Requirements for Formatting CAP/DME Data Files

To submit transactions for capital and direct medical education (CAP/DME) costs, including transactions related to overpayments and underpayments that a Government audit identified, you must create a comma-separated value (CSV) file that contains all data for a specific month, and then submit the file to TRICARE Management Authority (TMA) for reimbursement. TMA requires that the data in each CSV file meet the specific formatting requirements that this document describes. You should send data that is related to a Government audit in one file and data that is not related to a Government audit in another file. Files that do not meet these requirements will be returned to you for correction. This document replaces any previous requirements to submit CAP/DME transactions in other formats or forms.

General Requirements

Before you submit a CSV file to TMA, review it in Microsoft Notepad or another similar plain-text editor to verify that it meets the following general requirements:

- Each physical row represents one payment record and is terminated with a carriage return and line feed.

- Each field value within a row is separated by a single comma character.

- Field values contain no leading or trailing space characters.

- Double quotes enclose any field value that contains a comma character. For example, the field value "2,000.22" represents the monetary amount of $2,000.22.

- All field values represent valid data. For example, a date field must represent either a valid month and year, or a valid day, month, and year; a monetary field can contain numbers with only two decimal places.

- Two consecutive commas represent a blank value for the field.

- All fields are required, except as otherwise noted.

- The first row in the file (the header row) appears exactly as follows in a single row with no carriage return and line feed:

  cap_dme_dt_processing,medicare_number,prov_nbr,region_desc,hosp_name,hosp_street_address,hosp_city,hosp_state,hosp_zip_code,billing_state,curr_fy,medicare_rpt_start_dt,medicare_rpt_end_dt,asap_nbr,vou_nbr,capital_cost,education_cost,total_cap_dme_cost,category,pmt_status_code,rcd_ty

- The first row of data immediately follows the header row, with no blank line in between.

Additional Requirements for Each Field

In addition to the general requirements listed previously, each field value must comply with specific formatting requirements. When you review the CSV file in a text editor, such as Notepad, verify that the field values meet the specific requirements listed in the following table:

Field	Requirements
cap_dme_dt_processing	- Contains the processing date. - Must be a valid date. - Must be formatted as *mm/yyyy*, where *mm* represents the month, and *yyyy* represents the four-digit year. - Must contain 7 characters: two digits for the month, a forward slash (/), and four digits for the year. Note: For records submitted as a result of a Government audit, the processing date is the month in which the collection was received. For records submitted by the MCS contractors (excluding Government audit-identified collections), the processing date is the month that checks or payments were approved by CRM and sent out by the contractor, not the prior month when the computations may have been done.
medicare_number	- Contains the Medicare number. - Must contain exactly six alphabetic and numeric characters. - When an actual Medicare number contains fewer than six characters, the first character must be preceded with enough zeros to total six characters. - Must not contain decimal places.
prov_nbr	- Contains the provider number. - May contain up to 18 characters. - May contain numeric characters only. - Must not contain decimal places. - May be blank for records created as a result of a Government audit.
region_desc	- Contains the name of the region related to the current collection action, not the original region of the payment. - May contain both alphabetic and numeric characters. - May contain up to 50 characters. Note: Regions currently in use are: - North - South Domestic - South Foreign - West - TDEFIC

Field	Requirements
hosp_name	▪ Contains the name of the hospital. ▪ May contain both alphabetic and numeric characters. ▪ May contain up to 100 characters.
hosp_street_address	▪ Contains the street address for the hospital. ▪ May contain both alphabetic and numeric characters. ▪ May contain up to 80 characters.
hosp_city	▪ Contains the name of the city in which the hospital is located. ▪ May contain both alphabetic and numeric characters ▪ May contain up to 50 characters.
hosp_state	▪ Contains the name of the state in which the hospital is located. ▪ Must contain two alphabetic characters. ▪ Must be a valid state abbreviation.
hosp_zip_code	▪ Contains the zip code for the hospital. ▪ May contain numeric characters only. Exception: for an extended zip code, the sixth position may contain a hyphen. ▪ May contain up to 10 characters. ▪ For a five-digit zip code, must be formatted as *nnnnn* ▪ For an extended zip code, may be formatted as either *nnnnn-nnnn* or *nnnnnnnnn*.
billing_state	▪ Contains the hospital state for contract purposes; may be different from the state in the hospital's address. (On current reports, this is the state listed as a title of a grouping of hospitals). ▪ For records that are not created as a result of a Government audit, must contain two alphabetic characters that represent a valid state abbreviation. ▪ May be blank for records created as a result of a Government audit.
curr_fy	▪ Contains the fiscal year of the bank account being used for payments/ collections. ▪ Must contain four numeric digits. ▪ Must be a valid year. ▪ For records created by as a result of a Government audit, must be the current Federal fiscal year. ▪ Must be formatted as *yyyy*, where *yyyy* represents the four-digit year (such as 2005).

