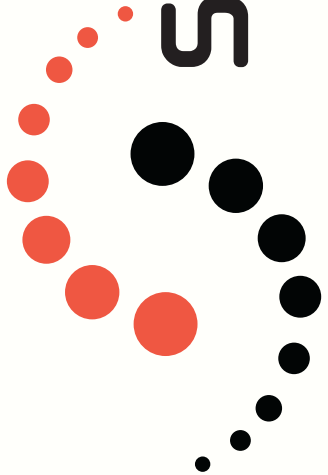


# User Manual

Version 1.0



**SECURED I LINK**

version 1.0

powered by  
**NegoRed<sup>®</sup>**  
Net Market Services

This application will allow you to establish a transparent connection with business partners through the internet. The host, transport and security are provided by NegoRed Corporation through a highly redundant network, to offer availability 24x 7x 365.

© 2006-2007 SECURE EDI Corporation  
All right reserved,.  
[www.securedi.com](http://www.securedi.com)

This application will allow you to establish a transparent connection between SECURE EDI and their business partners using an internet connection. The hosting, transport and security of the information is provided by NegoRed Corporation through a reliable, highly available and redundant network with a 24x7x365 availability.

© 2006-2007 SECURE EDI Corporation  
All the Rights Reserved.  
[www.secureedi.com](http://www.secureedi.com)

## Table of Contents

---

|  |  |   |
|--|--|---|
| <b>Introduction</b>                      | Purpose of this Guide.....                     | 1 |
|  | Before you Start .....                         | 1 |
| <b>Installation</b>                      | Step 1: Confirm Installation.....              | 2 |
|  | Step 2: Select the installation directory..... | 2 |
|  | Step 3: Confirm Installation.....              | 2 |
| <b>Initial Setup &amp; Configuration</b> | Step 1: Server Name and Connection Type.....   | 3 |
|  | Step 2: Account information.....               | 4 |
|  | Step 3: Integration.....                       | 4 |
|  | Refresh.....                                   | 4 |
|  | Parameters Specifications.....                 | 5 |
|  | Inbound.....                                   | 5 |
|  | File Name and Extension.....                   | 5 |
|  | Outbound.....                                  | 5 |
|  | Outbound History.....                          | 5 |
|  | Row Delimiter.....                             | 5 |
| Step 4: Apply Changes.....               | 5  |   |
| <b>Menu and ToolBar Description</b>      | Start/Stop.....                                | 6 |
|  | Parameters .....                               | 6 |
|  | Connection and Activation Info.....            | 6 |
|  | Server Name.....                               | 6 |
|  | Connection.....                                | 6 |
|  | Application Tab .....                          | 6 |
|  | Run Transmission Program Inmeditely .....      | 7 |
|  | Close Transmission Program when finished ..... | 7 |
| Polling Interval .....                   | 7  |   |

**Menu and  
ToolBar  
Description**

|                                      |    |
|--------------------------------------|----|
| Integration Tab .....                | 7  |
| Parameters Specifications .....      | 7  |
| Inbound .....                        | 7  |
| File Name and Extension .....        | 7  |
| Send Files Named .....               | 8  |
| Outbound .....                       | 8  |
| Outbound History .....               | 8  |
| Row Delimiter .....                  | 8  |
| Refresh.....                         | 8  |
| Send/Receive.....                    | 8  |
| Clear Log.....                       | 8  |
| View Errors.....                     | 8  |
| Print Errors.....                    | 9  |
| Exit.....                            | 9  |
| <br>                                 |    |
| Errors Notifications.....            | 10 |
| <br>                                 |    |
| Troubleshooting - Common Errors..... | 11 |
| <br>                                 |    |
| Technical Support.....               | 12 |

# Introduction

**T**his guide is addressed for Health Care Providers and/or Software Vendors that will use INegoRed to perform electronic transactions following the standards for privacy and security as well as for transactions and code sets as mandated by HIPAA (Health Insurance Portability and Accountability Act of 1996).

