



**To: Trading Partners**  
**From: IEHP - EDI Team**  
**Date: January 15, 2020**  
**Subject: Submitting Additional Data Elements in the Claim Manifest**

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Inland Empire Health Plan (IEHP) notified your organization on August 21, 2018 of the requirement to submit the Daily Claim Manifest that is required to reconcile your claim submissions; however as of today, IEHP has yet to receive a test Daily Claim Manifest from you.

The Claims Daily Manifest is a Pipe Delimited format file type and the Manifest must represent a list of all 837P and 837I claim files sent for the day by 5:00PM or when files are dropped on our SFTP. The Manifest will aid in improving the reconciliation aspect of claim file submissions. Please submit your test manifest in the location below no later than **Monday, January 27, 2020** to begin testing.

SFTP Test Drop Off Location: Submitter ID\5010\Manifest\Test

To provide guidance on submitting complete and accurate data, please see the instructions outlined below:

Manifest Fields Needed (Bolded Fields Pertain to ImageNet):

- Submitter ID
- File Name
- Date Sent (Receive Date)
- Number Of Claims
- Total Billed Amt
- Number of Files
- Number of Service Lines
- Checksum
- **Scan Date**
- **Process Date**
- **MRD Date**
- **Number Rejected**

If some of the data elements do not apply, please place a pipe delimiter separating the null data elements; please do not add additional spacing or alter the field name. Please be advised for the 'Date Sent' field is the Received Date.

Example:

Submitter ID|File Name|Date Sent|Number of Claims|Total Billed Amt|Number of Files|Number of Service Lines|Checksum|Scan Date|Process Date|MRD Date|Number Rejected

XXX|XXXI112819A\_10\_HSP.837|11/28/2018|778|4114912.99|1|3818|33A053AEFA4F7F11A8CF55AC2FA01624|||

Manifest Naming Conventions - Example: BHWMF082118.MF

The naming convention for Manifest EDI Claim submissions consists of the following:

1. All file names start with the Provider's 3 digit Submitter ID Number.
2. The 4th, 5th character is 'MF' for Manifest report.
3. The 6th through 11th characters for the date the Manifest file was created, MMDDYY.
4. The extension must be .MF to identify the Manifest submitted by the Clearinghouse/Trading Partner.

To reiterate, IEHP requires a **Daily Claim Manifest** in order to reconcile the submissions from the trading partner to the files received and processed by IEHP; go-live will begin on **Monday, February 10, 2020.**

IEHP is committed to providing quality service and appreciates your understanding and cooperation with this forthcoming change. If you have any questions or issues with processing the files or if you need to update your business contact information, please email [edispecialist@iehp.org](mailto:edispecialist@iehp.org).

As a reminder, all communications sent by IEHP can also be found on our Provider portal at: [www.iehp.org](http://www.iehp.org) > For Providers > Plan Updates > Correspondence.

If you have any questions, please do not hesitate to contact the IEHP Provider Relations Team at (909) 890-2054.