

# **DID Electronic Invoice Load Specification**

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## Revision control

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		Alberta Trass	Incorporated amendments from Nicholas Hart
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## 1 Introduction

This document details the format that DID Electronic Invoices must conform to in order to be successfully processed in Sector Services Client Claims Processing System (CCPS).

The DID Invoice format consists of two files, header and lines, which must be in comma separated values (.csv) format. DHB and MOH funded Clients must be invoiced separately, and invoice lines covered by different contracts and contract revisions must also be invoiced separately.

All invoices for MOH funded clients must have the Provider Invoice ID (InvID in the header file) suffixed with -22. DHB invoices should not be submitted with a suffix.

## 2 Definition of fields

### 2.1 Field Types

FIELD TYPE SHORT NAME	DESCRIPTION	FORMAT
N	Number	9999
T	Text	Alpha and/or Numeric
D	Date	DD/MM/YYYY
C	Currency	99999.99 (Should not contain \$ characters)

### 2.2 Field Requirements

FIELD CODE	DESCRIPTION
M	Mandatory
O	Optional

### 3 Provider DID Invoice File

#### 3.1 Overview

This section describes the sequence of fields and required data types for the submission of a DID Invoice file to Sector Services for payment. The two files, header and lines, both need to be supplied in comma separated values (.csv) format in order to be successfully processed. The first line of each file must be a header line containing the names of each column. These are case-sensitive and must be exactly as specified below. An example of the file is provided in Appendix A.

#### 3.2 Invoice Header File

This file should only contain two rows, one being the csv header row which details the columns in the file, and the other summarizing the rows in the Invoice Line file.

COLUMN HEADER	DESCRIPTION	FIELD TYPE	LENGTH	MANDATORY/OPTIONAL	FORMAT	DETAILS
InvID	Provider Invoice ID	T	9/12 <sup>1</sup>	M	Alphanumeric	Provider supplied invoice ID. Retained on the remittance advice as Provider reference number.
Provider	Provider Name	T	50	M	Alphanumeric	Use the same shortened name for your Provider every time in this field, as given by Sector Services
InvDate	Date of Invoice	D	10	M	DD/MM/CCYY	Date of the Provider invoice. Date generated/finalised and sent.
InvBegin	Begin Invoice Period	D	10	M	DD/MM/CCYY	Invoice Start Date Home Support invoice start date must be a Monday
InvEnd	End of Invoice	D	10	M	DD/MM/CCYY	Invoice End Date Home Support invoice end date must be a Sunday
InvTotal	Total Invoice Amount	C	10	M	9999999.99	Total of the actual amount paid from the Invoice period excluding GST. This is the sum of the invoice line totals.

<sup>1</sup> 9 Characters for DHB invoices. 12 characters for MOH invoices, which must be suffixed with -22, leaving 9 characters remaining.

GST	GST	C	8	M	999999.99	Amount of GST calculated using the Total Invoice Amount
Total	Total including GST	C	10	M	9999999.99	Total Invoice Amount including GST

**3.3 Invoice Line File**

Each row in this file should relate to one client and one service period, provided under an eligibility for either Home Support, Respite or Day Care.

There should only be one line per service for a set start - end date.

The service start - end period should not be longer than a fortnight and ideally for a one week period, unless otherwise negotiated with the funder and Sector Services.

COLUMN HEADER	DESCRIPTION	FIELD TYPE	LENGTH	MANDATORY/ OPTIONAL	FORMAT	DETAILS
InvID	Provider Invoice ID	T	9/12 <sup>2</sup>	M	Alphanumeric	Provider supplied invoice ID. Retained on the remittance advice as Provider reference number.
LineID	Invoice Line ID in providers system	T	12	O	Alphanumeric	Optional line identifier for Providers purposes
NHI	NHI number	T	7	M	XXX9999	Clients NHI number. Combination of 3 Alphas and 4 Numerics.
ServiceID	Service ID	T	10	M		As specified by Sector Services
Volume	Volume	N	5.2	M	99999.99	Volume of service provided, in 0.25 increments
ServiceStart	Start Date of Service	D	10	M	DD/MM/CCYY	Actual Start date of service range for period of invoice.

