



HCPC ASCII IMPORT SPECIFICATIONS

ASCII to EXP_SERV.DBF

Medeasy32 Financial software is written in dBase and the ASCII file specifications below will enable the import to successfully interface with Medeasy32 Financial. Once we have the ASCII file the user goes to the Maintenance Menu in Medeasy32 Financial and selects "Import HCPC Charges from ASCII file". This functions moves charges from the ASCII file to EXP_SERV.DBF and after that everything will fall in place with import procedure.

We import HCPCS from EXP_SERV.DBF which is located at therapy import directory designated in Facility Information screen link page. This file is being maintained by therapy software and when the user clicks the import button on the claim screen, Medeasy32 Financial reads EXP_SERV.DBF, finds the appropriate charge for the relative SSN, and therapy date being within the claim service dates. The table matrix below explains how to position the ASCII file.

Import file should be ASCII positioning:

Field name	Starts	Ends	#character
Ssn	1	9	11
Resident id	12	26	15
13	27	28	2
discipline	29	30	2
Hcpc code	31	35	5
Unit	36	38	3 – right justified
Therapy date	39	48	10

Example:

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Byte      1           2           3           4           5
12345678901234567890123456789012345 678901234567890123456....
111111111 BTBB0024          13PT97530  106/01/2006

```

► NOTE ◀

Medeasy32 Financial software imports the ASCII file and retrieves the information while inside the claim. Through this process consider the following items:

- **Error message: "there are no charges for this patient":** Medeasy32 Financial is reading from EXP_SERV.DBF table, which is loaded from the ASCII file. The user can open the ASCII file and locate every occurrence of the patient's SSN and check the therapy date. This way you can tell if any record that you need is actually exported or not.
- **Tab in ASCII file:** Medeasy32 Financial gets data for every field based on a **starting position** in ASCII file. If the data is less than the maximum number of characters allowed, fill the rest of the field with spaces. This will make the 2nd, 3rd fields etc. always start at a specific position. If the positions are wrong the information will not fall in the correct field in EXP_SERV.DBF table. If there is a tab between the fields, it creates blank or garbage characters (something like music notes or funny face) when moved to the EXP_SERV.DBF table. This produces the error message stating "there is no charge for this patient". To distinguish between **tab vs. space** in the ASCII import file, if a cursor is put at the beginning of the 2nd field, or any field other than first one, typing {backspace} will move the Tab back to the previous field. Using the space bar the cursor only moves one character backward, there are still more blanks, if any.