USER MANUAL
JSON CONVERTER

MINISTRY OF HEALTH AND SOCIAL PROTECTION
BOGOTA, SEPTEMBER 2024

USER MANUAL CONVERTER TO JSON				
Nature of the process:	**MISSIONARY**	**Code: FEVRM002 Version:**		**1.0**

TABLE OF CONTENTS

 ASIF03- Version 1

ILLUSTRATIONS

			USER MANUAL CONVERTER TO JSON				
Nature of the process:		**MISSIONARY**		**Code: FEVRM002 Version:**			**1.0**

<Change Control>

Item	Activity	Prepared by	Date	Version
1	Preparation of initial document	**Zulay Merlin Garcia Farieta**	2024-09-016	1.0

 ASIF03- Version 1

USER MANUAL CONVERTER TO JSON				
Nature of the process:	**MISSIONARY**	**Code: FEVRM002 Version:**		**1.0**

1. OBJECTIVE

Provide the user with the necessary information for the proper use of the **"EXCEL format file converter"**
(xlsm) predefined to JSON format", a tool provided by the Ministry of Health and Social Protection to support independent professionals and/or health service providers and others required to report Individual Health Benefits Records - RIPS, in accordance with the provisions of resolution 2275 of 2023.

2. SCOPE

Describe the components and actions to be performed to carry out the conversion of single-invoice, multi-user – multi-attention RIPS files, which are in EXCEL (xlsm) "FEV-RIPS Template" format, to JSON format.

3. SCOPE OF APPLICATION

The provisions contained in this manual apply primarily to independent health service providers who report RIPS without an invoice.

4. DOCUMENTS ASSOCIATED WITH THE MANUAL

- FEV-RIPS_V template 1_0.xlsm
- Document GUIDELINES FOR THE GENERATION, VALIDATION AND SENDING OF THE INDIVIDUAL RECORD OF PROVISION OF HEALTH SERVICES – RIPS, AS SUPPORT FOR THE ELECTRONIC SALES INVOICE – FEV IN HEALTH
- FEVRG01 FEV_RIPS Client-Server System Installation Guide
- ASIF03 FEV-RIPS User Manual

5. REGULATIONS AND OTHER EXTERNAL DOCUMENTS

- Resolution 2275 of December 28, 2023 "By which the sole regulatory resolution of the Individual Registry of Health Services Provision -RIPS, support for the Electronic Sales Invoice -FEV in health and other provisions are issued" described in Technical Annex No. 1

6. DEFINITIONS

- RIPS: Individual Records of Provision of Health Services – RIPS, are the minimum data set and basic that the General Social Security System in health requires for the management processes,

 ASIF03- Version 1

USER MANUAL CONVERTER TO JSON				
Nature of the process:	**MISSIONARY**	**Code: FEVRM002 Version:**		**1.0**

regulation and control and as a support for the sale of services, whose name, structure and features has been unified and standardized for all entities.

• FEV-RIPS_Template: EXCEL file structured according to the details of the RIPS data standardized in resolution 2275 of 2023.

7. FEATURES AND DESCRIPTION OF THE SOLUTION

The **EXCEL to JSON format file converter** for RIPS is a *single-invoice, multi-user and multi-service tool.* It consists of two components:

• Template_FEV-RIPS_V 1_0.xlsm
• EXCEL file converter to JSON format

The details for each component are described below.

7.1. FEV-RIPS_Template

The EXCEL template is structured according to Resolution 2275 of 2023, and the fields contained in each of the EXCEL tabs must be completed according to what is established in said resolution.

Please note that for each **invoice** an EXCEL file must be completed, which will contain the information on the associated RIPS.

Thus, the Excel file will be transformed to generate the structure in the JSON format (of the RIPS) and then said structure must be taken to the Single Validation Mechanism - MUV (in any of its two versions: Client - Server or Appi Docker). If everything is correct, the Unique Validation Code will be generated.
Validation – CUV.

