



Interface Functional Specification



Business Information System Project

TPA Processed Claims to BIS SAP



Interface Functional Specification

Table of Contents

| | | |
|----|---|----|
| 1 | GENERAL INFORMATION | 3 |
| 2 | BUSINESS NEEDS & REQUIREMENTS | 4 |
| 3 | STARTING CONDITION / DEPENDENCIES | 5 |
| 4 | ASSUMPTIONS | 5 |
| 5 | PROCESS FLOW DIAGRAM | 6 |
| 6 | DETAILED PROCESSING LOGIC & BUSINESS RULES | 7 |
| 7 | FILE/PROCESS SPECIFICATIONS | 11 |
| 8 | SECURITY / AUTHORIZATION REQUIREMENTS..... | 18 |
| 9 | TESTING SCENARIOS..... | 18 |
| 10 | ERROR HANDLING, MONITORING, RECONCILIATION..... | 18 |
| 11 | EXTERNAL SYSTEM CONSIDERATIONS | 19 |
| 12 | DATA RETENTION REQUIREMENTS | 19 |
| 13 | INTERFACE TRIGGER / SCHEDULING REQUIREMENTS | 19 |
| 14 | EXPECTED PERFORMANCE AND SERVICE LEVEL AGREEMENT REQUIREMENTS | 19 |



Interface Functional Specification

1 General Information

| | |
|--|--|
| Title: (40 Character MAX) | Third Party Administrator (TPA) Processed Claims File Interface to BIS SAP |
| Short description: | TPA processes the CCHCS medical invoice and daily processed medical claims are posted automatically into BIS SAP system. |
| Process Definition Document (PDD) Legend # / Item # | |
| BIS Project Phase | <input checked="" type="checkbox"/> Phase 1C <input type="checkbox"/> Phase 1B <input type="checkbox"/> Phase 2 |
| Business Team: | BIS TPA Implementation |
| Priority: | <input checked="" type="checkbox"/> High/mandatory <input type="checkbox"/> Medium/recommended <input type="checkbox"/> Low/optional |
| Module /Submodule Information | Module: AP Submodule: |
| Complexity: | <input checked="" type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low |
| Is there an alternative in the standard system? | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| Description of alternative: | |
| Reasons why alternative is not acceptable: | <input type="checkbox"/> Performance problems <input type="checkbox"/> Complexity <input type="checkbox"/> Other (Specify) : |
| SAP Transaction code: | FB60 |
| Interface Type | <input checked="" type="checkbox"/> Batch (<i>one-way transfer of accumulated data</i>) <input type="checkbox"/> Near Real-Time (<i>one-way message-based transfer of data</i>) <input type="checkbox"/> Real Time (<i>Immediate transfer of small data set</i>) <input type="checkbox"/> Excel Upload (<i>manually invoked from SAP session</i>) <input type="checkbox"/> Other (Specify) : |
| Interface Frequency | <input type="checkbox"/> Hourly <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> On-demand <input type="checkbox"/> Other (Specify) : |
| Type of Records Sent | <input checked="" type="checkbox"/> Full record load (<i>sends all records every time interface is executed</i>) <input type="checkbox"/> Delta full records (<i>Only sends records that have changed since previous execution</i>) <input type="checkbox"/> Other (Specify) : |
| Volume Estimate (per interface frequency) | Average Volume: 1000 claims per day (25,000 per month) Peak Volume: 2000 - 2500 |
| Source System: | TPA via CCHCS |
| Target System: | BIS SAP |
| Direction | Inbound to SAP: Yes Outbound from SAP: |

