



TruBridge has created functionality to build ICD-10 test files for all of our customer’s internal testing needs. This functionality can be found in the “Create Submission File” option of the TruBridge Insurance Services screen. This document will detail the steps required to build an ICD-10 test file. TruBridge will perform all payer-required ICD-10 testing for all Insurance Services (IS) customers – Insurance Services customers are customers that utilize TruBridge for all of their insurance claims clearinghouse needs. Customers who submit files directly to a payer or another clearinghouse will be responsible for performing all applicable testing for their facility.

In order to build ICD-10 test files, customers will need to be on Version 19 (specifically the 1911 update), utilize the new Medical Record Grouper screens and have associated/linked their existing ICD-9 codes to the applicable ICD-10 codes for the claims they wish to include in the ICD-10 test file. This document assumes that these requirements have been met. If any of these items have not been met, please contact CPSI’s Financial Support prior to building ICD-10 test files.

Building the ICD-10 Test File

Select **Hospital Base Menu > Other Applications and Functions > TruBridge Insurance Services > Create Submission File.**

A printer prompt will appear for the Update Report. Claims will not be updated while utilizing the ICD-10 Test File option, users should enter **NU** as the printer number in this prompt

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Report Control Options

Print to Workstation | Windows View or Print | Spool to File | Fax Report | Email Report | Send to NT Server

Add to Common Reports | Delete from Common Reports

Back to ELECTRONIC BILLING ROOT | Skip to ELECTRONIC BILLING ROOT

Report Title: ANSI EDIT AND UPDATE REPORT/CREATE FILE Report Code: EB03 Form Type: 1W

Line Printer Number:

Printer Number	Department	Location	Type
001		LP001	P
012	Nursing Administration	LP012 LEXMARK T622 - SALES POD	P
023		QA MAGNETIC PRINTER	P
027	Laboratory	Mkt Bld ZEBRA TLP 2844-Z	Z
033	Laboratory	BLDG 4 ZEBRA PRINTER - LP33	Z
051	Nursing Administration	LP051 LEXMARK - SALES POD	P
063		Eastern Shore	P
064		Eastern Shore	P
065		Eastern Shore	P
066		Eastern Shore	P
119	Emergency Room	MP EMR BUILDING 10 LASER	P
133		BLDG 4 LEXMARK LP133	P
176	Financial Dept	LP176; Bldg 5	P
197	RADIOLOGY AHIS	lp197 BLDG1	P
241	Laboratory AHIS	LP241 ZEBRA S440 - CLIN DEV	Z
294	Pharmacy	BLDG6 PHARMACY ZEBRA S400	Z
523	Central Supply	BUILDING 8	P
550		Fairhope Oki 395 LP550	E



Once the printer prompt has been answered with **NU**, the available intermediary list will appear in order for the user to select the specific intermediary to build the ICD-10 test file. Select the intermediary by entering the sequence number and enter. Once the intermediary is selected a **Y** will appear in the "Pick" column, enter though the group code and select the **ICD-10 Test File** button at the bottom of the screen.

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TYPE: SORTED BY: CLAIM TYPE BUILD ELECTRONIC CLAIMS

Seq	Intermediary	Claims	Group	Pick
1	Blue Cross and Blue Shield of NC	BUNC50	12	
2	PALMETTO-5010	MUNC51	03	
3	AVAILITY - 5010	OUAV50	77	
4	GEORGIA HEALTH PARTNERSHIP - 5010	XUGA50	02	
5	EDS OF NC-5010	XUNC50	10	
6	SMOKY MOUNTAIN CENTER	XUNC58	10	
7	BC OF NC - 5010	BPNC50	15	
8	PALMETTO-5010	MPNC50	08	
9	AVAILITY - 5010	OPAV50	77	
10	GEORGIA HEALTH PARTNERSHIP - 5010	XPGA50	02	
11				
12				
13				
14				
15				