The EXCEL template contains nine (9) tabs as follows:
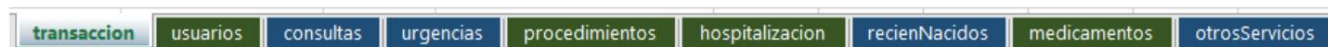

| transaccion | usuarios | consultas | urgencias | procedimientos | hospitalizacion | recienNacidos | medicamentos | otrosServicios |

Illustration 1 Excel file sheet structure

Each tab contains related information:

• transaction: •
users:

USER MANUAL CONVERTER TO JSON			
Nature of the process:	MISSIONARY	Code: FEVRM002 Version:	**1.0**

- consultation:
- emergencies:
- procedures
- hospitalization:
- newborns
- medications
- otherServices

The complete template is shown as follows:
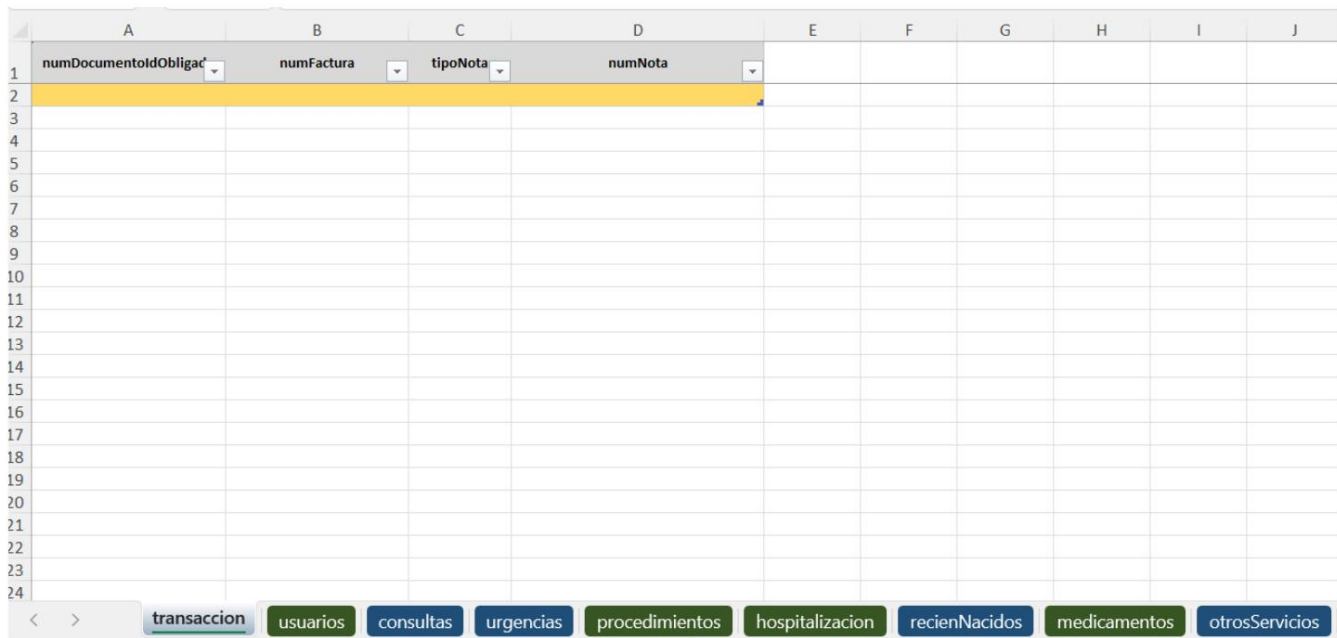
Illustration 2 Visual of the Work Template

It begins by filling out the transaction tab, in which you must locate, among other data: the number of the electronic invoice that is associated with the RIPS file, then select the user tab, in which the data corresponding to the user to whom the services were provided is filled out and then the tabs of the services to be reported. The previous fields are filled out in accordance with Resolution 2275 of 2023.

Recommendations to keep the template stable:

- **DO NOT delete row 2 in any of the sheets (this contains the formula data).**
- To delete a row in the **users tab,** locate the numDocumentID field of the row to be deleted and delete the row.
- To delete a row, from the **queries** tab to the **otherServices tab,** locate the field in the ProviderCode column of the row you are going to delete and delete the row.

Once this document is printed or downloaded it is considered an uncontrolled copy.   ASIF03- Version 1

COLOMBIA
POTENCIA DE LA
VIDA

Salud

USER MANUAL CONVERTER TO JSON			
Nature of the process:	**MISSIONARY**	**Code: FEVRM002 Version:**	**1.0**

- DO NOT delete rows from the EXCEL indicator or strip, do so according to the instructions given in the above items.