Field	Requirements
medicare_rpt_start_dt	▪ Contains the start date for the Medicare reporting period. ▪ Must be a valid date. ▪ Must be formatted as *mm/dd/yyyy*, where *mm* represents the month, *dd* represents the day of the month, and *yyyy* represents the four-digit year. ▪ Must be 10 characters: two digits for the month, a forward slash (/), two digits for the day, a forward slash (/), and four digits for the year.
medicare_rpt_end_dt	▪ Contains the end date of the Medicare reporting period. The end date is normally one year after the start date, but may be earlier due to hospital mergers or sales or other valid changes to the reporting period. ▪ Must be a valid date. ▪ Must be formatted as *mm/dd/yyyy*, where *mm* represents the month, *dd* represents the day of the month, and *yyyy* represents the four-digit year. ▪ Must be 10 characters: two digits for the month, a forward slash (/), two digits for the day, a forward slash (/), and four digits for the year.
asap_nbr	▪ Must be the ASAP ID number assigned to the bank account used for payments/collections. ▪ Must contain eight alphabetic and numeric characters.
vou_nbr	▪ Contains the contractor's voucher number. ▪ May contain from zero to 10 characters. ▪ May contain both alphabetic and numeric characters. ▪ Must not contain decimal places. ▪ Must be blank for records created as a result of a Government audit.

capital_cost	▪ Contains the capital Costs (CAP) per hospital and Medicare reporting period.
	
	▪ May contain numeric characters and the minus sign (-) only.
	
	▪ May contain up to two decimal places for cents.
	
	▪ Must not include the dollar sign ($).
	
	▪ Must use the minus sign, not parentheses, to indicate negative numbers.
	
	▪ Must use 0.00 to represent zero cost.
	
	▪ May be formatted in any of the following ways:
	
	    ▪ *ddddd* (whole dollars with no comma)
	
	    ▪ *dddd.cc* (dollars and cents with no comma)
	
	    ▪ "d,ddd" (dollars with comma, contained in double quotes)
	
	    ▪ "*d,ddd.cc*" (dollars and cents with comma, contained in double quotes)

Field	Requirements

education_cost	■ Contains direct medical education costs (DME) per hospital and Medicare reporting period.
	
	■ May contain numeric characters and the minus sign (-) only.
	
	■ May contain up to two decimal places for cents.
	
	■ Must not include the dollar ($) sign.
	
	■ Must use the minus sign, not parentheses, to indicate negative numbers.
	
	■ Must use 0.00 to represent zero cost.
	
	■ May be formatted in any of the following ways:
	
	    ■ *ddddd* (whole dollars with no comma)
	
	    ■ *dddd.cc* (dollars and cents with no comma)
	
	    ■ "*d,ddd*" (dollars with comma, contained in double quotes)
	
	    ■ "*d,ddd.cc*" (dollars and cents with comma, contained in double quotes)

total_cap_dme_cost	■ Contains the total of the CAP and DME costs.
	
	■ Must equal the total of the capital cost and education cost.
	
	■ May contain numeric characters and the minus sign (-) only.
	
	■ May contain up to two decimal places for cents.
	
	■ Must use the minus sign, not parentheses, to indicate negative numbers.
	
	■ Must not include the dollar ($) sign.
	
	■ Must use 0.00 to represent zero cost.
	
	■ May be formatted in any of the following ways:
	
	    ■ *ddddd* (whole dollars with no comma)
	
	    ■ *dddd.cc* (dollars and cents with no comma)
	
	    ■ "*d,ddd*" (dollars with comma, contained in double quotes)
	
	    ■ "*d,ddd.cc*" (dollars and cents with comma, contained in double quotes)

Field	Requirements

category	- Contains a code that indicates the type of patient associated with CAP/DME costs.
	
	- Must be one of the following codes:
	
	    - AD
	
	    - DR
	
	    - ADP
	
	    - DRP
	
	Note: AD represents Active Duty; DR represents dependent & retiree; ADP represents active duty psychiatric; and DRP represents dependent & retiree psychiatric. Psychiatric is not a designation that TMA requires. TMA requires only that contractors separate active duty claims from dependent and retiree costs. Contractors may use the psychiatric codes ADP and DRP if they are more compatible with the contractors' records.

pmt_status_code	- Contains the type of payment or collection.
	
	- May contain both alphabetic and numeric characters.
	
	- May contain up to 50 characters.
	
	- Current valid values include:
	
	    - Amended
	
	    - Initial
	
	    - Offset
	
	    - Psych
	
	    - Psych amend
	
	    - Refund
	
	    - Release
	
	    - Reissue
	
	    - Staledate
	
	    - Staled
	
	    - Suppl
	
	    - Void
	
	Note: If you need to use a code that is not on this list, please contact the CRM point-of-contact.

Field	Requirements
rcd_ty	▪ Contains the record type that indicates whether the record applies to an overpayment or underpayment that a Government audit identified. ▪ May contain only one alphabetic character. ▪ Must be one of the following valid record types: 　▪ T = Government audit-related transactions 　▪ N = Transactions that are not related to a Government audit

Sample Records

The following is an example of the information you might include in a CAP/DME CSV file:

cap_dme_dt_processing,medicare_number,prov_nbr,region_desc,hosp_name,hosp_street_address,hosp_city, hosp_state,hosp_zip_code,billing_state,curr_fy,medicare_rpt_start_dt,medicare_rpt_end_dt,asap_nbr,vou_nbr,ca pital_cost,education_cost,total_cap_dme_cost,category,pmt_status_code,rcd_ty
01/2005,010001,720408983,South,Southeast Alabama Medical Center,1108 Ross Clark Cir,Dothan,AL,36301,FL,2005,01/01/2004,12/31/2004,18D94634,333452121,2200.00,0.00,3300.00,AD,initial,T
01/2005,010005,South,Boaz - Albertville Medical Center / Marshall Medical Center South,US Hwy 431 N,Boaz,AL,35957-6646,AL,2005,01/01/2004,12/31/2005,18894633, 3335556789,1000.00,2000.00,3000.00,ADP,psych,N