Business Information System Project

Maintain Crosswalk Tables for TPA Claims Processing

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Enhancement Functional Specification

1 General Information

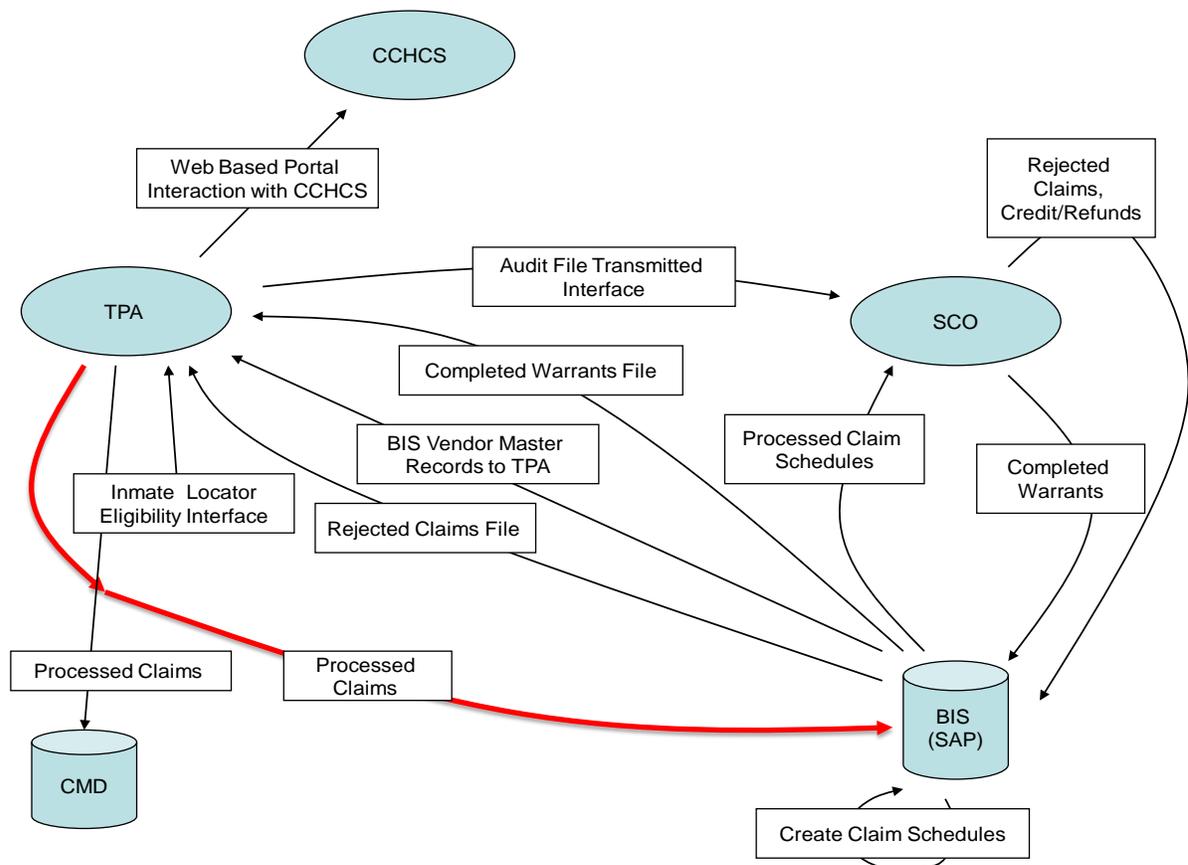|	
Title: (40 Character MAX)	Maintain Crosswalk Table for TPA Claim Processing
Short description:	Need to post the GL account, Fund, Functional Area and Cost Center data while processing the TPA medical claims in BIS based on the TPA claim information. TPA will provide the GL and Fund but need to develop 2 crosswalk tables to support the Cost Center and Functional Area mapping.
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
Type of Enhancement:	☐ UserExit ☐ BADI ☐ Custom transaction ☐ Standard SAP program modification ☒ Other (Specify) : Create Crosswalk table
Is there an alternative in the standard system?	☐ Yes ☒ No
Description of alternative:	
Reasons why alternative is not acceptable:	☐ Performance problems ☐ Complexity ☐ Other (Specify) :
SAP Transaction code:	

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. TPA will provide the BIS Fund and GL accounts in the file but we need to maintain the crosswalk tables to convert the TPA location code to BIS Cost Center and TPA PCA codes to BIS Functional Area.

