

FTP (File Transfer Protocol) Software Instructions for MN-ITS Batch Use

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Objective: To successfully use FTP client software protocols (FTPS or SFTP/SCP via SSH) to send MN-ITS batch transactions to Minnesota Department of Human Services (DHS).

Performed by: Batch Users who have successfully tested X12/NCPDP Pharmacy transactions.

Background

Secure FTP is used by batch billers to transfer X12 and NCPDP Pharmacy data to and from DHS secure servers. DHS provides the ability to securely transfer electronic health care data in this fashion to best serve users. The purpose of this guide is to provide some basic information on the process and procedures of this FTP functionality. This guide will help you transfer your production ready X12/NCPDP Pharmacy files to DHS in an automated fashion.

The application client products highlighted here are just some of the products available on the market. These clients have been tested with MN-ITS Batch functions and operate correctly if you follow these instructions. Secure FTP is only available for registered providers that have successfully tested their X12/NCPDP Pharmacy transactions via MN-ITS.

Using MN-ITS Batch

MN-ITS is a web-based, HIPAA-compliant billing and inquiry system for claims submission and other health care transactions for the publicly funded Minnesota Health Care Programs (MHCP). These programs are administered by DHS. MN-ITS includes both an interactive (one-by-one, direct data entry) component and a **batch** component (to interface with non-DHS billing software or clearinghouses). Claims can be entered individually through **MN-ITS Interactive** or submitted in batch mode (in X12/NCPDP Pharmacy format only) via **MN-ITS Batch**.

All provider organizations must register for MN-ITS before they are able to access any MN-ITS features. DHS sends each enrolled provider or biller organization a Welcome Letter with registration instructions, an Initial User ID and Initial Password. Refer to the [MN-ITS Registration](#) webpage, if necessary. The assigned MN-ITS Administrator in your organization will register only once.

The following process is only for assigned MN-ITS users from registered provider or biller organizations who have successfully tested their X12/NCPDP Pharmacy transactions via MN-ITS.

MN-ITS Batch test files must be sent through the MN-ITS website, not an FTP client.

Secure FTP General Information

FTP clients must adhere to the RFC 2228 standard for secure FTP. Application clients that are RFC 2228 compliant can be used to securely send and receive files to and from DHS. Additionally, it is possible that your software will include a built-in FTP client or a programmer can customize your FTP script.

Regardless of how you decide to FTP your files, refer to the following table for general guidelines and information that must be used and followed:

Secure FTP Host Address	secureftp.dhs.state.mn.us
DHS Secure FTP	AXWAY Secure Transport Server - Version 5.5

Server	
Port Number	FTPS (SSL): 22 SFTP/SCP via SSH: 2222
User ID and Password	<p>User ID and Password: You will receive this information after completing the registration process with your initial user ID and password from your letter. Your user ID and password may be the same information as your MN-ITS Interactive, based upon how your organization determines their MN-ITS administration.</p> <p>Passwords are:</p> <ul style="list-style-type: none"> • Must be as least eight characters up to a maximum of 25 • At least one uppercase • At least one lowercase • At least one numeric • At least one special character from the following list: (!@#\$%^*_+=]][:., <p>Passwords expire every three months and cannot be the same as your previous two passwords.</p>
File Size	<p>File size:</p> <p>837D, 837I, 837P and NCPDP/Pharmacy (N12) – 5,000 claims per file</p> <p>270 Eligibility File – 99 patient inquiries per transaction set</p> <p>276 Claims Status – 100 claim requests per file</p>
File Location	File location: Upload files to the X12/NCPDP Pharmacy Transactions folder on the remote site (DHS server)
File Naming Convention	<p>File naming convention: Use the following protocol: NPI_TransactionID_Date_SequenceNumber.dat</p> <p>Use the underscore as a separator between the different elements</p> <p>The sequence number is optional and intended for those providers who will be sending more than one file with the same transaction ID</p> <p>Do not send two files with the same name</p> <p>Use one of these two file extensions: .dat or .txt</p> <p>NCPDP/Pharmacy file - Second position of file name must equal N12 or NCPDP</p> <p>X12 file - Second position of file name must equal 270, 276, 837D, 837I or 837P</p>
Example	<p>X12 Example:</p> <p>NPIs or UMPIs are 10 characters long</p> <p>Examples: NPI = 1234567899 or UMPI = A123456700</p> <p>Transaction ID is 837P</p> <p>Date is March 4, 2022</p> <p>Sequence Number (if used) is 01</p> <p>Then:</p> <p>The file name would be 1234567899_837P_20220304.dat or A123456700_837P_20220304.dat</p> <p>If you sent two 837P files on this date, your file name for the first transaction would be 1234567899_837P_20220304.dat.</p> <p>Your second file would be 1234567899_837P_20220304_01.dat.</p>

