

healthcode

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Insurer Group Code Set Maintenance

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Introduction

The Group Code Set Maintenance function gives Insurers to ability to amend their Group Code Set(s).

The Group Code Set determines the validity and grouping of Industry Standard Codes received by providers within a bill.

Only Industry Standard Codes that are valid for the Insurer are listed in the Group Code Set.

In addition the code set also defines

- ❑ Whether an Industry Standard Code is grouped to another ISC or to itself
- ❑ When a claim is received with multiple charge lines of the same charge code, whether these charge lines are merged and whether this is on a daily basis.
- ❑ Whether the Insurer requires a description to be sent through for the charge
- ❑ Whether the Insurer requires an attached procedure code to the charge

An example of an entry is below :

C0000010	Industry standard code
C0000010	Code the Industry standard code should be grouped to.
M	Merge Flag Can have 1 of 3 values: 'D' Merges all these codes for same day 'M' Merges all these codes for invoice period 'N' Don't merge
Y	Procedure Code mandatory 'Y' or 'N' or can have values from 1-9.
Y	A hospital billing description is required, can have one of two values 'Y' or 'N' (Yes or No). A blank field also represents No.

Historically Insurers have requested changes and additions to the groupers via the Helpdesk Team.

These changes needed to be scheduled outside office hours.

The Insurer Group Code Set Maintenance was developed so insurers can download the current Group Code Set, amend this and then upload back to the system or alternatively edit the Group Code Sets on a line-by-line basis while logged in.

Updating the Group Code Set

There are 2 methods of amending a group code set file

- i Amending on a record by record basis online.
- ii Downloading the file and amending this with an xml or text editor

The method used to make changes will depend on the number of changes that are required.

If there are only a small number of changes to make to the group file the online editing of the file is most appropriate.

If a large number of changes are to be needed to the group code set file should be checked out and amended off line and then re-uploaded.

When a group code set is downloaded, edited and uploaded, the changes are validated immediately but applied in an overnight process. On-line changes are applied immediately. The user should bear this in mind when making changes.

Note this facility is only to be used for editing existing Group Code sets. If you wish to create a new Group Code set, change its description or change the providers allocated to it you must contact the Healthcode Helpdesk.

Viewing & Amending the Group Code Set online

Select Group Code Sets from the left hand menu.

This will then display all the Group Code Sets currently set-up.

The screen will also display the Status, when the code set was last modified and by whom, and the user if it is currently checked out.

healthcode Viewing Site: Standard Life Healthcare (slh)

[Insurer Status](#)
[Reports Available](#)
[Resources](#)
[Group Code Sets](#)
[HTMLUS Requests](#)
[Messages](#)

Code Set Name	Status	Last Modified	Last Modified By	Checked Out To	Check Out	Undo	Download*	Upload	View
Albyn SLH Group Set	Checked Out	27/09/2005	Mr Matthew Gallina	Ms Nicky Kingsmill					
Healthcode SBS Training Site SLH Group Set	Checked Out - single line edit	27/10/2005	Mrs Anne Dyson	Mrs Anne Dyson					
SLH Generic Group Set	Checked Out	09/06/2005	Mr Matt Gallina	Mrs Anne Dyson					
SLH Generic Group Set 2	Ready	28/11/2005	Mr Matthew Gallina						
Training SLH Group Set	Ready	09/06/2005	Mr Matt Gallina						
Training SLH Group Set	Ready	09/06/2005	Mr Matt Gallina						


* Please note, all Group Code Set XML files require a DTD file, which can be downloaded from [Resources](#). Once saved the DTD file will need to be placed in the same working directory as the downloaded Group Code Set XML in order for these to open correctly.

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If you wish to amend the Group Code Set online select the View icon.

If you wish to amend the Group Code Set as a file select the Check Out icon.