<sup>2</sup> 9 Characters for DHB invoices. 12 characters for MOH invoices, which must be suffixed with -22, leaving 9 characters remaining.

						Must always be a Monday for Home Based Support.
ServiceEnd	End Date of Service	D	10	M	DD/MM/CCYY	Actual End date of service range for period of invoice. Must always be a Sunday for Home Based Support
LineTotal	Invoice Line Total	C	10	M	9999999.99	Number of units * Contract Rate

## 4 Invoice Report Files

### 4.1 Overview

When a DID invoice is processed in CCPS three report files are generated in addition to the printed reports. The reports consist of one .RTF (Rich Text Format) Invoice Line Reconciliation Report and two .CSV (Comma Separated Values) files containing similar information in a spreadsheet format.

### 4.2 CSV File Formats

The two .CSV report files contain the following information:

#### 4.2.1 Variation\_CSV.CSV report

NAME	DESCRIPTION
Status	Line status
Client ID	Internal Client identifier
NHI	As submitted
Unit of Service	The unit of service for the service claimed
Service Code	As submitted
Number of Units	As submitted
Service Start	As submitted
Service End	As submitted
Facility ID	Internal identifier for the Provider specified
Claimed Value	As submitted
Matched ID	Internal Client identifier
Name	Name held for Client with the NHI submitted
Location	Location held for Client with the NHI submitted
Line ID	As submitted
Error Code	If applicable, the code for the reason for a warning or rejection
Nasc Name	If able to be determined, the name of the NASC responsible for the Client
Amount Paid	Number of Units claimed multiplied by the rate on the contract used

#### 4.2.2 \_CSV.CSV report

NAME	DESCRIPTION
Status	Line status
Client ID	Internal Client identifier
NHI	As submitted
Unit of Service	The unit of service for the service claimed



Service Code	As submitted
Number of Units	As submitted
Service Start	As submitted
Service End	As submitted
Facility ID	Internal identifier for the Provider specified
Line Total	Number of Units claimed multiplied by the rate on the contract used
Matched ID	Internal Client identifier
Name	Name held for Client with the NHI submitted
Location	Location held for Client with the NHI submitted
Line ID	As submitted
Error Code	If applicable, the code for the reason for a warning or rejection
Nasc Name	If able to be determined, the name of the NASC responsible for the Client

## 5 Appendix A – Sample of Provider DID Load

The below example does not contain any actual client data.

### Invoice Header File

InvID	Provider	InvDate	InvBegin	InvEnd	InvTotal	GST	Total
1234567	John Doe	31/03/2006	06//03/2006	19/03/2006	601.40	75.17	676.57

### Invoice Line File

InvID	LineID	NHI	ServiceID	Volume	ServiceStart	ServiceEnd	LineTotal
1234567	1	ABC1234	HSHM	8	06/03/2006	19/03/2006	123.60
1234567	2	ABC1234	HSPC	14	06/03/2006	19/03/2006	224.00
1234567	3	XYZ5678	HSHM	4	06/03/2006	19/03/2006	61.80
1234567	4	XYZ5678	HSPC	12	06/03/2006	19/03/2006	192.00

