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## 7. TIMEFRAME AND SCHEDULES

### A. Introduction

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- A. The following pages document processing schedules and timelines which must be adhered to for IEHP Transmission Schedule:
1. Eligibility Data File Transmission Schedule
  2. Encounter Data File Due Date Schedule
  3. Capitation Data File Transmission Schedule
- B. Eligibility Data Files:
1. Eligibility Data Files are placed on the Secure File Transfer Protocol (SFTP) server.
  2. Daily Eligibility files will be posted by 8:00 PM.
  3. Monthly files will be posted by the 1<sup>st</sup> of every month.
  4. All Providers are required to pick up and process their eligibility file from IEHP SFTP server within three (3) calendar days of transmission by IEHP. Providers should utilize the IEHP web portal @ [www.iehp.org](http://www.iehp.org) to check Member eligibility status during the three-day window to ensure Members have access to medical care until their systems are updated with IEHP eligibility data files.
  5. All IPAs are required to submit eligibility lists to their contracted PCPs by the 5<sup>th</sup> and 15<sup>th</sup> of each month for the current months' enrollment.
- C. Encounter Data Files:
1. Providers Encounter Data Files are due the first of each month.
  2. Submitters are required to meet Adequacy and Validity standards by the end of the month in which they are due.
- D. Capitation Summary and Detail Files:
1. All Capitation files will be placed on the SFTP server by the 1<sup>st</sup> of each month for the prior month's capitation.
  2. Capitation is based on the Provider enrollment as of the 15<sup>th</sup> day of each month.

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### B. Eligibility Data File Transmission Schedule

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The following schedule outlines when eligibility files are available to Providers for review. Eligibility files must be picked up within three (3) calendar days of file transmission. If IEHP identifies any changes to your membership, IEHP will provide a Daily Delta File containing these changes. IEHP performs the Month-End process the last week of every month, at this time IEHP will not provide the Daily Delta File.

<b>Calendar Month</b>	<b>MONTHLY Eligibility File (full file)</b>
	AVAILABLE DATE ON OR BEFORE
Jan 2023	01/01/2023
Feb 2023	02/01/2023
Mar 2023	03/01/2023
Apr 2023	04/01/2023
May 2023	05/01/2023
Jun 2023	06/01/2023
Jul 2023	07/01/2023
Aug 2023	08/01/2023
Sep 2023	09/01/2023
Oct 2023	10/01/2023
Nov 2023	11/01/2023
Dec 2023	12/01/2023
Jan 2024	01/01/2024

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### C. Encounter Data File Due Date Schedule

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The following schedule outlines what Encounter Data is due to IEHP (the Month of Services were rendered). It also provides timelines when IEHP delivers any error reports and the date this corrected data is due back to IEHP.

<b>Date Encounter Data Due To IEHP</b>	<b>File Name Due (Assessed for Validity)</b>	<b>Month of Service Assessed for Adequacy</b>	<b>Final Date Corrected Errors Due to IEHP</b>
01/01/2023	[id]0122[m or h]001.enc	Oct-2022	01/31/2023
02/01/2023	[id]0222[m or h]001.enc	Nov-2022	02/28/2023
03/01/2023	[id]0322[m or h]001.enc	Dec-2022	03/31/2023
04/01/2023	[id]0422[m or h]001.enc	Jan-2023	04/30/2023
05/01/2023	[id]0522[m or h]001.enc	Feb-2023	05/31/2023
06/01/2023	[id]0622[m or h]001.enc	Mar-2023	06/30/2023
07/01/2023	[id]0722[m or h]001.enc	Apr-2023	07/31/2023
08/01/2023	[id]0822[m or h]001.enc	May-2023	08/31/2023
09/01/2023	[id]0922[m or h]001.enc	Jun-2023	09/30/2023
10/01/2023	[id]1022[m or h]001.enc	Jul-2023	10/31/2023
11/01/2023	[id]1122[m or h]001.enc	Aug-2023	11/30/2023
12/01/2023	[id]1222[m or h]001.enc	Sep-2023	12/31/2023
01/01/2024	[id]0123[m or h]001.enc	Oct-2023	01/31/2024
02/01/2024	[id]0223[m or h]001.enc	Nov-2023	02/29/2024
03/01/2024	[id]0323[m or h]001.enc	Dec-2023	03/31/2024
04/01/2024	[id]0423[m or h]001.enc	Jan-2024	04/30/2024
05/01/2024	[id]0523[m or h]001.enc	Feb-2024	05/31/2024
06/01/2024	[id]0623[m or h]001.enc	Mar-2024	06/30/2024
07/01/2024	[id]0723[m or h]001.enc	Apr-2024	07/31/2024
08/01/2024	[id]0823[m or h]001.enc	May-2024	08/31/2024
09/01/2024	[id]0923[m or h]001.enc	Jun-2024	09/30/2024
10/01/2024	[id]1023[m or h]001.enc	Jul-2024	10/31/2024
11/01/2024	[id]1123[m or h]001.enc	Aug-2024	11/30/2024
12/01/2024	[id]1223[m or h]001.enc	Sep-2024	12/31/2024
01/01/2025	[id]0124[m or h]001.enc	Oct-2024	01/31/2025
02/01/2025	[id]0224[m or h]001.enc	Nov-2024	02/28/2025
03/01/2025	[id]0324[m or h]001.enc	Dec-2024	03/31/2025
04/01/2025	[id]0424[m or h]001.enc	Jan-2025	04/30/2025
05/01/2025	[id]0524[m or h]001.enc	Feb-2025	05/31/2025
06/01/2025	[id]0624[m or h]001.enc	Mar-2025	06/30/2025

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### D. Claims and Encounter Data Reconciliation Manifest Report

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#### **Claim Data Reconciliation Manifest Report:**

- A. All Claims Data Manifest Reconciliation report must be submitted daily to IEHP. This report shall contain Submitter ID, File Name, Date Sent, Number of Claims, Total Billed Amount, Number of Files, Number of Service Lines, Checksum, Scan Date, Process Date, MRD Date and Number Rejected. For Claims please place the Manifest report within the following Secure File Transfer Protocol (SFTP) location under your Trading Partner ID. IE: 5010/Manifest.
- B. All Inbound and Outbound file transaction must be PGP encrypted.

#### **Encounter Data Reconciliation Manifest Report:**

- A. All Encounter Data Manifest Reconciliation report must be submitted weekly to IEHP. This report shall contain the following information Submission Date, File Type, Submitter Name, Submitter ID File Name and Record Count.
- B. All Inbound and Outbound file transaction must be PGP or GPG encrypted.