Enter: U_ Exit PgDn PgUp Clear

Build File Build Test File **ICD-10 Test File**

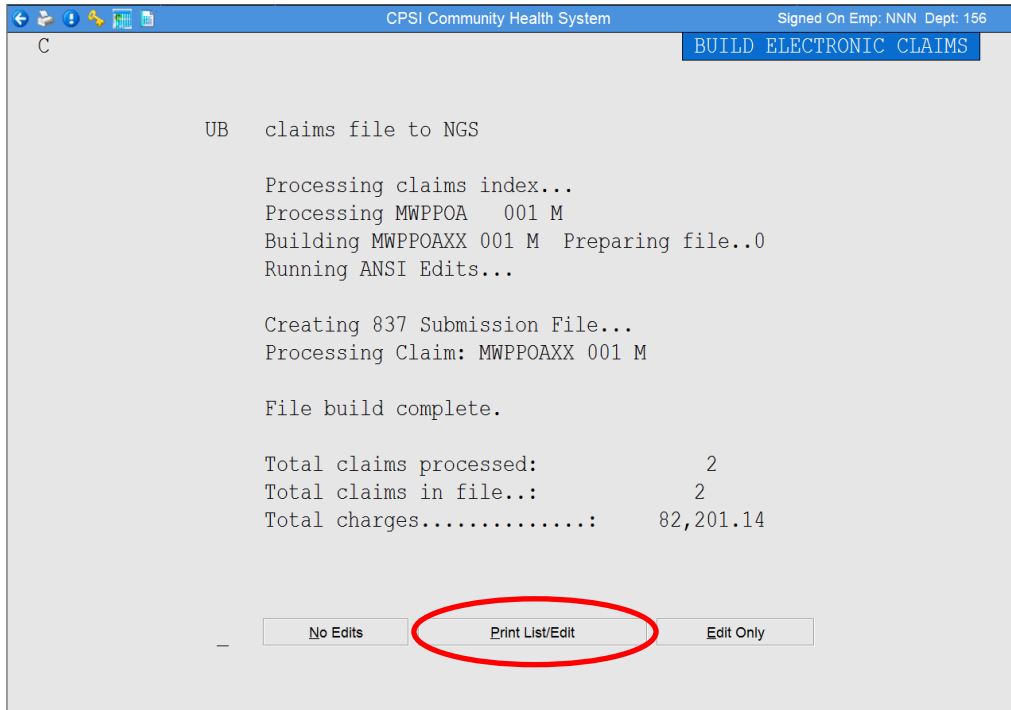


Once the intermediary has been selected the financial classes that are setup to pull to the intermediary will display. Type **C** to continue or select **Continue File Build** option.





TruBridge recommends choosing the **Print List/Edit Option**. There is not an Update option for the ICD-10 test file since it is not a production file. You will have the ability to recreate the same file with the same test claims each time you choose to create an ICD-10 test file because the status of the claims will not be updated.





Uploading the ICD-10 Test File

Once the ICD-10 file has been created, the user then receives the PC File Information Box. The user will select the directory and folder the file should be copied to on the hard drive. A filename must be entered.

PC File Information

Directory (use "/" to separate)

Path

File Name

Save Directory and Path

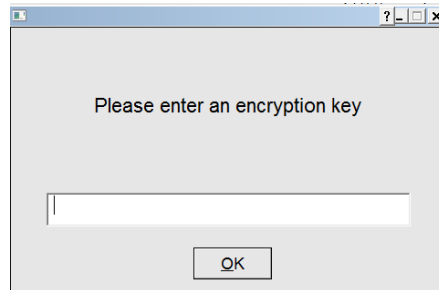
Save Filename

Enter: _ Exit Upload

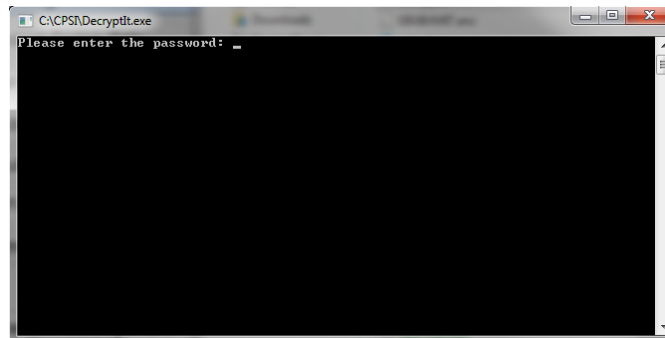
Source file: FL753EBXMIT

Once the directory, path and filename are entered, the user can select **Y** in the fields marked **Save Directory and Path** and **Save Filename** for a specific intermediary. The system will then automatically populate this information in the fields each time the same intermediary is chosen. Selecting **U** for Upload copies the electronic file to the PC so that user can transmit it to the intermediary.

Once **U** is selected, the system will prompt the user to enter an Encryption Key (if encryption process is turned on). The encryption key is a password that the user creates.



Once the desired password is entered, the files are copied into the PC folder selected. When the folder is accessed, the two files display. The first is an Application File named "DecryptIt.exe" and the second file is the filename saved with the extension ".enc." Select the "DecryptIt.exe" file, at which point the user is prompted to enter the encryption key/password created in the previous screen.



Once the correct password has been entered, the decrypted submission file will appear in the same folder that was selected. If the file does not appear automatically, the user should back out of the folder to refresh the contents, at which point the file will appear. This is the file that should be submitted. The file with the extension ".enc" should not be sent in its encrypted format.