

Employer SFTP Guide

Last updated: July 11, 2017

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Processing Payroll Contribution Files via SFTP

This section provides the necessary information to provide Flexible Spending Account (FSA) annual elections and Health Savings Account (HSA), FSA, and Dependent Care Account (DCA) contributions.

Data Exchange Overview

SFTP

Anthem provides a specific SFTP address to upload files with FSA and Limited Purpose FSA annual election amounts, payroll contributions and employer contributions. This SFTP is different from any SFTP being used for medical enrollment. Clients can post import files to the SFTP server and retrieve results files from the same folder. Clients will have separate production and testing SFTP credentials.

FILE TIMING

Daily or weekly files are supported.

FILE NAMING

The import file name may contain up to 30 characters, including extensions, and must contain a period (.) and a 3-character extension.

- The import extension must be .mbi.
- The import file agent only processes files that have .mbi as an extension.
- The file name of the import file must be unique within the past 30 days.

A best practice file naming convention is *Payroll_YYYYMMDD_nn*, where YYYYMMDD is the 4-digit year, month, and day the import file was created, plus nn is the file number order within that date.

For example, on June 2, 2016, the first file sent on that date would be *Payroll_20160602_1.mbi* and the second file sent would be *Payroll_20160602_2.mbi*.

FILE PROCESSING

An automated system agent in our administration system checks the SFTP directories for .mbi files. If the agent finds a file, it renames the extension to .prs, indicating that the file is ready for parsing. The agent processes only one file per directory at a time in the order it was placed in the SFTP directory. The agent parses the file and compares record formats with the EDI templates.

During Processing:

- The file extension changes to .prc, indicating the file has been parsed and is now being processed.
- The agent checks each record for errors. If there are no errors, the record is processed.
- The file extension changes to .dne, indicating processing is complete.
- The agent creates a results file with an extension of res.

Processed files and results files can be retrieved and deleted, from the SFTP site.

Please note that there are limits on the number of records that can be processed per file submitted, depending on how they are uploaded:

- 400,000 records if uploaded through Online Access
- 200,000 records if uploaded through SFTP

FILE FORMATS AND EXAMPLE

Employers will use a deposit import file called an “IH Record” to make contributions. Using the Comma Separated Value (CSV) or fixed length format, a file can be created to import contribution amounts and FSA and Limited Purpose FSA annual election amounts. If using fixed length format, then the employer must calculate the position by using the max field length.

Import File - There are 2 records needed to submit	Response File - Anthem will provide a response for each record received
IA – Record Header Row	RA – Record Header Row
IH – Deposit Import Records	RH – Deposit Result Records

A sample file contains the following information:

Record 1: The File Header (IA) record that must appear as the first record for any import record. The first field will have a value of “IA.” The second field specifies how many records are in the file, including the header record. The third field is a processing code that uniquely identifies the employer and validates the import file. The next two fields will depend on whether the files will be fixed length files or CSV files. The last field is a blank filler field.

- If submitting a fixed length file: PAYROLLFLIH and PAYROLLFLRES
- If submitting a CSV file: PAYROLLCSVIH and PAYROLLCSVRES

Record 2: The Employee HSA Deposit Import (IH) record for John Anderson.

Record 3: The Employee FSA Annual Election (IH) record for John Anderson.

Record 4: The Employee FSA Payroll Deposit (IH) record for John Anderson.

Record 5: The Employee DCA Payroll Deposit (IH) record for John Anderson.

Record 6: The Employee Payroll Deposit (IH) record for Tom Smith.

Record 7: The Employee Payroll Deposit (IH) record for Lisa Smith.

