

eSubmit

Technical Specifications for RAI and Supporting Documentation Electronic Submissions

Claims Services Branch
Health Programs and Delivery Division
Ministry of Health

January 2023

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.

Table of Contents

1. Overview.....	4
1.1 Purpose.....	4
1.2 Submission Notes	4
2. RAI and Supporting Documentation Submission	4
2.1 Process Outline.....	4
2.2 Technical Specifications.....	5
2.2.1 File Naming Rules.....	5
2.2.2 File Content Rules	5
2.2.3 MCEDT File Errors.....	5
3. Submission Response	6
3.1 Process Outline.....	6
3.1.1 File Layout.....	6
3.2 File Errors.....	6
3.3 Basic Field Edits.....	7
3.4 If Province Code is Valid	8
3.5 If Province Code is Invalid.....	11

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 type except .dll or .exe, and must be 10 megabytes or less in size.

2.2.3 MCEDT File Errors

#	Error Condition	Error Message
1	File Size exceeds maximum allowable file size.	File size exceeds the allowed file size.

2	File extension is .dll or .exe	Invalid File Extension.
---	--------------------------------	-------------------------

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 “_Confirm_Rpt.csv”.

Example:

019988_Confirm_Rpt.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)
 (Invalid Document Type)(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
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
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