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.
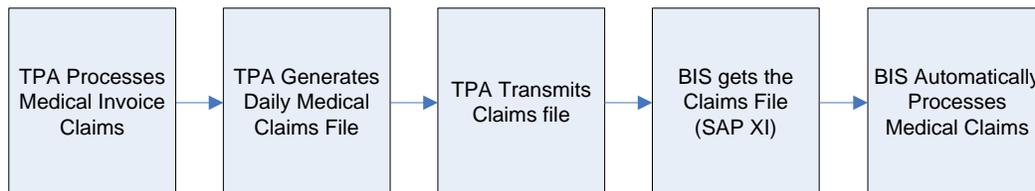
- BIS Vendor Master Records to TPA
  File transmission of CDCR's medical vendor demographic information from the Accounting office.
- Claim Schedule Creation
  Accounting office generates the electronic claim schedules and paper Std218 for claims received by TPA to be transmitted to SCO for payment.
- 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.

TPA Processes Medical Invoice Claims	→	TPA Generates Daily Medical Claims File	→	TPA Transmits Claims file	→	BIS gets the Claims File (SAP XI)	→	BIS Automatically Processes Medical Claims

To process the medical claims by TPA, BIS vendor master must be 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. When a new location code is needed, the Cost Center crosswalk table must be maintained prior to maintain in TPA system.
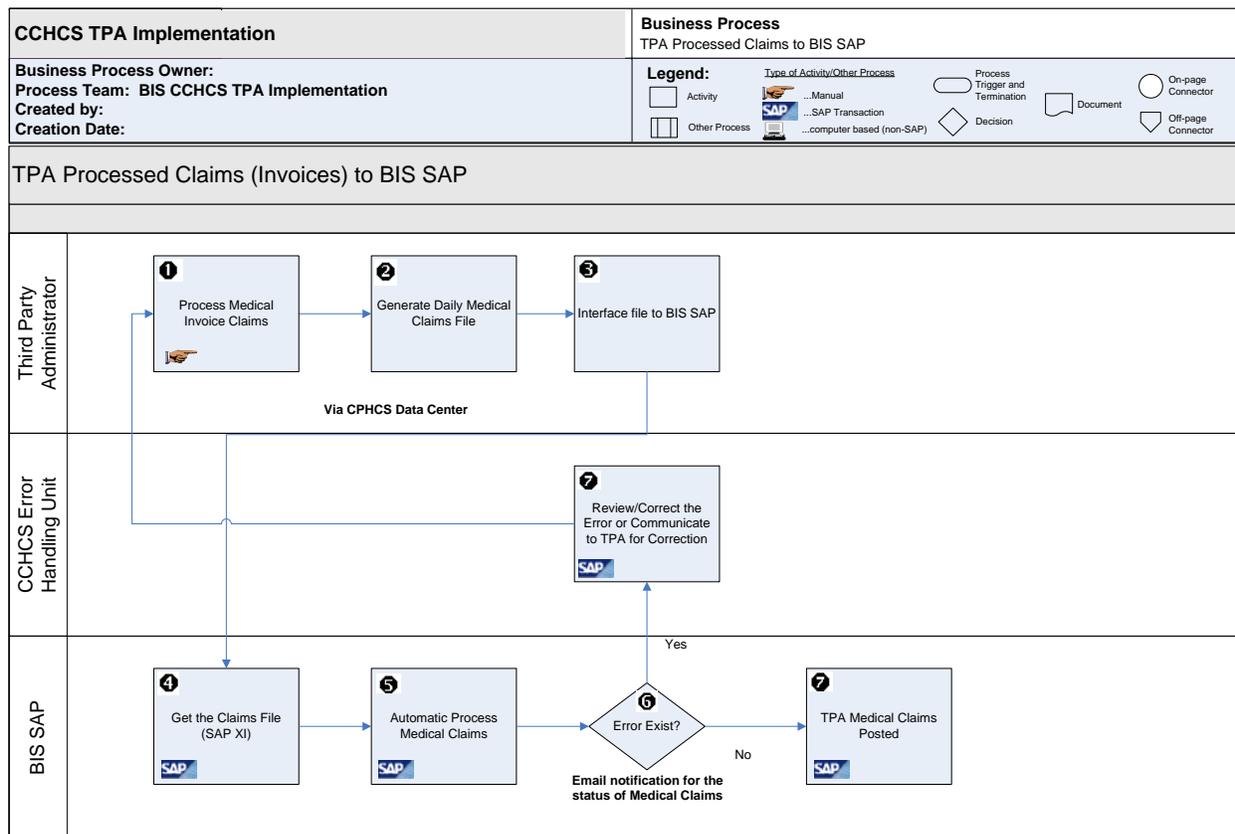
2. When a new PCA code is needed, the Functional Area crosswalk table must be maintained prior to maintain in TPA system.

