

837 File Loader

Course Overview

The 837 File Loader allows Billing Providers to upload their 837P files into the Case Management component.



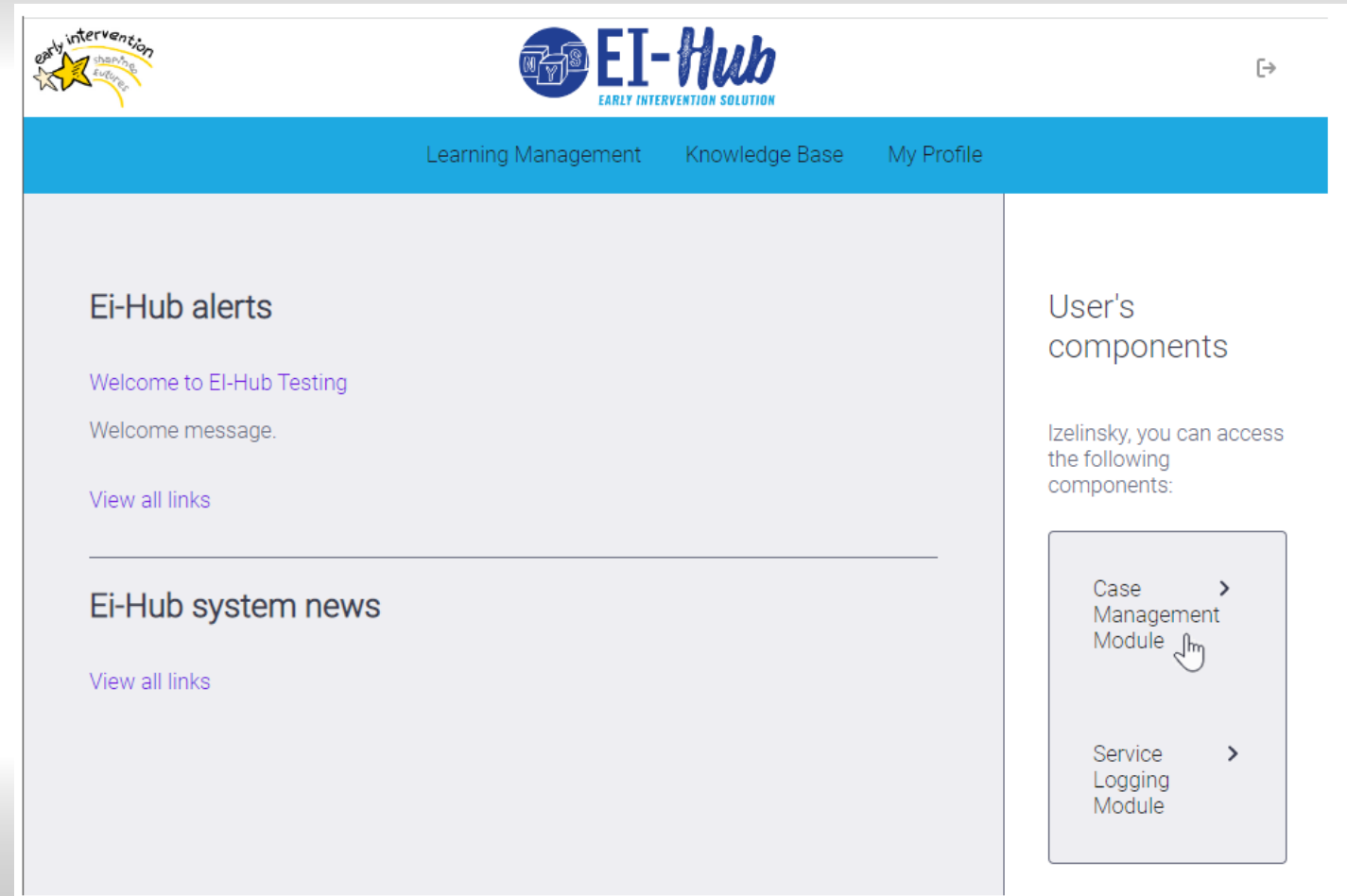
An abstract graphic design on a dark blue background. It features several squares of varying sizes and shades of blue. Some squares are solid, while others are outlined in white. Thin white lines connect some of the squares, creating a network-like structure. The design is concentrated on the left side of the image, leaving the right side mostly empty except for the text.

