



Front End Risk Adjustment System

[FERAS]

User Guide



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Introduction

Web services such as file transfers and file building are the main functions of the Front End Risk Adjustment System (FERAS). Using a browser, registered users may browse the FERAS site for Risk Adjustment related documentation and other useful information. The file transfer and building functions allow registered users to transfer and build electronic data using any type of platform (i.e. Windows 95, UNIX, Macintosh, etc.). Using a web browser or FTP Client software, you can connect to the FERAS, upload files, build files and download reports.

FERAS Overview

The FERAS contains the following menu options:

- **Home**
Returns you to the FERAS Home Page.
- **Mailbox**
Allows registered users to download/view/delete Risk Adjustment data files, reports and responses from their outbound mailbox.
- **Upload File**
Allows registered users to upload Risk Adjustment data files for processing.
- **DDE**
Allows registered users to create a RAPS formatted file on-line and submit it for processing.
- **Error Codes**
Allows the user to look up descriptions for Error Codes.
- **Help**
Lists the help available on-line for the FERAS.
- **News & Updates**
Displays a list of the latest news and updates for RAPS and the FERAS.

Who to Call and Hours of Operation

If you have questions regarding the FERAS or the submission of Risk Adjustment data, you may access the **Help** menu option from the FERAS web site or call the CSSC Operations at (877) 534-2772. The CSSC hours of operation are 8:00 AM to 7:PM EST Monday through Friday. This information is also available by accessing the **Contact Information** from the FERAS web site.

FERAS Availability

The FERAS is available for use 24 hours a day 7 days a week. The CSSC Operations is unavailable on the following holidays:

- New Year's Day
- Martin Luther King Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and the day after
- Christmas Eve Day and Christmas Day

Requirements for Using the FERAS

File transfers and file building are two main components of the FERAS. To access the FERAS menu options such as File Submissions or Help, users must have a browser. Netscape Navigator version 3.0 or higher and Internet Explorer version 3.02 or higher are recommended and supported. Other browsers may be used; however, the FERAS technicians do not currently support browsers other than Netscape Navigator and Internet Explorer.

File transfers and file building via the FERAS can be performed by use of a browser. You can also use other FTP software to upload your files. Before you can perform file transfers on the FERAS, you must have *one* of the following components available on your system:

Browser

Netscape Navigator version 3.0+ or Internet Explorer 3.02+. Other browsers may work, but will not be supported by the FERAS technicians at this time.

FTP Client Software

Windows 95+ includes Microsoft FTP software. If you are using FTP software other than Microsoft, you must refer to your FTP software documentation for correct FTP procedures. See the section titled "Using Other FTP Software."

NOTE: Although the FERAS is designed to be multi-platform, the FERAS technicians will only be equipped to support Windows 9x and Windows NT environments. In addition, the FERAS technicians will only be able to support Netscape Navigator version 3.0 or higher and Internet Explorer version 3.02 or higher browsers.

Production Cycle

Production Cycles run at 5:00 p.m. (EST). Claims submitted via the FERAS must be completely transmitted in order to process in the 5:00 p.m. production cycle. CMS Reports will be available the following morning.

Testing Requirements

Submitter testing is required to ensure the flow of data from the Submitter to the FERAS works properly. Testing also ensures the data submitted is valid and formatted correctly. If you would like to send data in a **test format**, please contact the CSSC Operations at (877) 534-2772 to notify them of your test submission. Test data will be processed at CMS and reports will be available the next morning. By calling the CSSC Operations prior to transmission of **your first production or test file**, a CSSC representative will be able to give you information on how to properly submit a test and/or production file.

Connecting to the FERAS

To establish an IP connection with the FERAS, you must be connected to the Medicare Data Communications Network (MDCN), which is provided by AT&T Global Network Services. The MDCN is the secure network linking the Risk Adjustment data processing entities. If you are not connected to the MDCN, please contact AT&T at 1-800-905-2069.

All submitters with IP network access have been authorized to connect to the FERAS.

In order to submit claims to the FERAS via the MDCN, you must be enrolled with the CSSC. If you are not enrolled, please contact the CSSC Operations at (877) 534-2772. Once enrolled with the CSSC to submit and retrieve data electronically, you will receive a Submitter ID and a password.

NOTE: This password is case sensitive. You must enter your original password exactly as it was assigned to you by the CSSC. See the Changing Passwords section for information on how to change your password.

Connecting to the MDCN

1. Refer to your MDCN instructions for dialing into the MDCN.
2. Once you have dialed in to the MDCN, start your browser. At the Uniform Resource Locator (URL) or address field, type: <https://32.77.242.4/feras>, as shown in Figure 1, and press **ENTER**. See the figure below for locating the FERAS site using Internet Explorer.

NOTE: If you type <http://32.77.242.4/feras> in the URL you will be reminded to use the secure version and then automatically be forwarded to the Secure Sockets Layer (SSL) version of the site.

Locating the FERAS

Enter the address of the FERAS into the browsers location or address bar and press the Enter key.

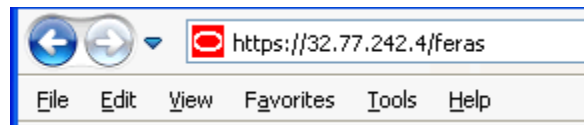


Figure 1 Entering the FERAS IP Address

Secure Sockets Layer Certificate – Internet Explorer 6

The FERAS now operates on the Secure Sockets Layer (SSL). Please follow the instructions detailed in the next section to verify and accept the Security Certificate. If you choose not to accept the certificate you will not be permitted to use the site.

Security Alert – Internet Explorer 6

When you first attempt to enter the site you may be prompted with a security warning like the one in Figure 2. This warning appears because the Secure Certificate used is issued by Palmetto GBA which is not a standard Certificate Signing Authority (CSA) shipped with web browsers. Depending on your system authority level and the web browser in use you can accept Palmetto GBA as a valid CSA and thus you will not be prompted with the security warning again.

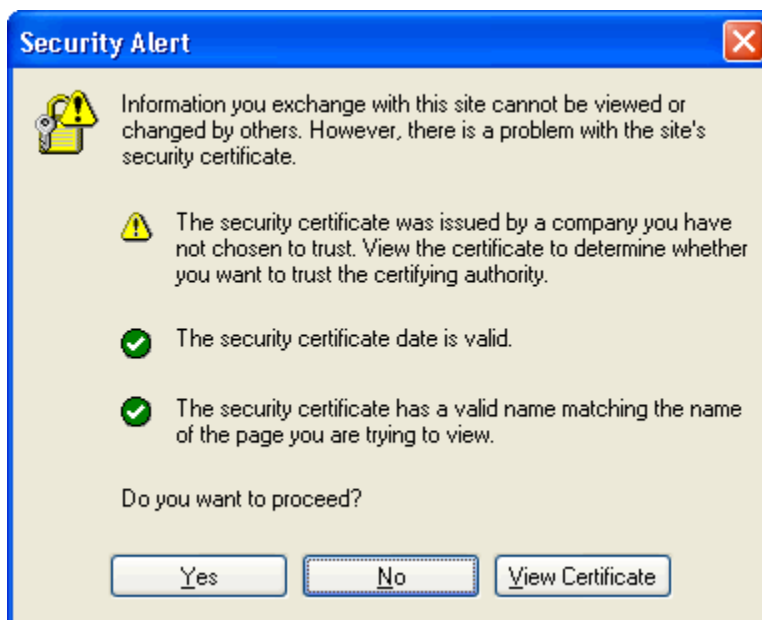


Figure 2. SSL Security Warning using Internet Explorer 6

Verifying and Accepting the Security Certificate – Internet Explorer 6

In the Security Alert dialog box you can simply click **Yes** to accept the certificate which will then forward you to the FERAS and you will be using the HTTPS protocol for all activity on the site.

To verify the certificate is indeed from Palmetto GBA you can click on **View Certificate** which will display the dialog box in Figure 3.



Figure 3. View Certificate using Internet Explorer 6

Click on the **Details** tab and then click on the **Subject** line. The information displayed should be similar to the information in Figure 4.

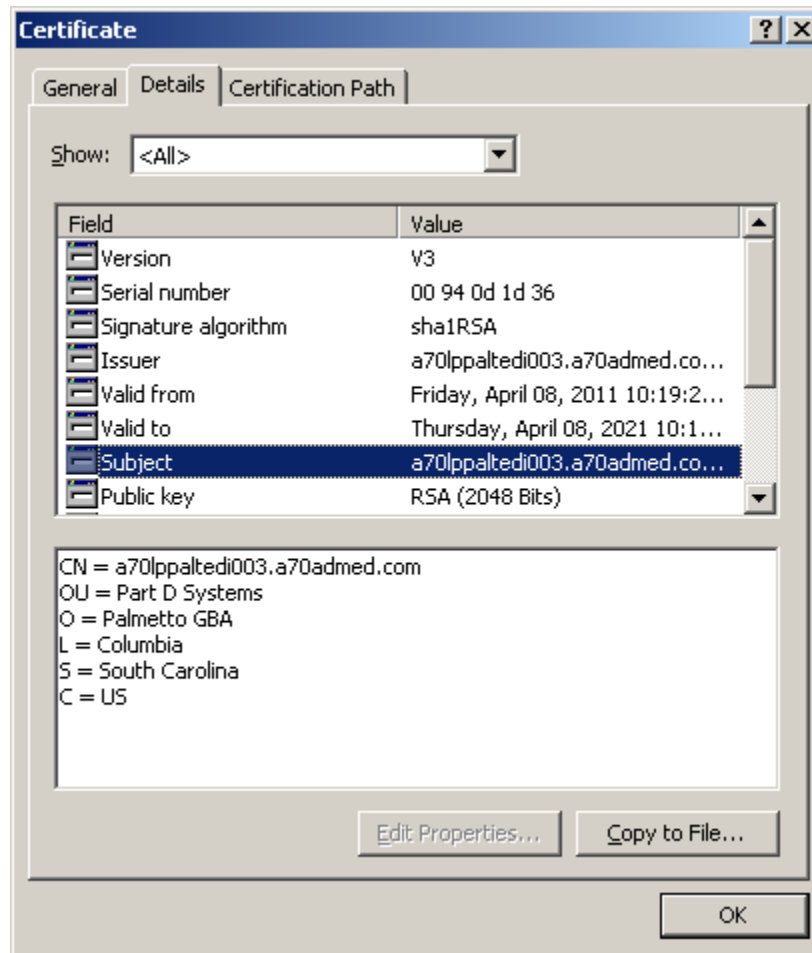


Figure 4. Certificate Details using Internet Explorer 6

Once you have verified that the information is correct, click **OK** and you will then be forwarded to the SSL version of the FERAS which operates on the HTTPS protocol for all activity.

If you do not or choose not to install Palmetto GBA as a valid Certificate Signing Authority you will be prompted to accept the certificate each time you first access the FERAS. Once you close your browser session with the FERAS you will be prompted to accept the certificate upon reentry.

There are two ways to verify that you are in the SSL version of the site.

1. Check the URL in the address bar and ensure it starts with https://
2. Check for the “lock” which also indicates you are in the SSL version of the site. The location and style of this “lock” varies depending on the browser in use. Below in Figure 5 is the “lock” as seen in Internet Explorer. If you roll your mouse over the lock it should display the popup seen in the image below.

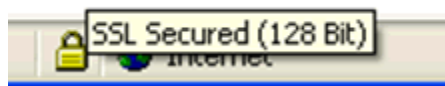


Figure 5. Internet Explorer SSL Lock using Internet Explorer 6

Secure Sockets Layer Certificate – Internet Explorer 8

The FERAS now operates on the Secure Sockets Layer (SSL). Please follow the instructions detailed in the next section to verify and accept the Security Certificate. If you choose not to accept the certificate you will not be permitted to use the site.