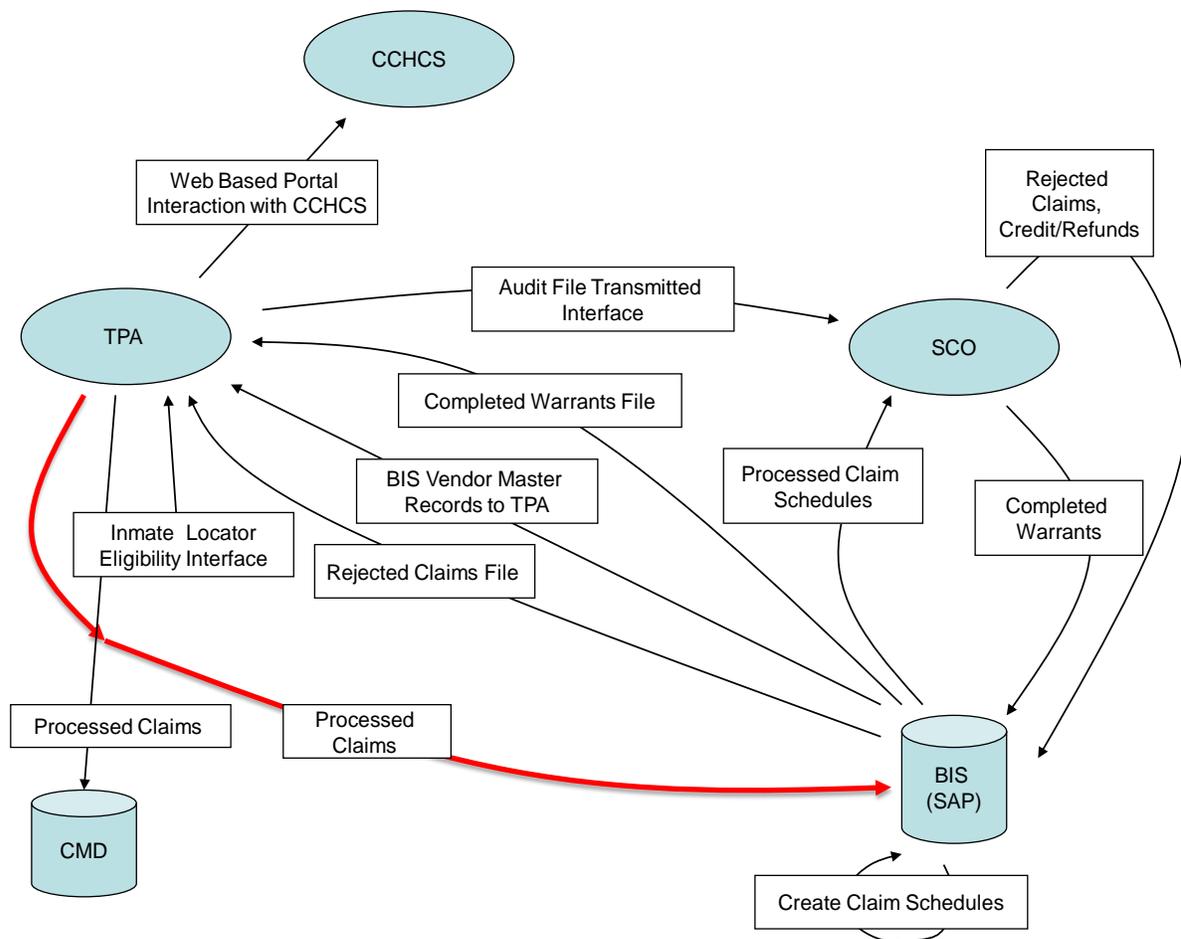


Interface Functional Specification

2 Business Needs & Requirements

Third Party Administrator (TPA) processes the California Correctional Health Care Services (CCHCS) medical claims and need to process the claims into CDCR Business Information System (BIS)/SAP. The medical claims file will be generated by the TPA system and interface the file daily via CCHCS to BIS SAP system to generate the electronic claim schedule to SCO.

CCHCS TPA Medical Invoice Interface Diagram



TPA Interface Descriptions:

- Inmate Locator Eligibility Interface
Interface with CDCR Inmate Locator for automated claim eligibility determinations.
- Processed Claims Interface
Interface with CDCR Accounting for transmission of adjudicated claims to be processed for payment.

