
TRICARE Management Activity
DOWNLOADING AND
DECRYPTING FILES GUIDE
FOR
703 PHARMACY REFUNDS
Version 1.0

DATE OF RELEASE
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A SFTP client is mandatory to download the utilization files.

If the manufacturer already has a SFTP client, you can utilize this client to connect to Emdeon.

If the manufacturer already has a SecureFTP server as a part of business, Emdeon can send the files directly to this server. To set-up having the files delivered to this server, contact Linda Benedict at Emdeon, (330)405-2357, to provide the site name or IP and a user ID. Once the above information is provided, Emdeon will provide their public key to place on your server.

NOTE: *The system can not support password authentication in a batch mode, when Emdeon acts as the client, you must be able to support Emdeon's public key.*

If you do not have a favorite SFTP client, Emdeon suggests that you obtain a free copy of FileZilla at <http://filezilla-project.org>.

NOTE: *A SFTP client is mandatory to download the utilization files.*

TO OBTAIN A SFTP CLIENT FROM FILEZILLA

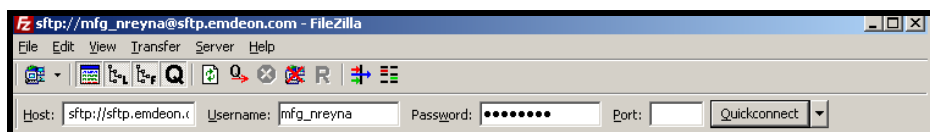
Step 1: Designate a folder on your desktop to house your utilization files.

Step 2: Open the FileZilla Program.

Step 3a: In the "Host" field enter, "sftp.emdeon.com."

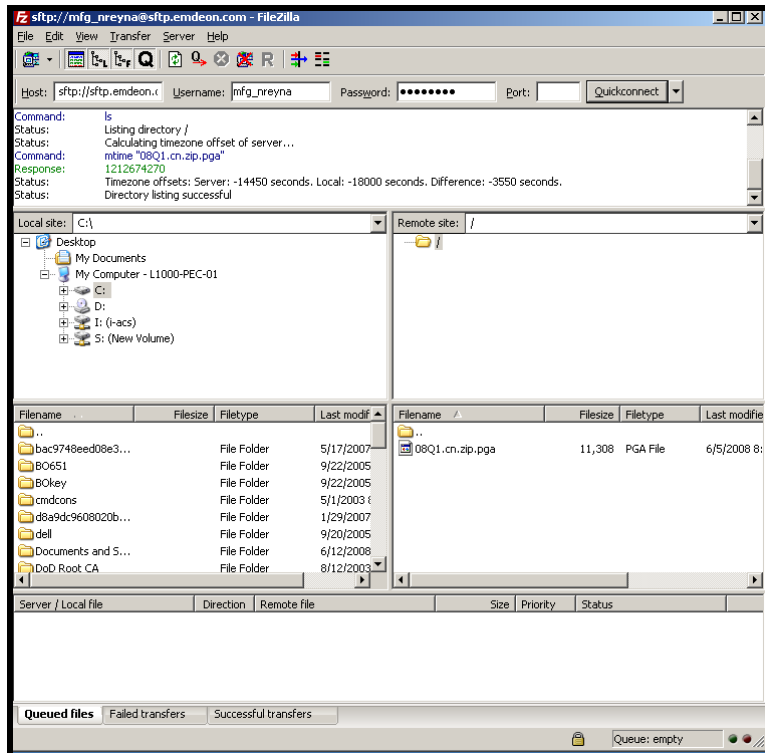
Step 3b: In the "Username" and "Password" fields enter the information provided by Emdeon.

Step 3c: In the "Port" field enter "22."



Step 4: You are now logged in.

Once logged in, your screen should look similar to the example on the following page:

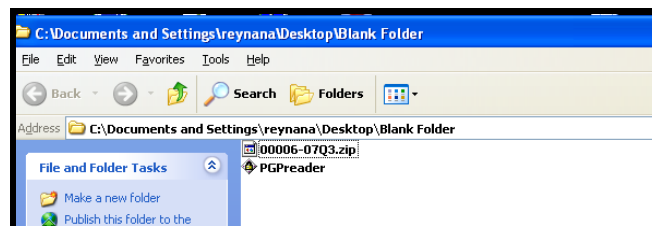


TO DOWNLOAD ENCRYPTED FILES

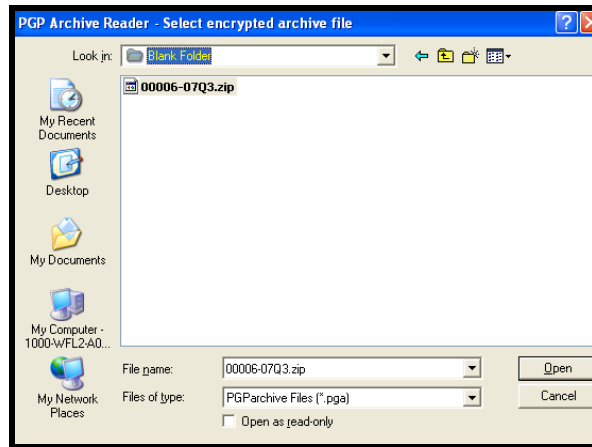
- Step 1:** In the "Local Site" box, select "Desktop" to download the files.
- Step 2:** In the "Filename" box, highlight/select and double-click on the files to download.
- Step 3:** You have completed the download of your files, exit out of Filezilla.

TO DECRYPT THE FILES

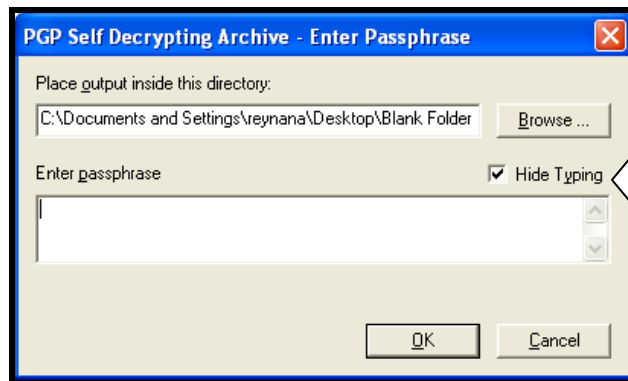
- Step 1:** Locate the downloaded files on your desktop.
- Step 2:** Grab the most current file and the PGPreader.exe file.



- Step 3:** Once the files are on your desktop, open the PGPreader.exe file.
- Step 4:** Select "Desktop" folder from the "Look in" drop-down box and click on the file you would like to decrypt.

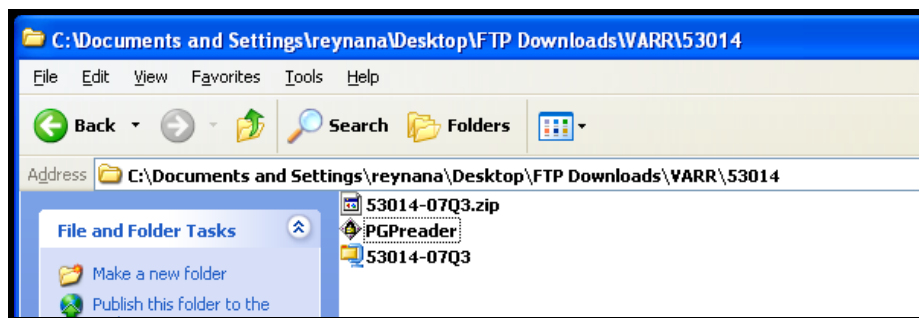


Step 5: Enter the PGP password provided by Emdeon and click "OK."

