



Electronic Data Interchange (EDI) Standards 810 Invoice Version 4010

Approved: 07/26/2010
Authors: Dave Danko

HCR ManorCare is a leading provider of short- and long-term medical and rehabilitation care. Care is provided through a nationwide network of skilled nursing and rehabilitation centers, assisted living facilities, outpatient rehabilitation clinics, and hospice and home care agencies. The company operates primarily under the respected Heartland, ManorCare Health Services and Arden Courts names.



-
- Document Description 3
 - Transmission Preferred Methods 3
 - Vendor Transmitted Fields..... 4
- 810 Invoice 6
 - Functional Group=IN 6
 - EDI Header 6
 - ISA Segment – HCR ManorCare Standards..... 6
- Invoice Loop 9
 - Segment: ST 9
 - Segment: BIG..... 9
 - Segment: REF 9
 - Segment: N1..... 10
 - Segment: DTM 10
 - Segment: IT1 10
 - Segment: PID..... 12
 - Service Detail 12
 - (if invoice linked to a service contract please use these date segments)* 12
 - Segment: DTM 12
 - Segment: DTM 12
 - Segment: TDS 13
 - Segment: SAC..... 13
 - Segment: TXI 13
 - Segment: CTT 14
- EDI Summary 14
 - Segment: SE 14

DOCUMENT DESCRIPTION

This document is intended for HCR ManorCare vendors to develop an Electronic Data Interchange (EDI) format that will allow for the transmission and processing of invoices.

Transmission Preferred Methods

HCR ManorCare has established SFTP as their preferred EDI communication methods. Environments for testing and production are required.

HCR ManorCare prefers the EDI files are transmitted from the vendor to their SFTP location folders. Transmission schedules for vendor invoices can be transmitted from 6AM – 7PM EST or 10PM to 3AM. HCR ManorCare prefers to have the vendor establish a set calendar for transmissions.

Vendors may receive EDI997 acknowledgments on the SFTP folder where the EDI 810 is dropped.

Vendor Transmitted Fields

EDI files being processed by HCR ManorCare must pass through an initial edit template. All segments passed must comply with the Published EDI 810 version 4010 standard.

It is recommended that the vendor pass a sample EDI file format to verify they comply with the 4010 template. All EDI invoice transmissions must be approved by the HCR ManorCare Quality Assurance department before they are placed into production.

HCR ManorCare requires line item detail for each product or service purchased for invoice payment approval.

Fields processed by HCR ManorCare

Big Segment

- **Invoice Date**
- **Invoice Number**
- **Purchase Order or Contract Date**
- **Purchase Order or Contract Number**

Ref Segment

- **Vendor ID**
- **Vendor Name**

IT1 Segment

- **Business Unit Number**
- **Quantity**
- **Unit of Measure**
- **Vendor Cross reference or account number**
- **GL Account Number**
- **GL Cost Center**
- **GL Product Code**
- **HCR ManorCare Project ID**
- **GL Asset Profile**
- **HCR ManorCare Activity ID**

PID Segment

- **Item or Service Description**

DTM Segment

- **Service Dates**

SAC Segment

- **Freight and Miscellaneous Charges**

TDS Segment

- **Total Invoice Amount**
- TXI Segment**
- **Taxes** (if taxable)

810 INVOICE

Functional Group=IN

Purpose: This Standard for Use contains the format and establishes the data contents of the Invoice Transaction Set (810) for use within the context of an Electronic Data Interchange (EDI) environment. The transaction set can be used to provide for customary and established business and industry practice relative to the billing for goods and services provided.

Heading:

Segment Id	Segment Name	Req	Max Use	Repeat	Notes	Usage
ST	Transaction Set Header	Mandatory	1			Must use
BIG	Beginning Segment for Invoice	Mandatory	1			Must use
CUR	Currency	Optional	1			May use
REF	Reference Identification	Mandatory	1			Must use
LOOP ID - N1						
N1	Name	Optional	1			May Use
N3	Address Information	Optional	2			May Use
N4	Geographic Location	Optional	1			May Use

Detail:

Segment Id	Segment Name	Req	Max Use	Repeat	Notes	Usage
LOOP ID - IT1			2000			
IT1	Baseline Item Data (Invoice)	Mandatory				Must use
PID	Product/Item Description	Mandatory				Must use
REF	Reference Numbers	Optional				May use
DTM	Service Dates	Optional				May use
SAC	Freight and Shipping charges	Optional				May use

Summary:

Pos Id	Segment Name	Req	Max Use	Repeat	Notes	Usage
TDS	Total Invoice Amount	Mandatory	1			Must use
TXI	Total Taxes	Optional	1			May use
SE	Transaction Set Trailer	Mandatory	1			Must use