Securedi Link allows the health provider to facilitate the Electronic Data Entry of Claims and establish a transparent connection. Other additional functionalities are not part of the main purpose of this application and so are not included in this documentation. Please contact an SECURE EDI Corporation's representative:

For Continental USA:  
Call 1-800-466-9676  
Fax : 1-704-675-5513 or  
email us at [cs@secureedi.com](mailto:cs@secureedi.com)

## Before you Start

Before you start the installation and configuration process, please make sure that your system complies with the minimum requirements for this application. These requirements are listed below:

### *Hardware Requirements*

Pentium Processor 366MHz or Higher  
64 MB RAM Minimum (64MB or above recommended)  
30 MB Minimum Hard Disk space available  
MODEM 56K or other (DSL Router/Cable/etc) for internet connectivity

### *Software Requirements*

Microsoft Windows Operating System (95 SE, 98 SE, Me, NT, 2000 or XP)  
Internet Explorer 5.5 SP1 or higher  
Microsoft Windows Installer 2.5 or higher

# Installation

The software will be delivered to you in self-extract .EXE format. Double click to open it and initiate the installation process. This process will be as simple as 1,2,3...

## Step 1: Confirm Installation



Click on NEXT to continue with installation process or press CANCEL to close this window and terminate this process.

**NOTE:** It is recommended that you close all the applications before installing SECUREDILINK.

## Step 2: Select the installation directory

Click the BROWSE button to select the installation directory or click NEXT to select default directory and continue with installation.



## Step 3: Confirm Installation

Click on NEXT button to initiate the installation process. Click on PREVIOUS button to go back a step or CANCEL to cancel this installation.

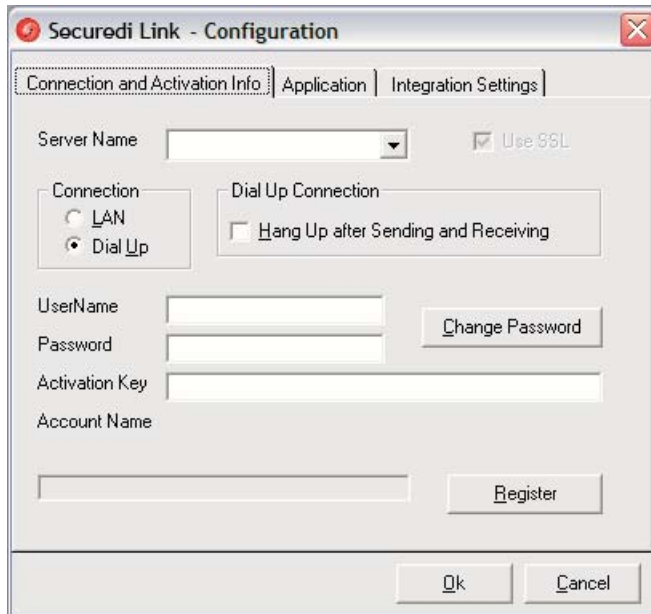
**NOTE:** In the windows operating systems, some of the components required for one application can be shared with another application. If you receive a message indicating that the installation program has failed trying to replace some file please ignore this message and click CONTINUE to resume installation.



After this step, click on the CLOSE button to close this window and finish the installation process.

# Initial Setup & Configuration

## 1. Server Name and Connection Type



For test transmissions, please select server name TEST, for communication through the production platform select server name PRODUCTION.

For connections to the internet through a LAN configuration (dedicated line, wireless, DSL, cable, etc), please select "LAN".

Select "Dial-UP " if the connection is via a Dial-up line.

**NOTA:** For the registration you are required to connect to the internet in order to establish a connection with Secure EDI Health Group ClearingHouse.

**NOTA:** All communication with SECURE EDI HealthGroup Clearinghouse requires the use of a digital certificate to provide for data encryption and authentication. Please install the certificate from the Securedi Link installation directory. To install the digital certificate, locate the file NegoRedNet.Cer from the installation directory. See below for further installation instructions.

## Steps for Installing the Digital Certificate

On the installation directory, search for a file with the name: NegoRedNet.Cer. Double click on it to start with the Certificate Installation as shown below.



Click on the "Install Certificate" button to start installation."



