

# PARA File Transfer User Guide

The **PARA** File Transfer Service can be accessed from the **Select** tab within the **PARA Data Editor**:

The screenshot shows the PARA Data Editor interface. At the top, there are navigation tabs: Select, Charge Quote, Charge Process, Claim/RA, Contracts, Pricing Data, Pricing, Rx / Supplies, Filters, CDM, Calculator, Advisor, Admin, RAC, CAT, and PARA. The 'PARA' tab is active. In the top right corner, there are links for 'dbDemo', 'Contact Support', and 'Log Out'. Below the navigation tabs, there are several input fields for user information, including Hospital (Demonstration Hospital [Sales]), CDM Date (03/01/2015), Department (3010 - Total Items: 00016 - MED/SURG INTENSIVE C), Billing Indicators, State (CA), Provider ID (990001), and Account Exec (Faye Openshaw). A 'Market Hospitals' section lists various hospitals with their respective Provider IDs. In the top right corner of the main content area, there is a 'Post a Question to PARA' button and a 'Post a Question' button. The 'PARA File Transfer' button is circled in red. Below the main content area, there is a 'Bulletin Board' section with a table of articles. The footer contains copyright information for Peter A. Ripper & Associates, Inc. and a privacy policy link.

Clicking the “**PARA** File Transfer” button will open a pop-up window for the user to select the type of file and upload:

The screenshot shows the PARA File Transfer pop-up window. The window title is 'PARA File Transfer'. It contains a form with the following fields: Name (Mary McDonnell), Company (Demonstration Hospital [Sales]), Email (mmcdonnell@para-hcfs.com), Description of file (empty), and Category (Select a Category...). The 'PARA Data Standard' link is visible in the top right corner of the form area.

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## Uploading Files

Begin entering a brief description of the file, then by selecting a category for the files to be uploaded. If you are unsure, select, "Other".

The screenshot shows the PARA File Transfer application window. The title bar includes "PARA File Transfer", "Bulletin Board", and "Documents". The main window has a header "PARA File Transfer" and a sub-header "PARA Data Standard". The form contains the following fields:

- Name: Mary McDonnell
- Company: Demonstration Hospital [Sales]
- Email: mmcdonnell@para-hcfs.com
- Description of file: sample CDM
- Category: (dropdown menu open)

The Category dropdown menu is open, showing a list of categories. Two blue arrows point to the dropdown menu. The categories listed are:

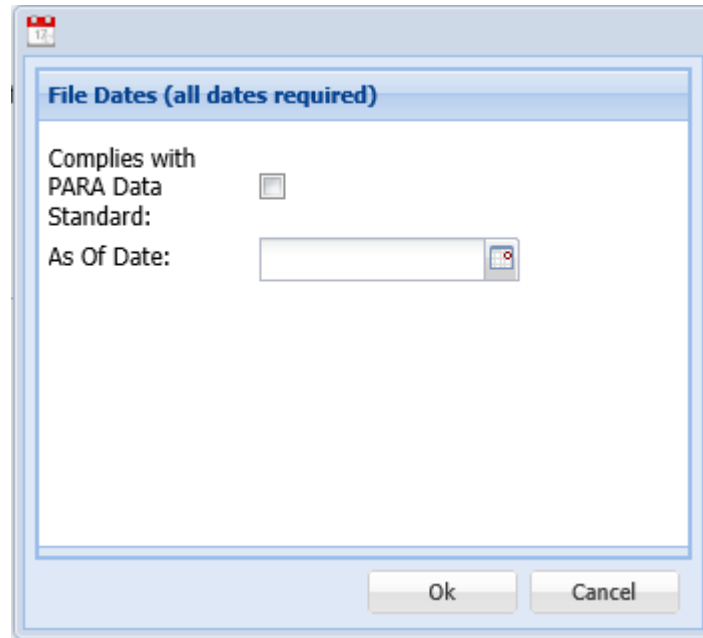
- Account Headers | Transactions
- Charge Description Master
- Charge Description Master - Explode Codes
- Claims Data - EDI (837)
- Claims Data - SCAN / FAX
- Department Code Crosswalk
- Department Crosswalk
- HIM Coded HCPCS
- HIM Coded ICD-9 Diagnoses
- HIM Coded ICD-9 Procedures
- Insurance Crosswalk
- Medical Record
- Order Entry
- Other
- Patient Type Crosswalk

The Name, Email and Company fields are auto-completed using your current information on file.

Click the "X" in the upper right corner to return to the previous screen.