Security Alert – Internet Explorer 8

When you first attempt to enter the site you may be prompted with a security warning like the one in Figure 6. This warning appears because the Secure Certificate used is issued by Palmetto GBA which is not a standard Certificate Signing Authority (CSA) shipped with web browsers. Depending on your system authority level and the web browser in use you can accept Palmetto GBA as a valid CSA and thus you will not be prompted with the security warning again.

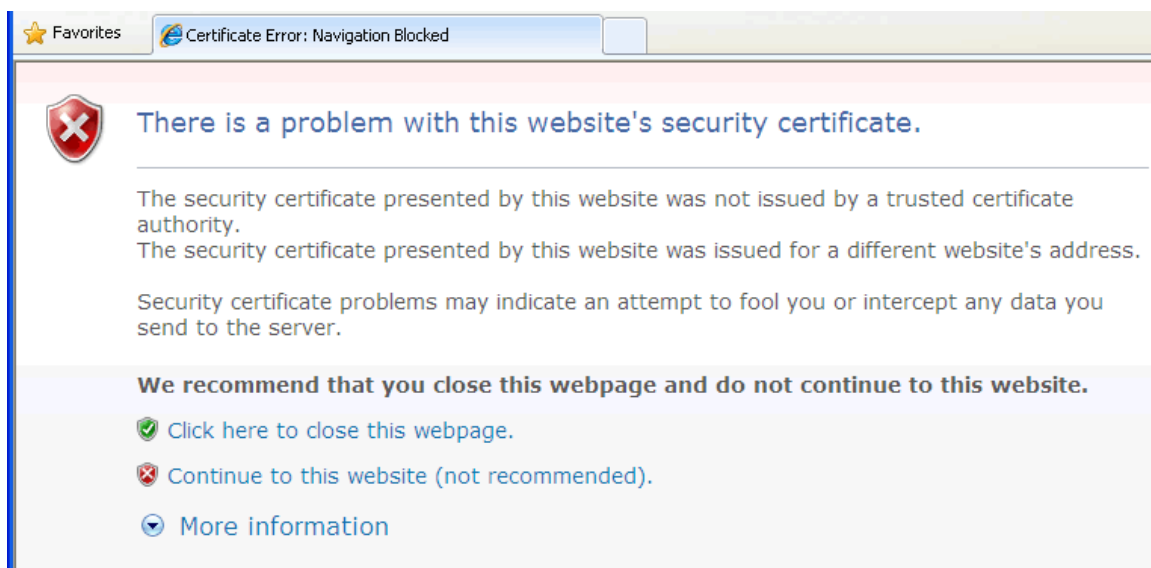


Figure 6. SSL Security Warning using Internet Explorer 8

After choosing to continue to the site you will see the FERAS site appear and a Certificate Error indicated next to the address bar as shown in

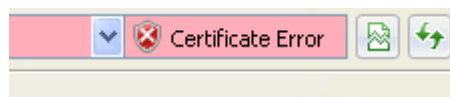


Figure 7. SSL Certificate Error using Internet Explorer 8

Please follow the instructions detailed in the next section to verify and accept the Security Certificate

Verifying and Accepting the Security Certificate – Internet Explorer 8

Click on the **Certificate Error** to display the certificate warnings box as shown in Figure 8.

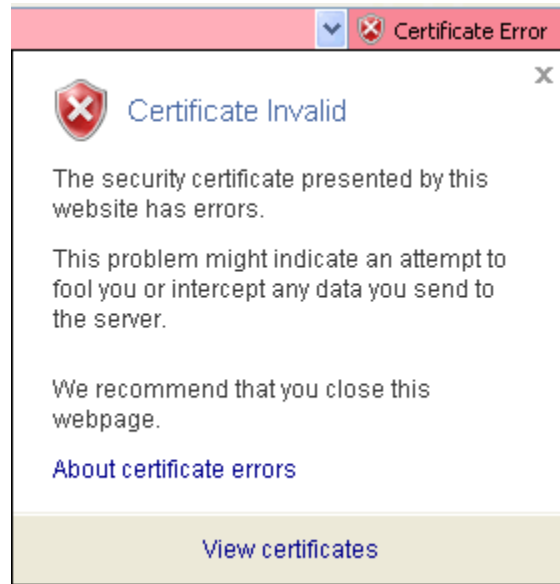


Figure 8. SSL Certificate Error Messages using Internet Explorer 8

To verify the certificate is indeed from Palmetto GBA you can click on **View Certificates** which will display the dialog box in Figure 9.

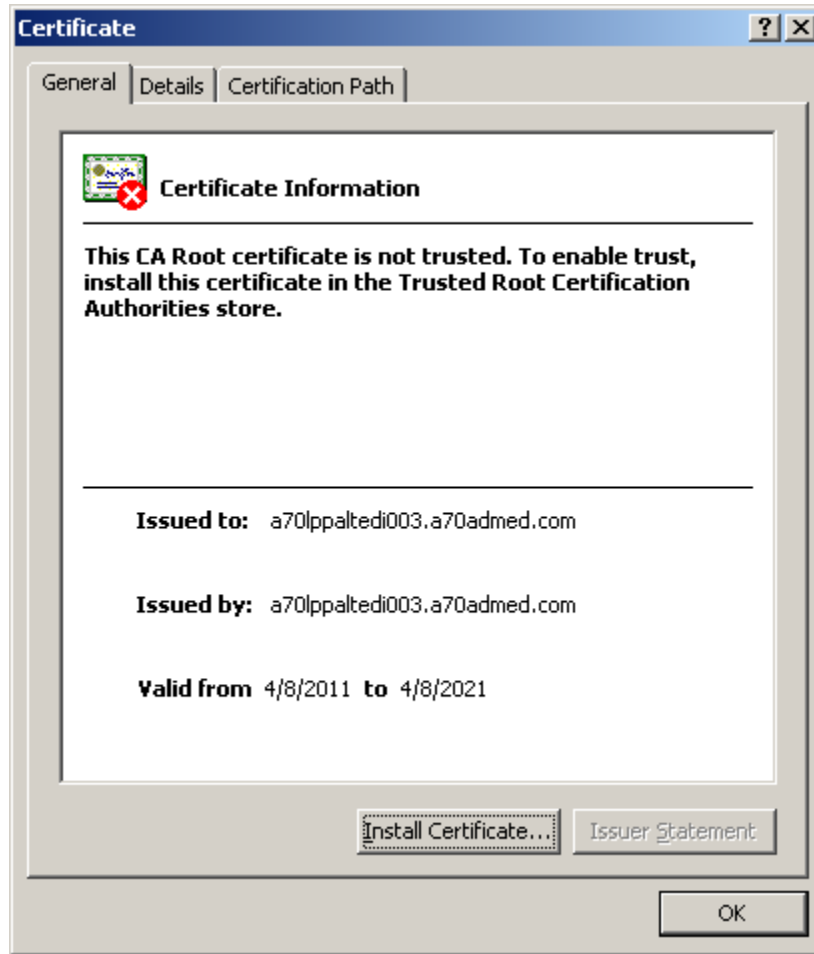


Figure 9. View Certificate using Internet Explorer 8

Click on the **Details** tab and then click on the **Subject** line. The information displayed should be similar to the information in Figure 10.

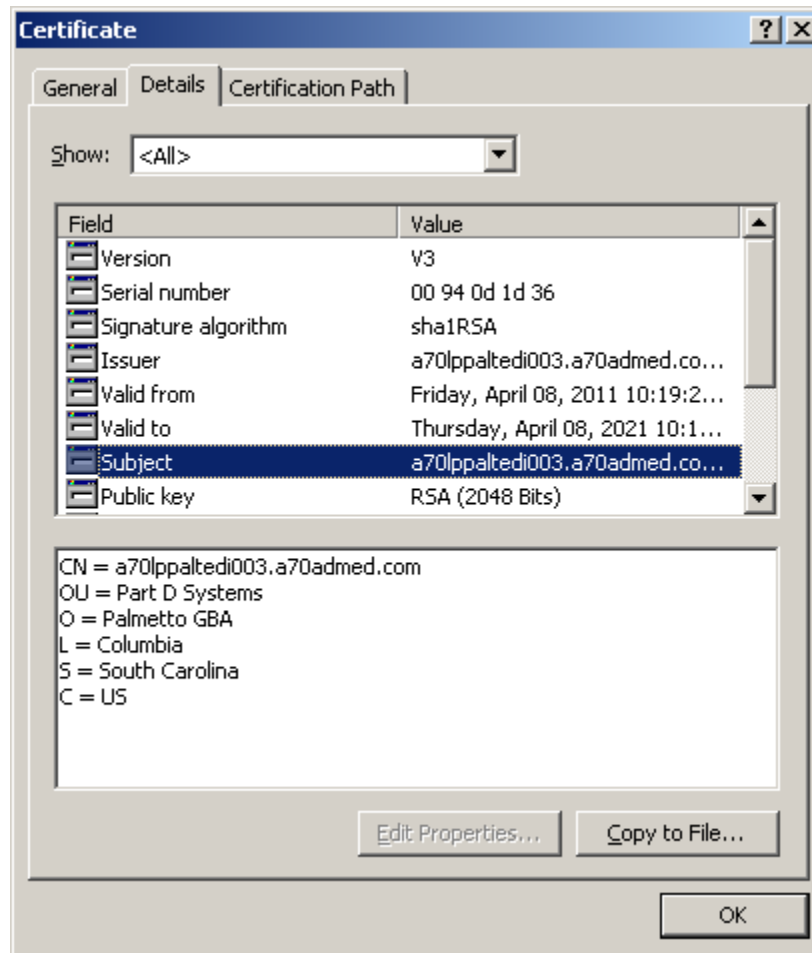


Figure 10. Certificate Details using Internet Explorer 8

Once you have verified that the information is correct, click **OK**.

If you do not or choose not to install Palmetto GBA as a valid Certificate Signing Authority you will be prompted to accept the certificate each time you first access the FERAS. Once you close your browser session with the FERAS you will be prompted to accept the certificate upon reentry.

Site Layout

The FERAS site is constructed so that there is a common Site Header, Site Menu, Left Sidebar and Footer shared by each page of the site. The Login Page shown in Figure 11 shows the entire site with the header, menu, left column and footer, the remaining screen shots will not include these common items, please refer back to this section for information on the shared portions of the FERAS site.

Site Header

The site Header contains the site logo, search and links to the contact, site map and accessibility sections of the site.

Site Menu

The site Menu contains links to all of the major sections for the FERAS.

Left Sidebar

The left Sidebar contains your welcome message along with a link to log in or out of the FERAS. Also contained within this section is the Get Assistance menu where you can find help, documentation, contact information, etc. that will assist you has you use the FERAS.

Site Footer

The site Footer contains the same links as the Site Header and Site Menu along with logos for CMS and Palmetto GBA.