Press NEXT



Press NEXT



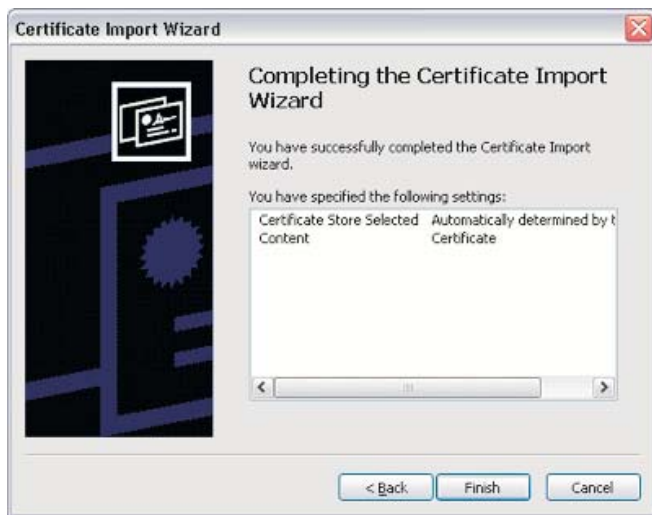
Press OK

## 2. Account information

Please fill in account information with values provided by SECURE EDI Corporation previous to this installation. If you do not have this account information, please contact an SECURE EDI Corporation representative at our technical support line or contact us via email at [cs@secureedi.com](mailto:cs@secureedi.com).

For security purposes you could be required to change your password on first logon. Please provide a new password and confirmation as requested.

After you have filled up the required fields, press the "Register" button to start the registration process.



Press FINISH

## 3. Integration

This section will allow you to specify the location, naming convention and other parameters for the files that will be transmitted and received in every supported file type. During the registration process all file formats agreed to with Secure EDI will be downloaded and so they will be listed in this screen. If only HIPAA compliant files will be exchanged, only one line will be shown. The configuration for the HIPPA documents will apply to all HIPAA and X12 transactions (837, 270, 271, 835, 276, 277, 834, 820, 278, 997).

### Refresh

Use this button to update this integration screen if new file formats are included from SECURE EDI Clearinghouse.

Double click on any format type to specify integration parameters.



Press YES

## Parameters Specifications



### Inbound

This is the directory to which incoming files will be moved. Fill in the field with the path and directory name or click the button on the right side to browse the directory list.

### File Name and Extension

No naming convention will be required for the files that will be transmitted to Secure EDI. The only requirement is that the file be created in the expected file format.

For the incoming files some variables can be used to create a variable file name. The default file name is shown in the format: @TransactionID\_@InterchangeID, where transactionID and InterchangeID are text variables.

Some of the variables that can be used to generate variable file names are:

@TransactionID: "Transaction Set Identifier Code" (ST02).  
 @InterchangeID: "Interchange Control Number" (ISA13).  
 @Date: "Application Date"

### Outbound

This is the directory from which outgoing files will be read in order to be transmitted to SECURE EDI. Fill in the field with the path and directory name or click the button on the right side to browse the directory list.

### Outbound History

By default, all transmitted files are removed from the outbound directory. If you wish to keep a copy of all transmitted files, please specify this directory and path name.

### Row Delimiter

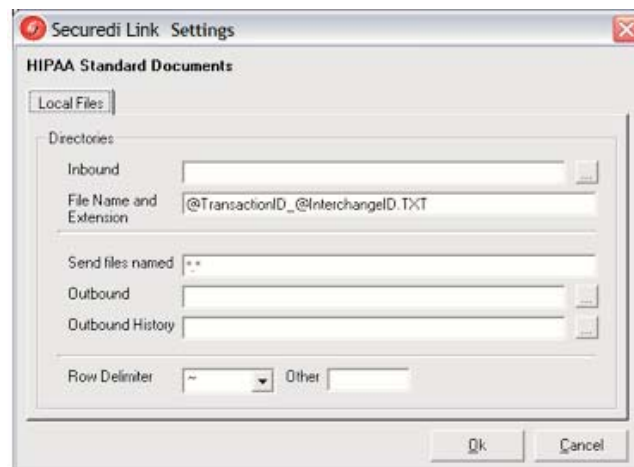
If a row delimiter different than the default (~) is used, it can be specified by selecting it from the dropdown list or filling in the field "Other" if it is not included in the list.

<OK> <Cancel>

Click on "OK" to keep the document integration parameters or click on "Cancel" to ignore the changes that have been made.

## 4. Apply Changes

Click on "<OK>" to save changes or "Cancel" if no changes are to be applied.