General indications:

- From the queries tab to the otherServices tab, you must enter in the following sequence:
  ÿ First the provider code ÿ Then
  select the consecutive user
  ÿ Continue filling out the other fields

- consecutiveUser brings the IdentDocumentNumber as appropriate.
- num_DocumentoObligado: protected column from the users tab to the otherServices tab, since it contains the information registered in the numDocumentoIdObligado field of the transaction tab.

- Each cell in the EXCEL template has a related parameterization in each drop-down list, when typing a non-corresponding data, this will display a guidance note.
- In the rows, the cell will turn mustard yellow when it remains to be filled.
- Do not leave empty or blank cells within the tab or service being completed.
- From the users tab to the otherServices tab, the cell num_DocumentoObligado will take the mustard yellow color when there are missing fields to be filled in within the same row.
- The cells in the headers that are dark gray refer to the diagnoses
- The cells in the headers that have a light green color are number format cells.
- The cells in the headers that have a light blue color are date type cells
  Date format: yyyy-mm-dd hh:mm 24 hours.
- From the consultations tab to the otherServices tab, the consecutive_User cell identifies the person served – patient.
- The last consecutive column restarts the numbering by user.
- Fields that do not contain any data, such as dark green fields, will be left empty, except for numeric fields, where zero (0) will be entered.
- DocumentNumberRequired the formula will be displayed on all sheets. Protected cell.
- Fill in the fields according to the description contained in resolution 2275 of 2023. Take into account the document GUIDELINES FOR THE GENERATION, VALIDATION AND SENDING OF THE INDIVIDUAL RECORD OF PROVISION OF HEALTH SERVICES – RIPS, AS SUPPORT FOR THE ELECTRONIC SALES INVOICE – FEV IN HEALTH, located on the microsite:

  https://www.sispro.gov.co/central-finamiento/Pages/facturacion-electronica.aspx

  Take into account the reference tables in Consult Reference Tables (sispro.gov.co)

Below is an example of the fields contained in each of the tabs:

ASIF03- Version 1

<table>
<tr><td colspan="5" align="center">USER MANUAL CONVERTER TO JSON</td></tr>
<tr><td>Nature of the process:</td><td align="center">MISSIONARY</td><td colspan="2">Code: FEVRM002 Version:</td><td align="center">1.0</td></tr>
</table>

TRANSACTION

Illustration 3 Transaction Record

Each field is filled out in order, the mustard yellow color shows the fields that remain to be filled out.

The NoteType field has a drop-down list to select from or it can also be typed in. The selection is empty,

NA: Adjustment Note
NC: Credit Note
ND: Debit Note.

In all fields of any of the tabs of the EXCEL file, when entering data that does not correspond to the structure established by resolution 2275 of 2023, a guiding message will be displayed, as shown in the following example:

Illustration 4 Format Error presented by the tool

Where it indicates that zero (0) or blank spaces are not allowed. According to Resolution 2275 of 2023, this character type field accepts a size that supports from 4 to 12 characters.

USERS

	A	B	C	D	E	F	G	H	I	J	K	L
1	tipoDocu mentoIde ntificacio n	numDocumentoIdent ificacion	num_DocumentoIdObliga do	tipoUsuar io	fechaNacimiento	codSexo	codPaisRe sidencia	codMunici pioReside ncia	codZonaT erritorialR esidencia	incapacid ad	codPaisOr igen	consecutivo
2	CC	1010101010	900175697	06	2008-10-25	H	170	11001	02	no	170	1

Illustration 5 Users tab format

USER MANUAL CONVERTER TO JSON			
Nature of the process:	**MISSIONARY**	**Code: FEVRM002 Version:**	**1.0**

It starts from the first cell "tipoDocumentoIdentificacion" by selecting from the drop-down list or typing the type of identity document, according to the reference table: "TipoIdPISIS".

Next, enter the identification number associated with the type of identification selected in the field corresponding to numDocumentoIdentificacion. The number of the patient who was treated is entered in this field.

The num_DocumentoIdObligado column is locked since it contains the information recorded in the numDocumentoIdObligado field of the transaction tab.

