# Business Information System Project

## BIS Vendor Master Records to TPA

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# 1 General Information

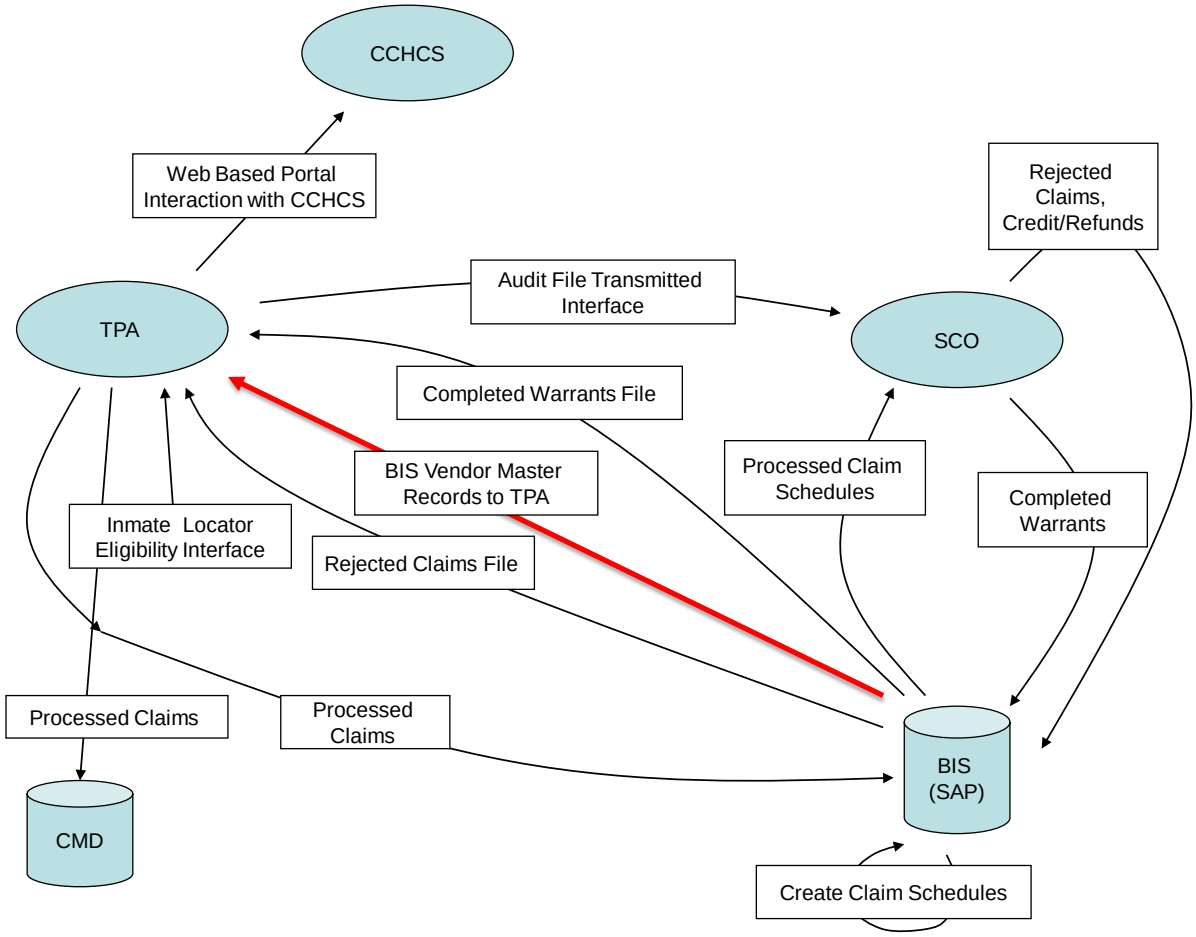
| | |
|---|---|
| **Title: (40 Character MAX)** | BIS SAP Vendor Master Data interface to TPA |
| **Short description:** | Daily addition or changes including deletion or blocked on the medical vendor and remit-to vendor records will be sent to TPA system. |
| **Process Definition Document (PDD) Legend # / Item #** | |
| **BIS Project Phase** | ☒ Phase 1C ☐ Phase 1B ☐ Phase 2 |
| **Business Team:** | BIS TPA Implementation |
| **Priority:** | ☒ High/mandatory ☐ Medium/recommended ☐ Low/optional |
| **Module /Submodule Information** | Module: AP Submodule: |
| **Complexity:** | ☒ High ☐ Medium ☐ Low |
| **Is there an alternative in the standard system?** | ☒ Yes ☐ No |
| **Description of alternative:** | Manually generate vendor records |
| **Reasons why alternative is not acceptable:** | ☒ Performance problems ☐ Complexity<br>☐ Other (Specify) : |
| **SAP Transaction code:** | N/A |
| **Interface Type** | ☒ Batch *(one-way transfer of accumulated data)*<br>☐ Near Real-Time *(one-way message-based transfer of data)*<br>☐ Real Time *(Immediate transfer of small data set)*<br>☐ Excel Upload *(manually invoked from SAP session)*<br>☐ Other (Specify) : |
| **Interface Frequency** | ☐ Hourly ☒ Daily ☐ Weekly ☐ Monthly ☐ On-demand<br>☐ Other (Specify) : |
| **Type of Records Sent** | ☒ Full record load *(sends all records every time interface is executed)*<br>☐ Delta full records *(Only sends records that have changed since previous execution)*<br>☐ Other (Specify) : |
| **Volume Estimate (per interface frequency)** | Average Volume: About 3,500 records (Full extract daily)<br>Peak Volume: About 3,500 records (Full extract daily) |
| **Source System:** | BIS SAP |
| **Target System:** | TPA via CCHCS |
| **Direction** | Inbound to SAP: No<br>Outbound from SAP: Yes |