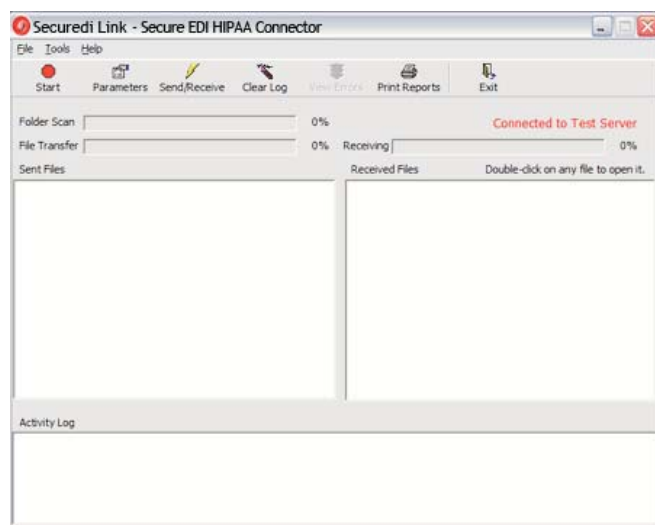
# Menu and Toolbar Description

## Start/Stop



This button will activate/deactivate the automatic transmission and receiving process. When the button has the "Green" color the communication service is started and the communication with SECURE EDI

will happen automatically at some given time interval. This interval is defined by the user and is located at the Parameters section.



**NOTE:** For the registration you are required to connect to the internet in order to establish a connection with Secure EDI Health Group ClearingHouse.

This option is also available through the Menu, following the path: File -> Start/Stop.

## Parameters

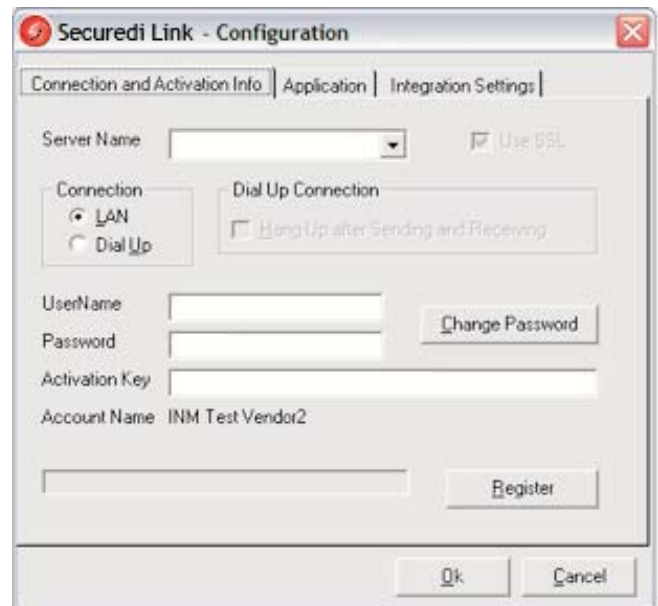


This option will allow you to modify the system registration parameters as well as the communication and file types and formats supported. It is available by clicking on the "Parameters" button at the Toolbar or by following the Menu on

"File->Parameters".

It could also be called as a stand-alone module by executing the file "SECURED I LINK config.exe" from the Installation directory or by using the Windows Start Menu:

"Start->Programs->SECURE EDI->SECURED I LINK Config.



## Connection and Activation Info

In this section you will be able to modify the internet parameters for communicating with Secure EDI HealthGroup Clearinghouse.

### ServerName

Select the server name to be used when communicating with Secure EDI. Please use TEST if you are in test phase.

### Connection

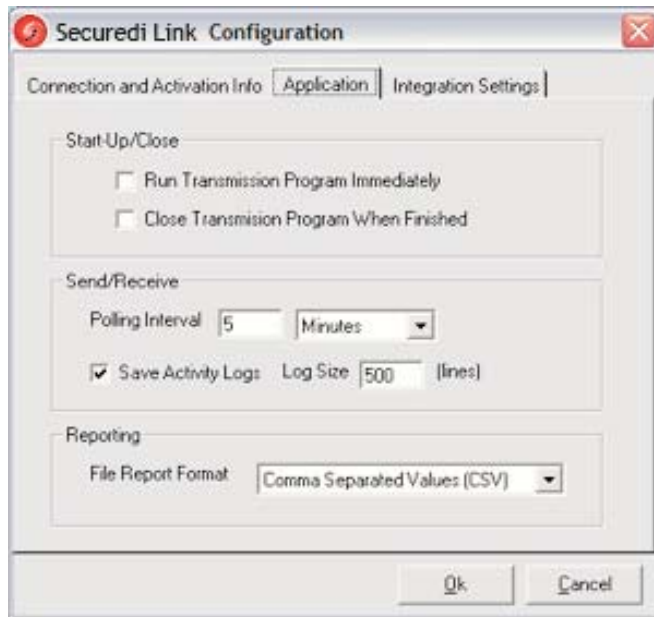
Select "LAN" for connections that will require a LAN configuration (DSL, Cable, Leased Line, Wireless, etc.)

