

**834 Companion Guide**

**Version 2.5 | August 1, 2019**

**Objective**

To insure an efficient eligibility maintenance process, Bind requests that the electronic membership be sent in the 834 X12 format. This companion guide gives an overview of the loops and elements used by Bind.

Please follow all the file standards set forth in the National Electronic Data Interchange Transaction Set Implementation Guide for ASC X12 834. Contact the Washington Publishing Company web site at <http://www.wpc-edi.com> for more information on the guide.

**Sample 834 File**

**Detail Loop ID – Header**

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| **HEADER LOOP – ISA SEGMENT – INTERCHANGE CONTROL HEADER** Example: **ISA\*00\* \*00\* \*30\*123456789\*30\*814560965\*180101\*1235\*^\*00501\*0001\*1\*P\*:~** |

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| --- | --- | --- | --- | --- |
| Loop | Seg/Elem | Element ID | Element Value/Definition/Notes | Required |
| Header | ISA01 | Authorization Information Qualifier | **00** | Yes |
| Header | ISA02 | Authorization Information | Recommended: **10 blank spaces** | No |
| Header | ISA03 | Security Information Qualifier | **00** | Yes |
| Header | ISA04 | Security Information | Recommended: **10 blank spaces** | No |
| Header | ISA05 | Interchange ID Qualifier | **30** | Yes |
| Header | ISA06 | Interchange Sender ID | Your Federal Tax Identification Number | Yes |
| Header | ISA07 | Interchange ID Qualifier | **30** | Yes |
| Header | ISA08 | Interchange Receiver ID | **814560965** | Yes |
| Header | ISA09 | Interchange Date | The date in **YYMMDD** format | Yes |
| Header | ISA10 | Interchange Time | The time in **HHMM** format | Yes |
| Header | ISA11 | Repetition Separator | **^** (caret symbol) | Yes |
| Header | ISA12 | Interchange Control Version Number | **00501** | Yes |
| Header | ISA13 | Interchange Control Number | Value assigned by the customer and/or TPA \***This value must be identical to the Interchange Control Trailer (IEA02) in the Trailer Loop.** | Yes |
| Header | ISA14 | Acknowledgment Requested | **0** = No Acknowledge  **\*Element is required but not read by Bind** | Yes |
| Header | ISA15 | Usage Indicator | **P** = Production Data  **T** = Test Data | Yes |
| Header | ISA16 | Component Element Separator | **:** (colon)  **\*Bind requests that you use a colon “:” in this element.** | Yes |

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| **HEADER LOOP – GS SEGMENT – FUNCTIONAL GROUP HEADER** Example: GS\*BE\*123456789\*814560965\*20180101\*1235\*1\*X\*005010X220A1~ |

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| --- | --- | --- | --- | --- |
| Loop | Seg/Elem | Element ID | Element Value/Definition/Notes | Required |
| Header | GS01 | Functional Identifier Code | **BE** | Yes |
| Header | GS02 | Application Sender’s Code | Sender Tax Identification Number | Yes |
| Header | GS03 | Application Receiver’s Code | **814560965** | Yes |
| Header | GS04 | Date | The date in **YYYYMMDD** format | Yes |
| Header | GS05 | Time | The time in **HHMM** format | Yes |
| Header | GS06 | Group Control Number | Assigned by the customer and/or TPA \***This value must be identical to the Functional Group Trailer (GE02) in the Trailer Loop.** | Yes |
| Header | GS07 | Responsible Agency Code | **X** | Yes |
| Header | GS08 | Version/Release/Industry Identifier code | **005010X220A1** | Yes |

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| **HEADER LOOP – ST SEGMENT – TRANSACTION SET HEADER** Example: ST\*834\*0002\*005010X220A1~ |