Continue with the tipoUsuario field by typing or selecting the corresponding user type from the drop-down list, which are related in the RIPSTipoUsuarioVersion2 table.

The remaining fields are typed or selected from the drop-down list.

CONSULTATIONS

A	B	C	D	E	F	G	H	I	J	K
num_DocumentoIdObliga do	consecutivoUsuario	codPrestador	fechaInicioAtencion	numAutorizacion	codConsu lta	modalida dGrupo	grupoServ icios	codServici o	finalidadT ecnolog	causaMoti voAten
343432	85456123	192030405001	2024-02-02 08:00		890303	01	01	334	25	38

L	M	N	O	P	Q	R	S	T	U	V	W
codDiagnostico Principal	codDiagnostico Relacionado	codDiagnostico Relacionado	codDiagnostico Relacionado	tipoDiagn osticoPr	tipoDocu mentoId	numDocume ntoIdentifi	vrServicio	conceptoR ecaud	valorPagoM oderado	numFEVPagoMode rador	consecuti vo
K054				02	CC	79315652	0	05	0		1

Illustration 6 Queries tab format

It is completed taking into account the following sequence:

ÿ First, the co-Provider's cell is filled out,
ÿ Second, go back to the consecutiveUser cell and select the corresponding one
ÿ Third, the data is entered or selected from the drop-down list according to the cell, immediately the cell num_DocumentoIdObligado brings the corresponding data.
ÿ Fourth, enter the StartDate of Attention according to the general instructions
ÿ Fifth, the completion of the other fields continues, taking into account the general indications listed in this document.

Please note that in numDocumentoIdentificacion the number of the attending professional is entered.

EMERGENCIES

A	B	C	D	E	F
num_DocumentoIdObliga do	consecutivoUsuario	codPrestador	fechaInicioAtencion	causaMot ivoAtenci on	codDiagnostic oPrincipal
900175697	123451123	192030405001	2024-01-12 00:00	38	s934

ASIF03- Version 1

COLOMBIA
POTENCIA DE LA
VIDA

Salud

USER MANUAL CONVERTER TO JSON			
Nature of the process:	**MISSIONARY**	**Code: FEVRM002 Version:**	**1.0**

	G	H	I	J	K	L	M	N
	codDiagnostico PrincipalE	codDiagnostico RelacionadoE	codDiagnostico RelacionadoE	codDiagnostico RelacionadoE	condicion DestinoU	codDiagnostico CausaMuert	fechaEgreso	consecu tivo
	s934	s903			03		2024-12-01 00:01	1

Illustration 7 Emergencies tab format

It is completed taking into account the following sequence:

ÿ First, the co-Provider's cell is filled out,
ÿ Second, go back to the consecutiveUser cell and select the corresponding one
ÿ Third, the data is entered or selected from the drop-down list according to the cell, immediately the cell num_DocumentoIdObligado brings the corresponding data.
ÿ Fourth, enter the StartDate of Attention according to the general instructions
ÿ Fifth, continue filling out the other fields taking into account the indications general listed in this document.

PROCEDURES

A	B	C	D	E	F	G	H	I	J
num_DocumentoIdObligado	consecutivoUsuario	codPrestador	fechaInicioAtencion	idMIPRES	numAutorizacion	codProcedimiento	viaIngreso ServicioS	modalida dGrupo!	grupoServi cios
343432	1014215710	110011789401	2024-02-12 00:00		402500	873210	13	01	05

K	L	M	N	O	P	Q	R	S	T	U	V
codServicio	finalidadTecnologi	tipoDocumentoIde	numDocumentoIdentificacio	codDiagnosticoPrincipal	codDiagnosticoRelacionado	codComplicacion	vrServicio	conceptoRecaudo	valorPagoModerador	numFEVPagoModerador	consecu tivo
745	15	cc	1014215710	S610			61336	05	0		1

Illustration 8 Procedures tab format

The fields are filled out according to the steps listed in EMERGENCIES.
Please take into account the recommendations for maintaining a stable workforce and the suggestions indicated at the beginning of this document.

