



835 Transaction Companion Guide

ANSI x12 Version 005010X221A1
General Guidelines

August 2015

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Disclosure

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Preface

This Companion Guide to the v5010 ASC X12N Implementation Guides and associated errata adopted under HIPAA clarifies and specifies the data content when exchanging electronically with Capital District Physicians’ Health Plan, Inc. (CDPHP®). Transmissions based on this companion guide, used in conjunction with the v5010 ASC X12N Implementation Guides, are compliant with both ASC X12 syntax and those guides, all of which are available from the Washington Publishing Company website at: www.wpc-edi.com. The Companion Guide is not intended to convey information that in any way exceeds the requirements or usages of data expressed in the Implementation Guides.

1. Introduction

This section describes how ASC X12N Implementation Guides (IGs) adopted under HIPAA will be detailed with the use of a table. The tables contain a row for each segment that CDPHP has something additional, over and above, the information in the IGs. That information can:

1. Limit the repeat of loops or segments
2. Limit the length of a simple data element
3. Specify a subset of the IG’s internal code listings
4. Clarify the use of loops, segments, composite, and simple data elements
5. Any other information tied directly to a loop, segment, composite, or simple data element pertinent to trading electronically with CDPHP.

In addition to the row for each segment, one or more additional rows are used to describe CDPHP’s usage for composite and simple data elements and for any other information. Notes and comments should be placed at the deepest level of detail. The following table is an example:

Shaded Rows represent “ segments ” in the X12N Implementation Guide.
Non-Shaded rows represent “ data elements ” in the X12N Implementation Guide.

Loop	Element Identifier	Description	ID	Min/Max	Usage	Loop Repeat	Values	Requirement Description
HDR	ISA	Interchange Control Header		1	R	Loop Repeat	Values	Requirement Description
HDR	ISA01	Authorized Information Qualifier	ID	2-2	R		00,03	
HDR	ISA02	Security Information Qualifier	ID	2-2	R		00,01	
HDR	ISA05	Interchange ID Qualifier	ID	2-2	R		01, 14, 20, 27, 28, 29, 30, 33, ZZ	Use ‘ZZ’ Mutually Defined

- **Scope**

This document is to be used in addition to the HIPAA 835 Implementation Guide. It is designed for implementation of the HIPAA Transaction for Health Care Claim Payment/Advice, also known as the Electronic Remittance Advice (ERA).

- **Overview**

This Companion Guide will replace any previous CDPHP Companion Guide for 835 Health Care Claim transactions. This Companion Guide will assist you in designing and implementing 835 Claim Payment/Advice transactions that meet CDPHP's processing standards. The CDPHP Companion Guide identifies key data elements that we request be sent in the submitting transaction set. Adherence to these guidelines will enable you to more effectively process 835 claims from CDPHP.

2. Getting started

- **Electronic Data Interchange Enrollment**

Should you decide to receive your payments and /or claim payment remittance advice electronically, you must first complete and return the necessary enrollment forms applicable to the transaction(s) your organization is requesting.

Please contact your financial institution to arrange for the delivery of the CORE (Committee on Operating Rules for Information Exchange)-required Minimum CCD+(Corporate Credit or Debit entry) data elements needed for reassociation of the payment and the Electronic Remittance Advice (ERA).

- **Electronic Funds Transfer**

To enroll for Electronic Funds Transfer (EFT), you'll need to complete your enrollment request by registering at <https://CDPHP.payeehub.org> and establishing a user account that will give you access as an authorized agent to request set up of EFT payments. To modify an existing EFT enrollment, you will also need to be a registered user at <https://CDPHP.payeehub.org>

- **835 Electronic Remittance Advice (ERA)**

Enrollment to receive an 835 Electronic Remittance Advice is a separate sign up process and requires a Group/Provider Access Information for 835 Transaction Set Form which can be found online at: <http://www.cdphp.com/~media/Files/providers/835-Access-Request-Form-FIELDS-FINAL.ashx> Once CDPHP receives your enrollment request, a CDPHP employee will establish your organization as an eligible EDI Trading Partner with CDPHP and contact you to discuss next steps in getting set up to trade electronic data.

