PARA File Transfer User Guide

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

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

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 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.

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:

File Dates (all dates required)

Complies with
PARA Data
Standard: ☐

As Of Date: [   ] 📅

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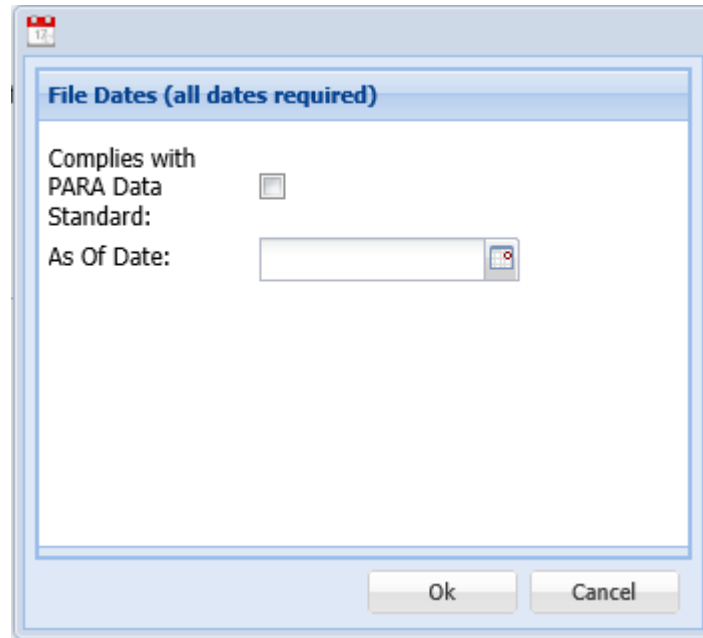
A copy of **PARA**'s Data Standard is available on the previous screen, which opens in Excel format. There is a separate tab for the various file types:

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 OPPS	UB_OPPS	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 / | ◀ | ▒ |

PARA File Transfer User Guide

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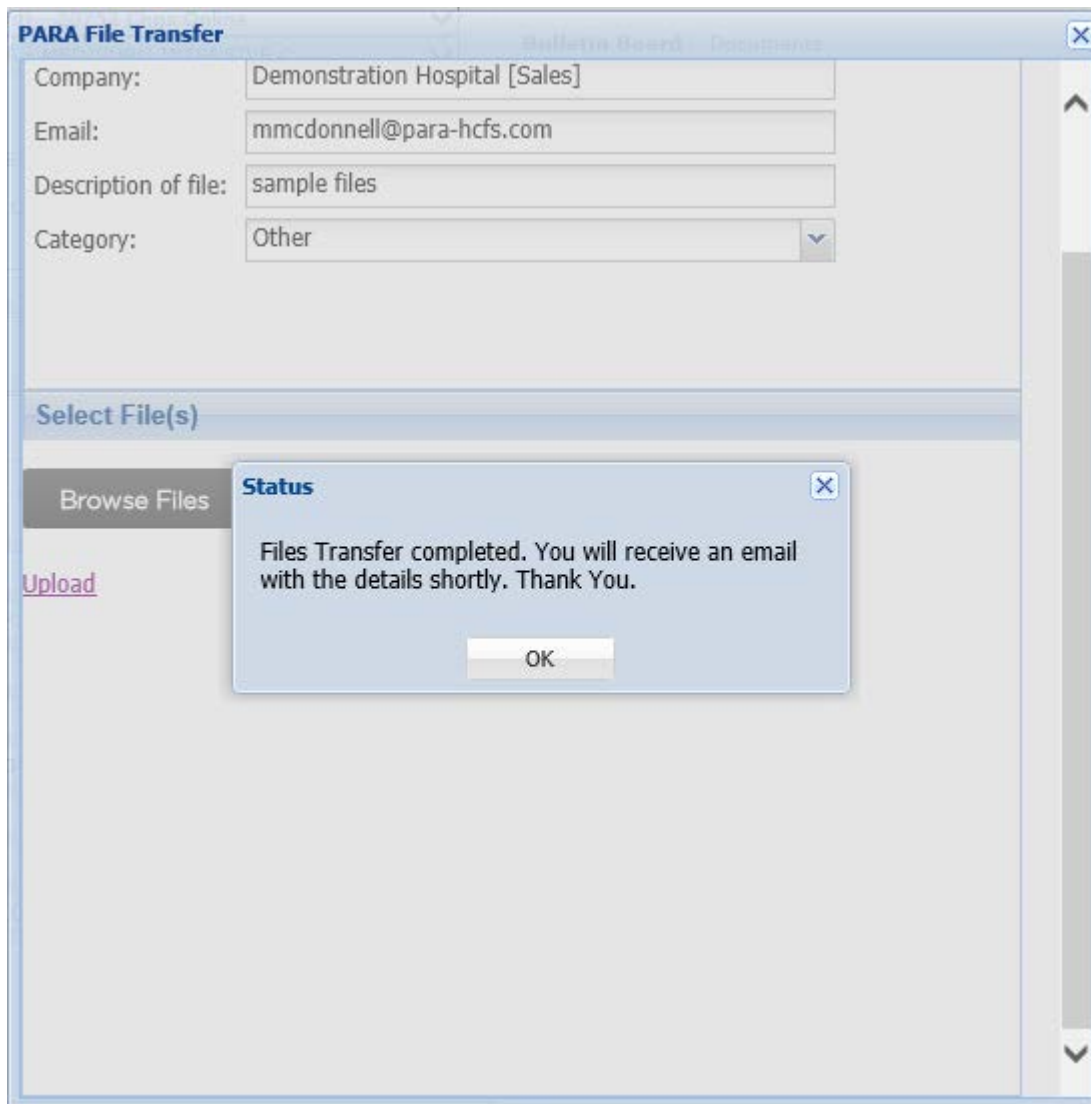

After you've selected all the files to be transferred, click "Upload".

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

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.

Figure 1 transfer results

From: PDE User   Sent: Mon 8/7/2017 12:02 PM
To: Mary K. McDonnell
Cc: ⊞ **PARA Staff**
Subject: PARA File Transfer - Demonstration Hospital [Sales] - Other

PARA-HCFS File Transfer Service

Results Report

Mary McDonnell
Demonstration Hospital [Sales]
Other
sample files
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