HOSPITALIZATION

A	B	C	D	E	F	G	H
num_DocumentoIdObligado	consecutivoUsuario	codPrestador	viaIngreso ServicioS	fechaInicioAtencion	numAutorizacion	causaMoti voAtenci	codDiagnosticoPrincipal
343432	123451123	192030405001	02	2024-01-12 00:00	285-7046354	38	R739

I	J	K	L	M	N	O	P	Q
codDiagnosticoPrincipalE	codDiagnosticoRelacionadoE1	codDiagnosticoRelacionadoE2	codDiagnosticoRelacionadoE3	codComplicacion	condicion DestinoU	codDiagnosticoCausaMuerte	fechaEgreso	consecu tivo
Z658					01		2024-12-01 00:08	1

Illustration 9 Hospitalization tab format

The fields are filled out according to the steps listed in EMERGENCIES.

ASIF03- Version 1

USER MANUAL CONVERTER TO JSON				
Nature of the process:	MISSIONARY	**Code: FEVR**M002 Version:		**1.0**

Please take into account the recommendations for maintaining a stable workforce and the suggestions indicated at the beginning of this document.

NEWBORNS

A	B	C	D	E	F
num_DocumentoIdObligado	consecutivoUsuario	codPrestador	tipoDocumentol	numDocumentoIdentificaci	fechaNacimiento
343432	51245879	547896320123	CC	51245879	2024-08-12 04:00

G	H	I	J	K	L	M	N	O
edadGestacional	numConsultasCPrenatal	codSexoBiologic	peso	codDiagnosticoPrincipal	condicionDestinoUsuarioEgreso	codDiagnosticoCausaMuerte	fechaEgreso	consecutivo
40	5	M	5000	P073	01		2024-12-08 04:05	1

Illustration 10 Newborns tab format

The fields are filled out according to the steps listed in EMERGENCIES.

Please take into account the recommendations for maintaining a stable workforce and the suggestions indicated at the beginning of this document.

MEDICATIONS

A	B	C	D	E	F	G	H	I
num_DocumentoIdObligado	consecutivoUsuario	codPrestador	numAutorizacion	idMIPRES	fechaDispensAdmon	codDiagnosticoPrincipal	codDiagnosticoRelacionado	tipoMedicamento
343432	1014215710	110011789401	402500		2024-02-12 00:00	s610		01

J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y
codTecnologiaSalud	nomTecnologiaSalud	concentracionMed	unidadMedida	formaFarmaceuti	unidadMinDispen	cantidadMedicar	diasTratamiento	tipoDocumentol	numDocumentoIdentificacion	vrUnitMedicamen	vrServicio	conceptoRecaude	valorPagoModera	numFEVPagoModerador	consecutivo
110011789401	TOXOIDE TETANICO	1	173	c42953	1	1	1	cc	1014215710	0	0	05	0		1

Illustration 11 Medications tab format

The fields are filled out according to the steps listed in EMERGENCIES.

Please take into account the recommendations for maintaining a stable workforce and the suggestions indicated at the beginning of this document.

OTHER SERVICES

A	B	C	D	E	F	G
num_DocumentoIdObligado	consecutivoUsuario	codPrestador	numAutorizacion	idMIPRES	fechaSuministroTecnologia	tipoOS
343432	1014215710	110011789401			2022-01-21 16:04	04

H	I	J	K	L	M	N	O	P	Q	R
codTecnologiaSalud	nomTecnologiaSalud	cantidadOS	tipoDocumentol	numDocumentoIdentificacion	vrUnitOS	vrServicio	conceptoRecaud	valorPagoModerador	numFEVPagoModerador	consecutivo
S22101	DERECHO DE SALA PARA	1	cc	1020758721	62600	0	05	0		1

Illustration 12 Other Services tab format

ASIF03- Version 1

COLOMBIA POTENCIA DE LA VIDA		Salud

USER MANUAL CONVERTER TO JSON				
Nature of the process:	**MISSIONARY**	**Code: FEVRM002 Version:**		**1.0**

The fields are filled out according to the steps listed in EMERGENCIES.

Please take into account the recommendations for maintaining a stable workforce and the suggestions indicated at the beginning of this document.

