

Data Extract Guide - Organization – <Customer Name>

Client Name	
Data contact	TBD
Initiate Project Manager	

Security

Strict confidentiality standards are adhered to at Initiate. We take this responsibility very seriously and enforce regulatory standards relating to the distribution, disclosure and retention of personal data. Unless otherwise instructed, Initiate destroys client media in accordance with an agreed upon timeframe.

For each section below, please provide responses to the questions and provide any additional information that you believe may be helpful in understanding your data environment and processes.

Sources of data

The following are the customer data sources and descriptions:

Data Source (Vendor, Source, Version)	Description	Encounter data?	Client Expected Record Count (Not to Exceed)
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	



Structure of extract

Question	Description	Response
What is your primary identifier?	This is the number used to uniquely identify a person. For example, it may be the MRN, Corporate ID, or SSN. <i>Briefly describe- note characters.</i>	
Does the primary ID have a meaningful prefix, suffix, or any other characteristic within the identifier?	<i>Describe any values in the identifier that represent a distinct population, such as a facility, type of customer, or region.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
How is the primary ID assigned?	Indicate if the primary ID is assigned serially (sequentially), pulled from a pool or block, or created algorithmically. <i>Describe if block or algorithm.</i>	<input type="checkbox"/> Serial <input type="checkbox"/> Pool /block <input type="checkbox"/> Algorithm
Can you extract one record per primary identifier?	When you perform your data extract, are you able to pull one record per unique identifier?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you assign a secondary identifier?	For example, a Corporate ID where your local source ID would be the primary, or reverse (for integration, reporting, et cetera)? <i>Describe.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have multiple facilities (i) sharing the same MRN or (ii) assigning a unique MRN by facility?	In either one of these scenarios, a Corporate ID is being assigned and may or may not be known to the user, but the Corporate ID is linking the same-source, different facility identifiers?	<input type="checkbox"/> No <input type="checkbox"/> Yes- Sharing Same MRN <input type="checkbox"/> Yes- Assigning Unique MRN by facility
Do you have multiple facilities assigning a unique MRN by facility?	In this scenario, a Corporate ID is NOT being assigned but a facility-specific ID denotes the facility-origin of the identifier (i.e. SM = St. Mary's: SM123456). <i>Please describe the facility-specific identifier.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do multiple sources contain a shared identifier?	If you have a system-wide identifier to link customers across multiple systems, Initiate can assess the accuracy of these "pointers".	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have records without a primary identifier?	If you wish to include these in your evaluation, a primary identifier needs to be assigned prior to submitting the file, or Initiate can assign an identifier during processing. <i>Briefly describe.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Can the source file contain "merged" records?	Customer acknowledges that merged records will be removed prior to sending the file to Initiate.	<input type="checkbox"/> Yes <input type="checkbox"/> No

File Characteristics

The information used to relate records is comprised of identifying information contained within source files. Formats and attribute content should conform to the specifications outlined in this guide. The listed required attributes are necessary for member matching. The richness of the attributes and the degree to which they are populated factors into the strength of our linking and matching. Additional attributes aid in validating records and provides meaningful context to the data.

The following is the agreed upon format of the source data for source XXXXXX:

Field	Field	Description	Max Length	Format
1.	Source*	Identifies source of data	40	Text
2.	Source ID	Unique ID to source *	60	Text
3.	Organization Name	Organization Name	75	Text
4.	Organization Other Known Name	Other known Name	75	Text
5.	Organization Primary Office Name	Organization Primary Office Name	75	Text
6.	Organization Billing Office Name	Organization Billing Office Name	75	Text
7.	Organization Business Office Name	Organization Business Office Name	75	Text
8.	Organization Other Office Name	Organization Other Office Name	75	Text
9.	Organization Specialty	Organization Specialty	75	Text
10.	Organizational Type	Organization Role	75	Text
11.	Org Drug Enforcement Administration ID	Org Drug Enforcement Administration ID	40	Text
12.	Organization Medicaid Identifier	Organization Medicaid Identifier	40	Text
13.	Organization Medicare Identifier	Organization Medicare Identifier	40	Text
14.	Organization National Provider ID	Organization National Provider ID	40	Text
15.	Organization State ID	Organization State ID	40	Text
16.	Organization Federal Tax ID	Organization Federal Tax ID	40	Text
17.	Org Unique Physician ID Number	Org Unique Physician ID Number	40	Text
18.	Primary Address Line1	Primary Address line 1	75	Text
19.	Primary Address Line 2	Primary Address line 2	75	Text
20.	Primary City	Primary Address City	30	Text
21.	Primary State	Primary Address State	2	Text
22.	Primary Zip Code	Primary Address Postal code	10	Text
23.	Billing Address Line1	Address line 1 - Billing	75	Text
24.	Billing Address Line 2	Address line 2 - Billing	75	Text
25.	Billing City	City – Billing	30	Text
26.	Billing State	State – Billing	2	Text
27.	Billing Zip Code	Postal code - Billing	10	Text
28.	Business Address Line1	Address line 1 - Business	75	Text
29.	Business Address Line 2	Address line 2 - Business	75	Text
30.	Business City	City – Business	30	Text
31.	Business State	State – Business	2	Text
32.	Business Zip Code	Postal code - Business	10	Text
33.	Other Address Line1	Address line 1 - Other	75	Text
34.	Other Address Line 2	Address line 2 - Other	75	Text
35.	Other City	City – Other	30	Text
36.	Other State	State – Other	2	Text
37.	Other Zip Code	Postal code - Other	10	Text
38.	Primary Phone Area Code	Primary Phone Area Code	3	XXX (text)
39.	Primary Phone Number	Primary Phone Number	20	Text
40.	Fax Number Area Code	Fax Number Area Code	3	XXX (text)
41.	Fax Number	Fax Number	20	Text
42.	Business Phone Area Code	Business Phone Area Code	3	XXX (text)

43.	Business Phone Number	Business Phone Number	20	Text
44.	Business Fax Area Code	Business Fax Area Code	3	XXX (text)
45.	Business Fax Phone Number	Business Fax Phone Number	20	Text
46.	Bill Phone Area Code	Bill Phone Area Code	3	XXX (text)
47.	Bill Phone Number	Bill Phone Number	20	Text
48.	Bill Fax Area Code	Bill Phone Area Code	3	XXX (text)
49.	Bill Fax Number	Bill Phone Number	20	Text
50.	Other Phone Area Code	Other Phone Area Code	3	XXX (text)
51.	Other Phone Number	Other Phone Number	20	Text
52.	Other Fax Area Code	Other Fax Area Code	3	XXX (text)
53.	Other Fax Phone Number	Other Fax Phone Number	20	Text
54.	Billing Contact	Billing Contact	75	Text
55.	Billing Info Contact Mail	Billing Info Contact Mail	75	Text
56.	Billing Info Contact Phone	Billing Info Contact Phone	75	Text
57.	Billing Organization URL	Billing Organization URL	75	Text
58.	Billing Email	Billing Email	75	Text
59.	Business Contact	Business Contact	75	Text
60.	Business Contact Mail	Business Contact Mail	75	Text
61.	Business Contact Phone	Business Contact Phone	75	Text
62.	Business Organization URL	Business Organization URL	75	Text
63.	Business Email	Business Email	75	Text
64.	Primary Contact	Primary Contact	75	Text
65.	Primary Contact Mail	Primary Contact Mail	75	Text
66.	Primary Contact Phone	Primary Contact Phone	75	Text
67.	Primary Organization URL	Primary Organization URL	75	Text
68.	Primary Email	Primary Email	75	Text
69.	County	County	75	Text
70.	Hours of Operation	Hours of Operation	75	Text
71.	Onsite Pharmacy	Onsite Pharmacy	75	Text
72.	Org Billing Delivery Preferences	Org Billing Delivery Preferences	75	Text
73.	Org Business Delivery Preferences	Org Business Delivery Preferences	75	Text
74.	Organization Accepting New Patients	Organization Accepting New Patients	75	Text
75.	Organization Billing Office Name	Organization Billing Office Name	75	Text
76.	Organization Business Office Name	Organization Business Office Name	75	Text
77.	Organization Language	Organization Language	75	Text
78.	Organization Other Delivery Preferences	Organization Other Delivery Preferences	75	Text
79.	Public or Private	Public or Private	75	Text