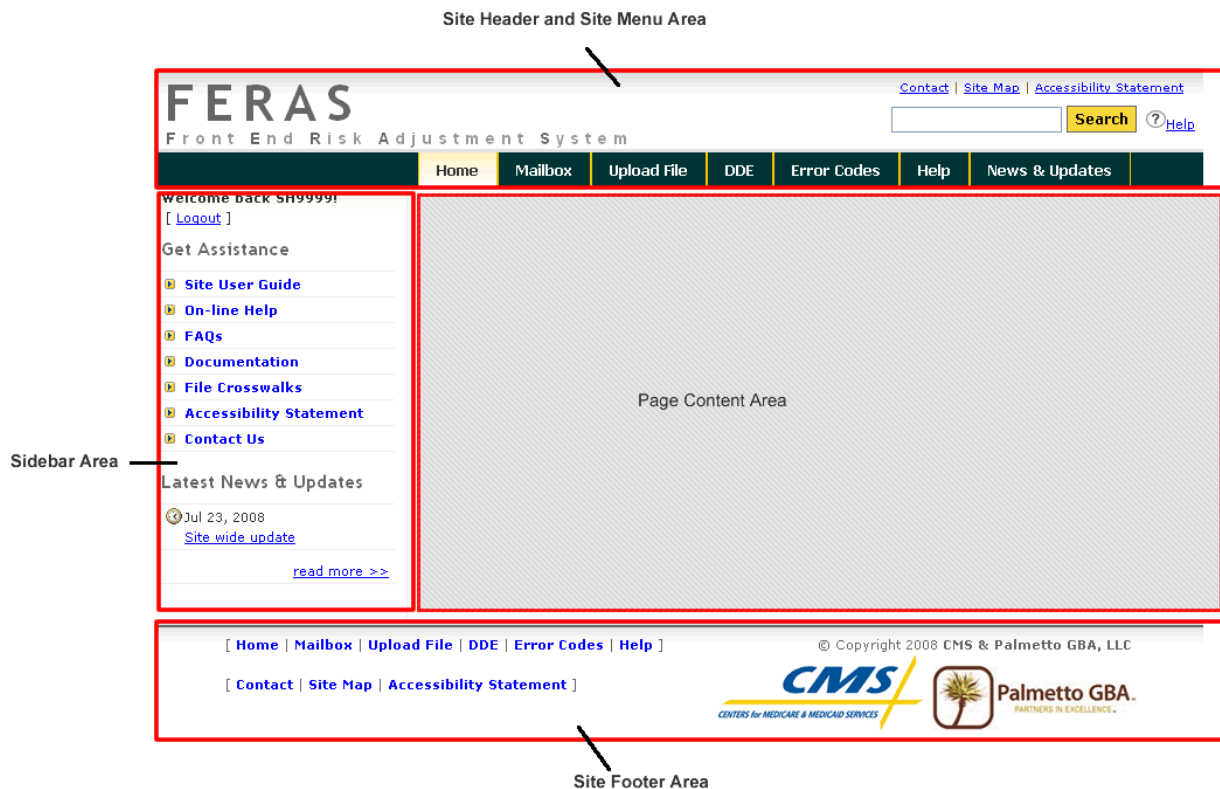


Figure 11. Site Layout

Login Page

Once you establish an IP connection, you will see the Login Page for the FERAS, shown in Figure 12. This will server as your Home page if you are not logged into the system.



Welcome to the Front End Risk Adjustment System [FERAS] web site!

You must be a registered user to use this site.

If you require access to this site, please contact the [Customer Service and Support Center \(CSSC\)](#).

Registered Users Please Log In

User Name

Password

Login

** Forgot your password? Contact the [CSSC](#).

As a registered user you can...

- Retrieve reports from your mailbox
- Upload RAPS files for processing
- Create RAPS files on-line via the Direct Data Entry [DDE] function
- Search the Error Code database
- Retrieve FERAS and RAPS related information

Figure 12. Login Page

Logging into the FERAS

To access most of the pages on the FERAS you must log in using the user name and password assigned to you. You will be prompted for your **User Name** and **Password** as shown in Figure 12. This is the Submitter ID and password assigned to you when you enrolled for electronic claims submission with the CSSC.

Menu and Home Page

After you enter a valid username and password, you will see the page in Figure 13. You can choose to go to any of the file actions from this menu. You can go back and forth between these functions by using the menu bar or the links at the bottom of the site. This page also serves as your Home page once you have logged into the FERAS. By selecting the **Home** menu option, or pressing ALT + H then ENTER, you will be returned to this page

Welcome to the Front End Risk Adjustment System [FERAS] web site!

Some of the main features of the FERAS site are...

- [Upload](#) RAPS files for processing
- [Create](#) RAPS files on-line via the Direct Data Entry [DDE] function
- [Download](#) reports from your mailbox
- [Search](#) the Error Code database
- [Retrieve](#) FERAS and RAPS related information

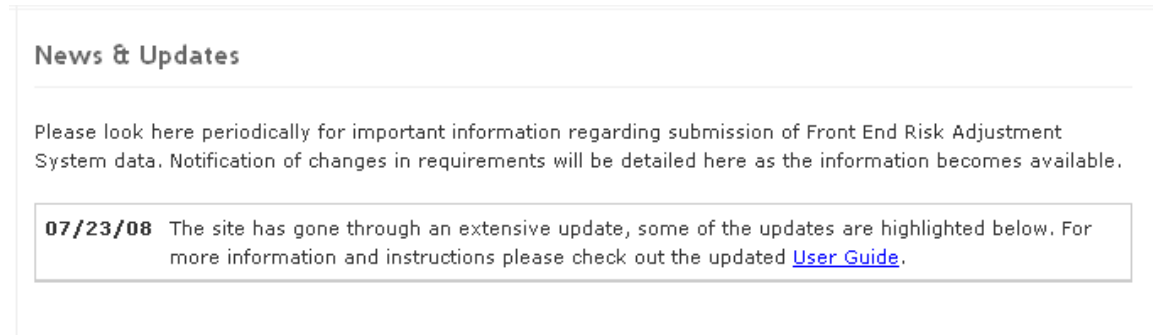
If you require assistance using this site, try the following...

- [Access](#) the FERAS online Help
- [Read](#) the FERAS User Guide
- [Contact](#) the Customer Service and Support Center (CSSC)

Figure 13. Menu and Home Page.

News & Updates Page

The **News & Updates** page can be reached by clicking News & Updates menu item or by clicking the [read more >>](#) link in the sidebar area under Latest News or by pressing ALT + N then ENTER. The News & Updates page is shown in Figure 14. This page is used to post new information that pertains to the FERAS.



News & Updates

Please look here periodically for important information regarding submission of Front End Risk Adjustment System data. Notification of changes in requirements will be detailed here as the information becomes available.

07/23/08 The site has gone through an extensive update, some of the updates are highlighted below. For more information and instructions please check out the updated [User Guide](#).

Figure 14. News and Updates page.

Mailbox

Clicking the Mailbox menu button from the main menu bar will display the page shown in Figure 15. The files available are those contained in your mailbox directory on our system. The **Size** is the size of the file in bytes; the **Date** is the date the file was placed in your mailbox.

Mailbox Listing

[? Get Help On This Section](#)

Your mailbox contains responses and reports for files you have submitted to the FERAS. You can download the files to your machine, view the files on-line and delete files that you no longer need.

[Latest Downloads](#) - retrieves the last list of files you downloaded

[Latest Views](#) - retrieves the last list of files you viewed

Filter Directory List

By Date: By File Type:

Mailbox Directory List

** Select multiple files by holding the **Ctrl** key while selecting.
 ** Select a range by holding the **Shift** key while selecting.

RSP02189.RSP.REJECTED_ID	Size: 116	Dated: Jul 28 12:31
RSP02191.RSP.FERAS_RESP	Size: 820	Dated: Jul 29 02:19
RSP02192.RSP.FERAS_RESP	Size: 820	Dated: Jul 29 02:29
RSP02195.RSP.FERAS_RESP	Size: 820	Dated: Jul 29 02:42
RSP02196.RSP.FERAS_RESP	Size: 820	Dated: Jul 29 02:42
RSP02202.RSP.FERAS_RESP	Size: 820	Dated: Jul 29 02:43
RSP02198.RSP.FERAS_RESP	Size: 820	Dated: Jul 29 02:43
RSP02201.RSP.FERAS_RESP	Size: 820	Dated: Jul 29 02:43
RSP02199.RSP.FERAS_RESP	Size: 820	Dated: Jul 29 02:43
RSP02204.RSP.FERAS_RESP	Size: 820	Dated: Jul 29 02:44

Figure 15. Mailbox Page.

The files in your directory list ordered by the date from oldest to newest with the oldest files being on top of the list.

Filtering Your Mailbox Listing

You can filter your directory list by choosing either the Date, File Type or both using the Filter Directory List function on the Mailbox page. In the example below, shown in Figure 16, a filter was applied to show only the FERAS Response Files dated July 29th.

Filter Directory List

By Date By File Type

Mailbox Directory List

** Select multiple files by holding the **Ctrl** key while selecting.
 ** Select a range by holding the **Shift** key while selecting.

RSP02191	RSP.FERAS_RESP	Size: 820	Dated: Jul 29 02:19
RSP02192	RSP.FERAS_RESP	Size: 820	Dated: Jul 29 02:29
RSP02196	RSP.FERAS_RESP	Size: 820	Dated: Jul 29 02:42
RSP02195	RSP.FERAS_RESP	Size: 820	Dated: Jul 29 02:42

Figure 16. Applying a Mailbox Filter.

In the example below, shown in Figure 17, the mailbox listing was reset to show all of the files by setting both the Date and File Type drop down lists to “All” and clicking the Apply Filter button.

Filter Directory List

By Date By File Type

Mailbox Directory List

** Select multiple files by holding the **Ctrl** key while selecting.
 ** Select a range by holding the **Shift** key while selecting.

RSP02189	RSP.REJECTED_ID	Size: 116	Dated: Jul 28 12:31
RSP02191	RSP.FERAS_RESP	Size: 820	Dated: Jul 29 02:19
RSP02192	RSP.FERAS_RESP	Size: 820	Dated: Jul 29 02:29
RSP02195	RSP.FERAS_RESP	Size: 820	Dated: Jul 29 02:42
RSP02196	RSP.FERAS_RESP	Size: 820	Dated: Jul 29 02:42
RSP02202	RSP.FERAS_RESP	Size: 820	Dated: Jul 29 02:43

Figure 17. Removing the Mailbox Filter.

Downloading Files From Your Mailbox

To download files from your FERAS mailbox to your computer, follow these instructions:

- Select up to 5 files from the list of available files.
- Click the left mouse button once to select the file, use the CTRL and SHIFT keys to select multiple files.
- Click the **Download** button.

Once your selected files are ready for downloading you will receive the page shown in Figure 18.

You can save the file with the same name as the file you are downloading, or, if you wish, you can rename the file to something else when downloading it to your computer; simply type the file name you want in the **File name** text box.

Download Files

[? Get Help On This Section](#)

Notes:

- The latest set of files downloaded will be removed from the system at midnight.
- Compressed files will have a **.zip** extension so that your zip program will recognize the file.

How to download the file(s):

- **Right** click on the link and choose to save the file on your computer.

File Name	Downloaded On	Size in Bytes
RSP02191_RSP_FERAS_RESP.txt	July 29, 2008	820
RSP02192_RSP_FERAS_RESP.txt	July 29, 2008	820
RSP02195_RSP_FERAS_RESP.txt	July 29, 2008	820
RSP02196_RSP_FERAS_RESP.txt	July 29, 2008	820
RSP02202_RSP_FERAS_RESP.txt	July 29, 2008	820

You can return to this list by clicking the **Latest Downloads** link on the mailbox directory page.

Back To My Mailbox

If you have problems with the download, please contact the [CSSC](#).

Figure 18. Downloading Files.

Downloading Files to Your Computer

The page in Figure 18 lists the files you chose to download. To begin a download, right click on the filename and choose "Save as..." or whatever menu item that allows you to save the file onto your computer. Also note that the size of the file is displayed next to each link and those large files will take a long time to download. You can select to download one file at a time, or you can select each file to download simultaneously.