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| Loop | Seg/Elem | | Element ID | Element Value/Definition/Notes | Required |
| Header | | ST01 | Transaction Set Identifier Code | **834** | Yes |
| Header | | ST02 | Transaction Set Control Number | Assigned by the customer and/or TPA \***This value must be identical to the Transaction Set Control Number (SE02) in the Trailer Loop.** | Yes |
| Header | | ST03 | Implementation Convention Reference | **005010X220A1** | Yes |

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| **HEADER LOOP – BGN SEGMENT – BEGINNING SEGMENT** Example: BGN\*00\*Sender Name\*20180101\*1235\*CT\*\*\*4~ |

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| Loop | Seg/Elem | Element ID | Element Value/Definition/Notes | Required |
| Header | BGN01 | Transaction Set Purpose Code | **00** | Yes |
| Header | BGN02 | Reference Number | Sender Organization Name | Yes |
| Header | BGN03 | Date | The date in **YYYYMMDD** format | Yes |
| Header | BGN04 | Time | The time in **HHMM** format | Yes |
| Header | BGN05 | Time Code | **CT** = Central Time  **ET** = Eastern Time  **PT** = Pacific Time  **MT** = Mountain Time | Yes |
| Header | BGN06 | Reference Identification - Original Transaction Set Reference Number | Not required or read by bind | No |
| Header | BGN07 | Transaction Type Code | Not used | No |
| Header | BGN08 | Action Code | **4** = Full File **\*Element is required but not read by Bind** | Yes |

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| **HEADER LOOP – REF SEGMENT – TRANSACTION SET POLICY NUMBER** Example: REF\*38\*12345678~ |

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| Loop | Seg/Elem | Element ID | Element Value/Definition/Notes | Required |
| Header | REF01 | Reference Identification Qualifier | **38** | Yes |
| Header | REF02 | Reference Identification | Group Number  **\*This will be the 8-digit group number assigned by Bind.** | Yes |

**Detail Loop ID – 1000**

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| **1000A LOOP – N1 SEGMENT – SPONSOR NAME** Example: N1\*P5\*Customer Name\*FI\*123456789~ |

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| --- | --- | --- | --- | --- |
| Loop | Seg/Elem | Element ID | Element Value/Definition/Notes | Required |
| 1000A | N101 | Entity Identifier Code | **P5** | Yes |
| 1000A | N102 | Name | The Customer Name | Yes |
| 1000A | N103 | Identification Code Qualifier | **FI** | Yes |
| 1000A | N104 | Identification Code | Federal Tax ID Number of the Customer | Yes |

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| **1000B LOOP – N1 SEGMENT – PAYER**  Example: N1\*IN\*Bind\*FI\*814560965~ |

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| Loop | Seg/Elem | Element ID | Element Value/Definition/Notes | Required |
| 1000B | N101 | Entity Identifier Code | **IN** | Yes |
| 1000B | N102 | Name | **Bind** | Yes |
| 1000B | N103 | Identification Code Qualifier | **FI** | Yes |
| 1000B | N104 | Identification Code | **814560965** | Yes |

**Detail Loop ID – 2000 Member Level Detail**

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| **2000 LOOP – INS SEGMENT – MEMBER LEVEL DETAIL**  Example: INS\*Y\*18\*030\*XN\*A\*\*\*FT\*\*N~ |