5 Process Flow Diagram

The process flow diagram represents, at a high level, how the process is performed. A description of the process is included below the process flow.

CCHCS TPA Implementation		**Business Process** TPA Processed Claims to BIS SAP	
Business Process Owner: **Process Team: BIS CCHCS TPA Implementation** **Created by:** **Creation Date:**		**Legend:** Type of Activity/Other Process	

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. During the invoice processing in BIS, the program will utilize the 2 crosswalk tables to identify the BIS Cost Centers and BIS Functional Areas.

6 Detailed Processing Logic & Business Rules

To process the TPA Medical claims in BIS, TPA file should contain the BIS accounting coding information such as GL accounts, fund, functional area or cost center. TPA medical claims file will contain the BIS GL accounts and Fund not the functional areas or cost center. To post the medical claims in BIS, we need to develop 2 crosswalk tables to convert the cost centers and functional areas.

Cost Center Crosswalk Table Layout

Location Code	Location Code Name	Cost Center Number
MCSP	Mule Creek State Prison	0250000000
ASP	Avenal State Prison	0260000000
LAC	California State Prison, Los Angeles County	0270000000
CVSP	Chuckawalla Valley State Prison	0280000000
RJD	R. J. Donovan Correctional Facility	0300000000
HQTR	Hlthcare Inv Data &Prov Svs Br	0424100000
CCI	California Correctional Institution	0540000000
CMC	California Men's Colony	0560000000
CCC	California Correctional Center	0680000000
FSP	Folsom State Prison	0710000000
FWF	Folsom Women's Facility	0710000000
CMF	California Medical Facility	0760000000
CRC	California Rehabilitation Center	0790000000
CIM	California Institution for Men	0800000000
COR	California State Prison, Corcoran	0840000000
CIW	California Institution for Women	0860000000
SQ	California State Prison, San Quentin	0950000000
SCC	Sierra Conservation Center	0990000000
CTF	Correctional Training Facility	1010000000
DVI	Deuel Vocational Institution	1060000000
VYCF	Ventura Youth Correctional Facility	1350000000
NAC	N A Chaderjian Youth Correctional Facility	1430000000
OHC	O H Close Youth Correctional Facility	1430000000
PINE	Pine Grove Youth Conservation Camp	1430000000
CAL	Calipatria State Prison	1780000000
WSP	Wasco State Prison	1800000000
NKSP	North Kern State Prison	1820000000
CHCF	California Health Care Facility	1900000000
SAC	California State Prison, Sacramento County	2840000000
CCWF	Central California Women's Facility	3810000000
PBSP	Pelican Bay State Prison	3940000000
CEN	Centinela State Prison	4030000000
PVSP	Pleasant Valley State Prison	4350000000
ISP	Ironwood State Prison	4440000000
SATF	California Substance Abuse Treatment Facility	5870000000
SOL	California StatePrison, Solano County	6740000000
KVSP	Kern Valley State Prison	9150000000

Location Code	Location Code Name	Cost Center Number
VSPW	Valley State Prison for Women	9190000000
HDSP	High Desert State Prison	9340000000
SVSP	Salinas Valley State Prison	9360000000

