) MUL – PPO, HMO and Non-ParThe file extension will be **.zip** (denoting a zipped file).

10.2 Naming Convention – Files sent via E-Mail or on CD.

- a. The following are examples of the naming conventions for par files, with details describing aspect of the naming convention.

Examples: NCP090423_PPO.zip, HLEXPIL090423_PPO.zip,
HLEXPTX090423_PPO.zip, HLEXP090423_PPO.zip

1. The first set of characters identifies the Provider Plan associated with this file.
 - a) **HL** identifies the file as containing Healthlink par providers.
 - b) **NCP** identifies the file as containing NCPPO medical providers.
 - c) **HLM** identifies the file as containing HealthLink Mid-Atlantic providers.
 - d) **AMP** identifies the file as containing American PPO providers, HealthLink's Arkansas PPO network affiliate.
 - e) **CGN** identifies the file as containing HealthLink PPO "carved out" network. Limited IL and MO providers.
 - f) **HLEXPIL** identifies the file as containing HealthLink PPO expansion providers in northern Illinois only.
 - g) **HLEXPTX** identifies the file as containing HealthLink PPO expansion providers in Texas only.
 - h) **HLEXP** identifies the file as containing HealthLink PPO expansion providers in multiple states. Currently only includes Texas and northern Illinois providers.
2. The next six characters identify the date produced in YYMMDD (year, month, day) format. The **09** corresponds to the year 2009 the **04** corresponds to the fourth month of the year (April), and the **23** corresponds to the twenty-third day of the month.
3. The last three characters identify the line of business
 - a) PPO – PPO
 - b) HM2 – HMO
 - c) OA3 – PPO & HMO (combined file)
 - d) WC1 – Workers' Comp
 - e) DUO – PPO & HMO (separate files)
 - f) MUL – PPO, HMO and Non-Par
4. The file extension will either be **.txt** (denoting a text file) or **.zip** (denoting a zipped file).

10.3 Naming Convention – Optional Naming Additions.

- a. To further identify a par file as being a change or a full file, **_chg_** or **_full_** may be added to the name. This may be requested. The files will be named as follows:

Examples: hl070521_full_ppo.zip or hl070521_chg_oa3.zip

- b. Files being transferred via FTP will be named as follows:

Examples:

PROV_20061116_1_HL061116_FULL_PPO.ZIP or
PROV_20061116_1_HL061116_CHG_OA3.ZIP

11.0 OTHER SOURCES OF PAR DATA.

- a. Participating provider data (par data) are available by other means, other than electronic par files. These include:
 - 1. Web-based provider finders at HealthLink.com or NCPPO.com Web sites:
 - a) Data updated daily (business days).
 - b) Most accurate data source.
 - c) Listings can be prepared and printed.
 - d) Special data file requests (for a special cost-based price).
 - e) Special Electronic Directories with Par Data (upon special request).

12.0 TROUBLESHOOTING / PAR FILE QUERIES.

- a. Par files are designed to include participating provider records, usually provided monthly, for multiple uses and for use by many different payors and their vendors. Some payors manage their business without PPO par files; reading and using only claim data regarding par status.
- b. Par files do not contain fee schedule data or references, but instead;
 - 1. Provider demographics
 - 2. Provider billing (“pay to”) information
 - 3. Provider data for directory purposes
 - 4. Provider data for web-based provider-finder tools (consumer protections).
- c. The following is a simple troubleshooting guide for par file management. This guide is designed to best address the most common par file issues or queries.

Table 7. Troubleshooting Guide.

Par File Issue	Fix
New Network or Network Product-Need New Par File	E-Mail PayorRelations@healthlink.com specifying network or product, par file use and your company’s name. Or Call Payor Relations at 1-877-284-0101, ext 6132.
Need Description of Par File Fields	See Par File specifications or email Payor Relations at: PayorRelations@HealthLink.com .
Trying to Merge Par Files	Par files cannot be “merged” need to manage multiple or correct file types
Provider Records Seem to be Missing	Contact Payor Relations at 1-877-284-0101, ext 6132, or PayorRelations@HealthLink.com .
Is a Certain Provider Par?	See www.healthlink.com (Find a Doctor) or call HealthLink Customer Service at (800) 624-2356, and specify network or product <u>or</u> provide example member.

Specifications for a HealthLink or NCPPO Participating Provider File (Par File)

- d. For other par file questions, please use this helpful guide to know where to call to get expedient answers to your questions.
- e. The following is a simple guide for par file management. This guide is designed to best address the most common par file issues or queries.

Table 8. Par File Contact Listing.

Par File Questions About	Contact
Is a specific provider "par"?	See www.healthlink.com (Find a Doctor) or call HealthLink Customer Service at (800) 624-2356, and specify network or product <u>or</u> provide example member
My company needs (another type) of (or initial) par file.	E-Mail PayorRelations@healthlink.com specifying network or product, par file use and your company's name. Or Call Payor Relations at 1-877-284-0101, ext 6132.
Something seems wrong with the par file transmission or we have a password routing change.	E-Mail PayorRelations@healthlink.com , or Call Payor Relations at 1-877-284-0101, ext 6132
My company needs a special NCPPO par file for producing directories that meet the MD regulations of twice monthly updates.	E-Mail PayorRelations@healthlink.com , or Call Payor Relations at 1-877-284-0101, ext 6132
Something seems wrong with the number of provider records on our par file.	E-Mail PayorRelations@healthlink.com , or Call Payor Relations at 1-877-284-0101, ext 6132
We cannot locate our monthly par file.	E-Mail PayorRelations@healthlink.com , or Call Payor Relations at 1-877-284-0101, ext 6132
We want to change to FTP transmission methods for par file receipt and/or the new file format.	E-Mail PayorRelations@healthlink.com , or Call Payor Relations at 1-877-284-0101, ext 6132

Note: Fee schedule designations or fees are considered proprietary information and therefore not disclosed.

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