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Once a category is selected, another pop-up window will ask if the file being uploaded complied with **PARA's** Data Standard, and the As-Of date of the file:



A copy of **PARA's** Data Standard is available on the previous screen, which opens in Excel format. There is a separate tab for the various file types:

| Header File  |   |                            |                      |            |
|--------------|---|----------------------------|----------------------|------------|
| Field Number | Description                                 | Field Name                 | Format               | Example    |
| 1            | Date the CDM was cut                        | DATE_STAMP                 | date                 | 1/15/2011  |
| 2            | First date of statistics aggregated for QTY | QTY_RANGE_FROM             | date                 | 1/1/2010   |
| 3            | Last date of statistics aggregated for QTY  | QTY_RANGE_TO               | date                 | 12/31/2010 |
| Detail File  |   |                            |                      |            |
| Field Number | Description                                 | Field Name                 | Format               | Length     |
| 1            | *Department Code                            | DEPT_CODE                  | text                 | 1-10       |
| 2            | *Procedure Code                             | PROC_CODE                  | text                 | 1-20       |
| 3            | Department Name                             | DEPT_NAME                  | text                 | null-30    |
| 4            | Procedure Description                       | PROC_DESC                  | text                 | null-250   |
| 5            | Technical Description                       | TECH_DESC                  | text                 | null-250   |
| 6            | Quantity                                    | QTY                        | ***integer           |            |
| 7            | Unit Price                                  | UNIT_PRICE                 | ***numeric / decimal |            |
| 8            | Unit Multiplier                             | UNIT_MULT                  | text                 | null-6     |
| 9            | CPT Code                                    | CPT_CODE                   | text                 | null-11    |
| 10           | HCPCS Code                                  | HCPCS_CODE                 | text                 | null-11    |
| 11           | Medicaid Code                               | MEDICAID_CODE              | text                 | null-11    |
| 12           | Workers Comp Code                           | WCOMP_CODE                 | text                 | null-11    |
| 13           | BLX Code                                    | BLX_CODE                   | text                 | null-11    |
| 14           | TriCare Code                                | TRICARE_CODE               | text                 | null-11    |
| 15           | Other Code                                  | OTHER_CODE                 | text                 | null-11    |
| 16           | Rev Code Default                            | UB_DEFAULT                 | text                 | null-11    |
| 17           | Rev Code OPSS                               | UB_OPSS                    | text                 | null-11    |
| 18           | Rev Code Part B Only                        | UB_PARTB                   | text                 | null-11    |
| 19           | Rev Code Other                              | UB_OTHER                   | text                 | null-11    |
| 20-30        | CPT Code - Additional                       | CPT_CODE1 - CPT_CODE10     | text                 | null-11    |
| 31-41        | HCPCS Code - Additional                     | HCPCS_CODE1 - HCPCS_CODE10 | text                 | null-11    |

\* Required  
 \*\*Number: Decimal not allowed.  
 \*\*\*Number: Currency amount (cents optional) Optional thousands separators; optional two-digit fraction

CDM / REVUSE / HEAD / TRANS / Pharm NDC / PTP / INS / DEPT / HIM

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To locate files for upload on your computer, click the Browse Files button. If Flash is enabled, you may select multiple files.

**PARA File Transfer**

[Post a Question to PARA](#) [Post a Question](#)

**PARA File Transfer** [PARA Data Standard](#)

Name:

Company:

Email:

Description of file:

Category:

**Select File(s)**

**Browse Files** ←

Sample CDM 1 file.xlsx (7.98KB)

Sample Insurance Crosswalk File.xlsx (8.02KB)

Sample Pharmacy NDC File.xlsx (7.99KB)

[Upload](#)