Example File Contents:

```
IA,5,EDIPASSWORD,PAYROLLCSVIH,PAYROLLCSVRES,,
IH,T01902,JFA123456789,999999999,HSA,20150101,23001231,45.00,12.00,20160630,1,1,0,22222222222222222222
IH,T01902,JFA123456789,999999999,FSA,20150101,23001231,2550.00,10.00,20160630,1,2,1,22222222222222222222
IH,T01902,JFA123456789,999999999,FSA,20150101,23001231,35.00,10.00,20160630,1,1,0,22222222222222222222
IH,T01902,JFA123456789,999999999,DCA,20150101,23001231,55.00,14.00,20160630,1,1,0,22222222222222222222
IH,T01902,JFA123456789,999999889,HSA,20150101,23001231,60.00,17.00,20160630,1,1,0,22222222222222222222
IH,T01902,JFA123456789,999999779,HSA,20150101,23001231,25.00,8.00,20160630,1,1,0,22222222222222222222
```

Header Record

Field Description	Description	Field Length	Format	Example
Record ID	Always send IA	2	Alpha	IA
Number of Records	Specifies number of records in file	6	Numeric	756
EDI processing Code	EDI processing code. Will be provided during implementation.	10	Alphanumeric	abcdF56g!
Import Template Name	Fixed length file: PAYROLLFIH CSV file: PAYROLLCSVIH	50	Alphanumeric	PAYROLLCSVIH
Result Template Name	Fixed length file: PAYROLLFLRES CSV file: PAYROLLCSVRES	50	Alphanumeric	PAYROLLCSVRES
Filler Space	Leave blank	50	n/a	

Deposit Import (IH) Record

Field Description	Description	Field Length	Format	Example
Record ID	Deposit Record- Always send IH	2	Alpha	IH
TPA ID*	Unique identifier provided during implementation. These will be different for beta and production. Beta: T02532, Prod: T01902	6	Alphanumeric	T01902
Employer ID/ Case ID*	Unique identifier provided during implementation.	12	Alphanumeric	JFA123ghr2
Employee SSN*	Employee's Social Security Number	9	999999...9	999999999
Account Type Code*	Health Savings Account: UMB Flexible Spending Account: FSA Limited Purpose Flexible Spending Account: FSL Dependent Care Account: DCA Transit: TRN Parking PKG Additional account type codes may be required and would be provided during implementation.	4	Alphanumeric	UMB
Plan Start Date	No longer required	8	Leave Blank	

Field Description	Description	Field Length	Format	Example
Plan End Date	No longer required	8	Leave Blank	
Employee Deposit Amount*	Payroll Deposit: The employee contribution, including any catch up and/or payroll contributions. Prefund/Annual Election: The FSA and or Limited Purpose FSA annual election or goal amount. If a change is provided mid-year, the system will calculate the difference between the old amount and the new amount and then automatically adjust the account accordingly.	19	999999...9.00	7.15
Employer Deposit Amount*	The employer contribution or employer match to be distributed on the effective date.	19	999999...9.00	5.99
Effective Date	<ul style="list-style-type: none"> • Payroll date if Payroll Deposit • Date of Annual Election if Annual Election/Prefund Deposit 	8	YYYYMMDD	20160701
Dup Deposit Check	1= yes. If effective date and amount are identical to those on another deposit, deposit will reject as duplicate.	1	Numeric	1
Deposit Type*	Type of deposit for the account. 1=Payroll Deposit 1= HSA or DCA employer contribution 2=FSA/ FSL Prefund/Annual Election 2=FSA/ FSL Employer Contribution (adds to goal amount)	1	9	1 or 2
Override Annual Election/Prefund Flag (FSA ONLY)*	Indicator showing whether the deposit is a regular payroll deposit (0) or a new annual election and should recalculate and adjust the account balance (1). If deposit type is 1, then this field should be 0. If deposit type 2, then <ul style="list-style-type: none"> • FSA/ FSL Prefund/Annual Election, this field should be 1 • FSA/ FSL Employer Contribution (adds to goal amount): use 0. 	1	Numeric	0 or 1
Record Tracking Number	The record tracking number is returned on response records and is used for reconciliation of errors.	20	Alphanumeric	584585

