

PDF Naming and Sorting Functionality

In order to meet current and future needs, the following solution will be implemented for letter renaming. This functionality will allow better sorting of pdfs both internally and externally.

1. PDF names will include the following fields:

Column #	Column Name	Value Description	Example Value
1	lettertype	An abbreviation to indicate type of letter/fax: PCMS - Patient CMS Letter MD - Provider letter/fax P - Patient	PCMS
2	environmentid	PharmMD internal indicator for server location of the letter/fax	PMDProd
3	orgid	PharmMD internal indicator for client identification, client specific	30
4	contractid	Contract identifier of member included in letter	H1234
5	groupid	Identifier of subgroup associated with a contract; populated if provided by client	001
6	pmdpatientid	Unique PharmMD patient identifier, member specific	123456789
7	patientfirstname	Member first name	John
8	patientlastname	Member Last name	Smith
9	communicationid	Unique ID assigned to a letter	987
10	customclientID	This field can be blank or customized by client based on custom client ID	Variable based on client

Example PDF name:

- PCMS_PMDProd_30_H1234_001_123456789_John_Smith_987
- MD_PMDProd_30_H1234_001_123456789_John_Smith_988

2. PDF letters will be stored within the application as they have been historically. Once downloaded, either individually or through a sweeping process, the pdfs will be named as laid out above.
3. For the first release, field 10 will be blank. This is a place holder for client customization. If the client has specific sorting requirements, PharmMD will scope the work, estimate it and prioritize the request accordingly to accommodate the PDF naming convention changes.