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| Loop | Seg/Elem | | Element ID | Valid Values | Definition | Required |
| 2000 | | INS01 | Subscriber Indicator | **Y** = Subscriber  **N** = Dependent | Status of the insured. | Emp: Yes  Dep: Yes |
| 2000 | | INS02 | Individual Relationship Code | See full list of valid codes on page 15. | The relationship between the insured with the subscriber. | Emp: Yes  Dep: Yes |
| 2000 | | INS03 | Maintenance Type Code | **030** |  | Emp: Yes  Dep: Yes |
| 2000 | | INS04 | Maintenance Reason Code |  |  | Emp: No Dep: No |
| 2000 | | INS05 | Benefit Status Code | **A** = Active  **C** = Cobra | Not used | Emp: No Dep: No |
| 2000 | | INS06 | Medicare Status Code |  | Not Applicable | Emp: No Dep: No |
| 2000 | | INS07 | Cobra Qualifying |  | Not Applicable | Emp: No Dep: No |
| 2000 | | INS08 | Employment Status Code | **FT** = Full Time  **RT** = Retired  **TE** = Termed | **See note on page 16 for this element surrounding Subscriber terminations.** | Emp: Yes  Dep: No |
| 2000 | | INS09 | Student Status Code | **F** = Full Time  **N** = Non-student |  | Emp: No Dep: No |
| 2000 | | INS10 | Disabled Status Indicator | **Y** = Yes  **N** = No |  | Emp: No Dep: No |

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| **2000 LOOP – REF SEGMENT – SUBSCRIBER IDENTIFIER** Example: REF\*0F\*123456789~ |

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| Loop | Seg/Elem | Element ID | Valid Value(s) | Definition | Required |
| 2000 | REF01 | Reference Identification | **0F** | Subscriber Identifier | Emp: Yes  Dep: Yes |
| 2000 | REF02 | Subscriber Number | 9 digits, numeric | The Subscriber’s Social Security Number | Emp: Yes  Dep: Yes |

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| **2000 LOOP – REF SEGMENT – MEMBER POLICY NUMBER** Example: REF\*1L\*78800000~ |

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| Loop | Seg/Elem | Element ID | Valid Values | Definition | Required |
| 2000 | REF01 | Reference Identification | **1L** |  | Emp: Yes  Dep: Yes |
| 2000 | REF02 | Group Number | 8 digits, alphanumeric | The **Group Number** assigned by Bind.(refer to account structure) | Emp: Yes  Dep: Yes |

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| **2000 LOOP – REF SEGMENT – SUBGROUP CODE** Example: REF\*17\*SG01~ |

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| --- | --- | --- | --- | --- | --- |
| Loop | Seg/Elem | Element ID | Valid Values | Definition | Required |
| 2000 | REF01 | Reference Identification | **17** |  | Emp: Yes  Dep: No |
| 2000 | REF02 | Subgroup Number | 4 digits, alphanumeric | The **Subgroup Code** assigned by Bind. (refer to account structure) | Emp: Yes  Dep: No |

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| **2000 LOOP – REF SEGMENT – CLASS CODE** Example: REF\*DX\*CL01~ |

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| Loop | Seg/Elem | Element ID | Valid Values | Definition | Required |

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| --- | --- | --- | --- | --- | --- |
| 2000 | REF01 | Reference Identification | DX |  | Emp: Yes  Dep: No |
| 2000 | REF02 | Class | 4 digits, alphanumeric | The **Class Code** assigned by Bind. (refer to account structure) | Emp: Yes  Dep: No |

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| 2000 LOOP – REF SEGMENT – EMPLOYEE NUMBER Example: REF\*3H\*123456789~ | | | | | |
| Loop | Seg/Elem | Element ID | Valid Values | Definition | Required |

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| --- | --- | --- | --- | --- | --- |
| 2000 | REF01 | Reference Identification | 3H | \*If payroll is integrated with Bind, this segment is required on the subscriber record. | No  \*Emp: Yes  Dep: No |
| 2000 | REF02 | Employee Number | Alphanumeric | Employer assigned Employee number | No  **\*Emp: Yes**  **Dep: No** |

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| **2000 LOOP – REF SEGMENT – MISC. REPORTING CODE(S)** Example: REF\*ZZ\*Business|Company|Location|Division~ |

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| --- | --- | --- | --- | --- | --- |
| Loop | Seg/Elem | Element ID | Valid Values | Definition | Required |