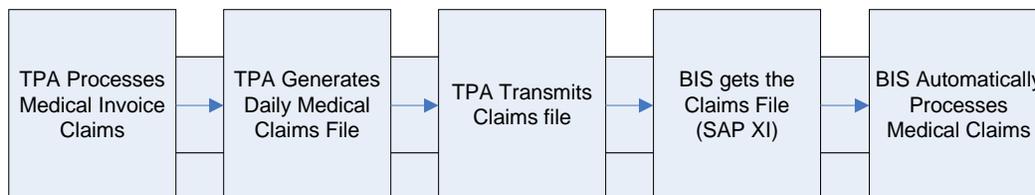


Interface Functional Specification

- **Audit File Interface**
TPA interfaces with California State Controller's Office (SCO) transmitting specific claim file information for SCO pre-payment auditing purposes.
- **BIS Vendor Master Records to TPA**
File transmission of CDCR's medical vendor demographic information from the Accounting office.
- **Claim Schedule Creation**
Accounting office generates the electronic claim schedules and paper Std218 for claims received by TPA to be transmitted to SCO for payment.
- **Rejected Claims File**
Submitted claims which are rejected by the Accounting office are transmitted to TPA for research, correction and resubmission.
- **Processed Claim Schedules**
Processed Claim Schedules transmitted in paper with "wet signatures" to SCO for processing.
- **SCO Completed Warrants Transmission**
SCO transmits paid claim information with Warrant/payment information to CDCR Accounting.
- **Accounting Completed Warrants Transmission**
Accounting transmits Warrant/payment information to TPA.
- **Web Based Portal Interaction with CCHCS**
Web based portals with CDCR for claim reviews, credit/refund requests, and suspended claims.
- **Rejected Claims, Credit/Refunds**
SCO communicates to CDCR's Accounting rejected claim batches, questions and/or corrections needed.
- **Completed/Processed Claims Data Transfer**
TPA transmits finalized processed claims information to CCHCS.

3 Starting Condition / Dependencies

TPA processes the medical vendor claims and generates the daily claims file and send to BIS to process as invoice. The claim file will be processed into BIS SAP as vendor invoices.



To process the medical claims by TPA, BIS vendor master must exist in TPA system and crosswalk value must be maintained in the mapping table to get the BIS accounting information (Functional Area and Cost Center).