EDI Header

ISA Segment – HCR ManorCare Standards

- 1) Inbound vendor file configuration information
 - a. Overall file format - BizTalk will look at the inbound file ISA segment and try to interpret the following however we should define a standard we expect from Vendors:
 - i. Data element separators
 1. HCR ManorCare standard: “*”
 - ii. Segment terminator
 1. HCR ManorCare standard: “~”
 - a. Note: this could optionally include (LF, CR, CR LF)
 - iii. ISA 16 Component separator
 1. HCR ManorCare standard “^”

- b. ISA segment
 - i. ISA 1 and 2 Authorization-
 - 1. ISA 1 Authorization qualifier
 - a. HCR ManorCare standard: "00" to signify no authorization information present
 - 2. ISA 2 Authorization information
 - a. HCR ManorCare standard: blank
 - ii. ISA 3 and 4 Security
 - 1. ISA 3 Security qualifier
 - a. HCR ManorCare standard: "00" to signify no security information present
 - 2. ISA 4 Security information
 - a. HCR ManorCare standard: blank
 - iii. ISA 5 and 6 Sender
 - 1. ISA 5 sender qualifier
 - a. Vendor Assigned standard ZZ
 - 2. ISA 6 sender Identifier
 - a. Vendor Assigned (Vendor Acronym)
 - iv. ISA 7 and 8 Receiver
 - 1. ISA 7 receiver qualifier
 - a. HCR ManorCare provided, standard 01
 - 2. ISA 8 receiver identifier
 - a. HCR ManorCare provided, Vendor Number
 - v. ISA 11 Standard Identifier
 - 1. HCR ManorCare standard: "U"
 - vi. ISA 12 Control Version
 - 1. HCR ManorCare standard: "00401"
 - vii. ISA 13 Interchange control number
 - 1. HCR ManorCare standard: Vendor will increment with each submission
 - 2. By default BizTalk will check for duplicates within X number of days
 - a. Default: 30 days
 - viii. ISA 15 Usage Indicator
 - 1. HCR ManorCare standard: "P" to signify production
 - c. Validation
 - i. Allow for leading and trailing zeros and spaces
 - 1. Yes / No (Vendor Specified)
 - a. Default: No
 - d. 997 Acknowledgement generation
 - i. Yes / No
 - 1. Default: No
- 2) Outbound Configuration – Only need to specify if we are sending output EDI or 997 ACK
- a. Overall file format - BizTalk will look at the inbound file ISA segment and try to interpret the following:
 - i. Data element separators
 - 1. Vendor defined or default: "*"
 - ii. Segment terminator
 - 1. Vendor defined or default: "~"
 - iii. ISA 16 Component separator
 - 1. Vendor defined or default: "^"
 - b. ISA segment
 - i. ISA 1 and 2 Authorization
 - 1. ISA 1 Authorization qualifier
 - a. Default: "00" to signify no authorization information present

- 2. ISA 2 Authorization information
 - a. Default blank
 - ii. ISA 3 and 4 Security
 - 1. ISA 3 Security qualifier
 - a. Default: "00" to signify no security information present
 - 2. ISA 4 Security information
 - a. Default: blank
 - iii. ISA 5 and 6 Sender
 - 1. ISA 5 sender qualifier
 - a. HCR ManorCare or Vendor provided, standard?
 - 2. ISA 6 sender Identifier
 - a. HCR ManorCare or Vendor provided, standard?
 - iv. ISA 7 and 8 Receiver
 - 1. ISA 7 receiver qualifier
 - a. Vendor provided
 - 2. ISA 8 receiver identifier
 - a. Vendor provided
 - v. ISA 11 Standard Identifier or Repetition separator
 - 1. Vendor defined or default "U" for Standard Identifier
 - vi. ISA 12 Control Version
 - 1. Vendor defined or default "00401"
 - vii. ISA 13 Interchange control number
 - 1. Default: starting with 1, BizTalk will automatically increment with next acknowledgement
 - viii. ISA 15 Usage Indicator
 - 1. T (Test) or P (Production)
- c. ST segment
 - i. ST1
 - 1. Set to EDI standard number utilized.
 - 2. Note, Biztalk will automatically set this to "997" in the case of an acknowledgement
 - ii. Version / Release
 - 1. Set to EDI standard version utilized.
 - iii. Target namespace default "http://schemas.microsoft.com/Edi/X12"
 - 1. This is internal

Invoice Loop

Segment: ST Required

Level: Header

DATA ELEMENT SUMMARY

Segment	Data Element	Field Name	Req.	Type	Length
ST01	143	Transaction Set ID "810" – Invoice	M	ID	3/3
ST02	329	Transaction Set Control Number Internally Assigned Number	M	AN	4/9

