

BCBSVT SFTP EDI User Guide

Logging In/Connecting

Submitters can access the BCBSVT secure FTP site in one of two ways. For each method you will need the following:

HostName: moveit.bcbsvt.com

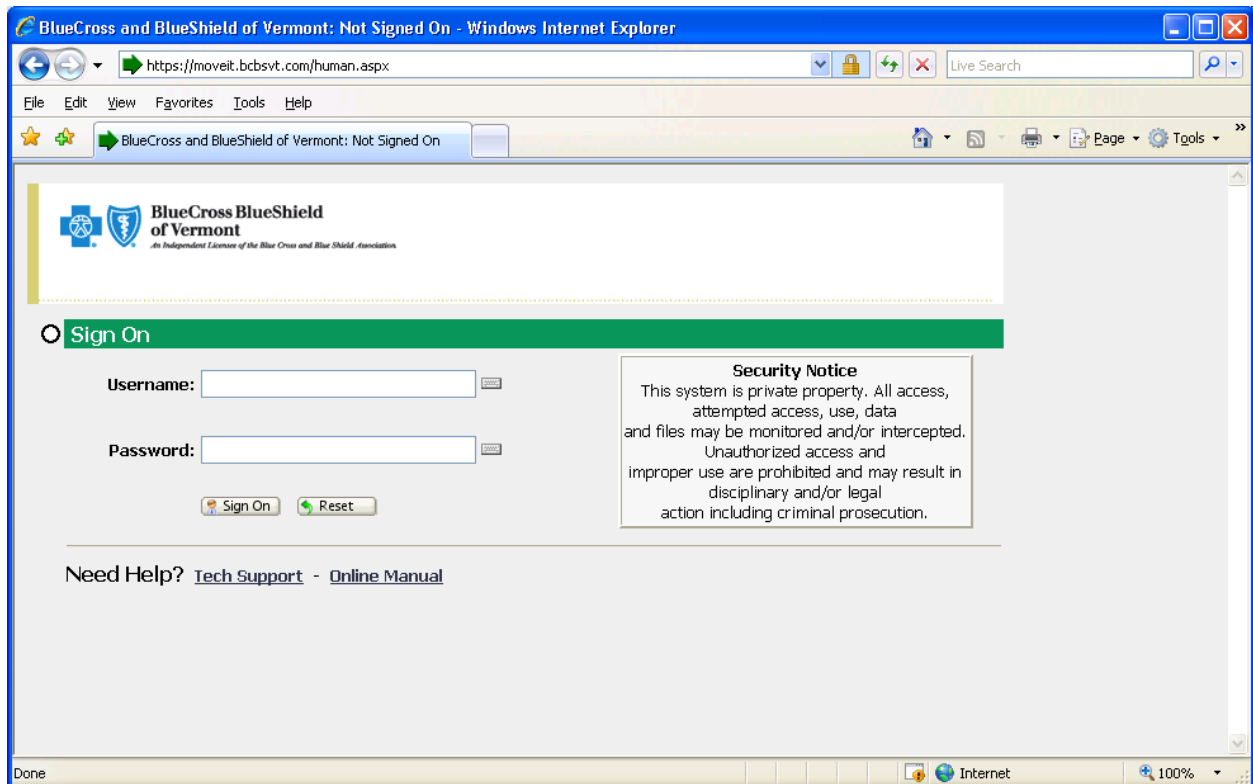
Username: <This will be provided to you>

Password: <This will also be provided to you>

If you are logging in for the first time you will need to change your password and Method 1 will be the only way to do this. Once you have changed your password you can use either method.