- **Questions and General Information**

For assistance with any questions and /or general information regarding the sign up process, please contact:

3. Certification and Testing Overview

Becoming HIPAA compliant will require providers and payers to make significant changes to their existing Electronic Data Interchange (EDI) process. Process change inevitably includes testing for results validation. This testing can be one of the most time-consuming efforts in the development process. CDPHP expects the following approach will optimize test time and expedite our trading partners' transition from test to production status.

The trading partner must complete testing for each of the transactions they will implement and shall not be allowed to exchange data with CDPHP in production mode until testing has passed as determined by CDPHP. Successful testing means the ability to successfully pass HIPAA compliance checks and to process protected health information (PHI) transmitted by the trading partner to CDPHP.

Test Step	Description
Test Plan	The CDPHP EDI Support Center and trading partner will agree to a predefined set of test data with expected results. This matrix will vary by trading partner.
Security	CDPHP will verify that trading partners have a valid user ID and password.
Connectivity and Transmission Integrity	CDPHP connectivity protocols are outlined in "4. Connectivity." We suggest that the trading partner limit transactions to a small volume during the testing phase.
Transaction Validation	CDPHP will verify that the trading partner is submitting transactions allowed per their enrollment applications.
Data Integrity	Data integrity is determined by the X12 and HIPAA Implementation Guide. The trading partner should correct transactions reported as errors and resubmit them. Data integrity testing is successfully completed when the trading partner's data has no compliance errors.
Acknowledgment and Response Transactions	Trading partners must demonstrate the ability to receive acknowledgment and response transactions.
Result Analysis	CDPHP and the trading partner will review the acknowledgment and response transaction for consistency with the predefined results.

4. Connectivity

Prerequisites

- An Internet connection.
- Ability to connect to a HTTPS Web site.
- Desktop Web browser. Browsers supported are:
- Mozilla v.1.0 and higher

Advantages

- File transfers are not time consuming.
- Can use existing desktop browsers and Internet connectivity to transfer files.
- Browser-based solutions are well-suited for on-demand, manual transfers involving desktops and laptops because they are free, already installed, and end-users know how to use the existing software.
- Files are protected in transit by SSL (Secure Socket Layer). There is no need to send encrypted files.

Supported Web Browsers

MOVEit DMZ has been tested against and fully supports the following major browsers:

- Internet Explorer version 6.0 and higher
 - Internet Explorer 7.0 and higher preferred
 - ✓when using MOVEit Upload/Download Wizard (ActiveX or Java)
- FireFox (2.0 and 3.0)
 - ✓when using MOVEit Upload/Download Wizard (Java Windows/*nix/Mac OS X)
- Safari (versions 2 and 3) under Macintosh OS X
 - ◦ ✓when using MOVEit Upload/Download Wizard (Java Only)

✓= Indicates this client ensures the integrity of transferred files and proves who uploaded and who downloaded a specific file (non-repudiation).

Use of the MOVEit Java Wizard on the Macintosh version of Firefox requires that you use the Java Preferences applet to select Java 1.5 (rather than 1.4.2).

Supported Secure FTP/SSL Clients

MOVEit DMZ has been tested against and fully supports a large number of secure FTP clients using FTP over SSL:

- MOVEit Freely ✓ (free command-line)
- MOVEit Buddy ✓ (GUI)
- MOVEit Central ✓ (w/Admin)
- WS_FTP Professional and WS_FTP Home (GUI, version 7 and higher, Windows) ✓ version 12 and higher)
- SmartFTP ✓ (GUI, version 1.6 and higher, Windows)
- SmartFTP (free GUI, version 1.0 and higher, Windows)
- Cute FTP Pro (GUI, version 1.0 and higher, Windows)
- BitKinex (GUI, version 2.5 and higher, Windows)
- Glub FTP (GUI, Java 2.0 and higher)
- FlashFXP (GUI, version 3.0 and higher)
- IP*Works SSL (API, Windows, version 5.0)
- LFTP (free command-line, Linux, Unix, Solaris, AIX, etc.)
- NetKit (command-line, Linux, Unix, Solaris, etc.)
- SurgeFTP (command-line, FreeBSD, Linux, Macintosh, Windows, Solaris)
- C-Kermit (command-line; v8.0+, AIX, VMS, Linux, Unix, Solaris)
- AS/400 native FTPS client (OS/400 minicomputer)
- [z/OS Secure Sockets FTP client](#) (z/OS mainframe)
- TrailBlaxer ZMOD (OS/400 minicomputer)
- NetFinder (GUI, Apple)
- Sterling Commerce (batch, various)
- Tumbleweed SecureTransport (4.2+ on Windows, batch, various)
- Cleo Lexicom (batch, various)
- bTrade TDAccess (batch, AIX, AS/400, HP-UX, Linux, MVS, Solaris, Windows)
- [cURL](#) (command-line, AIX, HP-UX, Linux, QNX, Windows, AmigaOS, BeOS, Solaris, BSD and more)
- South River Technologies "WebDrive" (Windows "drive letter" - requires "passive, implicit and 'PROT P'" options)
- Stairways Software Pty Ltd. "Interarchy" (Mac "local drive" and GUI)

FTP Client Developers: Please consult the "FTP - Interoperability - Integrity Check How-To" documentation for information about how to support integrity checks with your FTP client too.

Supported Secure FTP/SSH (and SCP2) Clients

MOVEit DMZ has been tested against and fully supports the most popular secure FTP clients using FTP over SSH as well:

- OpenSSH sftp for *nix (free command-line, Unix - including Linux and BSD, password and client key modes)
- OpenSSH for Windows (free command-line, Windows, password and client key modes)
- OpenSSH sftp for Mac (preinstalled command-line, Mac, password and client key modes)
- OpenSSH sftp for z/OS (part of "IBM Ported Tools for z/OS", z/OS 1.4+, password and client key modes)
- Putty PSFTP, (command-line, Windows, password and client key modes)

- WS_FTP (GUI, Windows, version 7.0 and higher; version 7.62 has a compression-related bug which prevents it from uploading large, highly compressible files)
- BitKinex (GUI, version 2.5 and higher, Windows)
- F-Secure SSH (command-line, 3.2.0 Client for Unix, password and client key modes)
- FileZilla (GUI, Windows)
- SSH Communications SSH Secure Shell FTP (GUI, Windows, password and client key modes; requires setting # of transfers to 1)
- SSH Tectia Connector (Windows)
- SSH Tectia Client (Windows,AIX,HP-UX,Linux,Solaris)
- J2SSH (free Java class - requires Java 1.3+)
- Net::SFTP - Net::SSH::Perl (free Perl module for Unix)
- MacSSH (GUI, Mac, password mode only)
- Fugu (free GUI, Mac, password mode only)
- Cyberduck (free GUI, Mac, password and client key modes)
- Rbrowser (GUI, Mac, password mode only)
- Transmit2 (GUI, Mac, password and client key modes)
- gftp (GUI, Linux, password and client key modes)
- Magnetk LLC sftpdriive (Windows "drive letter", password mode only)
- South River Technologies "WebDrive" (Windows "drive letter", password mode only)
- Cyclone Commerce Interchange (Solaris, client key mode only)
- Stairways Software Pty Ltd. "Interarchy" (Mac "local drive" and GUI, password mode only)
- Miklos Szeredi's "SSH FileSystem", a.k.a. "SSHFS" (*nix "mount file system" utility, password and client key modes; requires OpenSSH and FUSE)
- Tumbleweed SecureTransport (4.2+ on Windows, batch, various)

✔= Indicates this client ensures the integrity of transferred files and proves who uploaded and who downloaded a specific file (non-repudiation).

Passwords

- Passwords must be changed upon first log-on.
- Passwords and user names are case sensitive.
- Passwords must be six characters.
- Passwords must contain at least one alpha and one numeric character.
- Passwords cannot resemble user names.
- Passwords cannot contain dictionary words.