### 6 Appendix B - Common Rejection Reasons

REJECTION REASON	CODE	DESCRIPTION	ACTION REQUIRED
After Invoice Period	#IPERD	The start and/or end date for the invoice line are after the invoice in the header file	Ensure that all invoice lines are within the start date and end date submitted in the invoice header file
All or Part of Period Already Invoiced	PRDINV	Warning – This can be ignored	None
Blank Line		The invoice line contained no information. Can be caused by additional lines at end of invoice	Either ignore or populate invoice line with correct information
Claimed rate has been adjusted to contract rate	#RDRT	Warning – The units of service claimed multiplied by the contract rate is greater or less than the invoice line total claimed	None
Client with NHI ABC1234 was not found	#NOCLI	No Client record in CCPS holds the NHI submitted	Check that the NHI is the NHI most recently supplied by the NASC. If the NHI used matches the NHI supplied by the NASC contact the NASC and ask that the service eligibility information be resubmitted to Sector Services
Date of Death Conflict	#CDEAD	CCPS holds a Date of Death for the Client which is earlier than the period being claimed	If invoice line is not in error then contact Sector Services to get Date of Death corrected
Eligibility exceeded. NASC submitted eligibility of: XX Hours per week	#NOELG	The number of units claimed exceeds the number of units on the Client's eligibility in CCPS covering the claimed period.	Ensure that the number of units claimed is within the eligibility information received from the NASC, if so contact NASC and ask that the service eligibility information be resubmitted to Sector Services
Eligibility exceeded. NASC submitted eligibility of: XX Hours per Week. A Claim has been made by another provider.		At least one other provider has claimed, and the total number of units claimed exceeds the number of units on the Client's eligibility in CCPS covering the claimed period.	Ensure that the number of units claimed is within the eligibility information received from the NASC. If so, contact the NASC and ask that the service eligibility information be resubmitted to Sector Services
Eligibility exceeded. NASC submitted eligibility of: XX Hours per Week. Partial claim(s) already made on this invoice or a		The Total number of units claimed and paid on this invoice in addition to that on another invoice exceeds the number of units on the Client's eligibility in CCPS covering the claimed	Ensure that the total number of units claimed and paid on this invoice or previous invoices is within the eligibility information received from the NASC.

prior invoice.		period.	If so, contact the NASC and ask that the service eligibility information be resubmitted to Sector Services
Invalid column count	-	There are less or more columns in the invoice line than there should be	Correct the invoice line and resubmit
Invalid NHI – fails validation routine	#NHI	An Invalid NHI was submitted	Find the correct NHI and resubmit
Invoice line must be for a Monday to Sunday period	#WEEK	The invoice line period is not for a Monday to Sunday period	Change Service Start Date to nearest Monday, and Service End Date to nearest Sunday.
Invoice Line overlaps a previously submitted line	#IDATE	Commonly caused where there are overlapping fortnightly and weekly invoice line periods sent. Can be a result of multiple Providers invoicing for a single Client/Service.	If invoicing fortnightly, invoice weekly if possible. Contact Sector Services for further assistance
Mapped service does not exist on contract	#MPSVC	The Service ID submitted was mapped (changed) to an equivalent one in CCPS, but the equivalent code was not on the contract the invoice was processed against. This can be caused by invoice lines which are outside the period covered by the contract the invoice was processed against.	Ensure all lines on an invoice are within a single contract revision. Contact Sector Services if they are.
NHI is not the correct format	#NHI	An invalid NHI was submitted. This can be caused by opening invoices in excel, which reformats NHIs that look like dates e.g. MAY0108 becomes MAY-08.	Correct the NHI and resubmit
No contract schedule for service	#ICONS	The Service ID submitted is not on the contract the invoice was processed against. This can be caused by invoice lines which are outside the period covered by the contract the invoice was processed against.	Ensure correct Service ID was used. Ensure all lines on an invoice are within a single contract revision. Contact Sector Services to clarify
No Current eligibility	NOELG	CCPS has no record of an eligibility for the service/period claimed	Contact the NASC and ask that the service eligibility information be resubmitted to Sector Services
Non-Southern Invoice Line being loaded from a Southern invoice	#DSERV	The invoice was processed against a southern region contract, but the Service ID submitted is not a valid southern Service ID	Resubmit with correct Service ID. Contact Sector Services if you are unsure what this should be
Not eligible for service	#NOELG	CCPS has no record of an eligibility for the service/period claimed	Ensure that you are invoicing under the correct funder, if so, contact the NASC and ask that the service eligibility information be resubmitted to