Deposit Results (RH) Record

Field Description	Description	Field Length	Format
Record ID*	Value: RH	2	Alpha
Employer ID*	Unique identifier provided during implementation	12	Alphanumeric
Employee SSN*	Employee's Social Security Number	9	999999...9
Account Type Code*	Type of benefit plan or account, such as HSA, FSA, or DCA. These identifiers will be provided to during implementation.	4	Alphanumeric
Plan Start Date*	This date matches the corresponding date set for the employer's benefit plan.	8	YYYYMMDD
Plan End Date*	This date matches the corresponding date set for the employer's benefit plan.	8	YYYYMMDD
Employee Deposit Amount*	The employee contribution including any catch up and/or payroll contributions.	19	999999...9.00
Employer Deposit Amount*	The employer contribution or employer match to be distributed on the effective date.	19	999999...9.00
Detail Response Code*	Processing status for the import record. Anthem will provide a copy of Error Codes.	6	999999
Plan ID	The Plan ID for the assigned benefit plan. This will be provided to the employer during the implementation.	18	Alphanumeric
Deposit Type*	Type of deposit for the account.	1	9
Record Tracking Number	The record tracking number is returned on response records and is used for reconciliation of errors.	20	999999...9

Errors

During file processing, some deposits will fail. In those cases, error codes will be returned in the detail response code. For HSA contributions, it is important to take the appropriate steps to correct, either by correcting the error or by returning the funds to the employee. The best way to reconcile HSA failed payroll deposits is to use the report found in HSA administration called HSA funded contributions report.

For the remaining deposit types, FSA/DCA, the error codes can be used to correct the records and resubmit. The next page contains a sample list of contribution error response records associated with contributions. Additionally, next to each error description is a short description of what needs to happen, if anything to correct.

A complete list of error codes can be found online.

Error Code	Error Description	Action
441	Account Status from the HSA Custodian is inactive.	The HSA account is not accepting deposits; please follow up with the employee regarding contributions to their HSA as the funds may need to be returned to the employee through payroll.
15028	Add/Update did not process. Employer must be in an active status in order to Add	Call Customer Service. This problem occurs at the Employer Level. Correct and resubmit if appropriate.
100505	Cannot find Admin.	Correct the TPA ID on file and resubmit if appropriate.
100510	Cannot find Participant benefit account or Dependent account.	Check Employee ID or Social Security Number. Check the participant's enrollment. Correct and resubmit if appropriate.
100520	Cannot find template fields	This is a problem with the header row. Correct and resubmit if appropriate.
487	Contribution amount would exceed the IRS limit for Family coverage + Catch-up.	Do not resubmit. Provide funds back to the employee through payroll.
491	Contribution amount would exceed the IRS limit for Family coverage.	Do not resubmit. Provide funds back to the employee through payroll.
489	Contribution amount would exceed the IRS limit for Single coverage.	Do not resubmit. Provide funds back to the employee through payroll.
54117	Deposit cannot be made because account is either temporarily or permanently inactive	Employee Account is inactive. Call customer service. Correct and resubmit if appropriate.
17	Duplicate transaction ignored.	Do not resubmit.
100001	Edit Record ID does not exist or invalid for specified WealthCare Admin version.	Check Value "IH" on record. Correct and resubmit if appropriate.
16005	Effective date must be within plan period.	Dates do not match the benefit period. Correct and resubmit if appropriate.
18014	Employee key does not exist or empty.	Check Employee ID or Social Security Number. Check employee's enrollment. Correct and resubmit if appropriate.
100536	Employer deposit should not be made to employee prefunded deposit.	Check value in format. Correct and resubmit if appropriate.
914016	Employer invalid or not found.	Check Employer ID field. Correct and resubmit if appropriate.
10000	Fatal error generated when processing this record.	Resubmit
470	Future Dated Pending Contribution submitted successfully.	Submitted with future date. Do not resubmit.
100522	Invalid deposit type	Deposit type should be payroll. Correct and resubmit if appropriate.