Examples:

Unacceptable passwords: Security, Security 9

Acceptable passwords: Sec9urity, sec9urity

5. Contact Information

For assistance regarding 835 ERA enrollment, EDI technical assistance, or general provider services, please email our EDI Customer Service at E_Transaction_Help@cdphp.com

By visiting <https://CDPHP.payeehub.org> you can access information about how to register and enroll to receive Electronic Funds Transfer (EFT) payments, and/or how to make modifications to your existing EFT enrollment.

CDPHP Hours of Operation

CDPHP business areas process non-inquiry files Monday through Friday. Files may be submitted 24 hours a day, 7 days a week, 365 days a year. Files received after 2 p.m. EST will be processed the next business day. CDPHP does NOT process claims on the following days:

- Saturday
- Sunday
- New Year's Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Friday following Thanksgiving
- Christmas Eve Day
- Christmas Day

Under normal operating conditions, 835 files are available for pick up no later than noon, EST every Tuesday of each week.

The above list is subject to change. Days may be added or removed from the list without notice.

6. Control Segments/Envelopes

ASC X12 transaction envelopes (i.e., ISA, IEA, GS and GE segments) should be populated per instructions found in the section labeled "8. Transaction Specific Information." Transactions returned by CDPHP to the trading partner will be enveloped consistent with the specifications described in Example 1B. ASC X12 transaction record formats are available as downloads from The Washington Publishing Company (WPC), website: <http://Wpc-Edi.Com/>

7. Trading Partner Agreements

An EDI Trading Partner is defined as any CDPHP customer (provider, billing service, software, software vendor, etc.) that transmits to, or receives electronic data from CDPHP.

Payers have EDI Trading Partner Agreements that accompany the standard implementation guide to ensure the integrity of the electronic transaction process. The Trading Partner Agreement is related to the electronic exchange of information, whether the agreement is an entity or a part of a larger agreement, between each party agreement.

8. Transaction Specific Information

The following information is intended to serve as a guide to the HIPAA ANSI X12 835 Implementation Guide.

Please refer to the complete HIPAA ANSI x12 835 Implementation Guide for a full listing of required and situational fields. The rules in the implementation guide take precedence over the CDPHP companion guide.

- **General Statements**

- The outbound 835 transactions utilize delimiters from the following list: '>', '*', '~', '^', '|', and '·'.
- CDPHP utilizes '·'. If you need this changed, please contact CDPHP, or else the '·' is assumed.

- **Transaction File Naming Structure**

File Name: 835 files received from CDPHP will be named using a standard naming convention. File names contain four parts separated by underscore characters and end with an .edi extension.

The parts of the file name are:

Trading Partner No: Typically a Tax Identification number.
Sequence number: Unlimited characters. The sequence number will be used by CDPHP to identify a file as unique for that trading partner on a given day.
Transaction Type: 835
File Extension: edi
Example of filename: 123456789_54126_916740_835.edi

Version	Loop	Segment	Field	Description	Suggestion
	HDR	ISA		Interchange Control Header	
005010X221A1	-	ISA	05	Interchange ID Qualifier	Value of "30" - Federal Tax ID
005010X221A1		ISA	06	Interchange Sender ID	141641028
005010X221A1		ISA	07	Interchange ID Qualifier	Value of "30" - Federal Tax ID
005010X221A1		ISA	08	Interchange Receiver ID	Receiver's Tax ID

Version	Loop	Segment	Field	Description	Suggestion
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	HDR	GS		Functional Group Header	
005010X221A1	-	GS	02	Application Sender's Code	141641028
005010X221A1	-	GS	03	Application Receiver's Code	Same value as what was in ISA08 for consistency

Version	Loop	Segment	Field	Description	Suggestion
	HDR	BPR		Financial Information	
005010X221A1	-	BPR	04	Payment Method Code	CDPHP will utilize all available Payment Method codes: <ul style="list-style-type: none"> • ACH – Automated Clearing House • CHK – Check • NON – Non-Payment Data
		BPR	05	Payment Format Code	CCP – Cash Concentration/Disbursement plus Addenda BPR05 will only be valued when BPR04 is ACH.
		BPR	10	Originating Company Identifier	141641028 (Only when BPR04 is ACH.)