How to upload an 837P file

Accessing the Case Management Component

Step / Action

1. Log into EI-Hub
<https://hub.prod.nyeihub.com>
2. New users will be asked to sign an agreement to access the EI-Hub
3. Select Case Management Module

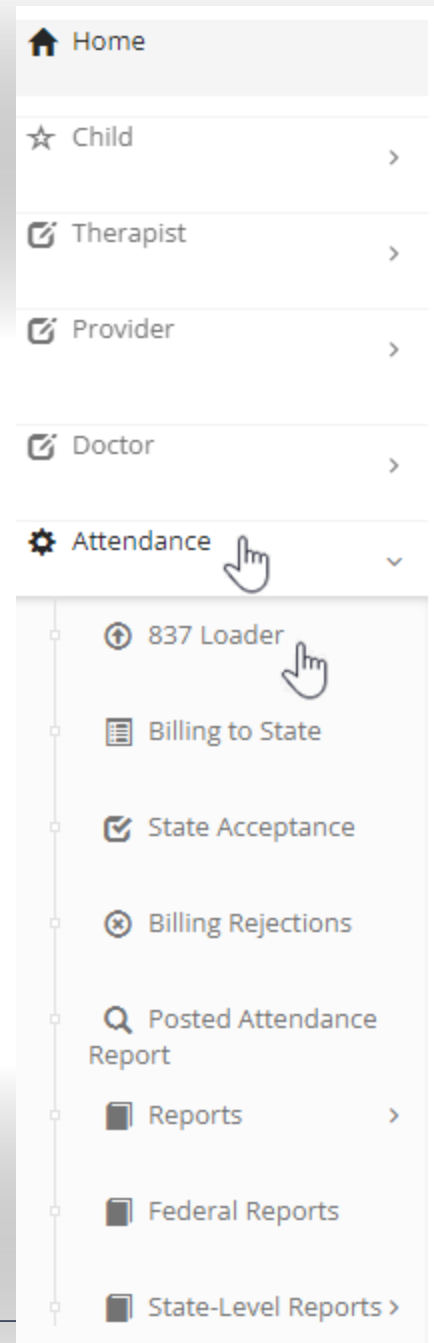


Accessing 837P EDI Loader Panel

Step / Action

1. Navigate to Attendance menu and select/click “837 Loader.”

Note: CM menu options will vary based on user role.



Uploading Files

- The file must be in the X12 file format; the recommended file type is txt. The file/document name cannot exceed 115 characters.
- Files included (but not limited to) PDF, Excel, Word, PowerPoint, JPEG are not accepted
- After a file is selected for upload, a screen will pop up for the provider to certify that the information on the invoice is true and accurately reflects the services provided under the Early Intervention Program.

It will also show the name of the file that was selected by user. Prior to clicking the Upload button, providers should confirm that the correct file was selected.

Upload 837P EDI File into EI HUB

File must be in the X12 file format; the recommended file type is .txt. Files including, but not limited to, PDF, Excel, Word, PowerPoint, JPG, etc., are not accepted. File/Document name cannot exceed 115 characters. The maximum number of uploaded files is 1.

Document Area : X12

*Document Type

--- Select ---

Document Name

Browse...

 No file selected.

Notes

Confirm Upload of 837P EDI File into EI HUB

Cancel

Upload File

I certify the information on this invoice to be true and accurately reflect the services provided under the Early Intervention program. I understand once submitted, changes can not be made to claims without correcting or voiding the original claim once accepted into the system.