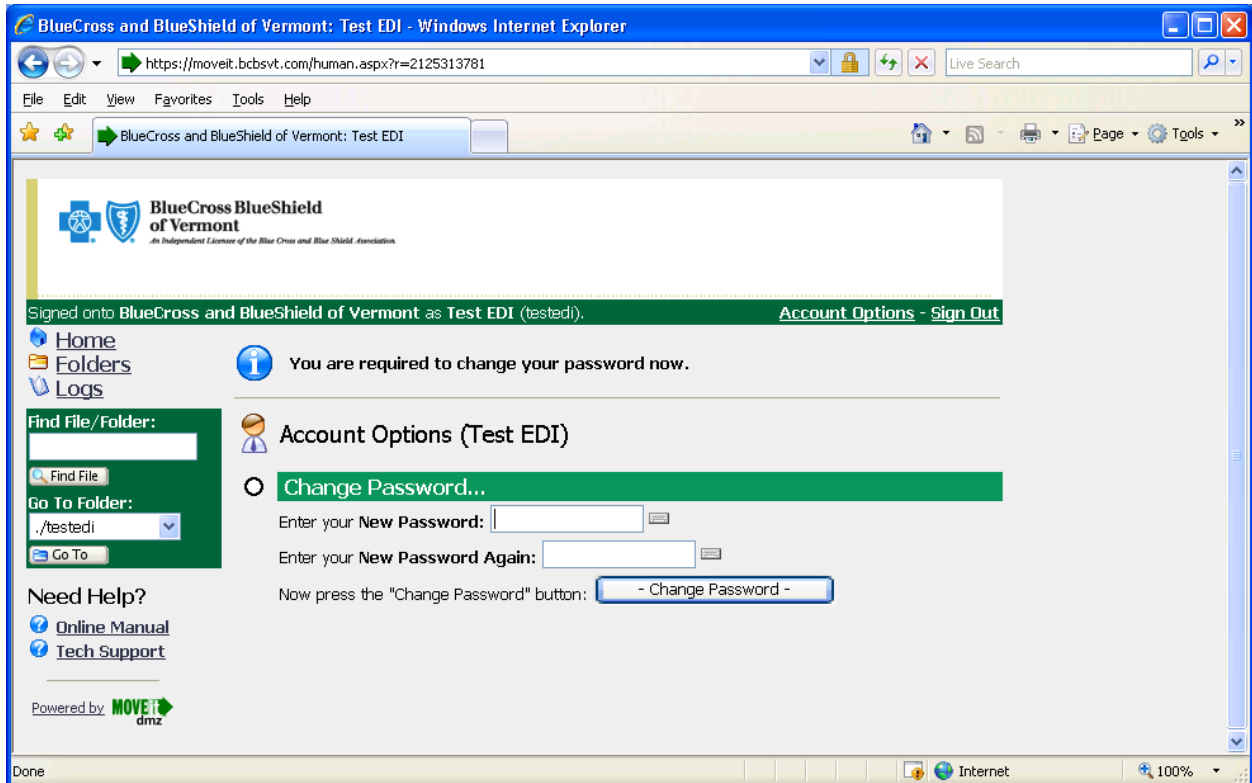
Method 1 – Via the web interface

Submitters will browse to and login to <https://moveit.bcbsvt.com> via a web browser. Below is a picture of the login screen.