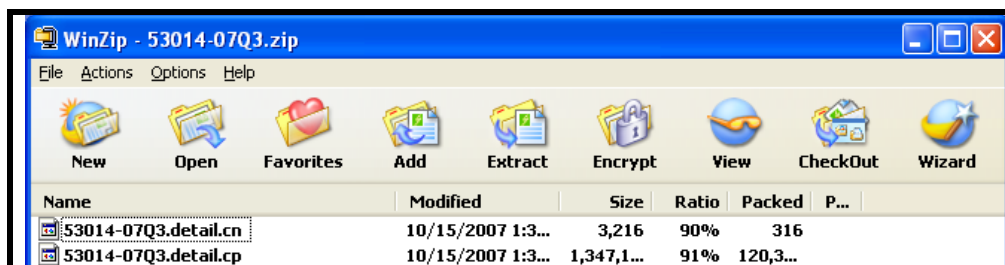


To view the password as it is entered, uncheck

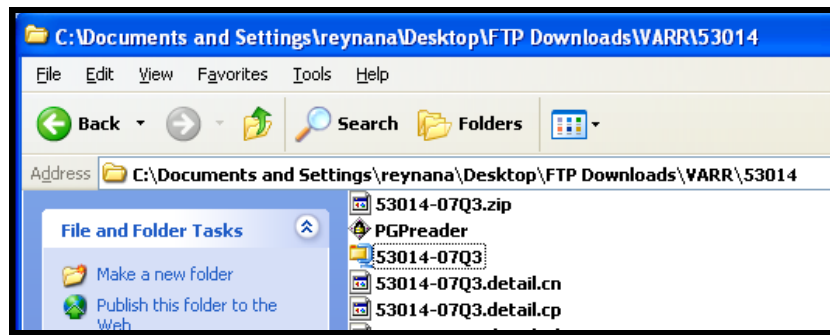
Step 6a: A Zip file is now located in the folder.



Step 6b: Open the Zip file and place the multiple files onto your desktop by clicking the "Extract" icon.



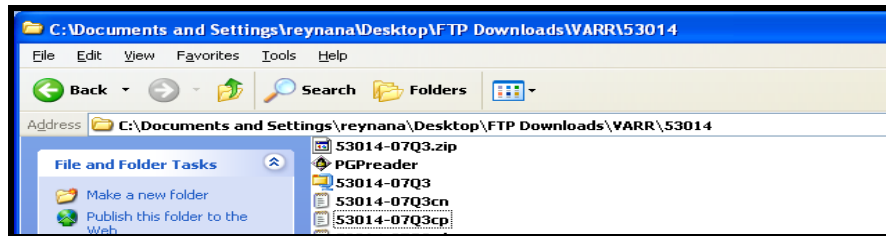
Step 7a: Multiple files will now appear on your desktop.



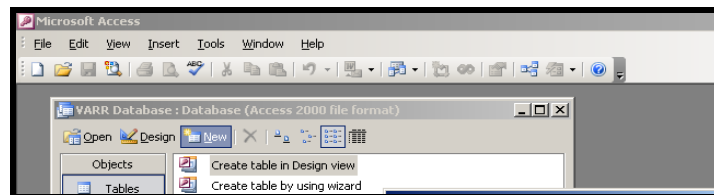
Step 7b: Right click on each file and rename as follows:

53014-07Q3.detail.cn	➔	53014-07Q3cn.txt
53014-07Q3.detail.cp	➔	53014-07Q3cp.txt

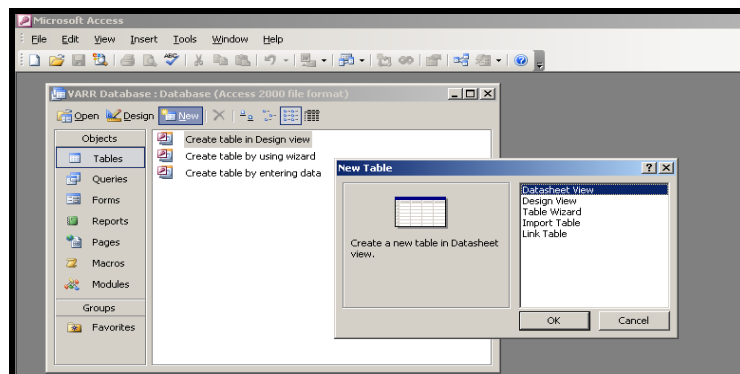
Step 7c: Your folder should now resemble the following example:



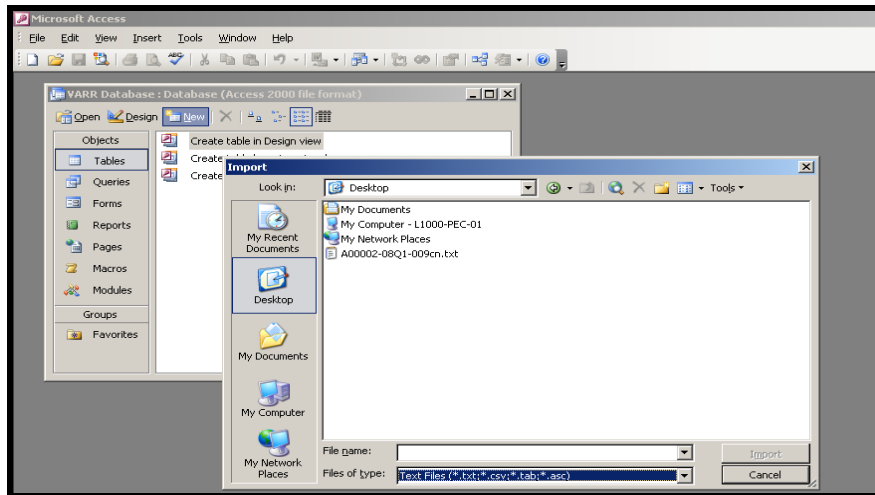
Step 8: Open the "VARR Database" and select "New."