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| --- | --- | --- | --- | --- | --- |
| 2000 | REF01 | Reference Identification | ZZ | Mutually defined Reporting code(s). | No |
| 2000 | REF02 | Reporting Data Field | Alphanumeric | **|** (pipe) delimited if more than one reporting code is sent. Element can be used for miscellaneous reporting data. | No |

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| **2000 LOOP – DTP SEGMENT – MEMBER LEVEL DATES** Example: DTP\*336\*D8\*20180101~ |

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| Loop | Seg/Elem | Element ID | Valid Values | Definition | Required |

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| --- | --- | --- | --- | --- | --- |
| 2000 | DTP01 | Date/Time Qualifier | 336 | Hire Date Identifier | Emp: Yes  Dep: Yes |
| 2000 | DTP02 | Format | **D8** |  | Emp: Yes  Dep: Yes |
| 2000 | DTP03 | Date Time Period | Date format of **YYYYMMDD** | The hire date of the subscriber. | Emp: Yes  Dep: Yes |

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| **2100A LOOP – NM1 SEGMENT – MEMBER NAME** Example: NM1\*IL\*1\*Last\*First\*I\*\*\*34\*123456789~ |

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| --- | --- | --- | --- | --- | --- |
| Loop | Seg/Elem | Element ID | Valid Values | Definition | Required |
| 2100A | NM101 | Entity Code ID | **IL** |  | Emp: Yes Dep: Yes |
| 2100A | NM102 | Entity Type Qualifier | **1** |  | Emp: Yes Dep: Yes |
| 2100A | NM103 | Last Name | Max length of 50 characters | The last name of the member | Emp: Yes Dep: Yes |
| 2100A | NM104 | First Name | Max length of 50 characters | The first name of the member | Emp: Yes Dep: Yes |
| 2100A | NM105 | Middle Name | Max length of 50 characters | The middle name of the member | Emp: No Dep: No |
| 2100A | NM106 | Name Prefix |  | Not read or loaded by bind. | Emp: No Dep: No |
| 2100A | NM107 | Name Suffix | **Sr**; **Jr**; **I**; **II**; **III; IV, V** |  | Emp: No Dep: No |
| 2100A | NM108 | Identification Code Qualifier | **34** | SSN Identifier | Emp: Yes DEP: Yes |
| 2100A | NM109 | Identification Code | 9 digits, numeric No dashes or spaces | The member’s Social Security Number | Emp: Yes DEP: Yes |

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| 2100A LOOP – PER SEGMENT – MEMBER COMMUNICATIONS NUMBERS Example 1: PER\*IP\*\*TE\*1234567890~ Example 2(sending both): PER\*IP\*\*TE\*1234567890\*EM\*employee@company.com~ | | | | | |
| Loop | **Seg/Elem** | **Element ID** | **Valid Values** | **Definition** | **Required** |
| 2100A | PER01 | Contact Function Code | **IP** |  | No |
| 2100A | PER02 | Name | Leave blank | Not Applicable | No |
| 2100A | PER03 | Communication Qualifier | **TE** = Telephone  **EM** = Email |  | No |
| 2100A | PER04 | Communication Number | 10-digit phone number or email address | The value associated with the PER03 identifier. | No |
| 2100A | PER05 | Communication Qualifier | **TE** = Telephone  **EM** = Email |  | No |
| 2100A | PER06 | Communication Number | 10-digit phone number or email address | The value associated with the PER05 identifier. | No |

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| **2100A LOOP – N3 SEGMENT – MEMBER RESIDENCE STREET ADDRESS** Example: N3\*123 Main Street\*Apt 456~ |

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| --- | --- | --- | --- | --- | --- |
| Loop | Seg/Elem | Element ID | Valid Values | Definition | Required |
| 2100A | N301 | Address Information | Please refrain from using punctuation. | Street Address | Emp: Yes Dep: Yes |
| 2100A | N302 | Address Information | Please refrain from using punctuation. | Address Line 2 | Emp: No Dep: No |