Version	Loop	Segment	Field	Description	Suggestion
	HDR	TRN		Re-Association Trace Number	
005010X221A1	-	TRN	02	Check or EFT Trace Number	If BPR04 = ACH TRN02 = Re-association Trace Number on EFT Transaction
005010X221A1	-	TRN	03	Originating Company Identifier	Tax ID of Business Program/Group Administering Benefit

005010X221A1	-	TRN	04	Originating Company Supplemental Code	If <ul style="list-style-type: none"> • BPR04 = ACH, The same value as BPR10 (originating Company Supplemental Code is used) • IF BPR04 = CHK or NON, The RA Advice Number is used.
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Version	Loop	Segment	Field	Description	Suggestion
	HDR	CUR		Foreign Currency Information	
005010X221A1	-	CUR	All	Foreign Currency Segment	CDPHP will not use this segment. All funds will be in US dollars

Version	Loop	Segment	Field	Description	Suggestion
	1000 A			Payer Identification	
005010X221A1	1000 A	N1	02	Payer Name	Name of Business Program/Group Administering Benefit
005010X221A1	1000 A	N1	04	Payer Identifier	CDPHP as the entity to contact with questions
005010X221A1	1000 A	REF	01	Reference Identification Qualifier	2U
005010X221A1	1000 A	REF	02	Additional Payer Identifier	SX065_12X03 (professional and institutional identifiers)

Version	Loop	Segment	Field	Description	Suggestion
	1000 B			Payee Identification	
005010X221A1	1000 B	N1	03	Identification Code Qualifier	Value of "XX" - National Provider ID
005010X221A1	1000 B	N1	04	Identification Code	NPI Number

005010X221A1	1000 B	REF	01	Reference Identification Qualifier	Value of "TJ" - Payee Identification
005010X221A1	1000 B	REF	02	Reference Identification	The "pay to" Tax Identification number on file with CDPHP

Version	Loop	Segment	Field	Description	Suggestion
	2100	NM1		Corrected Priority Payee Name	
005010X221A1	2100	NM1	01	Entity Identifier Code	QC
005010X221A1	2100	NM1	08	Identification Code Qualifier	Value "MI" -Member Identification Number
005010X221A1	2100	NM1	09	Identification Code - Patient Identifier	Member ID including suffix
005010X221A1	2100	NM1	01	Entity Identifier Code	IL - This segment will only be used if the insured or subscriber is difference from the patient.
005010X221A1	2100	NM1	08	Identification Code Qualifier	Value "MI" -Member Identification Number
005010X221A1	2100	NM1	09	Identification Code - Insured Identifier	Member ID including suffix

- **Additional Information in the 835 Transaction**

The following is intended to highlight additional information that may be returned from CDPHP on an 835. This information is compliant with HIPAA ANSI X12 835 but may be new to you.

- **Claim Adjustment Group and Reason Codes**

CDPHP utilizes the Washington Publishing Company for 835 claim adjustment reason codes and remittance advice remark codes: Refer to www.wpc-edi.com for information.

Version	Loop	Segment	Field	Value	Description
	2100	CAS			Claim Adjustment
005010X221A1	2100 / 2110	CAS	01	PR CO PI OA	CDPHP will utilize all available claim adjustment group codes: 6. PR – Patient Responsibility 7. CO – Contractual Obligations 8. PI - Payer Initiated Reductions 9. OA – Other Adjustments

