

## **EDI READINESS File Transfer Process**

Form EDI\_FT Ver 1.1 10/2000

Group#: \_\_\_\_\_

Group Name: \_\_\_\_\_

Marketing Rep: \_\_\_\_\_

Enrollment Rep: \_\_\_\_\_

### **834 Format**

- 1) Designate day & time for file transfer with trading partner.
- 2) At the designated time the automated scheduler on the EDI server uses FTP to pull the current PHP file from trading partners server.
- 3) The file is translated and moved to a directory on the EDI server.
- 4) Send an acknowledgement of files received.
- 5) At a designated time, an automated job on the HP3000 wills pickup trading partners file for processing by Amisys.
- 6) If file is not available at the designated day & time the trading partner must contact the IS BTA to reschedule.

### **Proprietary Format**

- 1) Designate day & time for file transfer with trading partner.
- 2) At the designated time, the automated scheduler on the EDI server uses FTP to pull the current PHP file from the trading partner's server.
- 3) The file pulled from the trading partner is sorted so that each employer record is followed by the related dependent record(s), if any.
- 4) Send an acknowledgement of files received.
- 5) The sorted file is translated.
- 6) The translated file is moved to a directory on the EDI server.
- 7) At a designated time, an automated job on the HP3000 wills pickup the file for processing by Amisys.
- 8) If file is not available at the designated day & time the trading partner must contact the IS BTA to reschedule.