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# FEHB Program Carrier Letter

## All Carriers

U.S. Office of Personnel Management  
Office of Insurance Programs

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Letter No. 2001-39

Date: November 6, 2001

Fee-for-service [ 34 ]    Experience-rated HMO [ 37 ]    Community-rated HMO [ 36 ]

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**SUBJECT: Clearinghouse: Electronic File Layout of SF 2809 and SF 2810**

After the FEHB Centralized Enrollment Reconciliation Clearinghouse, also known as CLER, goes operational, you will be sent enrollment data to resolve discrepancies and correct your records. This letter gives you the file formats that CLER will use for Corrective Actions 2809 (Health Benefits Election) and 2810 (Change in Health Benefits Enrollment) data. If you will not be participating in the FEHB Program in 2002, please disregard this letter and all other instructions relating to CLER.

As you know, you will submit your FEHB enrollment data quarterly to CLER. CLER will send discrepancies in enrollment records to agency payroll offices. Agency payroll offices will refer each discrepancy to the appropriate human resources (HR) office for a determination of the action required to resolve the discrepancy. For those discrepancies that require an adjustment in the carrier's records, the agency (either payroll or HR office) may elect to either fax or mail corrective action data to you, or send the corrective action data electronically to CLER, who will send it to you via OPM-Macon. If corrective action data is transmitted to you electronically, CLER will use the 2809 and 2810 electronic formats attached to this letter. Please make sure to give these files to your Information Technology (IT) staff. These file formats may change in the future to match the ASC X12 834 transaction standard for Enrollment and Disenrollment in a Health Plan required under HIPAA. The Corrective Action 2809 and 2810 formats include the data fields used in SF 2809 and SF 2810, OPM Forms 2809 and 2810, and the 2809 form used by Employee Express for electronic enrollment.

If you or your IT staff have questions about the formats, please email Ms. Sheila Morgan at the National Finance Center at [sheila.morgan@usda.gov](mailto:sheila.morgan@usda.gov). You may access these formats and other information about CLER on <https://www.nfc.usda.gov/cler>. (Press "OK" on the first screen. Press "Submit" on the 2<sup>nd</sup> screen. You do not need a password until CLER is operational.)

If you have questions in general about CLER, please contact Eric Figg at OPM at 202/606-4083 or via email at [edfigg@opm.gov](mailto:edfigg@opm.gov).

Sincerely,



Abby L. Block  
Assistant Director  
Insurance Programs

Enclosures: [Corrective Action SF 2809](#)  
[Corrective Action SF 2810](#)