# 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 process as vendor invoices.

In order to synchronize the vendor master data between TPA system and BIS, BIS/SAP is the system of the record of vendor master records. Any changes on vendor master records (addition, changes, deletion/block) will be maintained centrally in BIS system by both CDCR and CCHCS Master Data Unit (MDU) units and provide the all the medical vendor records to TPA for the medical claims.

**CCHCS TPA Medical Invoice Process Diagram**

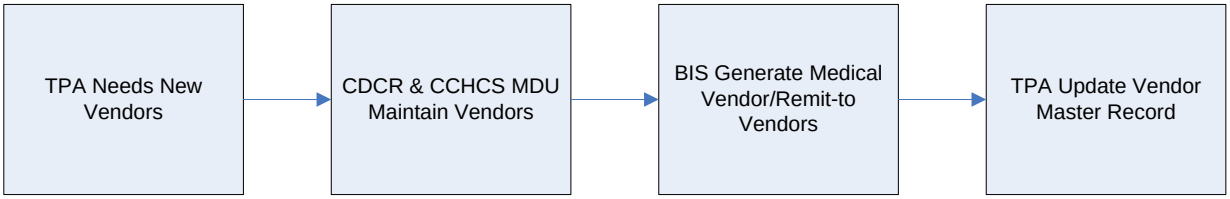



TPA Interface Descriptions:

- 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.
- 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 Mater 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

Vendor master must exist and be maintained in BIS to process the medical claims by TPA.