List file:4_80661_03042021999999.txt

Close

Upload

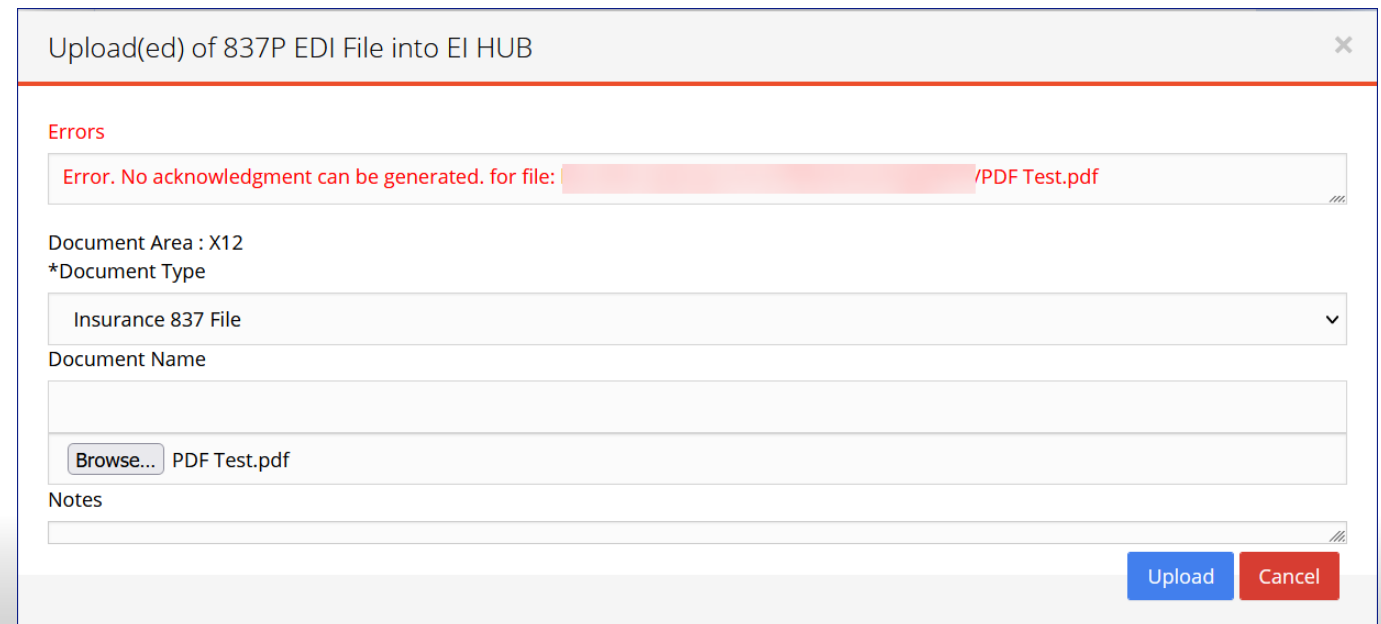
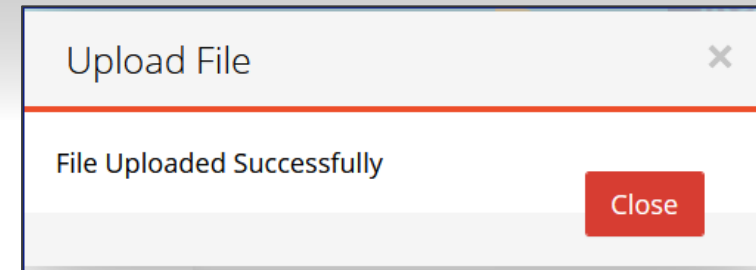
Uploading Files

File with No Errors

- User will receive a message stating that the file uploaded successfully if the file had no errors.
- Click the Close button to return to 837P Main Menu

File with Errors

- If the file that was uploaded has errors, the user will receive an error message and no 999 or 277 file will be generated.
- Errors must be fixed on the 837P file and resubmitted.




A screenshot of a web application form titled "Upload(ed) of 837P EDI File into EI HUB". The form has a close button (X) in the top right corner. Below the title bar, there is a section labeled "Errors" in red text. Below this, there is a red error message: "Error. No acknowledgment can be generated. for file: /PDF Test.pdf". Below the error message, there is a section labeled "Document Area : X12" and "*Document Type". Below this, there is a dropdown menu with "Insurance 837 File" selected. Below the dropdown menu, there is a section labeled "Document Name" with a text input field. Below the text input field, there is a "Browse..." button and the text "PDF Test.pdf". Below the "Document Name" section, there is a section labeled "Notes" with a text input field. At the bottom right of the form, there are two buttons: "Upload" (blue) and "Cancel" (red).

Response Files

Response files will appear under the “Actions.” column.