Error Code	Error Description	Action
13812	Invalid Employer Deposit Amount for Deposit Type.	Check value in employer deposit and resubmit if appropriate.
474	Invalid HSA status code for Payroll Funding	Do not resubmit. Provide funds back to employee through payroll.
100527	Invalid money field	Check deposit values. Correct and resubmit.
52	Maximum deposit amount limit exceeded (interval).	Do not resubmit. Provide funds back to the employee through payroll.
100523	Missing required field	Check file specifications. Review and resubmit if appropriate.
475	Negative amounts cannot be given for deposits.	Call Customer Service. Negative Deposits cannot be completed.
406	Participant Benefit Account is not active.	Check Enrollment. Correct and Resubmit if Accurate.
100517	Record fields do not match with template	Check the format and correct. Resubmit.
54106, 954106	Service dates must be within plan start and end dates.	Check the date of the deposit. Check the participant's enrollment. Correct and resubmit if accurate. Return to the employee if not.
21127	Service Start Date cannot be after the Termination date.	Check the date of the deposit. Check the participant's enrollment. Correct and resubmit if accurate. Return to the employee if not.
21124	Service Start Date must be on or after the Eligibility date.	Check the date of the deposit. Check the participant's enrollment. Correct and resubmit if accurate. Return to the employee if not.
87	The participant status is inactive.	Check Enrollment. Correct and Resubmit if Accurate.
104	Total deposits cannot exceed the plan annual election maximum.	Check Enrollment. Correct and Resubmit if Accurate.
103	Total employee payroll deposits cannot exceed employee contribution maximum.	Check Enrollment. Correct and Resubmit if Accurate.
54113	Transaction amount required.	Correct and Resubmit
54003	Transaction timeouts.	Resubmit
100525	Wrong field data length	Correct and Resubmit
100528	Wrong int field	Correct and Resubmit

Use Cases

The following tables detail the use cases/events related to payroll contribution files that employers will need to implement to facilitate a tight integration.

Use Case	Description	Tool
HSA Payroll Contributions	Submit file (IH Record) for benefit account payroll contributions. Enter employee withholdings in the “Employee Deposit Amount” and employer match amounts in the “Employer Deposit Amount.” Payroll deposits will post on the effective date or payroll date, assuming the file was submitted in time. Reconcile any rejected contributions using the HSA Funded Contributions Report.	IH Record
HSA Prior Year Contribution	Prior Year Contributions cannot be done through IH record. An Employer can use the Contribution Manager through the Employer Portal to load these contributions. Employees can submit Prior Year Contributions through their online account or via mail.	User Interface
HSA Catch Up Contributions	Load amount in “Employee Deposit Amount”	IH Record
HSA Mistaken Contributions	Anthem will automatically flag and reject deposits for the same date/same amount as a duplicate. If a mistaken contribution has still been made, contact Customer Service. Negative deposits are not allowed. As such, this cannot be corrected via IH Record in compliance with regulations.	Call Customer Service
FSA and Limited Purpose Annual Election	At the beginning of each year, provide all the FSA and Limited Purpose FSA annual elections. The annual election should be provided in the Employee Deposit Amount field. The Deposit Type should be 2. The Override flag should be 1. They should be provided after enrollment has been processed.	IH Record
FSA Employer Contributions	Provide the amount to additionally fund the FSA or Limited Purpose FSA. The Deposit Type should be 2. The Override flag should be 0.	
FSA Mid-Year Election Changes	If there is a change made to an annual election, provide the new annual election amount in the Employee Deposit Amount field. The system will calculate the difference between the old amount and the new amount and then automatically adjust the account accordingly. The Deposit Type should be 2. The Override flag should be 1. Note: Employers <u>cannot</u> future date annual election changes.	IH Record
FSA Payroll Contributions	Enter employee payroll withholding and any employee deposit amount in “Employee Deposit Amount.” The FSA payroll deposits will not impact FSA balances. Future dated deposits will post on date arrived.	IH Record
DCA Payroll Contributions	Enter employee payroll withholding and any employee deposit amount in “Employee Deposit Amount.” Loaded DCA Payroll contributions impact balance in real time. Future dated deposits will post on date arrived.	IH Record
Parking Payroll Contributions	Enter employee payroll withholding and any employee deposit amount in “Employee Deposit Amount.” Loaded Parking Payroll contributions impact balance in real time. Future dated deposits will post on date arrived.	IH Record