Select "Dial-UP " for dial-up internet connections.

If this is the connection type selected you can also specify whether the line should be released after the transmission process. If you wish to do so, please click checkbox to select "Hang Up after Sending and Receiving".

## Application Tab

This section will allow you to modify the account information provided by Secure EDI Health Group Clearinghouse. Every time these values are changed a new configuration will be downloaded from the remote server after pressing the "Register" button. Please make sure all the required fields are specified.



### Run Transmission Program Immediately

If this checkbox is marked, the transmission and receiving process will start automatically everytime the application is opened. By default it is not marked, which means transmission and receiving process will have to be initiated manually by using the start/stop option.

### Close Transmission Program when finished.

This will force the application to close after the transmission and receiving process has terminated. By default it will not close the application.

### Polling Interval

The time interval between every automatic transmission and receiving cycle is determined by this parameter. It is set to 5 minutes by default. You can change this value as well as the time scale (minutes, hours, days) at your best convenience.

### Integration Tab

This section will allow you to specify the location, naming convention and other parameters for the files that will be transmitted and received in every supported file type. During the registration process all file formats agreed to with SECURE EDI will be downloaded and so they will be listed in this screen. If only HIPAA compliant files will be exchanged, only one line for "HIPAA Standard Documents" will be shown. The configuration for the HIPAA documents will apply to all HIPAA and X12 transactions (837, 270, 271, 835, 276, 277, 834, 820, 278, 997).

Other file types and fomats, for example: NSF 5.0, 6.0, HCFA-1500, UB-92 and other proprietary formats will appear in this list and will be handled depending on the agreement with SECURE EDI Clearinghouse.



### Parameters Specification



### Inbound

This is the directory to which incoming files will be moved. Fill in the field with the path and directory name or click the button on the right side to browse the directory list.

### File Name and Extension

No naming convention will be required for the files that will be transmitted to SECURE EDI. The only requirement is that the file be created in the expected file format.

For the incoming files some variables can be used to create a variable file name. The default file name is shown in the format: @TransactionID\_@InterchangeID, where transactionID and InterchangeID are text variables.

Some of the variables that can be used to generate variable file names are:

### For HIPAA Standard Files

a. @InterchangeID: "Interchange Control Number" (ISA13).

b. @TransactionID: "Transaction Set Identifier Code" (ST02).

#### For all Files

- a. @Date: System Date in the format YYYYMMDDHHNNSS.
- b. @Year2: Current Year - 2 digits format.
- c. @Year4: Current Year - 4 digits format.
- d. @Month: Current Month - 2 digits
- e. @Day: Current day of Month.
- f. @JulianDay: Julian day - 3 digits
- g. @Hour: System Hour in the 24h format.
- h. @Minute: Minutes.
- i. @Second: Seconds.

#### For non-standard files

- a. @Prefix: Prefix defined by trading partner agreement.
- b. @Suffix: Suffix defined by trading partner agreement.

#### Send Files Named

This could be a fixed file name or a mask (ex. \*,\*) which will allow to send a single filename, several files of the same extension, or simply all the files in the outbound directory depending on the mask being used.

#### Outbound

This is the directory from which outgoing files will be read in order to be transmitted to Secure EDI. Fill in the field with the path and directory name or click the button on the right side to browse the directory list.

#### Outbound History

By default, all transmitted files are removed from the outbound directory. If you wish to keep a copy of all transmitted files, please specify this directory and path name.

#### Row Delimiter

If a row delimiter different than the default (~) is used, it can be specified by selecting it from the dropdown list or filling in the field "Other" if it is not included in the list.

<OK> <Cancel>

Click on "OK" to keep the document integration parameters or click on "Cancel" to ignore the changes that have been made.

#### Refresh

Use this button to update this integration screen if new file formats are included from SECURE EDI Clearinghouse.