You will notice that the file names you chose have been modified to replace all period separators with underscores and to add a file extension. Compressed (zipped) files will receive a **.zip** extension; all other files will receive a **.txt** extension. This is done to eliminate the need to rename zipped files so they are recognized as such by your compression software.

NOTE: Left clicking on the file may cause your browser to attempt to display the file. This is why we recommend the right click method.

Returning to the Latest Downloads

You can return to the latest list of downloads by clicking the Latest Downloads link from the My Mailbox page. This will display the page in Figure 18 just as it appeared when you first chose this set of files to download.

Deleting Files From Your Mailbox

To delete files from your FERAS mailbox, follow these instructions

Place the mouse pointer over the file you wish to delete (use the down arrow to display the list if your file does not appear in the box).

Click the left mouse button once to select the file.

Click the **Delete** button to bring up the confirmation page in Figure 19.

Select **Delete File(s)** to delete the file or **Cancel** to cancel the delete.

NOTE: If you click the **Delete File(s)** button, the file will be permanently deleted from your FERAS mailbox.

File Delete Confirmation Box

Click **Delete File(s)** button to delete the file, or **Cancel** to cancel the deletion.

Delete File Confirmation

[? Get Help On This Section](#)

How to delete the file(s)

- Click on the **Delete File(s)** link to delete the file from your mailbox.
- You will be returned to your mailbox listing after the file(s) are deleted.

How to cancel the delete

- Click on the **Cancel** link to cancel the delete process and return to your mailbox listing.

File Name	Dated/Time Created	Size in Bytes
RSP02191.RSP.FERAS_RESP	Jul 29 02:19	820
RSP02192.RSP.FERAS_RESP	Jul 29 02:29	820
RSP02195.RSP.FERAS_RESP	Jul 29 02:42	820
RSP02196.RSP.FERAS_RESP	Jul 29 02:42	820
RSP02202.RSP.FERAS_RESP	Jul 29 02:43	820

Delete File(s)
Cancel

Figure 19. Mailbox File Delete Confirmation.

Viewing Files in Your FERAS Mailbox

To view files in your FERAS mailbox, follow these instructions

Select up to 5 files from the list of available files.

Click the left mouse button once to select the file, use the CTRL and SHIFT keys to select multiple files.

Click the **View** button.

NOTE: Large files will take a short while to display.

Viewing The Selected Files

The page in Figure 20 lists the files you chose to view. To view a file, click on the View File link next to the filename. Once the file is retrieved for viewing you will receive the page shown in Figure 21.

Also note that the size of the file is displayed next to filename and large files will take a long time to display.

View Files

[? Get Help On This Section](#)

Notes:

- The latest set of files downloaded will be removed from the system at midnight.

How to view the file(s):

- **Left** click on the file name.

File Name	Downloaded On	Size in Bytes
RSP02201_RSP_FERAS_RESP	July 29, 2008	820
RSP02199_RSP_FERAS_RESP	July 29, 2008	820
RSP02198_RSP_FERAS_RESP	July 29, 2008	820

You can return to this list by clicking the **Latest Views** link on the mailbox directory page.

[Back To My Mailbox](#)

If you have problems with the viewing the file, please contact the [CSSC](#).

Figure 20. Mailbox View File List.

Viewing a File

This page will display the contents of the file selected. Click the back button to go back to your file list.

[← Back To Mailbox](#)
[← Back To Viewed Files](#)

Contents of file: RSP02201_RSP_FERAS_RESP

```

REPORT: FERAS-RESP          FRONT END RISK ADJUSTMENT SYSTEM
RUN DATE: 20080729          FERAS RESPONSE REPORT

SUBMITTER ID: SH9999
FILE ID: RAPSCONN01          REJECTED TEST

RECORD  SEQ      ERROR
TYPE    NO       CODE   ERROR DESCRIPTION
AAA    0000001   113  DUPLICATE FILE ID ACCEPTED WITHIN 12 MONTHS
END OF REPORT

```

[Top](#)

Figure 21. Viewing a File.

Returning to the Latest List of Files Viewed

You can return to the latest list of files you chose to view by clicking the Latest Views link from the My Mailbox page. This will display the page in Figure 20 just as it appeared when you first chose this set of files to view.

Upload File

Clicking the Upload File menu item from the main menu bar, by clicking ALT + U then ENTER, or from the bottom of any page will display the page shown in Figure 22.

Upload Restrictions

The file size limit is 75 megabytes via the web site; it is unlimited via command line FTP. This is considered a very large file and all files transmitted via the web site should be zipped. If you have problems transmitting the file try using the command line method.

You can only upload one physical file at a time.

Upload Tips

It is recommended that you compress (zip) all files prior to uploading via the web site.

Large files can take a long time to upload and this time is dependent on your connection speed.

Although the site can handle files up to 75 megabytes, it is recommended that large files are zipped and uploaded using the command line method.

What constitutes a large file? This can be anywhere from 5 to 75 megabytes. If you have trouble uploading a large file or your connection times out, then you should use command line FTP. As stated

before the file upload time is dependent on your connection speed, low connection speed = long upload time with possible time outs.

Upload File Storage on Our System

Your file is kept on our system for approximately 17 days. How many files are kept depends on how many files are uploaded within a 17-day window, after 17 days an uploaded file will be removed from our system permanently. The file is not stored in your directory when uploaded. The file is kept in the system queue directory for approximately 3 days then it is moved to the archive directory where it is kept for approximately 14 days.

Follow the steps on the next few pages to select your file on your system and upload it to the FERAS.

Click the **Browse** button to select a file to transfer.

Risk Adjustment Submission - Upload File

[? Get Help On This Section](#)

If you experience problems transmitting a file using this web site, please try to transmit your file using [command line FTP](#). Instructions are found in the [FERAS User Guide](#).

TIP FOR LARGE FILES: We recommend that large files be transferred using [command line FTP](#).

Please Note:
Transfer times are dependent on your connection speed and the size of your file. You may time out if you have a very slow connection and/or your file is very large.

To submit a Risk Adjustment File:

Step 1 - Select your file
Choose your file by pressing the **Browse** button, or typing in the full path to your file.

NOTE: Please enter the entire path and file name (example: if your file is named 'mytransfer.txt' in the directory 'myfiles' on the 'C:' drive, enter c:\myfiles\mytransfer.txt).

Step 2 - Upload your file
Click the **Upload File** button to upload your file.

Figure 22. File Upload Page

Use the File Upload window, as shown in Figure 23, to navigate to the file you wish to upload. You can click on the file you wish to upload, press the Open button, and close the File Upload window, or double-click the file and the file will be selected and the window will close automatically.

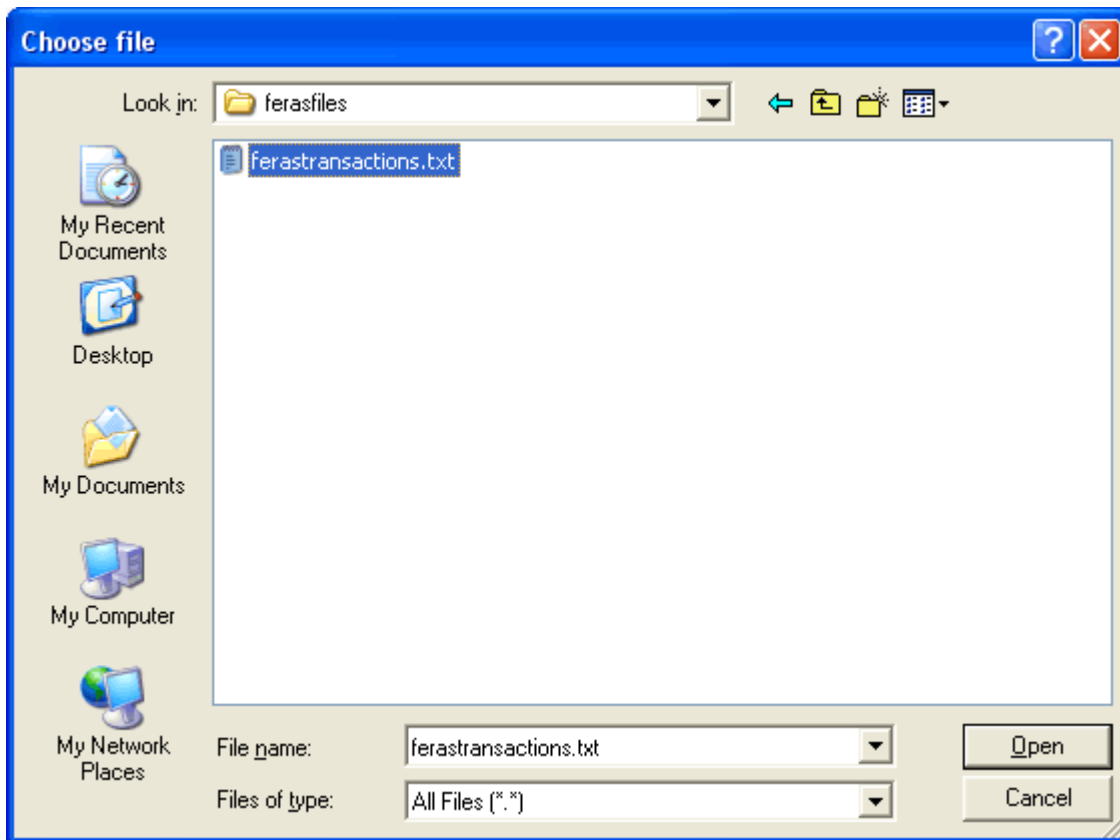


Figure 23. File Selection Dialog Box

Once you return to the window in Figure 22, the file you selected should appear in the text box next to the Browse button. If the file is correct press the **Upload File** button to transmit the file. The window shown in Figure 24 will appear after a successful upload. If the upload is not successful, you will receive a window which will display a short reason for the error, and some information on why the error may have occurred.

Risk Adjustment Submission - File Upload Complete

[? Get Help On This Section](#)

File **ferastransactions.txt** transmission completed.

Bytes transferred:	14356
Time to transfer:	00:00:01

Your response file will be available shortly.

You can check for your response in your [Mailbox](#).

Upload Another File

If you do not receive a response within an hour from your completed transmission, please contact the [CSSC](#).

Figure 24. Successful File Transfer

Creating a RAPS File (Direct Data Entry)

Clicking the **DDE** menu item on the main menu bar or from the bottom of any page where the menu appears will display the page shown in Figure 25.

Welcome Page

Click the **Start** button to begin creating your file or click the **Cancel** button to return to the main menu bar. Follow the steps below to create your file and upload it to the FERAS.

Suspended Files / File Recovery From Welcome Page

To display your list of completed/suspended files, click the **list of files** link under the Suspended Files / File Recovery section of the Welcome page. See the section entitled Continuing a File for more information.

Risk Adjustment Submission - Welcome

[? Get Help On This Section](#)

Welcome to the Risk Adjustment DDE Page.

The next few pages will walk you through the data entry, downloading and uploading of your file. Each session consists of building one file from creation to submission.

Suspended Files / File Recovery

You can continue a file you suspended or recover from a system crash by entering the File ID on the AAA Record page or by checking your list of DDE Files.

DDE File List

You will be stepped through the following process:

1. AAA Page - enter data for the AAA record.
2. BBB Page - enter data for the BBB record(s).
3. CCC Page - enter data for the CCC record(s).
4. Edit/Review/View/Build Page - edit, review, view and perform the final build of your file.
5. Download/Upload Page - download your file to your computer and upload your file to the FERAS.

Click the **Help** link at the top of each page to access the help section.

Click the **Start** button to begin building your file, or the **Cancel** button to go back to the main menu.

Start DDE

Cancel

If you have any problems contact the [CSSC](#).