4 Assumptions

1. Processed Claims file will be sent by TPA via CCHCS



Interface Functional Specification

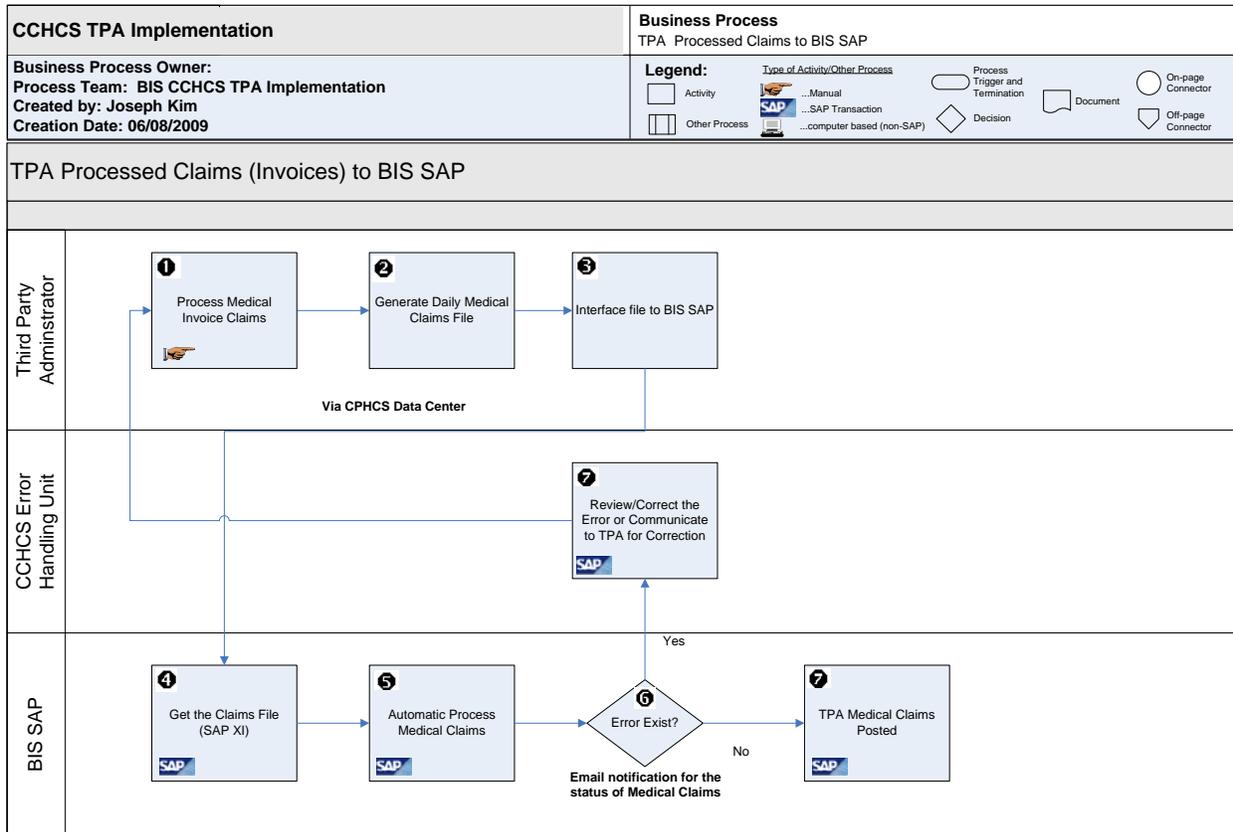
2. Each claim will belong in only one fund, one functional area, one fiscal year and one cost center. But it could have multiple GL codes.
3. No Credit Claims will be processed by TPA to feed into BIS.
4. Functional area/Program elements.
 - a. If the charges are to be split across multiple program elements, then request vendor to split the charges into separate claims. This does not occur often.
 - b. Since TPA will only be working on contract medical services, TPA shouldn't receive such claims. If they do receive them, then they get routed to CCHCS via the Exception process.
5. All payments will be processed through SAC RAO. One new Payment Method Supplement code to support the TPA medical invoices.
6. Tax Jurisdiction Code, Cost Centers, and Fund.
 - a. BIS will charge to the individual Institution cost centers based on the medical service location in the file.
 - b. Tax jurisdiction code – BIS will populate the Tax Jurisdiction code based on cost center.
 - c. Fund – health care is all general fund, fund 002.
7. All TPA Medical Claims are 1099able unless the payments go to Government or Corporation vendors. BIS Vendor Master records must be set up properly to handle the 1099 reporting for the medical services.
8. Any errors occur during the invoice processing, the BIS system will generate the error batch log and Error Handling unit (i.e. CCHCS Invoice Processing Branch) will validate/correct the errors or communicate to TPA to fix the errors.

5 Process Flow Diagram

The process flow diagram represents, at a high level, how the process will be performed after Go-Live. A description of the process is included below the process flow.



Interface Functional Specification



TPA will process the medical vendor invoices and generate the processed claims file daily. The file will be interfaced via SAP XI to BIS system to process as the vendor invoice. After the completion of medical claim processing, the system will send the status notification message to a specific email account.

6 Detailed Processing Logic & Business Rules

Based on the TPA processed claim file details, all the processed claims will be processed as Vendor Invoice documents in BIS SAP System. No credit claims will be processed by TPA and BIS SAP will only capture the processed claims.

1. Medical Claims (Invoice)

Transaction Code: **FB60 (Enter Vendor Invoice)**



Interface Functional Specification

Transactn Bal.

Basic data | Payment | Details | Tax | Withholding tax | Notes

Vendor SGL Ind

Inv. recpt date

Invoice date Reference

Posting Date

Document Type

Cross-CC no.