Transit Payroll Contributions	Enter employee payroll withholding and any employee deposit amount in "Employee Deposit Amount." Loaded Transit Payroll contributions impact balance in real time. Future dated deposits will post on date arrived.	IH Record
Mistaken FSA/DCA/Transit Parking Contributions	Anthem will automatically flag and reject deposits for the same date/same amount as a duplicate. If a mistaken contribution has still been made, an IH record can be submitted to make the correction. Submit a negative value for the amount that needs to be corrected. Future dated deposits will post on date arrived.	IH Record

Testing

During testing, files can be submitted to a beta or test environment. Response codes can be used to interpret the results. For HSA contributions, reports can be run to reconcile which deposits went through successfully and which failed.

TEST DATA

Before sending a test file, the corresponding test data participants will need to be enrolled in the corresponding accounts. Using real employee data for test data is prohibited. As such, and to simplify the process, it is recommended to use the following sample test employees.

First Name	Last Name	Social	HSA	FSA	DCA	Transit	Parking	Limited Purpose FSA
John	Smith	122089879	x					x
Mary	Smith	112345667		x	x	x	x	
Juan	Garcia	112345689	x		x	x	x	x

NUMBER OF FILES RECOMMENDED FOR TESTING

When ready, it is recommended to create and load a minimum of four test files.

- The first file will test connectivity.
- The second file will fund FSA accounts.
- The third file should have the first payroll date that will apply to the plan. For example, if the plan starts on 1/1/17 and the first payroll date is 1/3/2017, use January 3 as the first effective date for contributions.
- The fourth file should be a payroll effective date of today.

NUMBER OF RECORDS ON EACH FILE

On each file, it is recommended to submit at least one deposit to each account for each of the test employees. For example:

- John Smith is enrolled in an HSA and a Limited Purpose FSA. It is recommended to create a payroll deposit to the HSA and a payroll deposit to the Limited Purpose FSA.
- Mary Smith is enrolled in an FSA, DCA, Transit and Parking account. It is recommended to create a payroll deposit to the FSA, DCA, Transit, and Parking account.

- Juan Garcia is enrolled in an HSA, Limited Purpose FSA, DCA and Transit plan. It is recommended to create a payroll deposit to the HSA, Limited Purpose FSA, DCA, Transit, and Parking account.

COMPLETING BETA TESTING

Once testing is complete in beta, files can be moved to production. It is recommended to do one last test to confirm connectivity. This should be a file with an IA type record (record header) only.

Processing Prior Administrator Rollovers & Carryovers (HRA, FSA)

Rollover / Carryover File Overview

This section provides employers the information necessary to load Health Reimbursement Account (HRA) rollovers and Flexible Spending Account (FSA) carryover amounts from a prior administrator. Typically, the rollover or carryover amounts are provided once the claim run out period from the prior plan year is over. During the implementation process, Anthem will work with employers to review the information contained in this section.

Data Exchange Overview

SFTP

Anthem provides employers with an SFTP address to upload files with rollover and/or carryover amounts. Employers can post import files to the SFTP server and retrieve results files from the same folder. Employers will have separate production and testing SFTP credentials.

FILE NAMING

The import file name may contain up to 30 characters, including extensions, and must contain a period (.) and a 3-character extension. The import extension must be .mbi. The import file agent only processes files that have .mbi as an extension. The file name of the import file must be unique for the employer within the past 30 days.

A best practice file naming convention is *Carryover_YYYYMMDD_nn*, where YYYYMMDD is the 4-digit year, month, and day the import file was created, plus nn is the file number order within that date. For example, on June 2, 2016, the first file sent on that date would be *Carryover_20160602_1.mbi* and the second file sent would be *Carryover_20160602_2.mbi*.

