
FEHB Program Carrier Letter

All FEHB Carriers

U.S. Office of Personnel Management
Healthcare and Insurance

Letter No. 2012-01

Date: January 4, 2012

Fee-for-Service [1] Experience-rated HMO [1] Community-rated [1]

SUBJECT: Guidance on Testing and Implementation of the SF2809 Electronic File in the HIPAA 5010 format

Background

In 2003 OPM converted its file format for electronic transmissions of SF 2809 enrollment data to HIPAA compliant format (ASC X12N 834 – Benefit Enrollment and Maintenance, Version 4010). Effective January 1, 2012 the electronic transmissions of healthcare enrollment files must be converted to the ASC X12N 834 – Benefit Enrollment and Maintenance, Version 5010.

Conversion from 4010 to 5010

OPM convened a workgroup of FEHB Program carriers and the National Finance Center (NFC) tasked with mapping the changes between the 4010 and 5010 versions. Conversion of the SF 2809 is completed.

Enclosed is the FEHB Program Companion Guide for the SF 2809. This Guide specifies and explains the data content provided electronically from the OPM-Macon Data-Hub for SF 2809 enrollment actions. The coding and values in this Companion Guide are the result of compromises between the various methods Federal agencies currently use to store and transmit enrollment data and the processes the FEHB Program carriers established to use the enrollment data. The workgroup strived to create transactions that every FEHB plan could readily accept and use. **We do not have the resources to modify our transactions to meet the demands of every plan in the Program.** Therefore, the coding and values we use in the Companion Guide cannot change.

Testing

OPM-Macon has successfully completed testing of the SF 2809 transactions with the carriers in our workgroup. We are ready for all carriers to initiate testing. The testing procedures are as follows:

- Test file #1 – “SYNTAX” check file to test translator syntax
- Test file #2 – All “Add” transactions
- Test file #3 – “Add”, “Delete” and “Update” transactions

To test the complete cycle of members, test file #2 will contain all “add” transactions. Test file #3 will contain “delete” and “update” transactions for those members on test file #2 as well as adding new enrollees in some “add” transactions.

OPM-Macon will provide a detailed Test Plan document for each test file so that FEHB plans will know what scenarios are being covered in each transaction.

All test files will be encrypted and placed on the current FEHB Data-Hub server in each carrier’s “HIPAA” directory. Directory paths and test file names will be given in the Test Plan documents. Files can be decrypted by the same personnel that currently decrypt and process all files provided to carriers through the FEHB Data-Hub.

All FEHB carriers will receive the same test data with the carrier’s appropriate FEHB enrollment codes. Carriers should modify test data to accommodate their systems, if necessary. For example, test files will contain domestic addresses from many different states. OPM-Macon cannot create specific records for members in the carrier’s servicing locations. So, for example, if a carrier in Georgia requires that all members on the test file have Georgia addresses, the carrier should modify the addresses in the test file to accommodate this requirement before processing the test file.

Carriers will receive files in both the 4010 and 5010 format until July, 2012; thus, allowing sufficient time for testing prior to the conversion to the new 5010 format.

Future Companion Guides

We have also completed work on the CLER 2809, SF 2810 and the CLER 2810 Companion Guides and will issue them to you soon. Carriers will be required to test these Companion Guides with OPM-Macon as well.

Revised paper SF 2809

OPM has revised the paper version of the SF 2809. We are working with the electronic FEHB enrollment systems to begin gathering the new data elements. Carriers should expect to see this new data reported to them electronically in 2012. Additional information will follow.

New Data Elements

The revised paper version of the paper SF 2809 will be released after the Federal Benefits Open Season in November and December 2011 is complete. A Carrier Letter announcing the revised SF 2809 will be forthcoming. The following data elements added to the paper SF 2809 will also be gathered electronically and have been added to the Companion Guide.

- The Medicare Claim Number (HICN) for both the enrollee and dependents. Previously the HICN was not gathered;
- Email addresses for both the enrollee and dependents. Previously email addresses were not gathered;
- Preferred telephone number for both the enrollee and dependents. Previously only the daytime telephone number of the enrollee was requested;
- Medicare Part D enrollment indication for both the enrollee and dependents. Previously, information on Medicare Part D enrollment was not provided.

Each new data element in the Companion Guide is highlighted in **yellow**. These will be captured and transmitted only if they are provided.

You may contact Mr. Chris Selle at OPM-Macon concerning testing the Companion Guides. Mr. Selle's email address is Chris.Selle@opm.gov. For questions concerning the Companion Guide please contact Eric Figg at Eric.Figg@opm.gov.

Sincerely

John O'Brien
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