837P and 837I File Naming Convention Guide

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Overview

This guide provides details on the required file naming conventions for submissions of 837P and 837I files to SAPC. The below information includes how to name files with original claims, void claims, and replacement claims. Providers submitting 837 files should not mix original, void, or replacement claims on a single file, instead, separate files should be created for these three types of claims to be submitted.

837P Original Claim File

This naming convention should be used for 837P files containing original claims.

Required Naming Convention

ADP-[last four digits of providerID]-837P-[last date of service month(mmddyyyy)]-[number(starts with 001, increment by 1 for next file)].txt

Example

The example below shows how to name the file using the required naming convention above.

Sample Provider ID: 191234
Example 837P original claim file name:

- *ADP-1234-837P-07312020-001.txt (July 2020 billing first file)*
- *ADP-1234-837P-07312020-002.txt (July 2020 billing second file)*
- *ADP-1234-837P-08312020-001.txt (August 2020 billing first file)*
- *ADP-1234-837P-08312020-002.txt (August 2020 billing second file)*

SFTP Upload Location

837P files with original claims should be uploaded to the SFTP in the 837 folder and a new folder should be created for the date of the file submission.

Example of file(s) submitted on 8/1/2021: In the 837 folder, create a folder named '08-01-2021.' The file(s) would be uploaded into the folder named '08-01-2021.'

837P Void Claim File

This naming convention should be used for 837P files containing claims to be voided.

Required Naming Convention

ADP-[last four digits of providerID]-837P-[last date of service month(mmddyyyy)]-void-[number(starts with 001, increment by 1 for next file)].txt

Example

The example below shows how to name the file using the required naming convention above.

Sample Provider ID: 191234
Example 837P void claim file name:

- *ADP-1234-837P-07312020-void-001.txt*
- *ADP-1234-837P-07312020-void-002.txt*

SFTP Upload Location

837P files with void claims should be uploaded to the SFTP in the 837 folder, a new folder should be created for the date of the file submission if one does not exist.

> *Example of file(s) submitted on 8/1/2021: In the 837 folder, create a folder named '08-01-2021.' The void file(s) would be uploaded to the folder named '08-01-2021.'*

837P Replacement Claim File

This naming convention should be used for 837P files containing replacement claims.

Required Naming Convention

ADP-[last four digits of providerID]-837P-[last date of service month(mmddyyyy)]-replacement-[number(starts with 001, increment by 1 for next file)].txt

Example

The example below shows how to name the file using the required naming convention above.

Sample Provider ID: 191234
Example 837P replacement file name:

- *ADP-1234-837P-07312020-replacement-001.txt*
- *ADP-1234-837P-07312020-replacement-002.txt*

SFTP Upload Location

837P files with replacement claims should be uploaded to the SFTP in the 837 folder, a new folder should be created for the date of the file submission if one does not exist.

> *Example of file(s) submitted on 8/1/2021: In the 837 folder, create a folder named '08-01-2021.' The replacement file(s) would be uploaded to the folder named '08-01-2021.'*

837I Original Claim File

This naming convention should be used for 837I files containing original claims.

Required Naming Convention

ADP-[last four digits of providerID]-837I-[last date of service month(mmddyyyy)]-[number(starts with 001, increment by 1 for next file)].txt

Example

The example below shows how to name the file using the required naming convention above.

Sample Provider ID: 191234.
Example 837I original claim file name:

- *ADP-1234-837I-07312020-001.txt (July 2020 billing first file)*
- *ADP-1234-837I-07312020-002.txt (July 2020 billing second file)*
- *ADP-1234-837I-08312020-001.txt (August 2020 billing first file)*
- *ADP-1234-837I-08312020-002.txt (August 2020 billing second file)*

SFTP Upload Location

837I files with original claims should be uploaded to the SFTP in the 837I folder and a new folder should be created for the date of the file submission.

> *Example of file(s) submitted on 8/1/2021: In the 837I folder, create a folder named '08-01-2021.' The file(s) would be uploaded into the folder named '08-01-2021.'*

837I Void Claim File

This naming convention should be used for 837I files containing claims to be voided.

Required Naming Convention

ADP-[last four digits of providerID]-837I-[last date of service month(mmddyyyy)]-void-[number(starts with 001, increment by 1 for next file)].txt

Example

The example below shows how to name the file using the required naming convention above.

Sample Provider ID: 191234.
Example 837I void claim file name:

- *ADP-1234-837I-07312020-void-001.txt*
- *ADP-1234-837I-07312020-void-002.txt*

SFTP Upload Location

837I files with void claims should be uploaded to the SFTP in the 837I folder, a new folder should be created for the date of the file submission if one does not exist.

Example of file(s) submitted on 8/1/2021: In the 837I folder, create a folder named '08-01-2021.' The void file(s) would be uploaded to the folder named '08-01-2021.'

837I Replacement Claim File

This naming convention should be used for 837I files containing replacement claims.

Required Naming Convention

ADP-[last four digits of providerID]-837I-[last date of service month(mmddyyyy)]-replacement-[number(starts with 001, increment by 1 for next file)].txt

Example

The example below shows how to name the file using the required naming convention above.

Sample Provider ID: 191234.
Example 837I replacement claim file name:

- *ADP-1234-837I-07312020-replacement-001.txt*
- *ADP-1234-837I-07312020-replacement-002.txt*

SFTP Upload Location

837I files with replacement claims should be uploaded to the SFTP in the 837I folder, a new folder should be created for the date of the file submission if one does not exist.

Example of file(s) submitted on 8/1/2021: In the 837I folder, create a folder named '08-01-2021.' The replacement file(s) would be uploaded to the folder named '08-01-2021.'