005010X221A1	2110	CAS	01/02	PR/95	<p>Patient Responsibility—In addition to a patient responsibility for co-pay, coinsurance, and deductible, patient responsibility can also be the result of a contractual provision between the patient and insurer.</p> <p>Claim Adjustment Reason Code 95 will be used to indicate a patient responsibility that is the result of a penalty being applied when member contract provisions are not followed.</p>
005010X221A1	2110	CAS	01	PI/45 PI/94	<p>Payer Initiated Reductions— Inpatient or Outpatient—Per Diem or an APC or APG or ASC reimbursement: The PI (45) segment represents the total of all other individual line items disallowed due to the per diem.</p> <p>DRG or Outpatient Flat Rate reimbursement—The PI (94) segment represents the difference between the flat rate and the submitted charge when the submitted charge is less than the negotiated rate. This will result in a negative dollar amount.</p>
005010X221A1	2110	CAS	01/02	CO/104	<p>Contractual Obligation—In addition to the normal contractual obligation disallows, CO will also be used for Managed Care Withholding. This disallow segment represents the amount of the CDPHP allowance withheld (aka risk) as part of the provider’s contractual agreement with CDPHP. Risk is applied on claims where CDPHP is processing as secondary, as well as primary.</p>
005010X221A1	2100	CAS			<p>DRG Reimbursement—Reimbursement of DRG claims will be reflected at the claim level rather than the line level. There will be no 2110 loop.</p>

Version	Loop	Segment	Field	Value	Description
	2110	CAS			Service Adjustment
005010X221A1	2110	CAS	01	PR CO PI OA	<p>CDPHP will utilize all available claim adjustment group codes: 10. PR – Patient Responsibility 11. CO – Contractual Obligations 12. PI - Payer Initiated Reductions 13. OA – Other Adjustments</p>

Version	Loop	Segment	Field	Value	Description
		PLB			Service Adjustment
005010X221A1		PLB	03-02		Provider Adjustment Identifier will contain both the CDPHP claim number and provider patient account number. ie: 1513300XXX00 123456XY22Z

- **Health Reimbursement Arrangement (HRA) Information on CDPHP 835 Outbound File**

In the event that a member has an HRA administered by CDPHP and it is a fully automated plan, patient liability, with the exception of penalty, will be considered for an additional payment according to the member’s employer group rules. In the event that an additional payment is created, the medical payment will appear on your 835 as a medical claim as reflected above and it will also appear on your 835 as an HRA considered claim. The HRA portion will be attached to the Payer “Capital District Physicians’ Healthcare Network CD”. See below:

*NI *PR*Capital District Physicians’ Healthcare Network CD~*

- **Coordination of Benefit Information in the 835 Transaction** The following is intended to explain the COB information on the 835.

Claim adjustment reason code 22 is used to indicate “Other Carrier Paid Amount.” This code may be associated with the following group codes: CO, OA and PR. This is because when mapping the COB amounts, it is necessary to offset the patient responsibility (PR) with the COB amount. When COB amount is in excess of the patient responsibility amount, the difference will be applied to the next CAS segment.

Adjustment reason code 23 often reflects the difference between the CDPHP allowance and the primary carrier’s allowance.

Finally, CDPHP supports COB savings in which denied or non covered services may be reimbursed out of a savings that has been established for the member and based on the savings CDPHP has received through coordination of benefits.

The following is an example of what you could see returned on the 835 when there is credit banking involved:

*CLP*2091830396PR*2*54*0*32*15*XXXXXXXXXXXX*23~*

NM1*QC*1*WONKA*WILLY****MI*ABCD1234F00~
NM1*74*1*Wonka*Willy*C***F*ABCD1234F~
NM1*82*1*Brown MD*Michael*E***XX*321456ABCD~
REF*1L*10008559~
DTM*050*20090711~
SVC*HC:93971*26*LT*54*0**1~
DTM*472*20090628~
CAS*PR*204*54**23*-22~
CAS*OA*22*22~

Appendix

Change Summary:

Date	Version	Description
Oct. 2015	2	Added N1, REF segments to loop 1000A to reference additional payers; PLB segment now contains CDPHP claim number and provider patient account number
Dec. 2021	3	(Dan M.) Changed CAQH text and links to new EFT administrator Zelis Healthcare and their custom CDPHP portal https://CDPHP.payeehub.org
July 2022	4	(Dan M.) Added the following text to Page 5: Please contact your financial institution to arrange for the delivery of the CORE (Committee on Operating Rules for Information Exchange)-required Minimum CCD+(Corporate Credit or Debit entry) data elements needed for reassociation of the payment and the Electronic Remittance Advice (ERA).