Step 9: Select "Import Table" and click "OK."

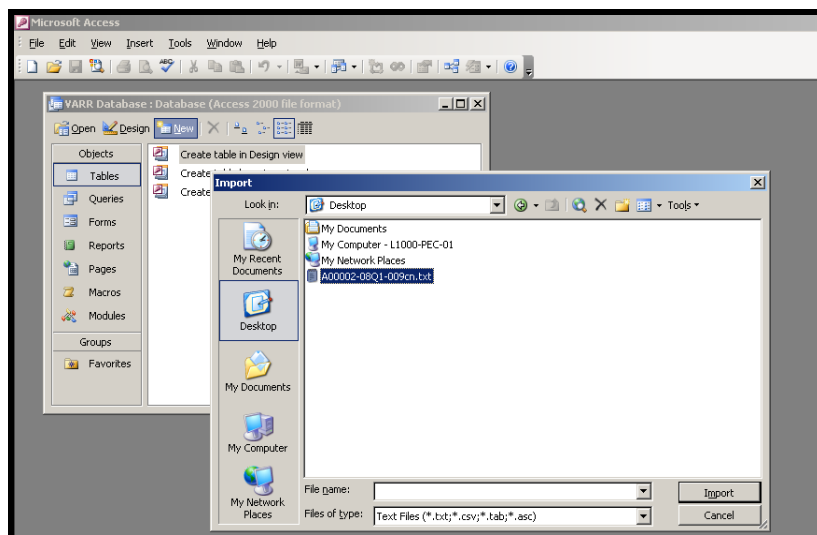


Step 10: On the left-side of the screen, click the "Desktop" icon.

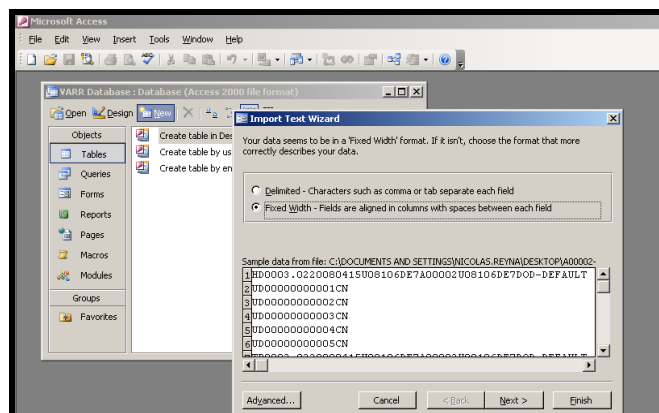


Step 11: From the “Files of type” drop-down box, select “Text Files.”

Step 12: Highlight the text files and click “Import.”



Step 13: Click the “Advanced” button.



Step 14: Click the “Specs...” button.

A00002-08Q1-009cn Import Specification

File Format: ☐ Delimited ☒ Fixed Width
 Field Delimiter: [] Text Qualifier: {none}

Language: English
 Code Page: OEM United States

Dates, Times, and Numbers
 Date Order: MDY ☒ Four Digit Years
 Date Delimiter: / ☐ Leading Zeros in Dates
 Time Delimiter: : Decimal Symbol: .

Field Information:

Field Name	Data Type	Start	Width	Indexed	Skip
Field1	Text	1	56	No	<input type="checkbox"/>
Field2	Text	57	15	No	<input type="checkbox"/>
Field3	Text	72	34	No	<input type="checkbox"/>
Field4	Text	106	30	No	<input type="checkbox"/>
Field5	Text	136	35	No	<input type="checkbox"/>
Field6	Text	171	13	No	<input type="checkbox"/>
Field7	Text	184	22	No	<input type="checkbox"/>

Step 15: Select the file which corresponds with the file you are working with and click "Open."