7.2. EXCEL to JSON file converter

Having completed the EXCEL template, proceed to convert the EXCEL format file to the format JSON with the following steps:

Enter through the microsite

https://www.sispro.gov.co/central-finamiento/Pages/facturacion-electronica.aspx

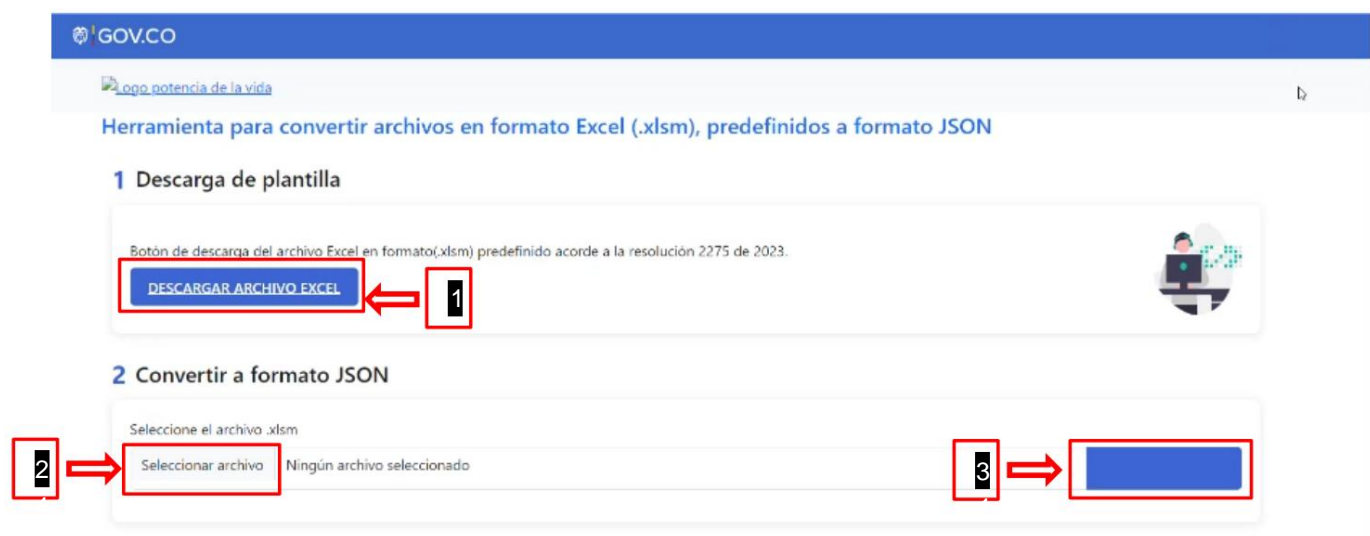and from there take the **JSON Converter option,** it shows the following screen:

Illustration 13 JSON Converter access screen

1 Template Download

Click on the Download EXCEL File button, and the browser's download option will bring the EXCEL file (Template_FEV-RIPS_V 1_0.xlsm) to be completed.

 ASIF03- Version 1

USER MANUAL CONVERTER TO JSON

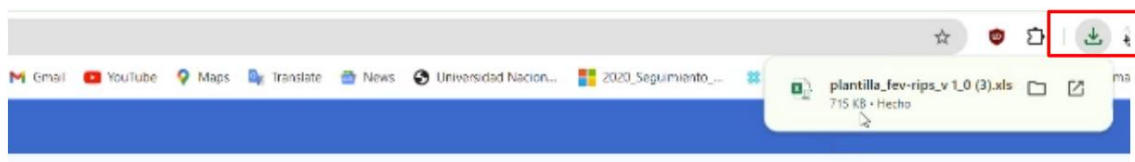| **Nature of the process:**	**MISSIONARY**	**Code: FEVRM002 Version:**	**1.0**

Illustration 14 Download file Template_FEV-RIPS_V 1_0.xlsm

Download the Template_FEV-RIPS_V 1_0.xlsm and complete it according to item 7.1 contained in this document.

You can save the completed file in your files - folder of your choice.

