

# **eSubmit - Technical Specifications for RAI and Supporting Documentation Electronic Submissions**

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**Note:** This document is technical in nature and is available in English only due to its limited targeted audience. This publication has been exempted from translation under the French Language Services Act.

**Remarque:** Ce document est de nature technique et est disponible en anglais uniquement en raison de son public cible limité. Ce document a été exempté de la traduction en vertu de la Loi sur les services en français.

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# 1. Overview

## 1.1 Purpose

The purpose of this document is to detail the information and technical requirements needed to prepare for and support Electronic Data Transfer (EDT) components and eSubmit system integration.

## 1.2 Submission Notes

- Submitted files will be imported into eSubmit after core business hours and confirmation reports will be available the following morning.
- Confirmation reports will be sent back to the originating Claims Submission Number (CSN) that submitted the file. Vendors are expected to maintain submitted files in the event a submission cannot be accessed. Submitted files should also be retained for audit purposes.
- One eSubmit ticket is generated per file submitted.
- The system will validate file upload format (see [File Naming Rules](#)). The result will be reported in the e-submission confirmation report.
- If the file name does not match the File Naming Rules convention, the file will be rejected.
- Designees will need to be granted MCEDT permissions for **eSubmit Submission Upload** to be able to upload the new file type.

# 2. RAI and Supporting Documentation Submission

## 2.1 Process Outline

Files will be submitted to MCEDT using the new ESU (eSubmit Submission Upload) resource type. A batch process will run nightly, and all files submitted during the day will be processed at that time. Every file that is submitted will then have an eSubmit ticket created for it, and the file will become an attachment to that ticket.

## 2.2 Technical Specifications

### 2.2.1 File Naming Rules

The file must have specific metadata included in the filename in the following dash delimited format in order to be successfully processed:

**AAA-BBBBBB-CCCC-DD-EE-FFFFFFFFFFFF-GGGGGGGG.zzz**

**AAA** – Document type, SUP or RAI

**BBBBBB** – Provider number

**CCCC** – Group number (or “0000” for Solo Provider)

**DD** – Specialty

**EE** – Province Code

**FFFFFFFFFFFF** – Health Number, variable length up to 12

**GGGGGGGG** – Account number, variable length up to 8 characters

**zzz** – File name extension

**Example:**

SUP-211122-4321-12-ON-1234567890-87654321.pdf

### 2.2.2 File Content Rules

Submitted files can be of any of the following types:

- .bmp
- .doc
- .docx
- .heic
- .jpeg
- .jpg
- .odt
- .pdf

- .png
- .rtf
- .tif
- .tiff
- .txt
- .xls
- .xlsx

Any file submitted that is not one of the above listed accepted file types will result in an error message stating “Upload File Type of .xxx is Invalid”.

## 2.2.3 MCEDT File Errors

| Number | Error Condition  | Error Message                            |
|--------|--|--|
| 1      | File Size exceeds maximum allowable file size.   | File size exceeds the allowed file size. |
| 2      | Any file type submitted other than one of the following: .pdf, .rtf, .doc, .docx, .png, .jpg, .jpeg, .tif, .tiff, .xls, .xlsx, .heic, .txt, .bmp, and .odt | Upload File Type of .xxx is Invalid.     |

# 3. Submission Response

## 3.1 Process Outline

After the batch process is run, another batch process will be run to create an eSubmit Submission Confirmation (ESC) report. Each submitted file creates a separate eSubmit ticket containing a system generated ticket number. All submission responses will go back to the CSN that submitted the file.

Designees will need to be granted MCEDT permissions for **eSubmit Submission Confirmation** to download the confirmation reports.

## 3.1.1 File Layout

The file name will be the CSN of the submitter, followed by “\_Error\_&\_Confirmation\_Response.csv”.

**Example:**

019988\_Error\_&\_Confirmation\_Response.csv

The file will be a comma delimited .csv file, with the following fields:

CSN, TICKET TYPE, TICKET NUMBER, SUBMISSION DATE (MM/DD/YYYY),  
GROUP, SOLO, SPECIALTY, PROVINCE, HEALTH NUMBER, ACCOUNT

**Example:**

CSNTEST06,RAI,ESD000000001324,10/22/2021,4321,345678,88,ON,  
1234567890,87654321

CSNTEST06,RAI,ESD000000001323,10/18/2021,4321,345678,12,ON,  
1234567890,87654321

## 3.2 File Errors

If there is an issue with the metadata in the file name of the submitted file, then no eSubmit ticket will be created, and a csv response will be sent back with the filename and error message(s) in the TICKET NUMBER field position within the ESU report.

**Example:**

CSNTEST06,SUP,(Filename:SUP-211122-4321-12-ON-1234567890-Account.dll) (  
Upload File Type of .dll is Invalid(Solo Number longer than 6),10/18/2021,  
4321,2111222,12,ON,1234567890,Account

If there is a health number error it will display in the TICKET NUMBER field position as part of the file name, but no health number will display after the province code.