Amount USD Calculate tax

Tax amount 10 (A/P Sales Tax, exempt)

Text

Baseline Date

0 Items (No entry variant selected)

| St | G/L acct | Short Text | D/C | Amount in doc.curr. | W\Text | Co | Cost center | Order | WBS elem |
|----|----------|------------|-------|---------------------|--------|------|-------------|-------|----------|
| | | | Debit | | | CR00 | | | |
| | | | Debit | | | CR00 | | | |
| | | | Debit | | | CR00 | | | |
| | | | Debit | | | CR00 | | | |
| | | | Debit | | | CR00 | | | |
| | | | Debit | | | CR00 | | | |
| | | | Debit | | | CR00 | | | |
| | | | Debit | | | CR00 | | | |
| | | | Debit | | | CR00 | | | |
| | | | Debit | | | CR00 | | | |

Navigation icons: Search, Print, Refresh, Save, Undo, Redo, Copy, Paste, Zoom, etc.

Basis Data Tap

| # | Field Name | Comment |
|----|-----------------|--|
| 1. | Transactn | Invoice |
| 2. | Vendor | Main Vendor Number |
| 3. | Inv. Recpt date | TPA Invoice Receipt Date (Convert to MM/DD/YYYY format) |
| 4. | Invoice Date | Vendor Claim Date (Convert to MM/DD/YYYY format) |
| 5. | Reference | Vendor Claim Reference Information (will be included in the Remittance Advice) |
| 6. | Posting Date | TPA claim processed date. Should be same as TPA file creation date. (Convert to MM/DD/YYYY format) |



Interface Functional Specification

| # | Field Name | Comment |
|-----|---------------|---|
| 7. | Document Type | Default "TM – TPA Medical Claims" |
| 8. | Amount | Total Claim amount to be paid (will be included in the Remittance Advice) |
| 9. | Currency | Default "USD" |
| 10. | Tax Code | Default Value "IO-(A/P Sales Tax Exempt)" |

Payment Tab

The screenshot displays the 'Payment' tab in an SAP interface. The 'Basic data' sub-tab is active. Fields include: BaselineDt (calendar icon), Due on, Discount (USD), Disc.base (USD), Pmt Method (dropdown), Pmnt Meth. Sup. (checkbox), Inv.ref. (text), Part. Bank (checkbox), Pay Terms (0016), 45 Days, Days net, Fixed (checkbox), Pmnt Block (Free for payment), Payee, House Bank, and Vendor Address (STERIS CORP, PO Box 644063, PITTSBURGH PA 15264). A balance field shows 0.00.

| # | Field Name | Comment |
|----|-----------------|---|
| 1. | Baseline Dt | Same as Invoice Receipt Date |
| 2. | Payt Terms | Default "0001 – Pay Immediately" |
| 3. | Payment Method | Default "M– TPA Medical Claims" |
| 4. | Pmnt Meth. Sup. | Default "TM– TPA Medical Claims" |
| 5. | Payee | Populate Remit-to Vendor if available in the file |

Details Tab



Interface Functional Specification

| # | Field Name | Comment |
|-----|-----------------------|--|
| 3. | Amount in doc curr. | Line item amounts from the file |
| 4. | Company Code | Default "CR00" |
| 5. | Cost Center | Use Crosswalk table to find the cost center from TPA location Code |
| 6. | Business Area | Default "1000" |
| 7. | Fund | TPA will provide the BIS Fund Value |
| 8. | Functional Area | Use Crosswalk table to find the Functional area from TPA PCA codes |
| 9. | Tax Code | Default "10-(A/P Sales Tax Exempt)" |
| 10. | Tax Jurisdiction Code | Default from Cost Center |

7 File/Process Specifications

File Transmission Frequency: Daily (7 Days)