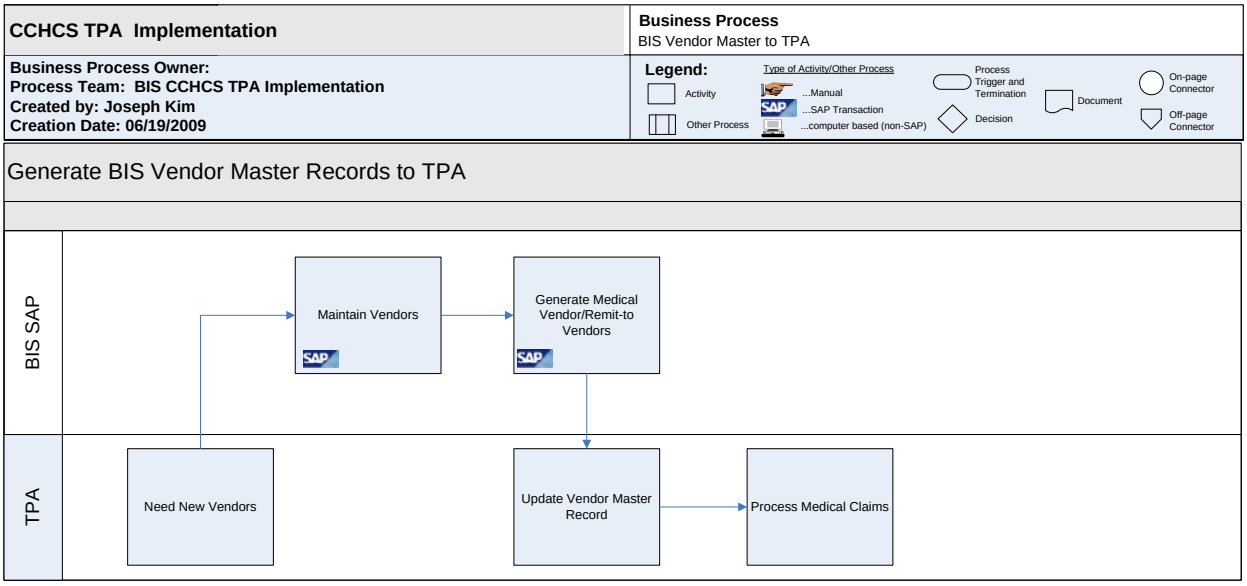


# 4 Assumptions

1. All vendor master data records are maintained centrally in BIS.
2. CDCR and CCHCS MDU units will reconcile the current master data records (Medical Vendors) prior to go-live in BIS.
3. Any new vendor creation will be informed to CDCR and CCHCS MDU units to create in BIS prior to processing medical claims by TPA.
4. BIS will send only Medical Vendors (ZMED) which start with 3 series vendor numbers (Full Extract file generation)
5. BIS also will send Remit-to vendors which are linked with Medical Vendors (ZMED)
6. TPA will be responsible to synchronize all the vendor additions /changes/ deletions based on the daily BIS vendor file to their data set.

# 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.




CDCR and CCHCS MDU units maintain all the medical vendor master records in BIS SAP system. Daily BIS will generate all medical vendor records (ZMED vendor account group) with the linked remit-to payee vendor information to TPA allowing to process medical claims. If no vendor record exists, TPA will communicate to HIDPSB claim exceptions unit for a new vendor

master record. CDCR and CCHCS MDU units will maintain the new vendor in BIS. When contracts with new vendors are created by CCHCS Medical Contracts Branch, request will be sent to BIS MDU (CCHCS Procurement) to add the record into BIS.

# 6 Detailed Processing Logic & Business Rules

BIS generates all medical vendor data records daily with all the updated details. The interface file contains details of both the Remit-to vendor and corresponding prime vendor details.

## Vendor Master File Layout to TPA

| # | Field Name | Length | Format | BIS Field | Comment |
|---|---|---|---|---|---|
| 1. | Last Activity Date | 8 | YYYYMMDD | LFA1 - UPDAT | Last activity date for addition/ change/ or deletion (block) |
| 2. | Deletion Indicator for Main Vendor | 1 | X or Blank | LFA1 - NODEL | If main vendor (3 series) vendor is deleted or blocked |
| 3. | Deletion Indicator for Remit-to Vendor | 1 | X or Blank | LFA1 - NODEL | If Remit-to vendor (5 series) vendor is deleted or blocked. Only remit-to vendors are linked with the medical vendors.<br>If **Alternative payee using account number field** ( LFA1-XLFZA) is checked in the main medical vendor, get the linked remit-to vendors via LFZA table |
| 4. | Vendor Number | 6 | | LFA1 - LIFNR | Main Vendor |
| 5. | Remit-to Vendor | 6 | | LFA1 - | Remit-to (Alternate payee). Only remit-to vendors are linked with the medical vendors.<br>If **Alternative payee using account number field** ( LFA1-XLFZA) is checked in the main medical vendor, get the linked remit-to vendors via LFZA table |
| 6. | Name 1 | 35 | | LFA1 - NAME1 | |
| 7. | Name 2 | 35 | | LFA1 - NAME2 | |
| 8. | Name 3 | 35 | | LFA1 - NAME3 | |
| 9. | Street | 35 | | LFA1 - STRAS | |
| 10. | City | 35 | | LFA1 - ORT01 | |
| 11. | Region/State | 3 | | LFA1 - REGIO | |

| # | Field Name | Length | Format | BIS Field | Comment |
|---|---|---|---|---|---|
| 12. | Postal Code | 10 | | LFA1 - PSTLZ | |
| 13. | PO Box | 10 | | LFA1 - PFACH | |
| 14. | Postal Code for PO Box | 10 | | LFA1 - PSTL2 | |
| 15. | Tax Number 1 (SS#) | 11 | | LFA1 - STCD1 | Social Security # |
| 16. | Tax Number 2 (FEIN#) | 10 | | LFA1 - STCD2 | FEIN # |
| 17. | Telephone Number | 16 | | LFA1 - TELF1 | |

