



Benefit Administration System (V3) FAQs

What is a HIPAA 834 EDI File?

Answer: This file is a HIPAA 5010 standard that provides an electronic data interchange file framework for a benefit enrollment and maintenance document. This specific file is designed to be used by organizations, employers, TPAs (third party administrators), and insurance agencies for enrolling their members directly into a health benefit plan.

Who will provide the HIPAA 834 EDI File specifications?

Answer: The National IAM Benefit Trust Fund (BTF) V3 support team will provide the HIPAA 834 EDI File specifications template to employers for programming, with data easily extracted from their HR Information System. Questions related to file specifications can be discussed with the BTF V3 support team by scheduling a Calendly call. This can be done by visiting the following website:

<https://calendly.com/iambfo/v3support>

What file transfer methods will be available?

Answer: Files can be uploaded directly via the Employer Self Service (ESS) website or sent to the NIAMBTF Office via SFTP. The SFTP file transfer method will only be available for HIPAA 834 EDI files within the Production phase of this benefit administration system upgrade (after go-live). During the pre-go-live testing phase, the BTF V3 support team will preview a specially created website that will allow employers to upload their file(s) and test non-production data. Non-HIPAA 834 EDI files will not be able to be transferred to BTF via SFTP in the Development and Design Phase (current phase) due to security reasons.

What is a non-834 File Format?

Answer: The BTF V3 support team is also preparing non-834 Eligibility file format template, like delimited text files or excel files; upcoming file specifications will be available to you soon. This Eligibility file template file will have the same information requested as the 834 files, to keep the data exchange accurate between the two file formats.

How do I submit Eligibility Files?

Answer: The BTF V3 support team will soon release a specially crafted website where employers can submit Eligibility files for data testing during the non-production phase of this BAS transition.

After go-live, employers will receive access to the Employer Self-Services (ESS) portal and will be able to upload non-834 files periodically (weekly).

Please note that non-834 files cannot be submitted using the SFTP method. This is due to data security prioritization.

Should I prepare both File Formats?

Answer: There is no need to prepare both formats. An employer will only be able to select one file format and is strongly encouraged to commit to that method of submission. Please keep in mind that changing the file format will require a predetermined amount of time for testing and that testing is required to occur during the Production phase (after go-live) of this benefit administration system upgrade.

Where can I find additional information on this new system?

Answer: Additional information on this new system can be found at <https://www.iambtf.org/iambtf-companion-guide>.

Currently Employer has multiple employer codes in the NIAMBTF system; should I prepare one 834 File or Eligibility File for multiple employer codes reporting?

Answer: Yes, an employer can use one employer code/multiple location codes in one file strictly for reporting and programming purposes. Please refer to the file specifications for billing location codes. **Note:** The National IAM Benefit Trust Fund will provide a list with new location codes by early August; meanwhile for programming purposes please continue to use the current employer code for both (employer code and location code).