#### Send/Receive

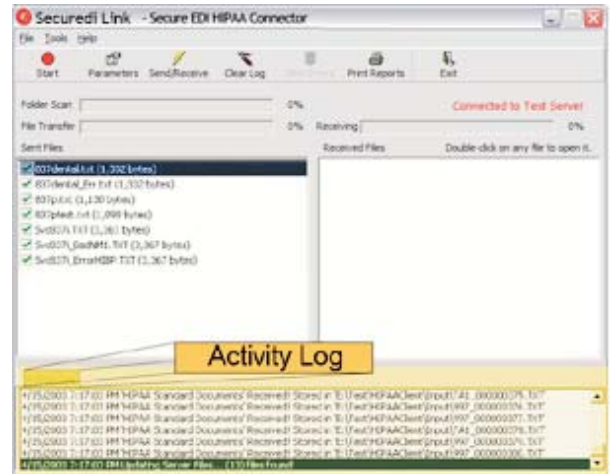


This option will force starting the transmission and receiving process immediately. This will override the interval set for the start/stop function.

#### Clear Log

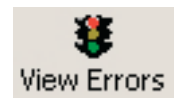


All the transmission and receiving activities are written to a log that can be written to a file or discarded. The selection of this option will clear the log activity from the screen and will ask for saving the actual log displayed on screen to a log file.

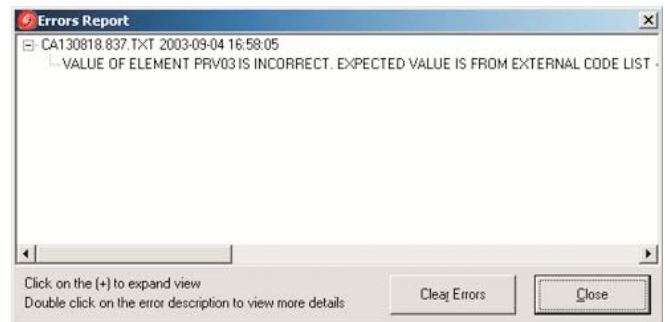


A track of all communication activities will always be kept at the Clearinghouse remote location so this action will only take effect over the local activity log at the local PC.

#### View Errors



After the files transmission process all errors generated from the validation subsystem on the remote location will be reported to the originating application in a readable format for the end user. All errors will have as a reference the interchange ID of the 997 transaction to which they belong to.



Double click on the file name to open a detailed window with information about the errors.

**Secure EDI Health Group Corp.**  
Error Report for HIPAA Validations & Payer Business Rules

File Name: 837InTPA\_Multiple.TXT      Error Count: 14  
Type: HIPAA Standard Document      File Size: 61,643  
File Date: 2003-11-25 20:16:33      File ID: 5724

| Claims Rcvd | Total Amount | Rejected | Total Rejected | Accepted | Total Accepted |
|-------------|--------------|----------|----------------|----------|----------------|
| 4           | \$501.31     | 4        | \$501.31       | 0        | \$0.00         |

| Sender Qual/ID | Receiver Qual/ID | Control Number | Date   | Time | Ack. | Usage |
|----------------|------------------|----------------|--------|------|------|-------|
| 30             | 00010220         | 0000074        | 031107 | 1638 | NA   | P     |

| Sender ID | Receiver ID | Date     | Time | Control Number | Version Number | Transactions |
|-----------|-------------|----------|------|----------------|----------------|--------------|
| 00407043  | 00010220    | 20031107 | 1638 | 40100842       | 004070390AT    | 1            |

| Identifier Code | Control Number | Claims Rejected | Accepted |
|-----------------|----------------|-----------------|----------|
| 837             | 0001           | 0               | 2        |

| Payer Name                | Claims | Rejected | Accepted |
|---------------------------|--------|----------|----------|
| Medical Card System, Inc. | 0      | 0        | 2        |

| Claim Number | Total Charges | Status   |
|--------------|---------------|----------|
| 250773.0001  | \$123.00      | ACCEPTED |
| 254435.0001  | \$123.00      | REJECTED |

| Name                         | Type  | Message  | Data                             | Level |
|------------------------------|-------|--|----------------------------------|-------|
| Patient Code List Validation | Payer | Patient Invalid: Either Group or Member Number are incorrect | Members: 8544557681202, 79700004 | 7     |

Additionally, an ASCII file (tab delimited) will be received in your "Inbox" directory as configured for the SECURE EDI Notification Message's document type. The file structure is shown below.:

```

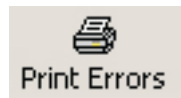
EDI_20030905120338.TXT - Notepad
File Edit Format Help
-----
FileName      FileDate      FileID  DocumentID  IntCtrNumber  Group
CA030818.837.TXT  2003-08-29 18:49:28  4818    004010x097  0000C
CA030818.837.TXT  2003-08-29 18:49:28  4818    004010x097  0000C
    
```

### Exit



This will close the application..