Example: ST*810*000000002

Segment: BIG Required

Level: Header

DATA ELEMENT SUMMARY

Segment	Data Element	Field Name	Req.	Type	Length
BIG01	373	Invoice Date "YYYYMMDD"	M	DT	8/8
BIG02	76	Invoice Number	M	AN	1/22
BIG03	373	Purchase Order Date "YYYYMMDD"	M	DT	8/8
BIG04	324	Purchase Order Number (PO Number)	M	AN	1/22
BIG05	328	Invoice Origin "COR" Corporate Invoice "FAC" Facility Invoice	M	AN	1/30

Example: BIG*20020514*INV63057*20020513*HP63507*DSI*

Segment: REF Required

Level: Header

DATA ELEMENT SUMMARY

Segment	Data Element	Field Name	Req.	Type	Length
REF01	128	Reference Identification Qualifier "VI" – Qualifier	M	ID	2/3

REF02	127	Reference Identification "HCR ManorCare Vendor ID 10 positions With leading zeros required"	M	AN	1/20
REF03	352	Description Vendor Name	M	AN	1/80

Example: REF*VI*0000404321*ACME Supply Company*

Segment: N1

Optional

Level: Header

DATA ELEMENT SUMMARY

Segment	Data Element	Field Name	Req.	Type	Length
N101	98	Entity ID Code "	M	ID	2/3
N103	66	ID Code Qualifier	M	ID	1/2
N104	67	ID Code	M	ID	2/80

Example: N1*EN**92*12345

Segment: DTM

Optional

Level: Header

DATA ELEMENT SUMMARY

Segment	Data Element	Field Name	Req.	Type	Length
DTM01	374	Date/Time Qualifier "011" – Shipped	M	ID	3/3
DTM02	373	Date Date Shipped – "YYYYMMDD"	M	DT	8/8

Example: DTM*011*20020514

Segment: IT1

Required

Invoice Line Detail

Pos: 010 Max: 1

Detail - Optional

Loop: IT1 Elements: 15

User Option (Usage): Required

Purpose: To specify the basic and most frequently used line item data for the invoice and related transactions

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
-----	----	--------------	-----	------	---------	-------

IT101	350	Invoice line Number	O	AN	1/20	Must Use		
IT102	358	Quantity Invoiced '1+'	X	R	1/10	Must Use		
IT103	355	Unit Code	C	ID	2/2	Must Use		
		"BG" – Bag						"KT" – Kit
		"BX" – Box						"LO" – Lot
		"CA" – Case						"PA" – Pail
		"RL" – Roll						"EA" – Each
		"SH" – Sheet						"FT" – Foot
		"ST" – Set						"GA" – Gallon
		"DZ" – Dozen						"LF" – Linear Foot
IT104	212	Total Extended Cost	C	R	1/17	Must Use		
IT105	639	Unit Price Code	O	ID	2/2	Not Used		
IT106	235	Product/Service ID ='VI'	C	ID	2/2	Must Use		
		Code Name						
		VX						Vendor cross reference number
IT107	234	Item number of product	C	AN	1/48	May Use		
IT108	235	Product/Service ID 'GL'	C	ID	2/2	Passed		
IT109	234	GL Business Unit	C	AN	1/48	Passed		
IT110	235	Product/Service ID 'AC'	C	ID	2/2	Passed		
IT111	234	HCR ManorCare Account Number			C	AN	1/48	Passed
IT112	235	Product/Service ID 'CC'	C	ID	2/2	Passed		
IT113	234	HCR ManorCare Department			C	AN	1/48	Passed
IT114	235	Product/Service ID 'PN'	C	ID	2/2	Passed		
IT115	234	HCR ManorCare Product Number			C	AN	1/48	Passed
IT116	235	Product/Service ID 'PC'	C	ID	2/2	Passed		
IT117	234	HCR ManorCare Project ID			C	AN	1/48	Passed
IT118	235	Product/Service ID 'AS'	C	ID	2/2	Passed		
IT119	234	HCR ManorCare Asset ID Profile			C	AN	1/48	Passed
IT120	235	Product/Service ID 'AC'	C	ID	2/2	Passed		
IT121	234	HCR ManorCare Activity ID			C	AN	1/48	Passed

Syntax Rules:

Only pass Product/Service IDs if the field has a value. Pass all segments to IT125

IT102 Should equal 1 or more for the quantity purchased or credited and always a positive number. If this is just a line charge for an example a tax accrual line still place a 1 in the quantity.