Figure 25. DDE Welcome Page

AAA Record Page

The AAA Record Page, shown in Figure 26, is where you enter the data that will appear in your file's AAA record. Follow the steps below to create your AAA record.

Risk Adjustment Submission - Record AAA Information

[? Get Help On This Section](#)

Instructions:

New File
-- Enter a new File ID.

Suspended File / File Recovery (Files created on or after January 21st, 2003)
-- You can continue a file that was suspend or recover from a system crash.
-- Enter the File ID for the file you wish to continue or recover.
-- Check your [DDE File List](#).
** The continuation point will be the next record in the file, after the last saved record.

AAA Record Information

Record ID	AAA
Submitter Number	SH9999
File ID	<input type="text" value="0000000001"/>
Transfer Date	20080730
PROD/TEST Indicator	<input type="text" value="TEST"/> ▼

Figure 26. AAA Record Page

Creating the AAA Record

Enter a File ID. This can be up to 11 characters in length.

Choose either TEST or PROD. This will determine how your file is processed, as either a test file or a production file.

Click one of the following buttons, depending on what you would like to do -

Store AAA - Submit the AAA record data and proceed to the BBB Record.

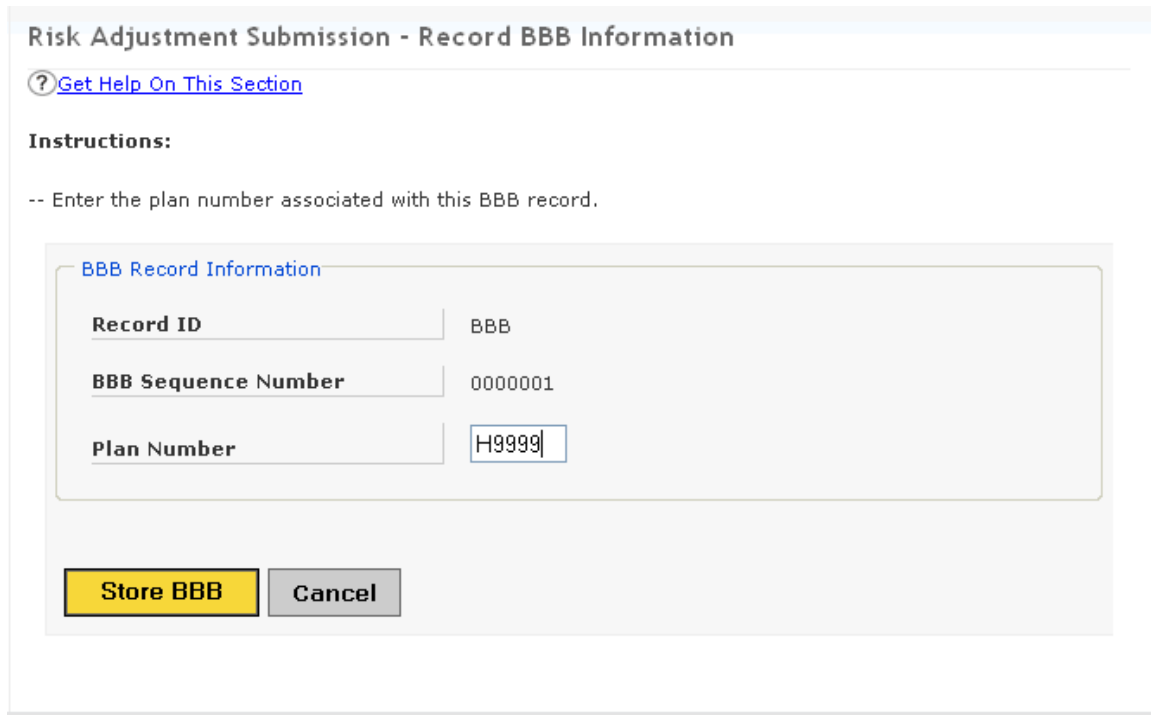
Suspend/Cancel - Suspend or Cancel the building of this file, you will be asked to confirm this as shown in Figure 34.

Reset - Resets the AAA record to blanks (except for the system-generated fields).

NOTE: The Submitter Number is your log-in submitter ID, the Record ID and Transfer Date are generated by the system. You can click the **Help** button at the top of the page for help at any time.

BBB Record Page

The BBB Record Page, shown in Figure 27, is where you enter the data that will appear in your file's BBB record. Follow the steps below to create your BBB record.



Risk Adjustment Submission - Record BBB Information

[? Get Help On This Section](#)

Instructions:

-- Enter the plan number associated with this BBB record.

BBB Record Information

Record ID	BBB
BBB Sequence Number	0000001
Plan Number	H9999

Store BBB **Cancel**

Figure 27. BBB Record Page.

Creating the BBB Record(s)

Enter a Plan Number. This field is 5 characters in length (example: H9999).

Click one of the following buttons, depending on what you would like to do -

Store BBB - Submit the BBB record data and proceed to the CCC Record.

Suspend/Cancel - Suspend or Cancel the building of this file, you will be asked to confirm this as shown in Figure 34.

Reset - Resets the BBB record to blanks (except for the system-generated fields).

NOTE: The Record ID and Sequence Number are generated by the system. You can click the **Help** button at the top of the page for help at any time.

Creating the CCC Record(s)

Enter the following data -

Patient Control Number, this can be up to 40 characters in length. The PCN is optional.

HIC Number, this can be up to 25 characters in length.

Patient Date of Birth (DOB) is optional; if submitted must be in the format YYYYMMDD. You can use the calendar to choose the date or enter it using the required date format.

Enter the Diagnosis Cluster information -

Provider Type, the two-character provider type.

From Date, must be in the format YYYYMMDD. You can use the calendar to choose the date or enter it using the required date format.

Thru Date, must be in the format YYYYMMDD and cannot be prior to the From Date. You can use the calendar to choose the date or enter it using the required date format.

Delete Indicator; choose this from the drop down box, either blank or 'D'.

Diagnosis Code, this can be up to 5 characters in length. (Omit the decimal)

NOTE: The first Diagnosis Cluster is required, if clusters 2 through 10 are used they must contain valid data.

Click the one of the following buttons, depending on what you would like to do -

Store CCC - Submit the CCC record data and proceed to the next CCC Record

Suspend/Cancel - Suspend or Cancel the building of this file, you will be asked to confirm this as shown in Figure 34.

Reset - Resets the CCC record to blanks (except for the system-generated fields).

NOTE: The **Build File** and **Next BBB** buttons will be enabled once you have created one CCC record.

Once the **Build File** and **Next BBB** buttons are enabled you may choose to add another BBB record, build the file, or add additional CCC records. These actions are covered next.

Adding Additional CCC Record(s)

The **Store CCC** button allows you to add additional CCC records under the current BBB record. All edits apply to each CCC record. The Sequence Number will be incremented by the system for each new CCC record. Please see the section titled *Creating the CCC Record(s)* for details.

Adding Additional BBB Record(s)

The **Next BBB** button allows you to add additional BBB records under the current AAA record. All edits apply to each BBB record. The Sequence Number will be incremented by the system for each new BBB. Please see the section titled *Creating the BBB Record(s)* for details.

The YYY Record(s)

A YYY Record will be created by the system for every BBB record that you create. You do not need to create the YYY Record(s) when building your file via the FERAS web site.

The ZZZ Record

A *ZZZ* Record will be created by the system and added to your file when you have completed the file building process. You do not need to create the *ZZZ* Record when building your file via the FERAS web site.

Building the File

The **Build File** button allows you to build your file with the data that you have entered (see the section titled **Edit/Review Page**). The Edit/Review Page in Figure 29 will allow you to edit the data you have entered, view your file, as it will be submitted to the FERAS, and review each record you have created.

Edit / Review Page

Clicking the **Build File** button from the CCC Record Page will display the page in Figure 29. This page allows you to edit and review the file you just built before the actual file creation and submission to the FERAS. You can also choose to continue building the file if you have more information to add. The build process will continue at the next CCC record under the last BBB record you entered. You may also choose to suspend or cancel this file.

Risk Adjustment Submission - Edit/Review and Build File

[? Get Help On This Section](#)

Use the functions to ensure your file is correct before uploading it to the FERAS system. To continue building your file, click the **Continue** button.

Create File **View File** **Continue** **Cancel**

[Edit and Review AAA Record](#)
To edit/review the AAA record click the **Edit/Review** button.

Edit/Review AAA

[Edit and Review BBB Record](#)
To edit/review a BBB record enter the sequence number then click the **Edit/Review** button.

BBB Seq No

Edit/Review BBB

[Edit and Review CCC Record](#)
To edit/review a CCC record enter the BBB and CCC sequence numbers then click the **Edit/Review** button.

BBB Seq No CCC Seq No

Edit/Review CCC

Figure 29. Edit/Review Page.

Editing / Reviewing the AAA Record

By clicking the Edit/Review button below the Edit/Review AAA record section you will be able to change any piece of information that you previously entered using the page in Figure 30 below.

Risk Adjustment Submission - Record AAA Information

[? Get Help On This Section](#)

Instructions:

New File
-- Enter a new File ID.

Suspended File / File Recovery (Files created on or after January 21st, 2003)
-- You can continue a file that was suspend or recover from a system crash.
-- Enter the File ID for the file you wish to continue or recover.
-- Check your [DDE File List](#).
** The continuation point will be the next record in the file, after the last saved record.

AAA Record Information

Record ID	AAA
Submitter Number	SH9999
File ID	0000000001
Transfer Date	20080730
PROD/TEST Indicator	TEST

Figure 30. Edit/Review AAA Record Page

How to Edit / Review the AAA Record

To edit the AAA Record, make any changes to the fields that you entered and press the **Update AAA** button. If you do not wish to make any changes, or are simply reviewing this record, just click the **Back** button and you will be returned to the Edit/Review page.

NOTE: Changes cannot be undone once they are submitted; you will have to edit the record again to make further changes.

Editing / Reviewing the BBB Record(s)

To edit the BBB record(s), you must know the sequence number for the record you wish to edit; you can find this out by viewing the file to see which BBB record sequence numbers are available. By clicking the Edit/Review button below the Edit/Review BBB record section you will be able to change any piece of information that you previously entered using the page in Figure 31 below.

Risk Adjustment Submission - Record BBB Information

[? Get Help On This Section](#)

Instructions:

-- Enter the plan number associated with this BBB record.

BBB Record Information

Record ID	BBB
BBB Sequence Number	0000001
Plan Number	<input type="text" value="H9999"/>

Note: Please use the 'Back' button provided instead of the browser's back button.

Figure 31. Edit/Review BBB Record Page

How to Edit / Review the BBB Record(s)

To edit the BBB Record(s), make any changes to the fields that you entered and press the **Update BBB** button. If you do not wish to make any changes, or are simply reviewing this record, just click the **Back** button and you will be returned to the Edit/Review page.

NOTE: Changes cannot be undone once they are submitted; you will have to edit the record again to make further changes.

Suspending \ Canceling a File

Choosing the **Suspend/Cancel** button when available will return the page shown in Figure 34. You can choose to suspend the building of a file for continuation at a later time or date, or to cancel the building of a file. Canceling a file will permanently delete all records that relate to that file and will make the File ID available for reuse. Use the Back button to return to the previous page.

Risk Adjustment Submission - Suspend / Cancel Confirmation

[? Get Help On This Section](#)

To suspend the building of this file press the **Suspend** button

Note: Please make note of your File ID **0000000001** to continue this suspend.

Suspend

To permanently delete the file you are building press the **Cancel** button.

Note: All records related to the File ID **0000000001** will be deleted. You can then reuse this File ID.

Cancel

To return and continue building this file press the **Back** button.