			Sector Services
Outside contract period	#ICONT	The invoice line period is before or after the period covered by the contract the invoice was processed against	Ensure that all invoice lines are within a single contract revision. Provide separate invoices for periods within different contract revisions.
Pre Socrates service code is not allowed	#ASERV	MOH Only – The Client has Socrates eligibility covering the claimed period	Re-invoice using the new YP- code. Contact Disability Services if you are unsure what this should be
Service does not exist	#NSERV	An invalid Service ID was submitted	Correct Service ID. If unsure what the correct Service ID is, contact Sector Services
Service ID required	-	No Service ID was entered	Resubmit with a Service ID
Start date after end date	#IDATE	The Service Start Date submitted was later than the Service End Date	Correct dates and resubmit
The client service eligibility start date cannot be more than 180 days prior to Service Coordination completion date	#NELGD	This relates to a restriction on the data submitted by the NASC	Contact Sector Services
This exact period has already been invoiced	EXPRIN	Warning – This can be ignored	None
Volume is zero	#ZUNIT	The units of service claimed were 0	Correct units and resubmit
Volume of service must be to the nearest quarter of a unit	#IAMT	The units of service claimed where not in 0.25 increments	Round claimed units to nearest quarter of a unit
WARNING – Eligibility dates do not span service end		Warning – this can be ignored	None

**7 Appendix C - Common Provider Errors**

ERROR	SOLUTION
Failing to include the -22 suffix on MOH invoices, or adding additional characters after the -22.	Ensure that -22 are the last three characters at the end of the Providers Invoice ID on all invoices for MOH funded Clients
Adding a –XX suffix to DHB invoices	DHB invoices should not include a suffix like the MOH invoices. Ensure that no –XX suffix is added.
Not in correct csv format	Ensure that both the lines and header files are saved as comma separated values files. If saving from Excel, the correct 'Save as Type' value is 'CSV (Comma Delimited) (*.csv)'
Not splitting across contracts	All invoice lines must fall within a single contract revision. If invoiced lines cover more than one contract revision then these must be supplied in separate invoices. Make sure that the period end date is not greater than the Contract revision end date for the Contract revision that is being invoiced for.
Not using YP- codes in MOH invoices	All invoice lines in MOH invoices should have the new YP- service codes. Contact your MOH contract representative to clarify if you are unsure what these should be
Using YP- codes in DHB invoices	YP- codes should not be used in DHB invoices. Any invoice lines using these Service Ids will be rejected. Make sure you only use these new codes on MOH invoices
Invoicing MOH funded clients in DHB invoices and vice-versa	MOH clients should be invoiced on MOH invoices. DHB clients should be invoiced on DHB invoices. Interim Funding Pool clients should be invoiced as a manual invoice.
Duplicate Invoice Ids	All invoices must have a unique Invoice ID. If two invoices with the same Invoice ID are submitted, the second one processed will be rejected
Service End Date after Invoice Date	The Invoice Date in the header file must be later than any service periods being invoiced. Ensure that the invoice date is the date the invoice is generated, and no future periods are being invoiced
Incorrect Provider Name	Contact Sector Services to clarify what Provider Name should be supplied against your invoices

Invoice lines not Monday to Sunday	All Home Based Support Service invoice lines must be for a Monday to Sunday period (preferably for a single week). Change Service Start Date to nearest Monday, and Service End Date to nearest Sunday.
Invalid Provider Reference	Ensure that the Invoice ID in the header and lines files are the same for all lines
Not splitting across eligibilities	If there is an increase/ decrease in the middle of a fortnightly invoice line then the 2 week long invoice line should be broken into 2 invoice lines of 1 week each.

## 8 Appendix D – Acronyms and Definitions

ACRONYM	DESCRIPTION
DHB	District Health Board
MOH	Ministry of Health
Sector Services	Formerly known as HealthPAC
NHI	National Health Index Identifier
CCPS	Client Claims Processing System
NASC	Needs Assessment and Service Coordination Agency
CSV	Comma Separated Values