	<p>An accepted 999 will contain the exact name of the file you submitted. For example, if your batch file name is 1234567899_837P_20220304.txt., the accepted 999 file name will be: 1234567899_999_837P_111111100_837P_20220304.txt</p> <p>A rejected 999 will contain the exact name of the file you submitted and include an .htm extension. For example, if your batch file name is 1234567899_837P_20220304.txt., the rejected 999 file name will be: 1234567899_999_837P_1234567899_837P_20220304.txt 1234567899_999_837P_1234567899_837P_20220304.htm</p> <p>NCPDP Pharmacy Example: NPIs or UMPIs are 10 characters long Examples: NPI = 1234567899 or UMPI = A123456700 Transaction ID is N12 or NCPDP</p> <ul style="list-style-type: none"> • Date is March 4, 2022 • Sequence Number (if used) is 01 <p>Then: The file name would be 1234567899_N12_20220304.dat or A123456700_NCPDP_20220304.dat If you sent two NCPDP Pharmacy files on this date, your file name for the first transaction would be 1234567899_N12_20220304.dat. Your second file would be 1234567899_NCPDP_20220304_01.dat. An N12R (outbound responses to NCPDP encounter files) will contain the exact name of the file you submitted. For example, if your batch file name is 1234567899_N12_20220304.txt., the N12R file name will be: 1234567899_N12R_1234567899_N12_20220304.txt</p>
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Secure FTP Directory Structure

Regardless of the product you use to send data, the directory structure will remain the same and include the following folders:

Directory Name	Directory Description/Contents
<p>*Note for providers that script FTP jobs: The following directory (folder) names are case sensitive. Please take note of the case of each directory name and create or modify your scripts accordingly.</p>	
Inbound Transactions	These are inbound directories for X12/NCPDP Pharmacy Transactions
X12_Transactions	X12_Transactions: This is the folder for submitting all X12/NCPDP Pharmacy batch transactions
Submitted	This is the record of X12/NCPDP-Pharmacy transaction files such as 837P, N12 or 270 submitted to DHS.
Outbound Transactions	These are the outbound directories for production transaction sets. Remember to check this folder on a regular basis.

Received	This folder contains any production X12/NCPDP-Pharmacy files DHS sends you such as your 999, N12R and 835 documents. 999s are a multiline functional acknowledgement of your submitted X12 transaction. N12Rs are a NCPDP claim response of your submitted NCPDP Pharmacy transactions. 835s are the electronic remittance advice. You do have delete rights to your received directory.
Miscellaneous_Received	This folder contains miscellaneous, non-X12/NCPDP-Pharmacy type files sent to you from DHS. You do have delete rights to anything in this directory.
Production_Failed	This folder contains information related to failed production files sent to DHS. Please check this folder daily.
Miscellaneous_Submitted	This is the record of non-X12/NCPDP-Pharmacy files submitted to DHS.

DHS-Tested Secure FTP Clients

We have tested the following FTP clients. This is not an endorsement of any product.

SFTP/SCP via SSH Clients, Port 2222

- WinSCP
- Filezilla

Summary

If you are submitting batch files, you may use the MN-ITS web interface or a secure FTP client. The FTP clients mentioned in this document are just some of the products available on the market. However, we have tested these products with MN-ITS Batch functions to ensure they operate correctly if configured properly.

If you have issues with registration, secure FTP configuration or file transfer, contact the Provider Resource Center from 8 a.m. to 4:15 p.m. (closed from noon to 12:45 for lunch) Monday through Friday at 651-431-2700 or 800-366-5411; or TTY: 711 or 800-627-3529. A representative will create a ticket to the appropriate department that can assist you.