Note: You will continue at the next record after the last stored record.

Back

Figure 34. Suspend/Cancel Page.

Suspending a File

By choosing the **Suspend** button from the Suspend/Cancel Page shown in Figure 34, you will be returned to the Welcome page and your file will be available for continuation. Please note that when you continue your file it will start at the next record after the last saved record. If you have no BBB records, then you will start at BBB record 1, if you have BBB records, then you will start with the next CCC record under the last BBB record saved.

Cancelling a File

By choosing the **Cancel** button from the Suspend/Cancel page shown in Figure 34, you will be returned to the Welcome page and your file will be permanently deleted from the system. You can then reuse that same File ID to create another file.

Download / Submit Page (DDE)

By clicking the **Create File** button on the Edit / Review Page show in Figure 29 you will receive the page shown in Figure 35. This allows you to download the file you created to your computer, and then upload the file to the FERAS. If you wish to cancel the build process at this point, click the Cancel button. You will be prompted to confirm the cancellation process. You can also choose to continue building the file if you have more information to add. The build process will continue at the next CCC record under the last BBB record you entered.

Risk Adjustment Submission - Submit DDE File

[? Get Help On This Section](#)

To upload your file to the FERAS system

1. Click the **Download File** button to download your file to your computer.

Download File

2. After the download completes, press the **Upload File** button to upload your file to the FERAS.

Upload File ** You will receive an upload confirmation and file statistics page.

To continue editing your file

Click the **Back** button to return to the Edit/Review page.

Back

To continue building your file

Click the **Continue** button to start at the next record in your file.

Continue

To cancel building your file

Click the **Cancel** button to cancel/suspend this DDE session.

Cancel

Figure 35. Download / Submit File Page.

Downloading the File

To download the file you created, click on the Download File button, and then choose a location on your computer to store the file from the Save As... dialog box. You may also choose to return to the previous page using the **Back** button, continue to build this file using the **Continue** button, or to suspend and/or cancel this file using the **Suspend/Cancel** button.

NOTE: You must download your file prior to performing the upload. This is done to ensure that you have a copy of the file if an error occurs during the upload process.

Submitting the File

To submit your file to the FERAS, click on the Upload File button. You will receive a confirmation page with some statistics on your file as shown in Figure 36.

Risk Adjustment Submission - File Submitted

[? Get Help On This Section](#)

Your file has been submitted to the FERAS!

File Statistics

AAA Records	1
BBB Records	1
CCC Records	1
YYY Records	1
ZZZ Records	1
File Size	2570 bytes

* Counts reflect the total number of each record type in your file.

You can check for your response in your [Mailbox](#).

If you do not receive a response within an hour from your completed transmission, please contact the [CSSC](#).

Figure 36. File Statistics Page.

Continuing a Suspended File and File Recovery

You can choose to continue a file that has not been submitted to the FERAS. You can stop building a file at any point in the build process, by clicking the **Suspend/Cancel** button when available, and continue that file at a later time or another day. Just make note of the File ID and enter that same File ID on the AAA Record page or choose from the list of files, see Figure 39, you have created from the Welcome or AAA Record pages. Once you have entered a File ID that you wish to continue you will receive the page shown in Figure 37. If the file was already submitted to the FERAS you will receive the page shown in Figure 38, in this case you will have to start a new file.

Why Would I Need to Continue a File?

There are many reasons why this feature has been implemented, some of which are listed below. Mainly this feature is available for recovery purposes.

You do not have time to complete the file at one sitting.

You lose connection to the FERAS web site.

The web server experiences problems or crashes.

You need more information to complete the file.

At What Point Does the Continuation Process Start in the File?

If you have no BBB records in your file, the continuation process will begin with the first BBB record. If you have BBB records in your file, the continue process will always start at the next CCC record under the last BBB record you entered.

File Status is In Progress

A status of 'In Progress' indicates that this file has not been submitted and can be continued at the next CCC record under the last BBB record you submitted.

Risk Adjustment Submission

[? Get Help On This Section](#)

The File ID **9999999999** has been used before.

Status: In Progress

Continue This File

Start New File

Figure 37. Continuing a File.

File Status is Complete

A status of 'Complete' indicates that the file was already submitted to the FERAS. In this case you will have to start a new file with a different File ID. Figure 38 shows the page you will receive in this situation.

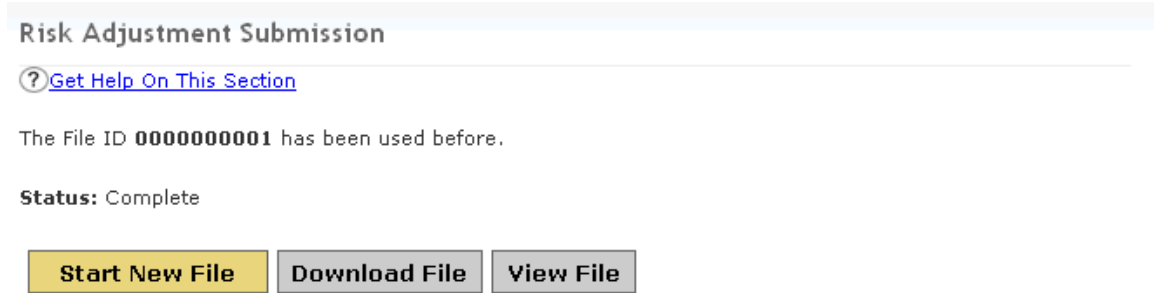


Figure 38. File Status Complete.

Choosing From Your List of Files

By clicking the **list of files** link from either the Welcome or AAA Record Page you will receive the page shown in Figure 39. This page lists all of the files you have created since January 21, 2003.

Risk Adjustment Submission - File Listing

[? Get Help On This Section](#)

Below is a listing of files you entered using the Direct Data Entry process.

✓ - indicates an available feature. Click the check mark to use the feature.
✗ - indicates an unavailable feature.

File ID	Trans Date	Prod/Test	Status	Continue	View	Download	Delete
0000000001	20080730	TEST	Complete	✗	✓	✓	✓
5465165465	20080718	TEST	In Progress	✓	✗	✗	✓
5646516547	20080718	TEST	In Progress	✓	✗	✗	✓
9999999999	20080717	TEST	In Progress	✓	✗	✗	✓

Start DDE
DDE Home

Figure 39. File Listing Page.

Completed Files

Completed files can be viewed, downloaded and deleted from this page. When deleting a file, you will be asked for a confirmation, as this will permanently delete all records associated to the file from our database on the web site. Since these files have already been completed and submitted to the FERAS they are not available for continuation.

Incomplete Files

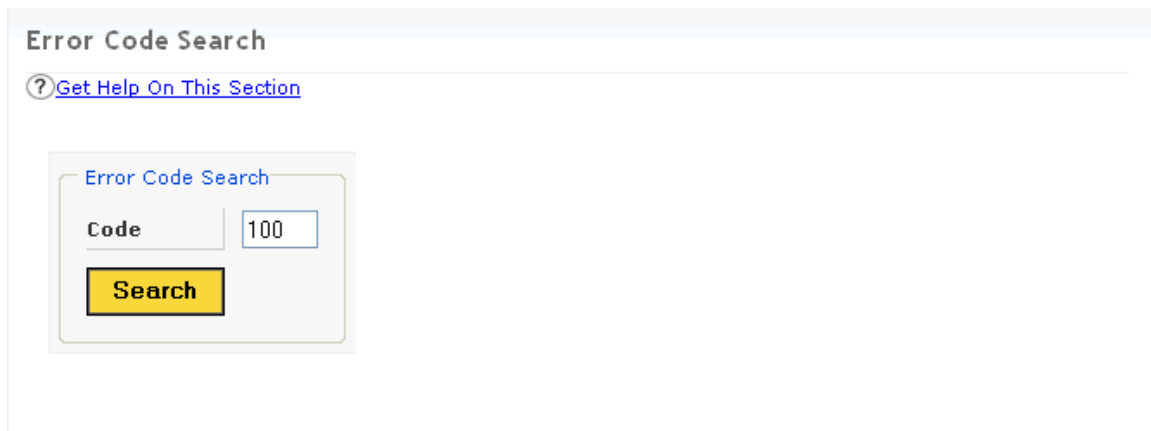
Incomplete files are marked as "In Progress". These files can be continued for completion and submission to the FERAS and deleted. These files are not available for viewing or downloading from this page, however these features are available from the Edit/Review Page when you reach that point in the building process for that file. When deleting a file, you will be asked for a confirmation, as this will permanently delete all records associated to the file from our database on the web site.

Error Code Lookup Page

The **Error Codes** menu option will take you to the window shown in Figure 40. Here, searches can be performed to look up a description for a particular Error Code for Risk Adjustment.

Performing a Search

To perform an Error Code search enter the Error Code into the text box then click the search button.



The screenshot shows a web interface for searching error codes. At the top, the page is titled "Error Code Search". Below the title, there is a blue link with a question mark icon: "? Get Help On This Section". The main content area features a search form with the title "Error Code Search". Inside the form, there is a label "Code" followed by a text input field containing the number "100". Below the input field is a yellow button with the text "Search".

Figure 40. Error Code Search Page

Search Results

When a successful search is performed, the window shown in Figure 41 will appear, showing a table with the code you searched on and the description that was found.

Error Code Search Results	
? Get Help On This Section	
Code	100
Description	Invalid AAA record type.
Suggestions	All files must begin with an AAA Record. The 100 Series errors indicates file-level errors on the AAA or ZZZ records.

New Search

Figure 41. Successful Error Code Search

Help Page

The **Help** menu option will take you to the window shown in Figure 42. From here you can access various help topics for the FERAS.

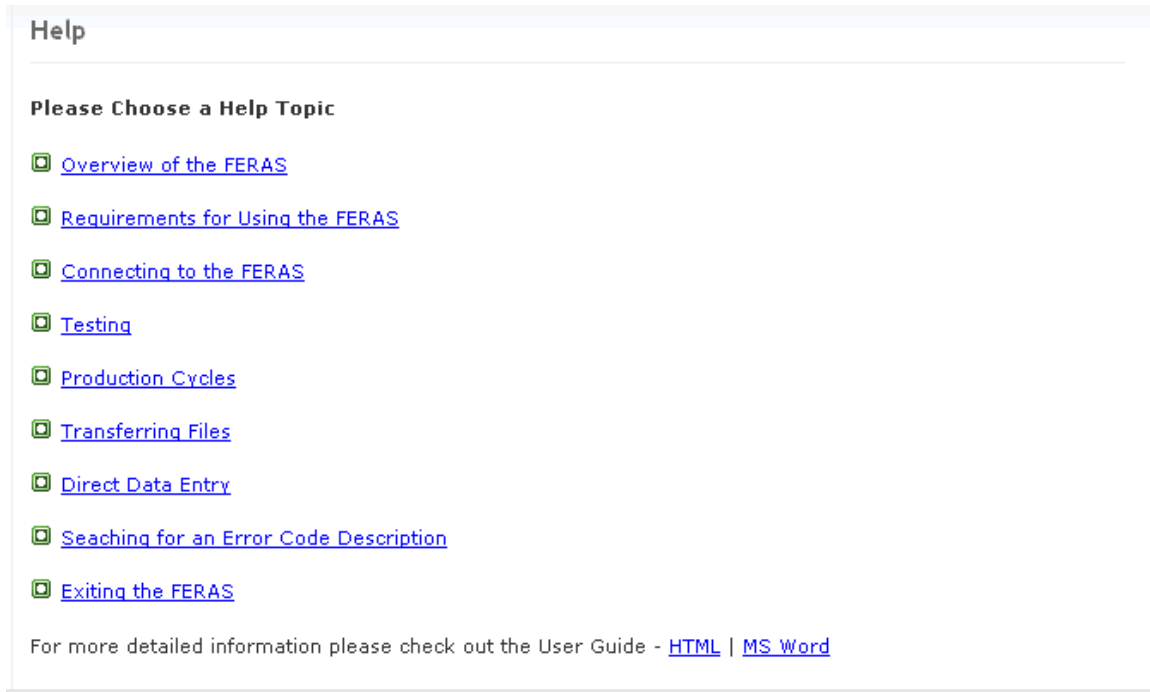


Figure 42. Help Page

Frequently Asked Questions Page

The **FAQs** menu option will take you to the window in the Figure 43. From this page you can access the frequently asked questions pertaining to the FERAS.