File Format: ASCII Fixed

File Location: TBD

BIS Vendor Invoice File Layout for TPA – Multiple Invoice Lines

Header

| # | Field Name | Feed Required | Field Type | Length | Format | Comment |
|----|----------------------------|---------------|------------|--------|---|-----------------------------|
| 1. | Header/Line | Yes | CHAR | 1 | H = Header L = Line | |
| 2. | Vendor Number | Yes | NUM | 6 | | BIS Vendor Number |
| 3. | Alternate Payee (Remit-to) | Yes | CHAR | 6 | | |
| 4. | Invoice Receipt Date | Yes | DATE | 8 | YYYYMMDD format | Actual Invoice Receipt Date |
| 5. | Invoice Date | Yes | DATE | 8 | YYYYMMDD format | Vendor Invoice Date |
| 6. | Posting Date | Yes | DATE | 8 | YYYYMMDD format | Invoice File Creation Date |
| 7. | Reference | Yes | CHAR | 16 | | Vendor Claim Number |
| 8. | Amount | Yes | CURR | 13 | xxxxxxxxxx.xx 10 digit + (period)+ 2 digit decimal | Total Invoice Amount |
| 9. | Assignment | Yes | CHAR | 6 | YYYYMMDD | TPA Service Date |



Interface Functional Specification

| | | | | | | |
|-----|-------------|-----|------|----|--|---------------------|
| 10. | Header Text | Yes | CHAR | 25 | | TPA Claim Reference |
|-----|-------------|-----|------|----|--|---------------------|

Line #

| # | Field Name | Feed Required | Field Type | Length | Format | Comment |
|----|-----------------|---------------|------------|--------|---|---|
| 1. | Header/Line | Yes | CHAR | 1 | H = Header L = Line | |
| 2. | GL Account | Yes | CHAR | 10 | | Possible Mapping with Service types |
| 3. | Amount | Yes | CURR | 13 | xxxxxxxxxx.xx 10 digit + (period)+ 2 digit decimal | Invoice Line Amount |
| 4. | Cost Center | Yes | CHAR | 10 | | Possible Mapping with Service Location Codes |
| 5. | Fund | Yes | CHAR | 10 | | Two digit fiscal year with G and Reference 002 fund |
| 6. | Functional Area | Yes | CHAR | 16 | | Possible Mapping or default value |

Email Notification: After completion of processing claims, system will send the email notification to the specific email account with the status information. The detail email contents will be finalized during the development phase.

Sample)



Interface Functional Specification



Data File Mapping Specification

| TPA | | | | | | | SAP – BDC/Call Trans. Specific Information | | | | | |
|--------------------|------------|----------|--------|-------------------------------|--------------|-------------------------|--|------------|-------------------|----------------------|--------------|--------------------------------|
| Ref No | Field Name | Position | Length | Field Description | Req'd. (Y/N) | Conversion Rule / Logic | Program Name | Screen No. | Screen Field Name | Field Description | Req'd. (Y/N) | Comments |
| Header Line | | | | | | | | | | | | |
| 1. | | 1 | 1 | Header/Line Indicatory | Y | H = Header | | | | | | |
| 2. | N/A | | | | | | SAPMF05A | 1000 | RF05A-BUSCS | Transaction | Y | Default Invoice = |
| 3. | | 2 | 6 | Vendor Number | Y | | SAPMF05A | 1100 | INVFO-ACCNT | Vendor | Y | |
| 4. | | 8 | 6 | Remit-to Vendor | Y | | SAPMF05A | 1100 | INVFO-EMPFB | Payee | | |
| 5. | | 14 | 8 | Claim Received Date | Y | YYYYMMDD format | SAPMF05A | 1100 | INVFO-REINDAT | Invoice Receipt Date | Y | (Convert to MM/DD/YYYY format) |
| 6. | | 22 | 8 | Vendor invoice date on claim | Y | YYYYMMDD format | SAPMF05A | 1100 | INVFO-BLDAT | Invoice Date | Y | (Convert to MM/DD/YYYY format) |
| 7. | | 30 | 8 | TPA claim posting date | Y | YYYYMMDD format | SAPMF05A | 1100 | INVFO-BUDAT | Posting Date | Y | (Convert to MM/DD/YYYY format) |
| 8. | | 38 | 25 | Vendor Claim Reference Number | Y | | SAPMF05A | 1100 | INVFO-XBLNR | Reference | Y | |
| 9. | N/A | | | | | | SAPMF05A | 1100 | INVFO-BLART | Document type | Y | Default = TM |
| 10. | | 63 | 13 | Vendor claim total amount | Y | | SAPMF05A | 1100 | INVFO-WRBTR | Amount | Y | |