2 Select file

Click on the Select File button, here go and select the completed EXCEL file (Template_FEV-RIPS_V 1_0.xlsm) from the place where you have saved it, and it will be displayed like this:

Illustration 15 File selection Template_FEV-RIPS_V 1_0.xlsm

3 JSON Converter

Click on the JSON converter option

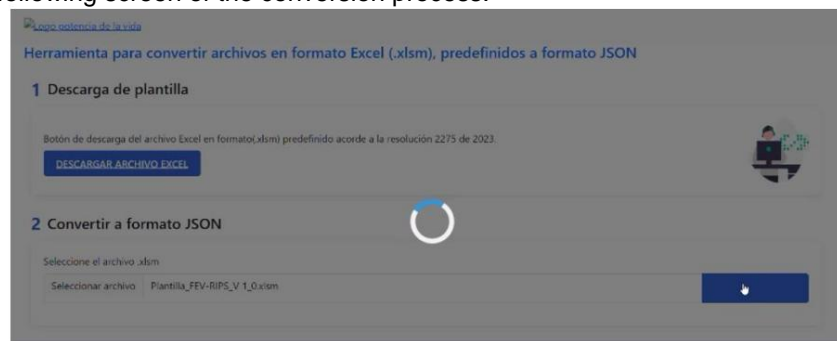This will display the following screen of the conversion process:

Illustration 16 Process of converting EXCEL file to JSON format

ASIF03- Version 1

USER MANUAL CONVERTER TO JSON

Nature of the process:	MISSIONARY	Code: FEVRM002 Version:		1.0

Then it shows the result, if the file is correct it will show the following message:

Illustration 17 File converted successfully

Click on ok, immediately in browser downloads, the generated file will be downloaded in JSON format

Illustration 18 Download file converted to JSON format

The generated file can be saved in your files - folder that you have designated for this purpose.

When you click on the generated file, it opens and displays the JSON on the screen that is displayed, like this:

Illustration 19 Deployment of JSON format file

End of process.

 ASIF03- Version 1

USER MANUAL CONVERTER TO JSON				
Nature of the process:	**MISSIONARY**	Code: FEVRM002 Version:		**1.0**

If you see the following message before displaying the JSON file, click the X to close:

Illustration 20 Possible pop-up message

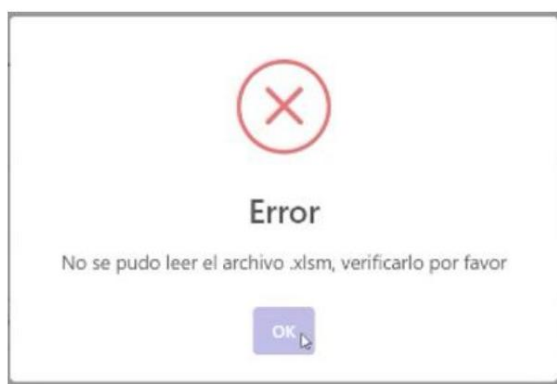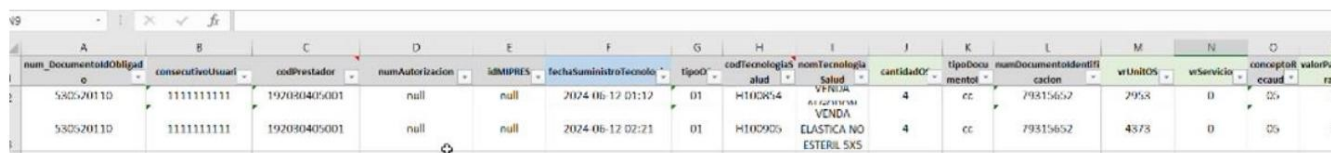If the uploaded file generates an error, the following message will be displayed:

Illustration 21 Error message when converting to JSON

Click OK, go to the file and review the completed fields:

Figure No. 22 revision of Template_FEV-RIPS_V 1_0.xlsm

Review the EXCEL, correct if necessary, and return to step 2 upload file.

USER MANUAL CONVERTER TO JSON

Nature of the process:	MISSIONARY	Code: FEVRM002 Version:	1.0

PREPARED BY:	REVIEWED BY:	APPROVED BY:
Name and Position: **Zulay Garcia - Contractor** **Date:** *September 16, 2024*	**Name and Position:** **Brayher Gomez – Contractor** **Jacqueline Becerra - Contractor** **Date:** *September 16, 2024*	**Name and Position:** **Adriana Abadia - Contractor** **Date:** Click here to enter a date.

ASIF03- Version 1