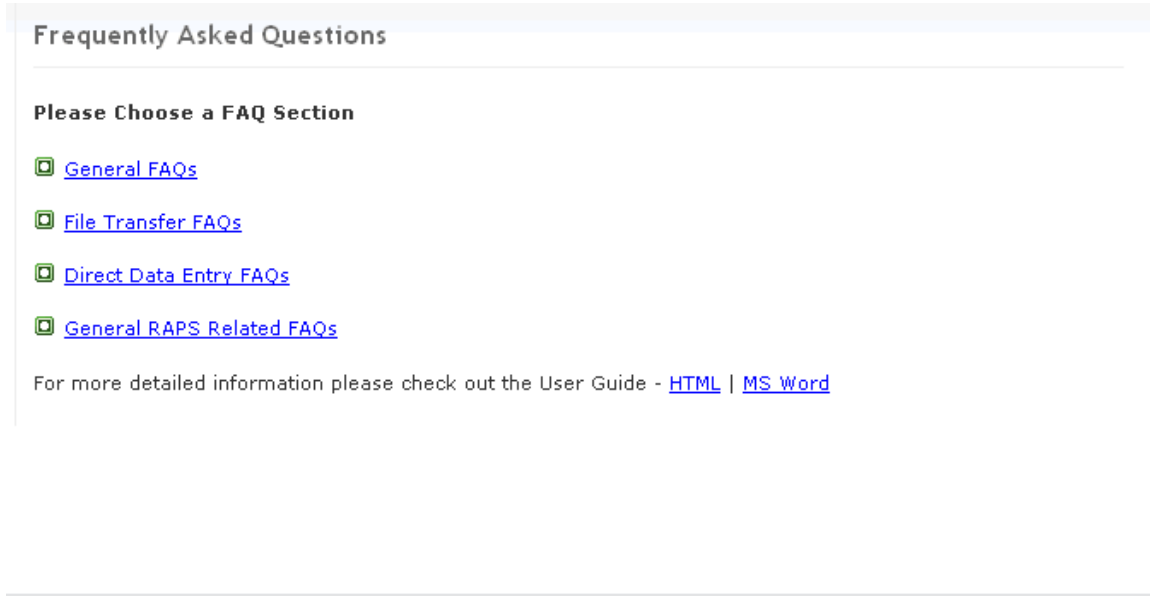


Figure 43. Frequently Asked Questions Page



Documentation Page

The **Documentation** menu option will take you to the window shown in Figure 44. This page is for documents pertaining to the FERAS such as an user guide. There will be updates to this page from time to time and will be documented on the News & Updates page.

Documentation

RAPS AND FERAS DOCUMENTATION

Click HTML next to the document to view it in HTML format. Some documents are also available in Microsoft Word and PDF formats. If you do not have Microsoft Word and/or a PDF viewer available you can download the free ones below:

FREE VIEWERS
 [Microsoft Word Reader](#) (3.9 Mb)  [Adobe PDF Reader](#) (1.2 Mb)

RAPS and FERAS Reports and Documents

Report / Document	Available Format
FERAS User Guide	HTML MS Word (~1.1 Mb)
FERAS Response Reports	HTML
FERAS Response Copybook Layout	HTML
RAPS Record Layout	HTML
RAPS Error Code Listing	PDF
RAPS/FERAS Error Code Lookup	Search Page
Risk Adjustment System Reports	HTML
RAPS/FERAS Naming Conventions	HTML

Figure 44. Documents Page.

Site Accessibility Information

The **Accessibility Statement** menu option will take you to the window shown in Figure 45. From here you can access information on how this site conforms to Section 508 Accessibility Guidelines.

Accessibility Statement

If you have any questions or comments about the accessibility of this site, feel free to contact the [Customer Service and Support Center \(CSSC\)](#).

Access keys

Most browsers support jumping to specific links by typing keys defined on the web site. On Windows, you can press **ALT** + an access key; on Macintosh, you can press **Control** + an access key.

The home page and all other pages define the following access keys:

- Access key 0 - Accessibility statement
- Access key 1 or H - Home page
- Access key 2 - Skip to page content
- Access key 3 - Site Map page
- Access key 4 - Search box
- Access key 9 - Contact Us page
- Access key F - Frequently Asked Questions (FAQ) page
- Access key L - Login and Logout pages
- Access key M - Mailbox page
- Access key U - File Upload page
- Access key D - Direct Data Entry (DDE) page
- Access key E - Error Code Lookup page
- Access key N - News page
- Access key Y - Documentation

Visual design

1. This site uses cascading style sheets for visual layout.
2. This site uses only relative font sizes, compatible with the user-specified "text size" option in visual browsers.
3. If your browser or browsing device does not support stylesheets at all, the content of each page is still readable.

Navigation aids

1. All pages on this site include a consistent set of global navigation links.
2. All pages on this site include a search box (access key 4).

Links

1. Many links have title attributes which describe the link in greater detail, unless the text of the link already fully describes the target.
2. Wherever possible, links are written to make sense out of context. Many browsers (such as JAWS, Home Page Reader, Lynx, and Opera) can extract the list of links on a page and allow the user to browse the list, separately from the page.
3. Link text is never duplicated; two links with the same link text always point to the same address.
4. There are no "javascript:" pseudo-links. All links can be followed in any browser, even if scripting is turned off.
5. There are no links that open new windows without warning.

Images

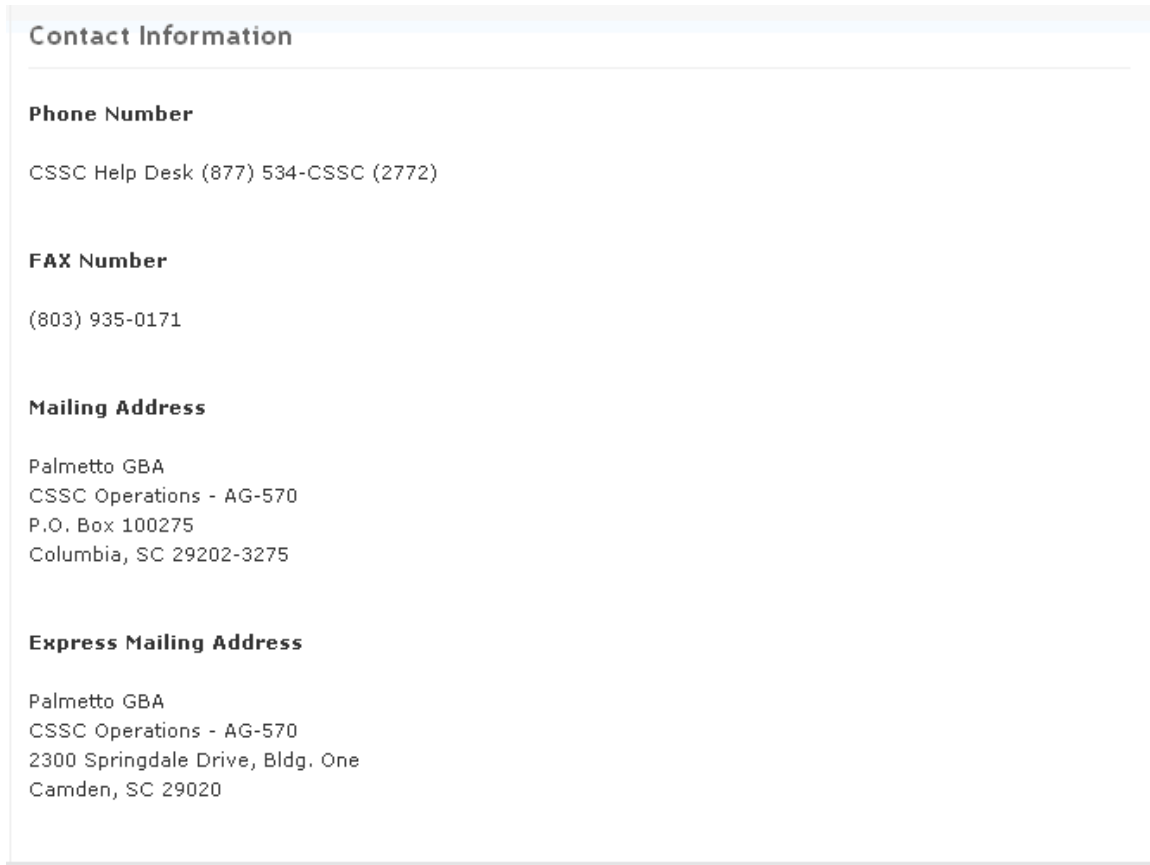
1. All content images used on this site include descriptive ALT attributes. Purely decorative graphics include empty ALT attributes.

For more information please check out the User Guide - [HTML](#) | [MS Word](#)

Figure 45. Accessibility Statement.

Contact Info Page

The **Contact Information** menu option will take you to the window shown in Figure 46. From here you can access the contact information for the CSSC Help Desk.



Contact Information

Phone Number

CSSC Help Desk (877) 534-CSSC (2772)

FAX Number

(803) 935-0171

Mailing Address

Palmetto GBA
CSSC Operations - AG-570
P.O. Box 100275
Columbia, SC 29202-3275

Express Mailing Address

Palmetto GBA
CSSC Operations - AG-570
2300 Springdale Drive, Bldg. One
Camden, SC 29020

Figure 46. Contact Info Page

Site Map Page

The **Site Map** menu option will take you to the page shown in Figure 47. This page contains a list of links to all of the pages available on the FERAS web site. You can use the menu at the top of the page to jump to the sections of the FERAS, or simply scroll down to browse through all the pages of the FERAS.



The screenshot shows a web page titled "Site Map" with a yellow header. Below the header is a list of links organized into a tree structure. The main categories are "Help" and "FAQs".

- [Help](#)
 - [Home](#)
 - [Mailbox](#)
 - [Upload File](#)
 - [DDE](#)
 - [Error Codes](#)
 - [Help](#)
 - [Overview of the FERAS](#)
 - [Requirements for Using the FERAS](#)
 - [Connecting to the FERAS](#)
 - [Testing](#)
 - [Production Cycles](#)
 - [File Transfer Help](#)
 - [Netscape Navigator® 3.0 or higher](#)
 - [Microsoft Internet Explorer® 5.0 or higher](#)
 - [Standard Microsoft® FTP software](#)
 - [Other FTP software](#)
 - [Appendix A](#)
 - [Helpful Hints and FAQs for Transferring Files](#)
 - [File Building Help](#)
 - [AAA Record Help](#)
 - [BBB Record Help](#)
 - [CCC Record Help](#)
 - [Edit/Review Help](#)
 - [Download/Upload Help](#)
 - [Searching for an Error Code Description](#)
 - [Exiting the FERAS](#)
- [FAQs](#)
 - [General Web Site Related FAQs](#)
 - [FAQs for Transferring Files](#)
 - [FAQs for Direct Data Entry](#)
 - [General RAPS Related FAQs](#)

Figure 47. Site Map Page

Searching The FERAS Site

The Search page allows you to search the FERAS using keywords.