CSNTEST06,SUP,(Filename:SUP-211122-4321-12-NS-12E4567890-Account.pdf)  
(Nova Scotia Health Number not numeric),10/18/2021,4321,2111222,12,NS,,Account

## 3.3 Basic Field Edits

| Error Message                           | Error Description   |
|---|---|
| Invalid Document Type                   | Document type isn't either "SUP" or "RAI"                 |
| Solo Number not 6 in length             | Solo number field length is not 6                         |
| Solo Number not numeric                 | Solo number field contains non numeric characters         |
| Group Number not 4 in length            | Group number field length is not 4                        |
| Group Number contains invalid chars     | Group number field contains non alphanumeric characters   |
| Specialty Code not 2 in length          | Specialty code field length is not 2                      |
| Specialty Code not numeric              | Specialty code field contains non numeric characters      |
| Account Number not present              | Account Number is not present                             |
| Account Number greater than 8 in length | Account Number greater than 8 in length                   |
| Account Number contains invalid chars   | Account number field contains non alphanumeric characters |
| Invalid Province Code                   | Province code is not in the list of valid values          |

## 3.4 If Province Code is Valid

| Error Message  | Error Description  |
|--|--|
| Ontario Health Number not 10 in length                 | Province code is "ON" and Health Number field length is not 10   |
| Ontario Health Number not numeric                      | Province code is "ON", Health Number field length is 10 and contains non numeric characters                            |
| Newfoundland & Labrador Health Number not 12 in length | Province code is "NL" and Health Number field length is not 12   |
| Newfoundland & Labrador Health Number not numeric      | Province code is "NL", Health Number field length is 12 and contains non numeric characters                            |
| Prince Edward Island Health Number not 8 in length     | Province code is "PE" and Health Number field length is not 8  |
| Prince Edward Island Health Number not numeric         | Province code is "PE", Health Number field length is 8 and contains non numeric characters                             |
| Nova Scotia Health Number not 10 in length             | Province code is "NS" and Health Number field length is not 10   |
| Nova Scotia Health Number not numeric                  | Province code is "NS", Health Number field length is 10 and contains non numeric characters                            |
| New Brunswick Health Number not 9 in length            | Province code is "NB" and Health Number field length is not 9  |
| New Brunswick Health Number not numeric                | Province code is "NB", Health Number field length is 9 and contains non numeric characters                             |
| Quebec Health Number not 12 in length                  | Province code is "QC" and Health Number field length is not 12   |
| Quebec Health Number contains invalid chars            | Province code is "QC", Health Number field length is not 12 and contains non alphanumeric characters                   |
| First 4 chars of Quebec Health Number not alpha        | Province code is "QC", Health Number field length is 12 and the first 4 characters contain non alphanumeric characters |

| Error Message  | Error Description  |
|--|--|
| Last 8 chars of Quebec Health Number not numeric           | Province code is "QC", Health Number field length is 12 and the last 8 characters contain non numeric characters |
| Manitoba Health Number not 9 in length                     | Province code is "MB" and Health Number field length is not 9  |
| Manitoba Health Number not numeric                         | Province code is "MB", Health Number field length is 9 and contains non numeric characters                       |
| Saskatchewan Health Number not 9 in length                 | Province code is "SK" and Health Number field length is not 9  |
| Saskatchewan Health Number not numeric                     | Province code is "SK", Health Number field length is 9 and contains non numeric characters                       |
| Alberta Health Number not 9 in length                      | Province code is "AB" and Health Number field length is not 9  |
| Alberta Health Number not numeric                          | Province code is "AB", Health Number field length is 9 and contains non numeric characters                       |
| British Columbia Health Number not 10 in length            | Province code is "BC" and Health Number field length is not 10   |
| British Columbia Health Number not numeric                 | Province code is "BC", Health Number field length is 10 and contains non numeric characters                      |
| Yukon Health Number not 9 in length                        | Province code is "YT" and Health Number field length is not 9  |
| Yukon Health Number not numeric                            | Province code is "YT", Health Number field length is 9 and contains non numeric characters                       |
| Northwest Territories Health Number not 8 in length        | Province code is "NT" and Health Number field length is not 8  |
| Northwest Territories Health Number contains invalid chars | Province code is "NT", Health Number field length is not 8 and contains non alphanumeric characters              |

| Error Message   | Error Description  |
|---|--|
| First char of Northwest Territories Health Number not alpha     | Province code is "NT", Health Number field length is 8 and the first character is non alphanumeric                     |
| Last 7 chars of Northwest Territories Health Number not numeric | Province code is "NT", Health Number field length is 8 and the last 7 characters contain non numeric characters        |
| Nunavut Health Number not 9 in length                           | Province code is "NU" and Health Number field length is not 9  |
| Nunavut Health Number not numeric                               | Province code is "NU", Health Number field length is 9 and contains non numeric characters                             |
| Outaouais Health Number not 12 in length                        | Province code is "OU" and Health Number field length is not 12   |
| Outaouais Health Number contains invalid chars                  | Province code is "OU", Health Number field length is not 12 and contains non alphanumeric characters                   |
| First 4 chars of Outaouais Health Number not alpha              | Province code is "OU", Health Number field length is 12 and the first 4 characters contain non alphanumeric characters |
| Last 8 chars of Outaouais Health Number not numeric             | Province code is "OU", Health Number field length is 12 and the last 8 characters contain non numeric characters       |

## 3.5 If Province Code is Invalid

| Error Message                        | Error Description   |
|--------------------------------------|---|
| Health Number contains invalid chars | Province code is not a valid value and Health Number field contains non alphanumeric characters |
| Health Number longer than 12         | Province code is not a valid value and Health Number field length is greater than 12            |
| Health Number shorter than 6         | Province code is not a valid value and Health Number field length is less than 6                |