A00002-08Q1-009cn Import Specification

File Format: ☐ Delimited ☒ Fixed Width
 Field Delimiter: [] Text Qualifier: {none}

Language: English
 Code Page: OEM United States

Dates, Times, and Numbers
 Date Order: MDY ☒ Four Digit Years
 Date Delimiter: / ☐ Leading Zeros in Dates
 Time Delimiter: : Decimal Symbol: .

Field Information:

Import/Export Specifications

Import/Export Specifications:
 VARR CP/CN
 VARR RD
 VARR RT

Open Delete Cancel

Step 16: Click "OK."

VARR CP/CN

File Format: ☐ Delimited ☒ Fixed Width
 Field Delimiter: [] Text Qualifier: {none}

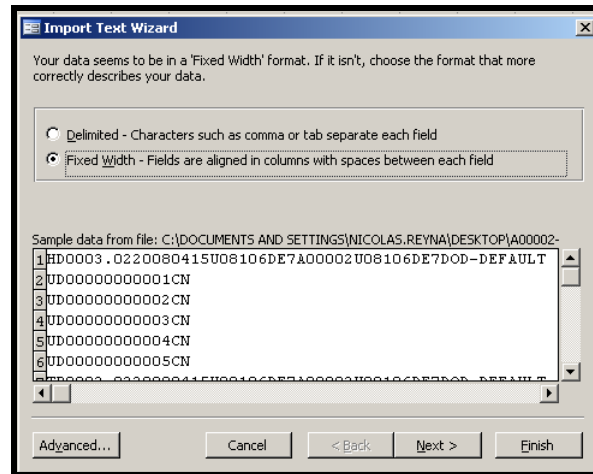
Language: English
 Code Page: OEM United States

Dates, Times, and Numbers
 Date Order: MDY ☒ Four Digit Years
 Date Delimiter: / ☐ Leading Zeros in Dates
 Time Delimiter: : Decimal Symbol: .

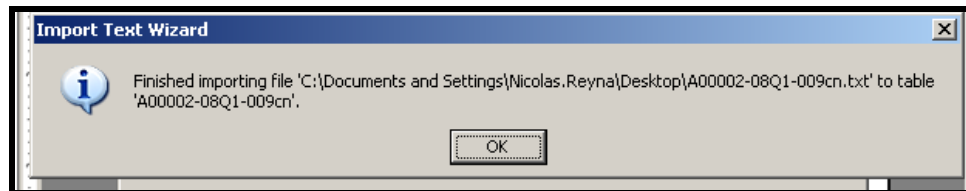
Field Information:

Field Name	Data Type	Start	Width	Indexed	Skip
Record Type	Text	1	2	No	<input type="checkbox"/>
Line Number	Text	3	11	No	<input type="checkbox"/>
Data Level	Text	14	2	No	<input type="checkbox"/>
Plan Id Qualifier	Text	16	1	No	<input type="checkbox"/>
Plan Id Code	Text	17	17	No	<input type="checkbox"/>
Plan Name	Text	34	30	No	<input type="checkbox"/>
Pharmacy ID Qualifier	Text	64	1	No	<input type="checkbox"/>

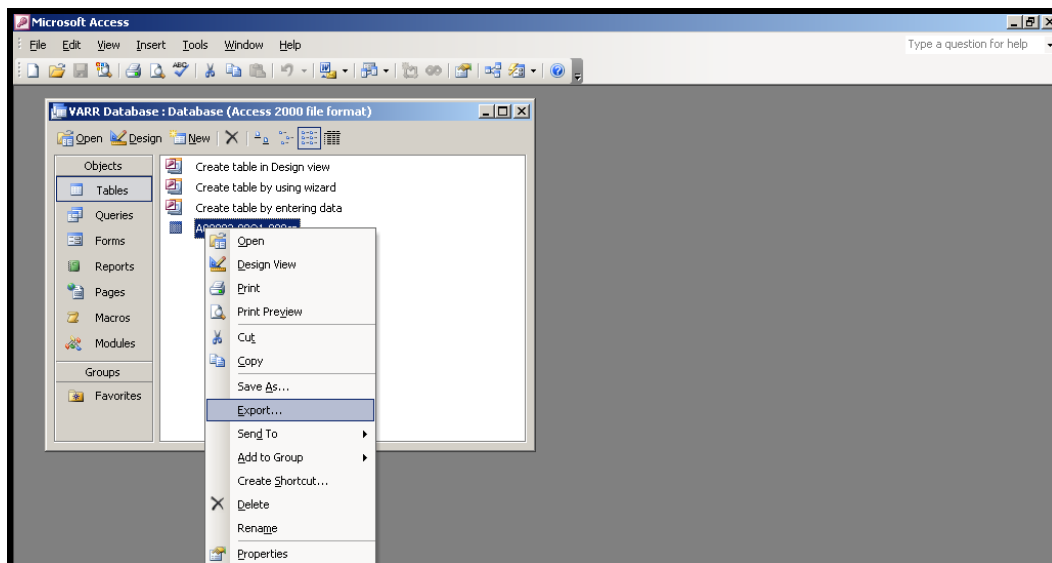
Step 17: Click "Finish."