Performing a Search

To search the FERAS, type a keyword(s) in the search box, as shown in Figure 48, and press the Search button. If the search is successful, a page will be returned with links to the pages that contain the keyword(s) you typed in, as shown in Figure 49. Otherwise a page will be returned informing you that no pages were found matching your search criteria.

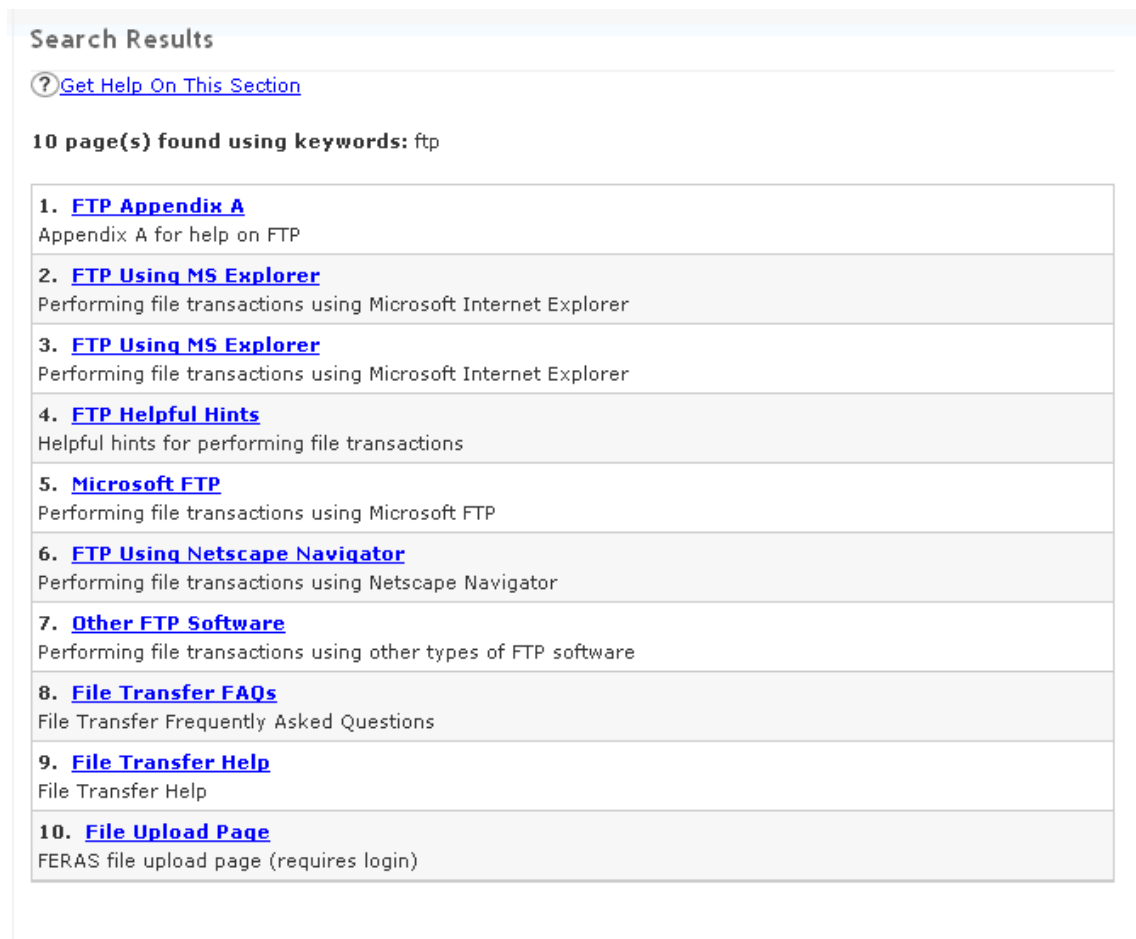


A search interface with a text input field containing the text 'ftp'. To the right of the input field is a yellow button with the word 'Search' in black text. Further to the right is a blue circular icon containing a question mark, followed by the word 'Help' in blue text.

Figure 48. Searching the Site

Search Results

This is the window that will appear for a successful search, click on the link to go to any of the pages that match your search criteria.



The screenshot shows a search results page with the following content:

- Search Results**
- [? Get Help On This Section](#)
- 10 page(s) found using keywords: ftp**
- 1. [FTP Appendix A](#)
Appendix A for help on FTP
- 2. [FTP Using MS Explorer](#)
Performing file transactions using Microsoft Internet Explorer
- 3. [FTP Using MS Explorer](#)
Performing file transactions using Microsoft Internet Explorer
- 4. [FTP Helpful Hints](#)
Helpful hints for performing file transactions
- 5. [Microsoft FTP](#)
Performing file transactions using Microsoft FTP
- 6. [FTP Using Netscape Navigator](#)
Performing file transactions using Netscape Navigator
- 7. [Other FTP Software](#)
Performing file transactions using other types of FTP software
- 8. [File Transfer FAQs](#)
File Transfer Frequently Asked Questions
- 9. [File Transfer Help](#)
File Transfer Help
- 10. [File Upload Page](#)
FERAS file upload page (requires login)

Figure 49. Search Found Page

File Transfer Using Microsoft FTP Software

The following instructions apply to the FTP client software available in Windows 95 and Windows NT. Refer to Appendix A for a sample script to automate file transfers using Microsoft FTP software.

Passwords

The CSSC assigns you a Submitter ID and an original password. If you forget your original, CSSC assigned, password or if your password becomes compromised, you must call the CSSC Operations at (877) 534-2772.

NOTE: If you change your password and then forget your new password, there will be a delay while the CSSC resets or reassigns your password.

Logging-On to the FTP Server

To connect to the FERAS using Microsoft FTP, follow these instructions, see Figure 50:
Refer to your MDCN dial in instructions.

At the DOS prompt, you need to launch the FTP software. Type **<FTP>** at the DOS prompt and press **<ENTER>**. If you want to turn off Interactive Logging so you will not be asked for individual file confirmation when transferring multiple files, use the '-i' option.

Example: ftp -i

At this point, you must open the server connection. Type the following at the **ftp>** prompt and press **<ENTER>**:

```
ftp> open 32.77.242.3 2021
```

A connection message will display, along with a prompt to enter your User Name and Password. Type your User Name and press **<ENTER>**. Type your password and press **<ENTER>**. This is the Submitter Id and password assigned to you when you enrolled for electronic claims submission with the CSSC. You may change your password.

NOTE: This user name and password are both case sensitive. You must enter the user name and password exactly as they were assigned to you by the CSSC. After you enter the password at least once, you may change the password. If you do change the password, be sure to remember it because the CSSC will not have a record of it.

```
c:\windows> ftp
ftp> open 32.77.242.3 2021
Connected to 32.77.242.3
220 A70Atedi2 FXF FTP ... server ready
User (ftp. 32.77.242.3: (none)): SH9999
User name okay, need password.
Password:
```

Figure 50. Login Command Sequence.

Once you have successfully entered the required user name and password, a welcome message will display. You now need to set your mode to “binary” to allow for zipped files. Type the following command at the **ftp>** prompt:

```
ftp> binary
```

A “Type Set to I” message will appear, indicating that you may receive and send binary files. You are now logged on to the FERAS FTP server and ready to perform data transfers.

Risk Adjustment data Upload Using Microsoft FTP

Perform the following sample steps to place claim files in your upload directory:

See the above section titled “Logging-On to the FTP Server” to establish an FTP session.

At the ftp> prompt, type the “**put**” command to upload the file and press **<ENTER>**.

```
ftp> put YOURFILENAME CUSTOMER_UPLD!FTP <enter>
```

Once you press **<ENTER>**, the FTP software will transfer the file(s). A “File transfer is complete” message will appear indicating successful transfer of each file. You will return to the ftp> prompt when the transfer operation is complete. *The return to the ftp> prompt does not mean that all files were successfully transferred. Please verify the “File transfer complete” message for each file uploaded.*

Risk Adjustment data Download Using Microsoft FTP

To download remittances, reports and other files, follow these sample steps:

See the above section titled “Logging-On to the FTP Server” to establish an FTP session.

Type the following commands and press **<ENTER>** to change to the download directory on the server:

```
ftp> cd .. <enter>
```

```
ftp> cd outbound <enter>
```

You will see a “CWD command successful” message, which indicates that your current directory has changed.

To display all files available for download, type the following command press **<ENTER>**.

```
ftp> ls
```


Downloading a Single File

Type the following command and press **<ENTER>**.

```
ftp> get FILENAME
```

The FILENAME you wish to receive must match the file name in the outbound directory exactly (wild cards "*" will be accepted only if "glob" is on). If you do not delete the files after successfully downloading them, they will remain in the outbound directory for 14 days, at which time they will be automatically purged.

Downloading Multiple Files

To download all of your remote files type **mget *** at the **ftp>** prompt and press **<ENTER>**, see Figure 51.

```
ftp> cd outbound
250 CWD command successful.
ftp> ls
200 PORT command successful.
150 Opening data connection for ..
file1
file2
226 File transfer complete.
ftp> mget *
100 PORT command successful.
150 Opening BINARY mode data connection for ..
 226 File transfer complete
```

Figure 51. Downloading Multiple Files.

Once you press **<ENTER>** the FTP software will transfer the file(s).

A "transfer is complete" message will appear indicating successful transfer of each file. You will be asked to confirm each file by pressing **<ENTER>**. You will return to the **ftp>** prompt when the transfer operation is complete. *The return to the ftp> prompt does not mean that all files were successfully transferred. Please verify the "226 File transfer complete" message for each file downloaded.*

Logging-Off the FTP Server

To log-off and exit the FTP software, type the following command at the **ftp>** prompt and press **<ENTER>**.

```
ftp> bye
```

File Transfer Using Other FTP Software

If you will be using FTP software other than Microsoft FTP for Windows 95, you will need to follow these basic steps. Consult your FTP software documentation for detailed instructions for completing each step. Refer to your MDCN dial in instructions.

Log-On to the FTP server (32.77.242.3) on port 2021 using your FERAS Submitter Id (User Id) and password as assigned to you by the CSSC.

Upload your claims.

Download your claims from the 32.77.242.3\outbound\ directory.

Log-Off the FTP server.

NOTE: The upload and download directories are specific to your FERAS Submitter Id (User Id). Each Submitter has a specific upload and download location on the server.

Helpful Hints

Zip your upload files in a PK-ZIP 2.0 compatible format. This can diminish your upload time by as much as 90%.

With Risk Adjustment data files, do not use the same filename. This may cause problems with uploading as you may potentially overwrite files that may be waiting for processing. Try using sequential names (i.e., FILE1, FILE2, etc.).

Visit our **News & Updates** page periodically to check for new features, changes or updates.

Appendix A

To automate the FTP transfer, create a batch file to launch the FTP software with the following command line options. Example:

Sample batch file (c:\ftp\ftpbatch.bat):

```
ftp -n -i -s:c:\ftp\ftpscript.txt
```

Command line reference:

-n Suppress auto login

-i Suppress interactive prompting

-s <<Filename>> Specify what file contains commands to execute in ftp session

This file calls ftpscript.txt which contains the commands to be executed when the FTP program starts. The file ftpscript.txt should contain the following commands:

Sample FTP Command Script (c:\ftp\ftpscript.txt):

```
open 32.77.242.3 2021
```

```
user <<username>> <<password>>
```

```
binary
```

```
cd upload
```

```
mput c:\mco\upload\*
```

```
lcd c:\mco\download
```

```
cd \download
```

```
mget *
```

```
bye
```