FILE PROCESSING

An automated system file agent checks the SFTP directories for files with extension .mbi. If the agent finds a file, it renames the extension to .prs, indicating that the file is ready for parsing. The agent processes only one file per directory at a time in the order it was placed in the SFTP directory. The agent parses the file and compares record formats with the EDI templates.

During Processing:

- The file extension changes to .prc, indicating the file has been parsed and is now being processed.
- The agent checks each record for errors. If there are no errors, the record is processed.
- The file extension changes to .dne, indicating processing is complete.
- The agent creates a results file with an extension of .res.

Employers can retrieve and delete the processed files. The employer can additionally retrieve the results file. .res from their SFTP site.

FILE FORMATS AND EXAMPLE

Employers will use a deposit import file called an “IH Record” to make contributions. Using the Comma Separated Value (CSV) or fixed length format, the employer can create a file to import HRA carryover or FSA rollover amounts. If using fixed length format, then the employer must calculate the position by using the max field length.

Import File - There are 2 records that will need to be submitted:	Response File - Anthem will provide a response for each record received
IA – Record Header Row	RA – Record Header Row
IH – Deposit Import Records	RH – Deposit Result Records

A sample file contains the following information:

Record 1: The File Header (IA) record that must appear as the first record for any import record. The first field will have a value of “IA.” The second field specifies how many records are in the file, including the header record. The third field is a password that uniquely identifies the employer and validates the import file. The final three fields are the Import Template ID, Results Template ID, and Export Template ID, which define the formats and locations of fields in the import records, results records, and export records. These values will be provided to employers during the implementation process.

Record 2: The Employee HRA Rollover Deposit Import (IH) record for John Anderson.

Record 3: The Employee HRA Rollover Deposit Import (IH) record for Alan Brown.

Record 4: The Employee FSA Carryover Deposit Import (IH) record for Lisa Parker.

Record 5: The Employee FSA Carryover Deposit Import (IH) record for Anna Smith.

Example File Contents:

```
IA,6,edipassword,import temp name,result temp name,export temp name,batch id
IH,T01234,ANTsajfgh,HPID,HRA,20160101,20161231,6,0.00,300.00,20160125,1,013,1
IH,T01235,ANTsajfgh,HPID,HRA,20160101,20161231,6,0.00,400.00,20160125,1,013,2
IH,T01236,ANTsajfgh,HPID,FSA,20160101,20161231,6,0.00,700.00,20160125,1,013,3
IH,T01237,ANTsajfgh,HPID,FSA,20160101,20161231,6,0.00,800.00,20160125,1,013,4
```

Deposit Import (IH) Record

ROLLOVER CREDITS

If an employer had a rollover or carryover with a prior administrator, the employer can provide the balances eligible to rollover using the IH Employee deposit record.

Field Description	Description	Field Length	Format	Example
Record ID	Deposit Record- Always send IH	2	Alpha	IH
TPA ID*	Unique identifier provided during implementation. These will be different for beta and production. For example, Beta: T02532, Prod: T01902	6	Alphanumeric	T01902
Employer ID*	Unique identifier provided during implementation	12	Alphanumeric	JFA123ghr2
Employee SSN*	Employee's Social Security Number	9	999999...9	999999999
Account Type Code*	Three-digit code for type of benefit plan or account, such as HRA or FSA. These identifiers will be provided to the employer during the implementation.	4	Alphanumeric	HRA
Plan Start Date	No longer required	8	Leave Blank	
Plan End Date	No longer required	8	Leave Blank	
Employer Deposit Amount*	Rollover or Carryover amount	1	999999...9	0.00
Employee Deposit Amount*	The employer deposit amount should always be 0	19	999999...9	0.00
Effective Date	Date of Carryover or Rollover	8	YYYYMMDD	20160701
Dup Deposit Check	Hardcode to 1. If effective date and amount are identical to those on another deposit, deposit will reject as duplicate. 1 = Yes	1	Numeric	1
Deposit Type*	Hardcode to 6. Type of deposit for the account. 6 = Other Deposit	1	9	2
Deposit Sub-Type	Set to "ROLL" to indicate this is a rollover deposit.	10	Alphanumeric	ROLL
Record Tracking Number	Returned on response records and is used for reconciliation of errors.	20	Alphanumeric	584585