- **999 Files** – Indicates if the 837P file was accepted by the system (immediate process)
- **277 Files** – Indicates which claims within a file were accepted (passed validations) or rejected (did not pass validations). Allow validation of data elements against:
 - 837P edits
 - Billing edits
 - EI Program edits

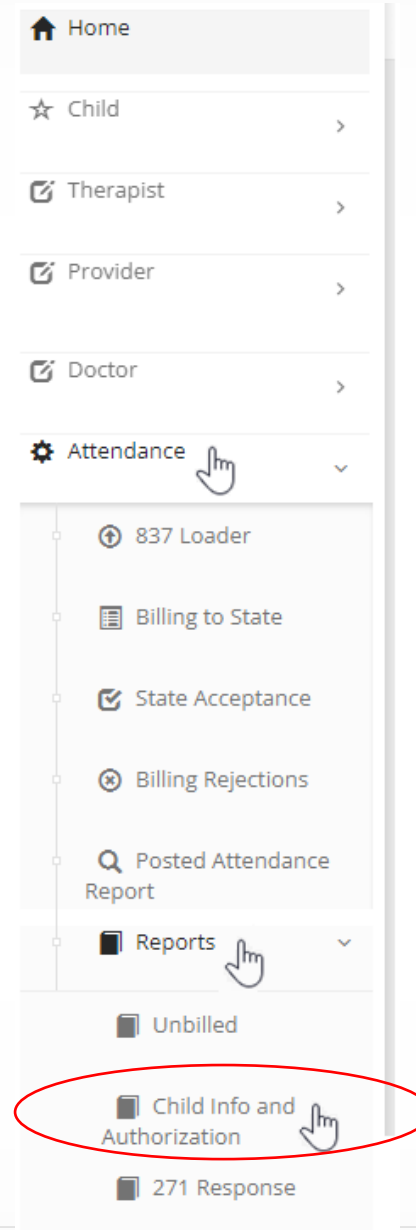
This file will process overnight.



File Type	File Name	Status	Uploaded Date	Uploaded By	999 Download Date	999 Download By	277 Download Date	277 Download By	Provider	Notes	NPI	Action
Insurance 837 File	A Door Of Hope - Unapproved Submitter and Rendering Provider for Auth Test A.txt	Accepted	06/01/2022		06/01/2022		06/16/2022					Download 999 File Download 277 File

Child Data

- The Child Info and Authorization report is designed for users utilizing a third-party billing systems.
- The report provides a list of child information and service information, including service authorization numbers.



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Additional Resources

Companion Guides

- Companion Guides available in EI-Hub LMS:
 - 837P
 - 999
 - 277CA
- Guides are intended for use by the EI Provider technical team, creating specifications for the electronic claims file.



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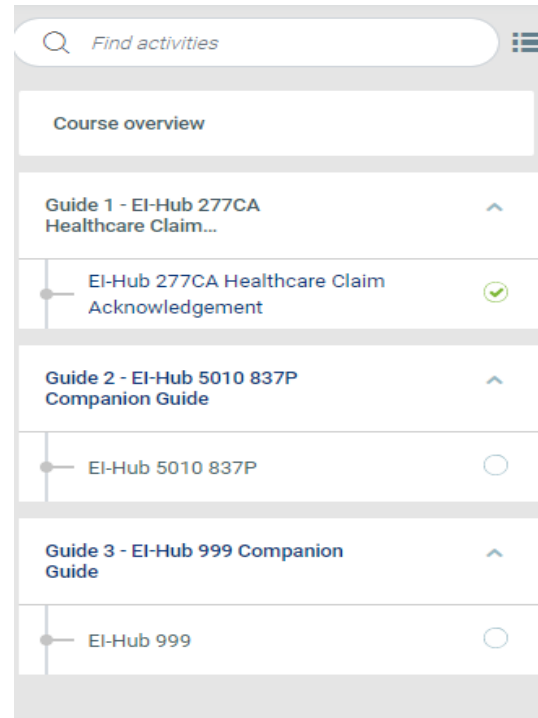
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Companion Guides

- Each companion guide is identified under the Course Overview menu.



New York State Early Intervention EI-Hub 277CA Healthcare Claim Acknowledgement Standard Companion Guide

Support for the Operational Management of NYS's EIP: C034488

NY Department of Health

[v4.0.0]

User Guide

The procedure guide includes step-by-step instructions:

- Procedures to submit electronic claims
- HCS account setup
- List of rejection codes

Submission of 837P File To EI-Hub User Guide





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Solutions that Matter