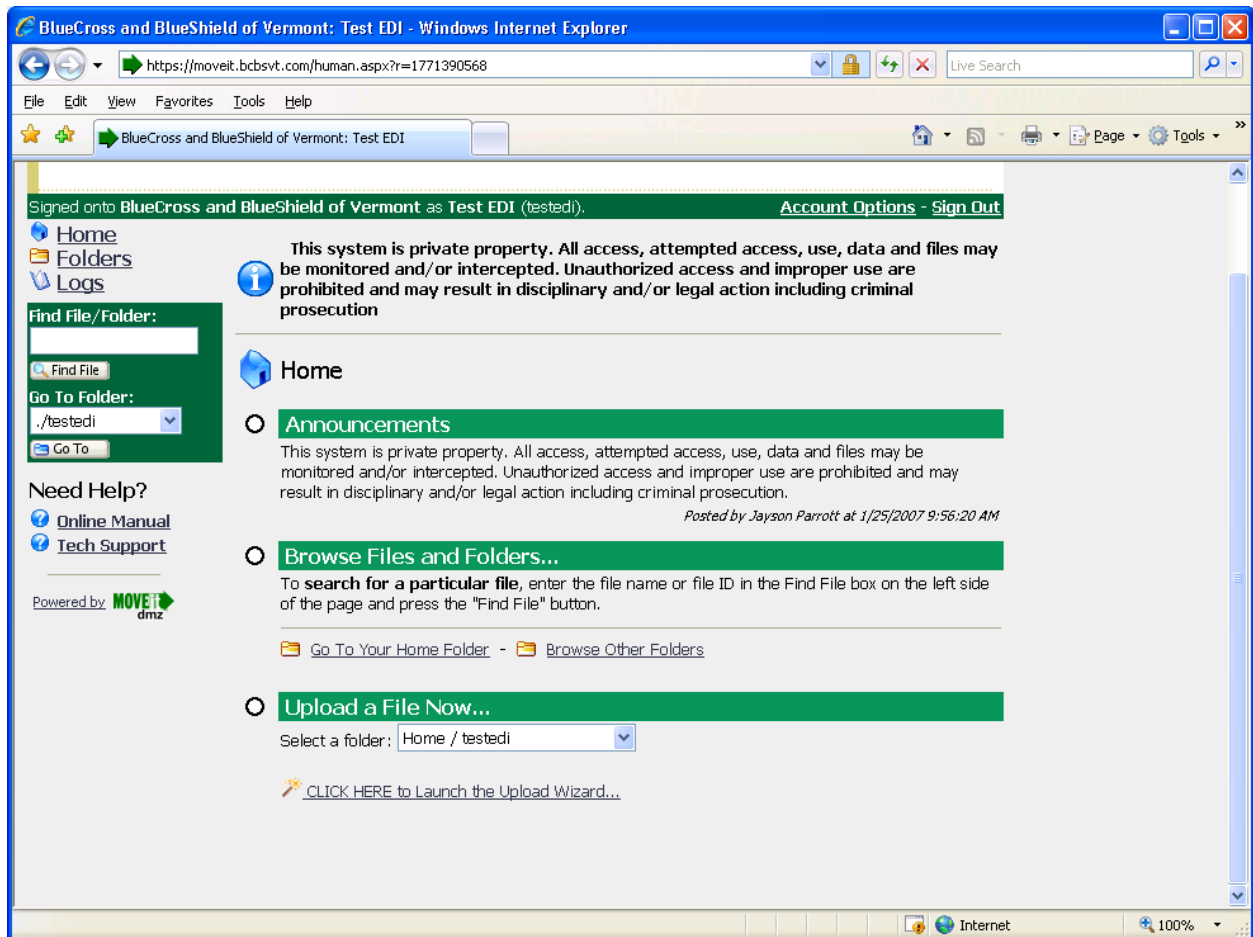


Note the “Tech Support” and “Online Manual” links at the bottom of the page. These will help with many of the technical questions you may have.

At the login page enter your provided username and password and click sign on. At this point you may be prompted to change your password if it is the first time you are logging in. The screen would look as follows:



Once logged in you should see the following:



Method 2 – Via FTP Client using FTP over SSL or FTP over SSH.

Configure your ftp client to use one of the above protocols along with the hostname, username and password. After it is configured simply login to see your Home and Distribution folders. The “Online Manual” link from the website provides more information about supported clients.

Uploading EDI files

Naming

837 files being uploaded will need to follow our naming convention. The naming convention is two leading zeros, followed by submitter id (4-digits), and followed by a two-digit “sequence” number. The sequence number can be from 01 to 99 and should always increment by one starting with 01 for the first file of the day. The extension on the file should always be .X12. An example is 00123401.x12.

X12-file format 80 character wrap

Uploading

All incoming EDI files should be placed in the submitter's Home folder. To upload, login with one of the methods described above and navigate to the \Home\username folder. Both methods by default will start you in the home folder. Upload your file by clicking the upload wizard via the webpage method or simply upload your file if you are logging in with the client method. Your file will be automatically pulled from your home folder and processed by us within a short time.

Outbound Files (Audit report, 835, 997 etc)

All files coming from us will be placed in the submitter's distribution folder. Each type of file will be split out into its own folder underneath the submitter's distribution folder. By default this folder is read only to the submitter and is also set to keep files only for 30 days. The naming convention of our outbound files is as follows:

Audit Report – 4 Digit Submitter ID + “.” + Connection ID + “_” + Date Time Stamp + “.txt”

An Example would be 1234.1234567_02182008205336.txt

835 – “0000” + 4 Digit Submitter ID + “_” + Date Time Stamp + “.x12”

An example would be 00001234_02182008205336

997 – “FA00” + 4 Digit Submitter ID + “_” + Date Time Stamp + “.x12”

An example would be FA001234_02182008205336.x12

All Date Time Stamps are in the following format: MMDDYYYYHHTTSS where T is minutes. The submitter's distribution folder is typically named username-reports and will be given out during the setup. The full path would be \Distribution\username-reports\. These reports can be downloaded via either method described above. This would be accomplished either by selecting a file via the website and choosing download or by using a client to download the file.

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