Step 18: A message similar to the following message will appear advising the file has successfully been imported; click "OK."

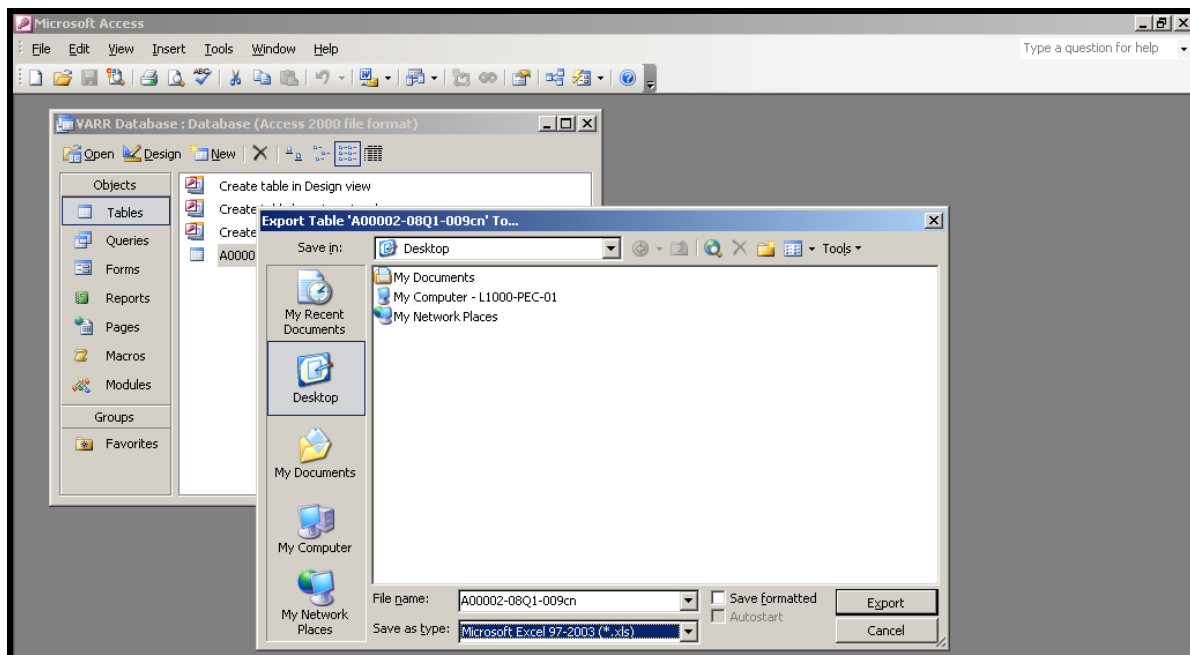


Step 19: Right click on the file name; click "Export."



NOTE: *Due to the size of the CP Files (individual claims) and the limited lines available in Excess, it is best to view these files in Access.*

Step 20: Select "Microsoft Excel 97-2003" from the "Save as type" drop-down box.



Step 21: Click the “Export” button.

Step 22: The file is now available in Excel.

	A	B	C	D	E	F	G	H	I	J	
1	ID	Record Type	Line Number	Data Level	Plan Id Qualifier	Plan Id Code	Plan Name	Pharmacy ID Qualifier	Pharmacy ID Code	Pharmacy Zip Code	Pr
2	2	UD	00000000001	CN							N
3	3	UD	00000000002	CN							N
4	4	UD	00000000003	CN							N
5	5	UD	00000000004	CN							N
6	6	UD	00000000005	CN							N
7											
8											
9											
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19											
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21											

NOTE: Repeat steps 8 through 22 to decrypt the remaining text files.