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| **2100A LOOP – N4 SEGMENT – MEMBER CITY, STATE, ZIP CODE** Example: N4\*Minneapolis\*MN\*55555~ |

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| --- | --- | --- | --- | --- | --- |
| Loop | Seg/Elem | Element ID | Valid Values | Definition | Required |
| 2100A | N401 | City Name |  | City | Emp: Yes Dep: Yes |
| 2100A | N402 | State or Province Code |  | 2-digit State code | Emp: Yes Dep: Yes |
| 2100A | N403 | Postal Code |  | 5-digit Zip code | Emp: Yes Dep: Yes |

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| **2100A LOOP – DMG SEGMENT – MEMBER DEMOGRAPHICS** Example: DMG\*D8\*19850101\*M\*I~ |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Loop | Seg/Elem | Name | Valid Values | Definition | Required |
| 2100A | DMG01 | Date/Time Format Qualifier | **D8** |  | Emp: Yes Dep: Yes |
| 2100A | DMG02 | Date Timer Period / Member Birth Date | Date format of **YYYYMMDD** | The date of birth of the member | Emp: Yes Dep: Yes |
| 2100A | DMG03 | Gender Code | **M** = Male  **F** = Female  **U** = Unknown |  | Emp: Yes Dep: Yes |
| 2100A | DMG04 | Marital Status Code | **B** = Domestic Partner  **D** = Divorced  **I** = Single  **M** = Married  **R** = Unreported  **S** = Separated  **U** = Unmarried/Unknown  **W** = Widowed  **X** = Legally Separated | If Marital Status is not sent on the file, our system will default the member to “Unreported” | Emp: No Dep: No |

**Detail Loop ID – 2300 Health Coverage with Medical**

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| **2300 LOOP – HD SEGMENT – HEALTH COVERAGE** Example: HD\*030\*\*HLT\*12345678\*FAM~ |

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| --- | --- | --- | --- | --- | --- | --- |
| Loop | Seg/Elem | | Name | Valid Values | Definition | Required |
| 2300 | | HD01 | Maintenance Type Code | **030** |  | Emp: Yes Dep: Yes |
| 2300 | | HD02 | Maintenance Reason Code |  | Not Applicable | No |
| 2300 | | HD03 | Insurance Line Code | **HLT** | HLT = Medical | Emp: Yes Dep: Yes |
| 2300 | | HD04 | Plan Codes |  | The **Plan Code** assigned by Bind. (refer to account structure) | Emp: Yes Dep: Yes |
| 2300 | | HD05 | Coverage Level Code | **EMP** = Employee Only  **ESP** = Employee and Spouse  **ECH** = Employee and Child(ren)  **FAM** = Family | **Bind can support coverage tiers other than the set listed. Please contact your Bind Representative if you use a coverage tier set outside of Bind’s standard 4 tier set.** | Emp: Yes Dep: No |

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| **2300 LOOP – DTP SEGMENT – HEALTH COVERAGE DATES** Example: DTP\*348\*D8\*20180101~ |

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| --- | --- | --- | --- | --- | --- | --- |
| Loop | Seg/Elem | | Name | Valid Values | Definition | Required |
| 2300 | | DTP01 | Date/Time Qualifier | **348** =Benefit Begin Date  **349** =Benefit End Date | **DTP\*348** is required on all files.  **DTP\*349** should only be sent if a member is terming coverage. | Emp: Yes Dep: Yes |
| 2300 | | DTP02 | Date/Time Period Qualifier | **D8** |  | Emp: Yes Dep: Yes |
| 2300 | | DTP03 | Date Time Period | Date format of **YYYYMMDD** | The coverage effective date. | Emp: Yes Dep: Yes |

**Detail Loop ID - Trailer**

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| **TRAILER LOOP – SE SEGMENT – TRANSACTION SET TRAILER**  Example: SE\*500\*0002~ |