Interface Functional Specification



| TPA | | | | | | | SAP – BDC/Call Trans. Specific Information | | | | | |
|--|------------|----------|--------|-------------------------|--------------|-------------------------|--|------------|-------------------|---------------------------|--------------|----------------------------------|
| Ref No | Field Name | Position | Length | Field Description | Req'd. (Y/N) | Conversion Rule / Logic | Program Name | Screen No. | Screen Field Name | Field Description | Req'd. (Y/N) | Comments |
| 11. | N/A | | | | | | SAPMF05A | 1100 | INVFO-MWSKZ | Tax Code | Y | Default = I0 |
| 12. | N/A | | | | | | SAPMF05A | 1100 | INVFO-WAERS | Currency | Y | USD |
| 13. | N/A | | | | | | SAPMF05A | 1100 | INVFO-ZFBDD | Baseline Date | Y | Invoice Receipt Date |
| 14. | N/A | | | | | | SAPMF05A | 1100 | INVFO-ZTERM | Payment Term | Y | Default = 0001 – Pay Immediately |
| 15. | N/A | | | | | | SAPMF05A | 1100 | INVFO-ZLSCH | Payment Method | Y | Default = M |
| 16. | N/A | | | | | | SAPMF05A | 1100 | INVFO-UZAWE | Payment Method Supplement | Y | Default = TM |
| 17. | | 76 | 18 | Beginning Service Date | Y | YYYYMMDD | SAPMF05A | 1100 | INVFO-ZUONR | Assignment | Y | (Convert to MM/DD/YYYY format) |
| 18. | | 94 | 25 | TPA Unique Claim number | Y | | SAPMF05A | 1100 | INVFO-BKTX | Header Text | Y | |
| <u>Detail Line #1 (Consolidate lines by General Ledger Account, Cost Center, Fund, Functional Area)</u> | | | | | | | | | | | | |
| 19. | | 1 | 1 | Header/Line Indicatory | Y | L = Line | | | | | | |
| 20. | GL Account | 2 | 10 | | Y | | SAPMF05A | 1100 | ACGL_ITEM-HKONT | GL Account | Y | TPA will provide BIS GL Account |



Interface Functional Specification

| TPA | | | | | | | SAP – BDC/Call Trans. Specific Information | | | | | |
|------------------------------------|------------|----------|--------|------------------------|--------------|-------------------------|--|------------|-------------------|-----------------------|--------------|--|
| Ref No | Field Name | Position | Length | Field Description | Req'd. (Y/N) | Conversion Rule / Logic | Program Name | Screen No. | Screen Field Name | Field Description | Req'd. (Y/N) | Comments |
| 21. | N/A | | | | | | SAPMF05A | 1100 | ACGL_ITEM-SHKZG | D/C Indicator | Y | Default = Debit |
| 22. | | | 13 | Invoice Line Amounts | Y | | SAPMF05A | 1100 | ACGL_ITEM-WRBTR | Amount | Y | |
| 23. | | | 3 | Location Code | Y | | SAPMF05A | 1100 | ACGL_ITEM-KOSTL | Cost Center | Y | Crosswalk table to convert to BIS cost center |
| 24. | N/A | | | | | | SAPMF05A | 1100 | ACGL_ITEM-GSBER | Business Area | Y | Default = 1000 |
| 25. | Fund | | 10 | | Y | | SAPMF05A | 1100 | ACGL_ITEM-GEGER | Fund | Y | |
| 26. | PCA Code | | 5 | | Y | | SAPMF05A | 1100 | ACGL_ITEM-FKBER | Functional Area | Y | Crosswalk table to convert PCA code to Functional Area |
| 27. | N/A | | | | | | SAPMF05A | 1100 | ACGL_ITEM-MWSKZ | Tax Code | Y | Default = I0 |
| 28. | N/A | | | | | | SAPMF05A | 1100 | ACGL_ITEM-TXJCD | Tax Jurisdiction Code | Y | Default from Cost Center master |
| Detail Line #2 if necessary | | | | | | | | | | | | |
| 29. | | 1 | 1 | Header/Line Indicatory | Y | L = Line | | | | | | |
| 30. | GL Account | 2 | 10 | | Y | | SAPMF05A | 1100 | ACGL_ITEM-HKONT | GL Account | Y | TPA will provide BIS GL Account |