Functional Area Crosswalk Table Layout

PCA Code	PCA Description	Functional Area
20302	Med/Surg. Acute-Comm	5010010
20303	Med/L.T. SubAcute	5010010
20304	CTC-SubAcute	5010010
20305	OHU-Multiple Svcs.	5010010
20306	OHU-HIV	5010010
20307	OHU-Long Term	5010010
20309	Ambul. Surg. Svcs.	5010010
20310	Med. Outpatient	5010010
20311	Med. Outpt.-Obstetrics	5010010
20312	Med. Reception Ctr.	5010010
20313	Emergency Svcs.	5010010
20314	Inpatient Services (CDCR Hospital Facility)	5010090
20316	Med. Outpt.-Gynecology	5010010
20401	Dental Outpatient	5020010
20402	Dental-Rec. Ctr.	5020010
20601	Psych Acute	5030010
20602	CTC-Psych Crisis	5030010
20603	OHU-OPP (CMF)	5030010
20604	Psych Outpatient	5030010
20605	Psych Rec. Ctr.	5030010
20606	Psych CCCMS	5030010
20607	OHU-EOP	5030010
20608	PSU (SAC & PBSP)	5030010
23190	Medical Juvenile Contract	2310010
23290	Dental Juvenile Contract	2320010
23390	Mental Health Juvenile Contract	2330010
50200	Dental Service Adult	5020090
50300	Mental Health Adult	5030090
96001	Cardiology	5010010
96002	Dental Lab	5020010
96003	Dermatology	5010010
96004	Endocrinology	5010010
96005	Gastroenterology	5010010

PCA Code	PCA Description	Functional Area
96006	Oncology/Chemotherapy	5010010
96007	Laboratory	5010010
96008	Neurology	5010010
96009	Pathology	5010010
96010	Physical Therapy	5010010
96011	Ophthalmology	5010010
96012	Optometric	5010010
96013	Orthopedics	5010010
96014	ENT - Otorhinolaryngology	5010010
96015	Pharmacy	5010010
96016	Podiatry	5010010
96017	Pulmonary / Respiratory Therapy	5010010
96018	Radiology-Diagnostic	5010010
96019	Nuclear Med. / Radiation Therapy	5010010
96020	Rheumatology	5010010
96021	Urology	5010010
96022	Internal Medicine	5010010
96023	Medical Transport	5010010
96024	Nephrology/Dialysis	5010010
96025	Infectious Disease	5010010
96026	General Surgery	5010010
96027	Recreation Therapy	5010010
96028	Occupational Therapy	5010010
96029	Speech Therapy	5010010
96030	Sleep Studies	5010010
96031	Audiology	5010010
96032	Hematology	5010010
96033	Vascular Medicine	5010010
96034	Allergy/Immunology	5010010
96100	Central Svcs.&Supp.	5010010
96101	Cont. & Ext. H.C. Sv	5010010
96102	Dietary	5010010

7 File/Process Specifications

N/A

8 Security / Authorization Requirements

Need new transaction codes to maintain the tables and display tables

- Maintain Cost Center Crosswalk Table
- Display Cost Center Crosswalk Table
- Maintain Functional Area Crosswalk Table
- Display Functional Area Crosswalk Table

9 Testing Scenarios

Normal Functionality - test cases that ensure the conversion requirement, as it should.	
ID	**Description**
1	Maintain new mapping records for Cost Center
2	Maintain new mapping records for Functional Area
3	
Exception - special logic or exceptions	
1	Remove a Cost Center Mapping and process the claims
2	Remove a Functional Area mapping and process the claims

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.

If an error occurs during the TPA medical claims processing in BIS due to the missing mapping records for Cost Center or Functional Area, the CCHCS exception handling group needs to communicate to BIS MDU (Master Data Unit) to maintain the crosswalk tables.

11 External System Considerations

TPA system

12 Data Retention Requirements

N/A

13 Interface Trigger / Scheduling Requirements

N/A

14 Expected Performance and Service Level Agreement Requirements

BIS Support Unit will maintain the crosswalk tables.