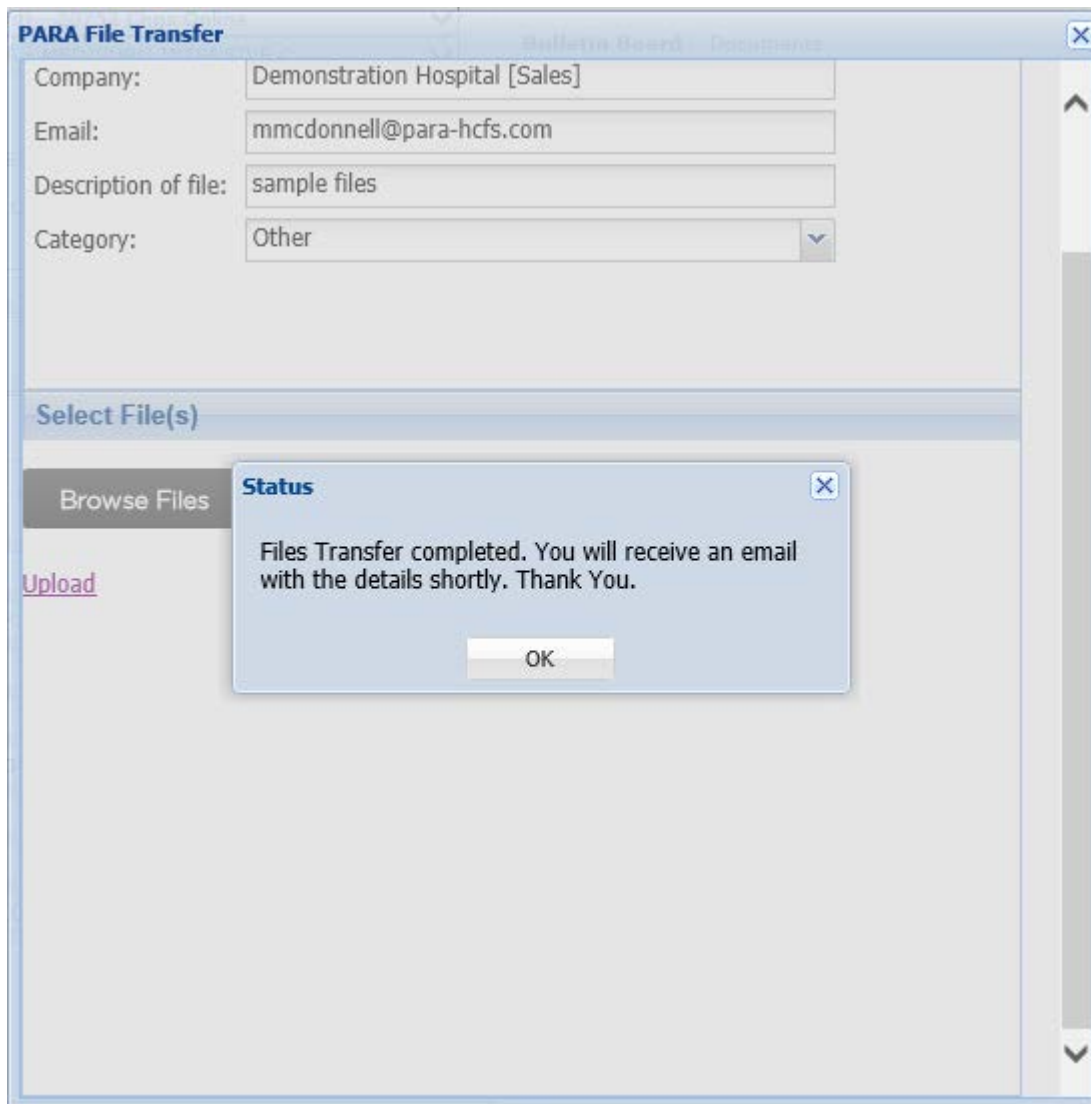
After you've selected all the files to be transferred, click "Upload".

Each file that is uploaded will be processed by a virus scanner at the server.

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Once the upload is completed, the message below will appear:



A copy of the transfer results will be emailed to the address given and to **PARA** staff for further processing. A copy of the email is shown on the following page.

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Figure 1 transfer results

From: PDE User  
To: Mary K. McDonnell  
Cc:  PARA Staff  
Subject: PARA File Transfer - Demonstration Hospital [Sales] - Other

Sent: Mon 8/7/2017 12:02 PM

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## PARA-HCFS File Transfer Service

### Results Report

Mary McDonnell  
Demonstration Hospital [Sales]  
Other  
sample files  
[mmcdonnell@para-hcfs.com](mailto:mmcdonnell@para-hcfs.com)  
dbDemo

File successfully uploaded: Sample CDM 1 file.xlsx  
File successfully uploaded: Sample Insurance Crosswalk File.xlsx  
File successfully uploaded: Sample Pharmacy NDC File.xlsx  
Scan Results:

Sample CDM 1 file.xlsx: OK

----- SCAN SUMMARY -----  
Known viruses: 3853868  
Engine version: 0.97  
Scanned directories: 0  
Scanned files: 1  
Infected files: 0  
Data scanned: 0.01 MB  
Data read: 0.00 MB (ratio 3.00:1)  
Time: 9.063 sec (0 m 9 s)

Sample Insurance Crosswalk File.xlsx: OK

----- SCAN SUMMARY -----  
Known viruses: 3853868  
Engine version: 0.97  
Scanned directories: 0  
Scanned files: 1  
Infected files: 0  
Data scanned: 0.02 MB  
Data read: 0.01 MB (ratio 2.00:1)  
Time: 9.078 sec (0 m 9 s)

Sample Pharmacy NDC File.xlsx: OK

----- SCAN SUMMARY -----  
Known viruses: 3853868  
Engine version: 0.97  
Scanned directories: 0  
Scanned files: 1  
Infected files: 0  
Data scanned: 0.01 MB  
Data read: 0.00 MB (ratio 3.00:1)  
Time: 9.110 sec (0 m 9 s)

Sincerely,

Peter A. Ripper & Associates, Inc.  
4801 East Copa De Oro Drive  
Anaheim Hills, CA 92807  
Telephone: 800.999.3332  
Facsimile: 877.284.7755  
<http://para-hcfs.com>