Interface Functional Specification

| TPA | | | | | | | SAP – BDC/Call Trans. Specific Information | | | | | |
|--------|------------|----------|--------|----------------------|--------------|-------------------------|--|------------|-------------------|-----------------------|--------------|--|
| Ref No | Field Name | Position | Length | Field Description | Req'd. (Y/N) | Conversion Rule / Logic | Program Name | Screen No. | Screen Field Name | Field Description | Req'd. (Y/N) | Comments |
| 31. | N/A | | | | | | SAPMF05A | 1100 | ACGL_ITEM-SHKZG | D/C Indicator | Y | Default = Debit |
| 32. | | | 13 | Invoice Line Amounts | Y | | SAPMF05A | 1100 | ACGL_ITEM-WRBTR | Amount | Y | |
| 33. | | | 3 | Location Code | Y | | SAPMF05A | 1100 | ACGL_ITEM-KOSTL | Cost Center | Y | Crosswalk table to convert to BIS cost center |
| 34. | N/A | | | | | | SAPMF05A | 1100 | ACGL_ITEM-GSBER | Business Area | Y | Default = 1000 |
| 35. | Fund | | 10 | | Y | | SAPMF05A | 1100 | ACGL_ITEM-GEBER | Fund | Y | |
| 36. | PCA Code | | 5 | | Y | | SAPMF05A | 1100 | ACGL_ITEM-FKBER | Functional Area | Y | Crosswalk table to convert PCA code to Functional Area |
| 37. | N/A | | | | | | SAPMF05A | 1100 | ACGL_ITEM-MWSKZ | Tax Code | Y | Default = I0 |
| 38. | N/A | | | | | | SAPMF05A | 1100 | ACGL_ITEM-TXJCD | Tax Jurisdiction Code | Y | Default from Cost Center master |



Interface Functional Specification



8 Security / Authorization Requirements

1. SM35 (Batch Input Session Overview) Transaction - Resources who will monitor and process the error batch job
2. Create a new transaction code for the interface program and assign to BIS production support role.

9 Testing Scenarios

| Normal Functionality - test cases that ensure the conversion requirement, as it should. | |
|---|---|
| ID | Description |
| 1 | Medical vendor claims |
| 2 | More testing scenarios will be identified during the Unit Testing/Integration Testing phase |
| 3 | |
| Exception - special logic or exceptions | |
| 1 | Incomplete information from TPA file (i.e. Missing vendor in the file) |
| 2 | Error due to Blocked vendor (timing difference) |

10 Error Handling, Monitoring, Reconciliation

The error handling, monitoring, reconciliation section identifies a step by step list of instructions to mitigate errors encountered during the development of enhancement in SAP.

1. Daily TPA processed claims file will be interfaced to BIS system via CCHCS. The status of posting claims will be notified to a specific email account.
2. During the TPA claim processing, all the errors should be generated with the error log (SM35) for further processing.
3. CDCR Accounting or CCHCS resource will review the errors in batch job and communicate to TPA or fix the error in BIS to post the claims.
4. If TPA medical claims file is not available, the email notification will be send with no file received message.



Interface Functional Specification



11 External System Considerations

TPA system, CCHCS Data Center

12 Data Retention Requirements

Daily TPA processed claims file should be stored in the BIS system for 7 days (minimum).

13 Interface Trigger / Scheduling Requirements

Automatic scheduled job from SAP XI to get the TPA process claims file once a day on certain time (Specific interface program kickoff time will be determined and implemented during the testing phase)

14 Expected Performance and Service Level Agreement Requirements

TPA will send the daily medical claims files to BIS.