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| --- | --- | --- | --- | --- |
| Loop | Seg/Elem | Element ID | Element Value/Definition/Notes | Required |
| Trailer | SE01 | Number of Included Segments | Number of segments included in a transaction set including ST and SE segments, but does not include the ISA, IEA, GS and GE segments. | Yes |
| Trailer | SE02 | Transaction Set Control Number | Must match ST02 element.  **\*The Transaction Set Control Numbers in ST02 and SE02 must be identical.** | Yes |

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| **TRAILER LOOP – GE SEGMENT – FUNCTIONAL GROUP TRAILER**  Example: GE\*1\*1~ |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Loop | Seg/Elem | Element ID | Element Value/Definition/Notes | Required |
| Trailer | GE01 | Number of Transaction Sets Included | Number of transaction sets included | Yes |
| Trailer | GE02 | Transaction Set Control Number | Must match GS06 element.  **\*The Transaction Set Control Numbers in GS06 and GE02 must be identical.** | Yes |

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| **TRAILER LOOP – IEA SEGMENT – INTERCHANGE CONTROL TRAILER**  Example: IEA\*1\*0001~ |

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| --- | --- | --- | --- | --- |
| Loop | Seg/Elem | Element ID | Element Value/Definition/Notes | Required |
| Trailer | IEA01 | Interchange Control Trailer | Number of included Functional Groups. **\*This number will usually be** “**1**” | Yes |
| Trailer | IEA02 | Interchange Control Number | Must match GS06 element.  **\*The Transaction Set Control Numbers in ISA13 and IEA02 must be identical.** | Yes |

**RELATIONSHIP CODES** *(Do not use a default – use actual relationship code)*

|  |  |  |
| --- | --- | --- |
| **CODE** | **RELATIONSHIP** | **Definition** |
| **01** | Spouse | Spouse |
| **03** | Parent | Father or Mother |
| **04** | Grandparent | Grandfather or Grandmother |
| **05** | Grandchild | Grandson or Granddaughter |
| **06** | Uncle or Aunt | Uncle or Aunt |
| **07** | Nephew or Niece | Nephew or Niece |
| **08** | Cousin | Cousin |
| **09** | Adopted Child | Adopted Child |
| **10** | Foster Child | Foster Child |
| **11** | Child-in-law | Son-in-law or Daughter-in-law |
| **12** | Sibling-in-law | Brother-in-law or Sister-in-law |
| **13** | Parent-in-law | Mother-in-law or Father-in-law |
| **14** | Sibling | Brother or Sister |
| **15** | Ward | QMCSO dependent |
| **17** | Stepchild | Stepson or Stepdaughter |
| **18** | Self | Subscriber/Employee |
| **19** | Child | Child |
| **23** | Sponsored Dependent | Sponsored Dependent |
| **24** | Dependent of a Minor Dependent | Dependent of a Minor Dependent |
| **25** | Ex-spouse | Ex-spouse |
| **26** | Guardian | Guardian |
| **31** | Court Appointed Guardian | Court Appointed Guardian |
| **32** | Mother | Mother |
| **33** | Father | Father |
| **38** | Child of a Domestic Partner | Collateral Dependent |
| **48** | Stepfather | Stepfather |
| **49** | Stepmother | Stepmother |
| **53** | Domestic Partner | Life Partner (Domestic Partner use this value) |
| **60** | Annuitant | Annuitant |
| **D2** | Trustee | Trustee |
| **G8** | Other Relationship | Other Relationship |
| **G9** | Other Relative | Other Relative |

**Employment Status Code – Subscriber Termination Processing**

If a subscriber is terminating their coverage and will no longer be an existing employee with the company, an Employment Status Code of “TE” is required along with the coverage term date. In the event a subscriber terminates their coverage, remains employed with the company and has Add-in coverage that will continue past their coverage termination date, an Employment Status Code of “FT” is required to be sent on the file along with the coverage term date.