Deposit Results (RH) Record

Field Description	Description	Field Length	Format
Record ID*	Value: RH	2	Alpha
Employer ID*	Unique identifier provided during implementation	12	Alphanumeric
Employee SSN*	Employee's Social Security Number	9	999999...9
Account Type Code*	Type of benefit plan or account (HRA)	4	Alphanumeric
Plan Start Date*	Date matches the corresponding date set for the employer's benefit plan.	8	YYYYMMDD
Plan End Date*	Date matches the corresponding date set for the employer's benefit plan.	8	YYYYMMDD
Employer Deposit Amount*	The employer contribution or employer match should always be 0.	1	999999...9
Employee Deposit Amount*	Rollover or Carryover amount	19	999999...9
Detail Response Code*	Processing status for the import record	6	999999
Deposit Type*	Hardcode to 6. Type of deposit for the account. 6=Other Deposit	1	9
Record Tracking Number	Returned on response records and is used for reconciliation of errors.	20	999999...9

Errors

During file processing, in the event a deposit fails, error codes will be returned in the detail response code field. These error codes should be used to correct the records and the file resubmitted. Below is a sample list of contribution error response codes and a description of what needs to happen, if anything, to correct.

Error Code	Error Description	Action
15028	Add/update did not process. Employer must be in an active status to add/update.	Call customer service. Problem at employer level. Correct and resubmit if appropriate.
100505	Cannot find Admin.	Check TPA ID on file. Correct and resubmit if appropriate.
100510	Cannot find employee benefit account or dependent account.	Check Employee ID or social security number. Check Enrollment. Correct and resubmit if appropriate.
100520	Cannot find template fields.	Problem with Header Row. Correct and resubmit if appropriate.
54117	Deposit cannot be made because account is either temporarily or permanently inactive.	Employee Account is inactive. Call customer service. Correct and resubmit if appropriate.
17	Duplicate transaction ignored.	Do not resubmit.
100001	EDI Record ID does not exist or is invalid for specified Admin portal version.	Check value "IH" on record. Correct and resubmit if appropriate.
16005	Effective date must be within plan period.	Dates do not match benefit period. Correct and resubmit if appropriate.
18014	Employee key does not exist or is empty.	Check Employee ID or social security number. Check Enrollment. Correct and resubmit if appropriate.
100536	Employer deposit should not be made to employee prefunded deposit.	Check value in format. Correct and resubmit if appropriate.
914016	Employer invalid or not found.	Check Employer ID field. Correct and resubmit if appropriate.
10000	Fatal error generated when processing this record.	Resubmit.
470	Future dated pending contribution submitted successfully.	Submitted with future date. Do not resubmit.
100522	Invalid deposit type	Check value in format. Correct and resubmit if appropriate.
13812	Invalid employer deposit amount for deposit type.	Check value in employer deposit and resubmit if appropriate.
100527	Invalid money field	Check deposit values. Correct and resubmit.
52	Maximum deposit amount limit exceeded (interval).	Call customer service.
100523	Missing required field	Check file to specifications. Review and resubmit if appropriate.

Error Code	Error Description	Action
475	Negative amounts cannot be given for deposits.	Call customer service. Negative deposits cannot be completed.
406	Employee benefit account is not active.	Check enrollment. Correct and resubmit if accurate.
100517	Record fields do not match with template	Check format. Correct and resubmit.
54106, 954106	Service dates must be within plan start and end dates.	Check date of deposit. Check enrollment. Correct and resubmit if accurate.
21127	Service start date cannot be after the termination date.	Check date of deposit. Check enrollment. Correct and resubmit if accurate.
21124	Service start date must be on or after the eligibility date.	Check date of deposit. Check enrollment. Correct and resubmit if accurate.
87	The participant status is inactive.	Check enrollment. Correct and resubmit if accurate.
104	Total deposits cannot exceed the plan annual election maximum.	Check enrollment. Correct and resubmit if accurate.
103	Total employee payroll deposits cannot exceed employee contribution maximum.	Check enrollment. Correct and resubmit if accurate.
54113	Transaction amount required	Correct and resubmit
54003	Transaction times out	Resubmit
100525	Wrong field data length	Correct and resubmit
100528	Wrong int field	Correct and resubmit

Use Cases

The following tables detail the use cases/events related to HRA contribution and rollover files that employers will need to implement to facilitate a tight integration.