# 7 File/Process Specifications

**File Transmission Frequency: Daily (7 Days)**
**File Format: ASCII Fixed**
**File will not contain any header fields/data**
**File Location: TBD**

Note: BIS SAP (via XI) will push the interface files to receiving party secure location when BIS SAP generate files; otherwise, will pull the interface file from the sending party secure location.

| Position | Type | Length | Alignment | Description |
|---|---|---|---|---|
| 1 to 8 | Numeric | 8 | Right | Last activity date on vendor master record (YYYYMMDD) |
| 9 to 9 | Alphabetic | 1 | Right | Deletion Indicator for Main Vendor |
| 10 to 10 | Alphabetic | 1 | Right | Deletion Indicator for Remit To Vendor |
| 11 to 16 | Numeric | 6 | Right | Vendor Number |
| 17 to 22 | Numeric | 6 | Right | Remit – To – Vendor Number |
| 23 to 57 | Alpha Numeric | 35 | Left | Name 1 |
| 58 to 92 | Alpha Numeric | 35 | Left | Name 2 |
| 93 to 127 | Alpha Numeric | 35 | Left | Name 3 |
| 128 to 162 | Alpha Numeric | 35 | Left | Street |
| 163 to 197 | Alphabetic | 35 | Left | City |
| 198 to 200 | Alphabetic | 3 | Left | Region/State |
| 201 to 210 | Alpha Numeric | 10 | Right | Postal Code |
| 211 to 220 | Alpha Numeric | 10 | Right | PO Box |
| 221 to 230 | Alpha Numeric | 10 | Right | Postal Code for PO Box |
| 231 to 241 | Alpha Numeric | 11 | Right | Tax Number1 (SS #) |
| 242 to 251 | Alpha Numeric | 10 | Right | Tax Number 2 (FEIN#) |
| 252 to 267 | Alpha Numeric | 16 | Right | Telephone Number |

# 8 Security / Authorization Requirements

Program will be scheduled as a batch job using Batch User which will have all required authorizations.

# 9 Testing Scenarios

| **Normal Functionality - test cases that ensure the conversion requirement, as it should.** | |
|---|---|
| **ID** | **Description** |
| 1 | Create a new Medical Vendor Master in BIS and run the batch job to validate the changes were captured |
| 2 | Assign a new Remit to Vendor in existing Medical Vendor and run the batch job to validate that the changes were captured |
| 3 | Remove an existing Remit to Vendor assignment in existing Medical Vendor master data and run the batch job to validate the changes were captured |
| 4 | Mark an Assigned Remit to Vendor for Payment Block and run the batch job to validate the changes were captured |
| 5 | Mark a Medical vendor for Payment block and run the batch job to validate the changes were captured |
| 6 | Change the address fields in Medical vendor and run the batch job to validate the changes were captured |
| 7 | Change the address fields in Remit to Vendor and run the batch job to validate the changes were captured |
| 8 | Remove an existing Medical Vendor Master in BIS (and possibly including related Remit to Vendor assignments) and run the batch job to validate the changes were captured |
| 9 | Marking for vendor for deletion and actual deletion of vendors and validate the changes are captured and properly handled by TPA target system. |
| **Exception - special logic or exceptions** | |
| 1 | Note: As the file contains the latest changes, If we require to know the changes done on specific time and specific vendor, we can use SAP standard reports to find the changes |
| 2 | In case of batch job failure, BIS can provide a file from manual execution of the program |

# 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. Email notification will be sent to the specific email account after completion of transmission of file.

## 11 External System Considerations

TPA

## 12 Data Retention Requirements

Daily Vendor data update file should be stored in the BIS system for 7 days (minimum) from the day on which file was created. Also the strategy to archive and purge these files older than 7 days to be developed and implemented.

## 13 Interface Trigger / Scheduling Requirements

Automatic scheduled job from SAP XI to send the vendor records 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

BIS will send the all medical vendor records daily to TPA via CCHCS secure FTP server where TPA will retrieve the file according to its business rules

Note: BIS support requirements on weekend/holidays' file transmissions will be discussed during the implementation phase.