IT104 Should equal total extended amount of the line. This value should be positive for a debit and negative with a preceding negative sign before the amount ie -20.00 Amounts should always have the decimal point included even with whole numbers. ie. 20.00

IT106-07 is the vendors account /customer number for the HCR ManorCare location – not required

IT108 - IT109 is the HCR ManorCare GL Unit being charged, minimum of 3 position. Ie 4190, 419, 041, 004, place a leading zero(s) in front of a business unit containing less than 3 positions.

IT110 - IT111 is the HCR ManorCare GL Account Number assigned

IT112 - IT113 is the HCR ManorCare Department ID

IT114 - IT115 is the HCR ManorCare Product Code (if assigned)

IT115 - IT117 is the HCR ManorCare Project ID (if assigned)

IT118 - IT119 is the HCR ManorCare Asset Profile (if assigned)

IT120 - IT121 is the HCR ManorCare Activity ID (if assigned)

IT122 - IT125 not currently assigned usage.

Semantics:

IT101 is the Invoice line number. Should only be one IT1 line per business unit cost center combination.

HCR ManorCare is not using fields after IT121. Syntax rules for unused fields can be disregarded.

Comments:

HCR ManorCare will provide the account information based on the purchase.

NOTE: Max use 200,000. The TXI segment can be used in association with each occurrence of this segment.

Example: IT1*1*4*EA*61.80**VI*RX40135*4190*610000*700*****

Segment: PID

Required

Level: Detail

DATA ELEMENT SUMMARY

Segment	Data Element	Field Name	Req.	Type	Length
PID01	349	Item Description Type "F" – Free-Form	M	ID	1/1
PID05	352	Description Item Description	C	AN	1/80

Example: PID*F****HAND CART 600lbs CAP. TWIN HANDLE

Service Detail

(if invoice linked to a service contract please use these date segments)

Segment: DTM

Optional – Pass if service dates required

Level: Detail

DATA ELEMENT SUMMARY

Segment	Data Element	Field Name	Req.	Type	Length
DTM01	374	Date/Time Qualifier "150" – Service Period Start	M	ID	3/3
DTM02	373	Date Service Start – "YYYYMMDD"	M	DT	8/8

Example: DTM*150*20020514

Segment: DTM

Optional – Pass if Service dates required.

Level: Detail

DATA ELEMENT SUMMARY

Segment	Data Element	Field Name	Req.	Type	Length
DTM01	374	Date/Time Qualifier "151" – Service Period End	M	ID	3/3
DTM02	373	Date Service End – "YYYYMMDD"	M	DT	8/8

Example: DTM*151*20020521

Example: REF*PN*99999*PNUM

Segment: TDS

Required

Total invoice amount should include all tax, freight, and other charges.

Level: Summary

DATA ELEMENT SUMMARY

Segment	Data Element	Field Name	Req.	Type	Length
TDS01	610	Total Invoice Amount <u>Note:</u> Implicit decimal, precision two	M	N2	1/15

Example: TDS*1059

Segment: SAC

Optional – pass if other charges apply

Level: Summary

DATA ELEMENT SUMMARY

Segment	Data Element	Field Name	Req.	Type	Length
SAC01	248	Allowance Charge Ind. "C" – Charge	M	ID	1/1
SAC02	1300	Special Service Code "G821" – Shipping "H200" – Other	M	ID	4/4
SAC05	610	Allowance or Charge Amt. Total Freight Charge <u>Note:</u> Implicit decimal, precision two	M	N2	1/15

Example: SAC*C*H200***51.40

Note: Freight and Miscellaneous charges should be placed in separate SAC segments if multiple charges are being assigned.

Segment: TXI

Optional Pass if Taxes exist

Level: Detail

DATA ELEMENT SUMMARY

Segment	Data Element	Field Name	Req.	Type	Length
TXI01	963	Tax Type Code "ST" – State Sales Tax or Any other applicable code	M	ID	2/2
TXI02	782	Monetary Amount	M	R	1/18

			Line Tax Amount			
			<u>Note:</u> Explicit decimal needed			
TXI03	954	Percent	Tax Percentage	M	R	1/10

Example: TXI*ST*12.36*5

NOTE: Tax must be included in the in the total invoice amount.

NOTE: Include Tax on freight or charges if apply.

Segment: CTT

Level: Summary

DATA ELEMENT SUMMARY

Segment	Data Element	Field Name	Req.	Type	Length
CTT01	354	Number of Line Items Total Number of Invoice Lines (Segment IT1 occurrences)	M	NO	1/6

Example: CTT*1

EDI Summary

Segment: SE

Level: Summary

DATA ELEMENT SUMMARY

Segment	Data Element	Field Name	Req.	Type	Length
SE01	96	Number of Included Segments Total Segments in Transaction, including ST and SE	M	NO	1/10
SE02	329	Transaction Set Control Number Internally Assigned Number	M	AN	4/9

Example: SE*9*000000002