* Excludes non-surviving/merged records

Assumptions:



- ***Bold fields are required**
- Source ID is unique within the source
- Standard data load files for the Initiate™ software are pipe { | } delimited and include one header record with the source and extract date.
- Files are flat and will have CRLF present at the end of each line.
- Files are ASCII unless otherwise specified
- Delimited files require field placement
- All dates are in YYYYMMDD format
- *Max Length* indicates the maximum allowable length for data in the field (excess characters are dropped);

Data Characteristics

Data fields should be:

- Alphanumeric (A) characters, Left-justified
- Numeric (N) digits, Right-justified

Customization

The Initiate™ Identity Hub software is configurable to support additional attributes or different formats (changed field order, different delimiters, et cetera). These changes must be approved and documented as revisions to the above format prior to file submission so we can properly configure the software. Certain customizations could require a change to project pricing or schedules. Please coordinate any extract change requests with your Initiate Systems Project Manager.

****Preventing Extract Errors****

We do not process data that fail to meet the described criteria for Position, Length, Format, or Validation. We recognize that any large volume of data is likely to have unforeseen characteristics, so we recommend that you perform thorough quality assurance on your extracts before delivering them to us. Preliminary validation guidelines are included in the checklist below.

*When we encounter errors we provide you a reject log of the records we could not process. If there are a significant number of errors (greater than 0.05%) you may be required to provide another extract. **Reprocessing your data due to excessive extract errors may impact the project schedule and/or price.***

Media Delivery/Electronic Transmission

Initiate is dedicated to the safe and timely transport of your data. The following types of media are acceptable.

Other Compatible Media

- CD-ROM
- DVD
- IDE Internal/External Hard Drive
- JAZ



- ZIP

Online Data Transmission

- Initiate Systems offers electronic transfer of files through our secure ftp site. Each of our clients receives a dedicated, secure folder for your data transmission. Once the transmission is complete, Initiates' staff removes all data from the ftp site and stores it on a secure server to perform our data analysis. Only your Initiate project team has access to this data. The default ftp transmission mode is ASCII so you must specify BINARY mode for transmission of compressed files. Please coordinate with you project manager to arrange for data encryption, if necessary.

URL: <http://securetransfer.initiatesystems.com>

Username:

Password: [Project Manager to provide to extract resource via phone]

Data submission checklist

When we receive your data we perform the following series of checks to ensure that the quality, size, and format of the data are what we expected and agreed upon:

Step	Description	Pass
Readable	Are the files readable? If they are zipped, can they be extracted and read in a plain text viewer?	<input type="checkbox"/> Yes <input type="checkbox"/> No
File counts	What is the record count of each file? Does that match our expected record count?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Primary ID	Is the primary identifier unique throughout the source file?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Date Format	Does the date format for all date fields match our expected date format, including only valid dates?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name Format	Is the name format divided into first, middle, and last?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Non-printable characters	Does the file contain printable characters only? In other words, it does not include any non-printable characters.	<input type="checkbox"/> Yes <input type="checkbox"/> No
End of line terminator	Does the end of line terminator match the CRLF that we are expecting?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Format	Does the file adhere to the agreed upon format? Is the correct delimiter used ()?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Source	Does the file contain a column that identifies each record as pertaining to a particular source?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Null value	Character(s) are not used to indicate a null value in any field.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Extra characters	Are there any extra characters or fields that we did not agree to in the format?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Any indication of a 'No' in the questions above may require you to provide a new source extract.