Use Case	Description
<p>Runout period ends for an Employer offering a 50% rollover from a prior administrator</p>	<p>Employer can send an IH record with 50% of the available funds in employee accounts to Anthem. Typically, file is sent once the claim run out period from the prior plan year is over. Any employees who are not active as of the effective date of the rollover will be rejected and employees who are active, will receive an increase to their balance of the deposit submitted.</p> <p>Example – Employee 1 has \$600 remaining in HRA. Employer offers 50% rollover, and the claim run out ends on 3/31. Employer will send a deposit of \$300 with the effective date of 4/1.</p> <p>IA,2,Temp1234,Z - Anthem,ANT RES TEMP,, IH,T02238,WCD12345678,222555650,HRA,20160101,20161231,6,0.00,300.00,20160125,1,013,1</p> <p>Anthem could return the following response:</p>

	<p>RA,Sample Rollover Import.mbi,20160125,2,0,1,ANT RES TEMP, RH,WCD12345678,222555650,HRA,20160101,20161231,6,0.00,300.00,0,1 The \$300 would be available for any claims submitted from 4/1 forward.</p>
<p>Employer offers a carryover from a prior administrator</p>	<p>Employer can send an IH record with up to \$500 of the available funds in employees’ FSA accounts to Anthem. Typically, file is sent once the claim run out period from the prior plan year is over. Any employees who are not active as of the effective date of the rollover will be rejected and employees who are active, will receive an increase to their balance of the deposit submitted.</p> <p>Example – Employee 1 has \$700 remaining in FSA. Employer offers carryover, and the claim run out ends on 3/31. Employer will send a deposit of \$500 with the effective date of 4/1. Note: This requires the employee to be enrolled in the current year FSA.</p> <p>IA,2,Temp1234,Z - Anthem,ANT RES TEMP,, IH,T02238,WCD12345678,222555650,FSA,20160101,20161231,6,0.00,300.00,20160125,1,013,1</p> <p>Anthem could return the following response:</p> <p>RA,Sample Rollover Import.mbi,20160125,2,0,1,ANT RES TEMP, RH,WCD12345678,222555650,HRA,20160101,20161231,6,0.00,300.00,0,1 The \$300 would be available for any claims submitted from 4/1 forward.</p>

Testing

During testing the employer will be able to submit files to a beta or test environment and use the response codes to interpret the results.

TEST DATA

Before sending a test file, the corresponding test data employees will need to be enrolled in the corresponding accounts. Real employee data is prohibited from being used for test data and the following samples test employees should be used.

First Name	Last Name	Social	HRA Rollover Use Case 1	FSA Carryover Use Case 2
John	Smith	122089879	X	
Mary	Brown	112345667		X

NUMBER OF FILES RECOMMENDED FOR TESTING

When ready, create and load a minimum of two test files.

- The first file will test connectivity.
- The second file will fund HRA accounts and carryovers.

NUMBER OF RECORDS ON EACH FILE

On each file, test at least one deposit to each account for each of the test employees. For example:

- John Smith was enrolled last year in an HRA with 50% rollover. He has a remaining balance of \$500. Create a rollover deposit for \$250 to the HRA (Use Case 1).
- Mary Brown was enrolled last year in an FSA with a carryover. She has a remaining balance of \$700. Create a deposit to the FSA of \$500, and then test what happens (Use Case 2).

COMPLETING BETA TESTING

Once testing is complete in beta, move file to production. It is recommended to do one last test to confirm connectivity. This should be a file with an IA type record (record header) only.

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