### Print Errors



After you click the "Print Errors" button the screen shown below will be displayed. It shows the file name, transmission date and hour and also the date and hour in which the notification was received..

| File Name  | Date                | Error Notification Date |
|--|---------------------|-------------------------|
| <input checked="" type="checkbox"/> CA030818.837.TXT | 2003-08-29 18:49:28 | 2003-09-05 11:20:12     |
| <input type="checkbox"/> CA030818.837.TXT            | 2003-08-29 18:49:28 | 2003-09-05 11:20:12     |
| <input checked="" type="checkbox"/> CA030818.837.TXT | 2003-08-29 18:49:28 | 2003-09-05 11:20:11     |
| <input checked="" type="checkbox"/> CA030818.837.TXT | 2003-08-29 18:49:28 | 2003-09-05 11:20:10     |
| <input type="checkbox"/> CA030818.837.TXT            | 2003-08-29 18:49:28 | 2003-09-05 11:20:09     |
| <input type="checkbox"/> CA030818.837.TXT            | 2003-08-29 18:49:28 | 2003-09-05 11:20:08     |
| <input type="checkbox"/> CA030818.837.TXT            | 2003-08-29 18:49:28 | 2003-09-05 11:20:07     |
| <input type="checkbox"/> CA030818.837.TXT            | 2003-08-29 18:49:28 | 2003-09-05 11:20:06     |
| <input type="checkbox"/> CA130818.837.TXT            | 2003-09-04 16:58:05 | 2003-09-05 11:16:03     |

Select the file or files you wish to view and click on "View Report". A list of errors for each of the selected files will be displayed.

## Errors Notifications-Data File Layout

| Column Name      | Data Type | Length | Description  |
|------------------|-----------|--------|--|
| FileName         | Varchar   | 255    | File Name / Original file name   |
| FileDate         | Datetime  | 18     | Date / Transmission date   |
| FileID           | Integer   | 10     | File ID / Secure EDI internal reference for the file                         |
| DocumentID       | Varchar   | 12     | X12 Document type/Version  |
| IntCtrlNumber    | Varchar   | 9      | Interchange Number / ISA06 in the original file                              |
| GroupSenderID    | Varchar   | 15     | Application Sender ID / GS02 in the original file                            |
| Ref/Claim-Number | Varchar   | 38     | Reference Number / Claim number or tracking number                           |
| ErrorCode        | Char      | 2      | Internal Error Code / Secure EDI Error Number.                               |
| Name             | Varchar   | 128    | Error Class / Secure EDI's Error Number                                      |
| ErrorMessage     | Varchar   | 512    | Error Message / Error Description  |
| ErrorData        | Varchar   | 256    | Error Data / Portion of data in error or segment in which the error occurred |

## Troubleshooting - Common Errors

---

| <b>Error</b> | <b>Descriptions</b>                | <b>Comments</b>   |
|--------------|------------------------------------|---|
| 401          | HTTP Status Denied                 | Invalid username and/or password specified.   |
| 12045        | HTTP Invalid Certificate Authority | The required digital certificate has not yet been installed in your PC. Please verify the installation process for instructions on how to install this certificate. |
|              | Account is locked                  | The registration process has been completed for this account. This account can not be used again unless it is released by Secure EDI.                               |
| 12002        | HTTP Connection Time Out           | A connection could not be established due to a slow communication line. Please try again.   |
| 12029        | HTTP Cannot Connect                | A connection could not be established to your ISP network using this account information.   |
| 12031        | HTTP Connection Reset              | The connection with your ISP network was lost. Please try connecting again.   |

# Technical Support

Our technical support staff will be available from 8:30 AM to 6:30 PM EST from Monday thru Friday.

**For USA,**

Call 1-800-466-9676 or send us an email to [cs@secureedi.com](mailto:cs@secureedi.com).

To download patches and/or updates, new products and documentation,  
please visit us at [www.secureedi.com](http://www.secureedi.com)