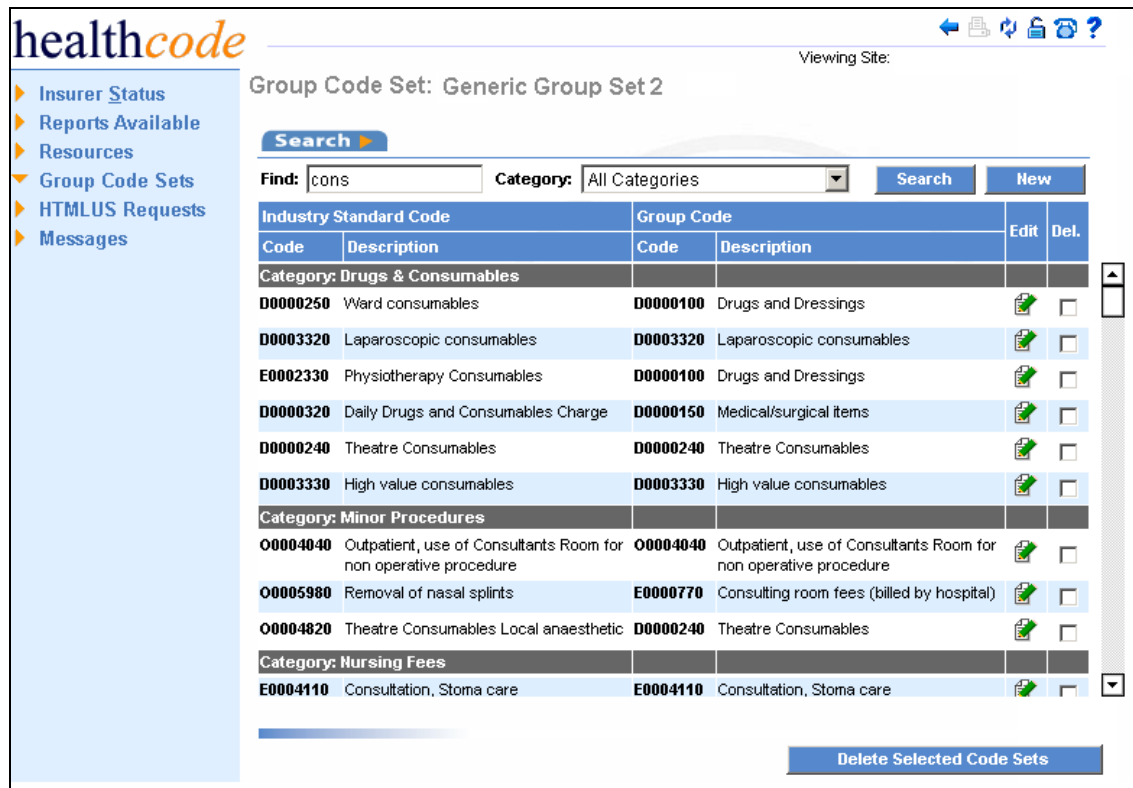
Amending the Group Code Set online

If you wish to amend the current mapping of a group code first select the View Icon  adjacent to the Group Code Set you wish to amend.

You will then need to search for and select the code you wish to amend.

To do this enter search characters or alternatively the exact Industry Standard Code within the Find field, select whether you wish to search within a particular category or All Categories and click on 

This will then display the results that match your search.



The screenshot shows the healthcode website interface. On the left is a navigation menu with items like 'Insurer Status', 'Reports Available', 'Resources', 'Group Code Sets', 'HTMLUS Requests', and 'Messages'. The main content area is titled 'Group Code Set: Generic Group Set 2'. It features a search bar with 'cons' entered and a dropdown menu set to 'All Categories'. Below the search bar is a table with columns for 'Industry Standard Code' and 'Group Code', each with sub-columns for 'Code' and 'Description'. The table lists various medical codes and their descriptions, such as 'Ward consumables' and 'Drugs and Dressings'. Each row has an 'Edit' icon (a green document with a pencil) and a 'Def.' checkbox. At the bottom right of the table area is a 'Delete Selected Code Sets' button.

To amend the mapping select the Edit icon 

The settings will then display in a separate window.

Code Set: Group Set
Ind. Std. Code: D0000250: Ward consumables
Group Code: D0000100: Drugs and Dressings
Merge: Always Merge
Require Procedure Code: No
Require Description: No

To change what ISC you wish the code to be mapped to, select this from the drop down listing.

You can also set and amend the Merge / Procedures Code and Description required flags.

Adding a new Group Code Set entry

To add a new group code set entry select and a new window will appear.

Ind. Std. Code: Select ISC Code...
Group Code: Select Group Code...
Merge: -
Require Procedure Code: -
Require Description: [Leave Blank]

The ISCs listed within the Ind.Std.Code drop-down list are all those codes which do **not** currently appear in the group code set. Until a specific code is listed within the group set any bill submitted for the provider(s) the group code set is allocated to will fail the bill validation process.

Select the values for each field, selecting from the drop down listing and click on

You will then receive confirmation the mapping has been added and this ISC code will now be valid for that Group Code set.

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Group Code Set:

✔ Code Mapping Added

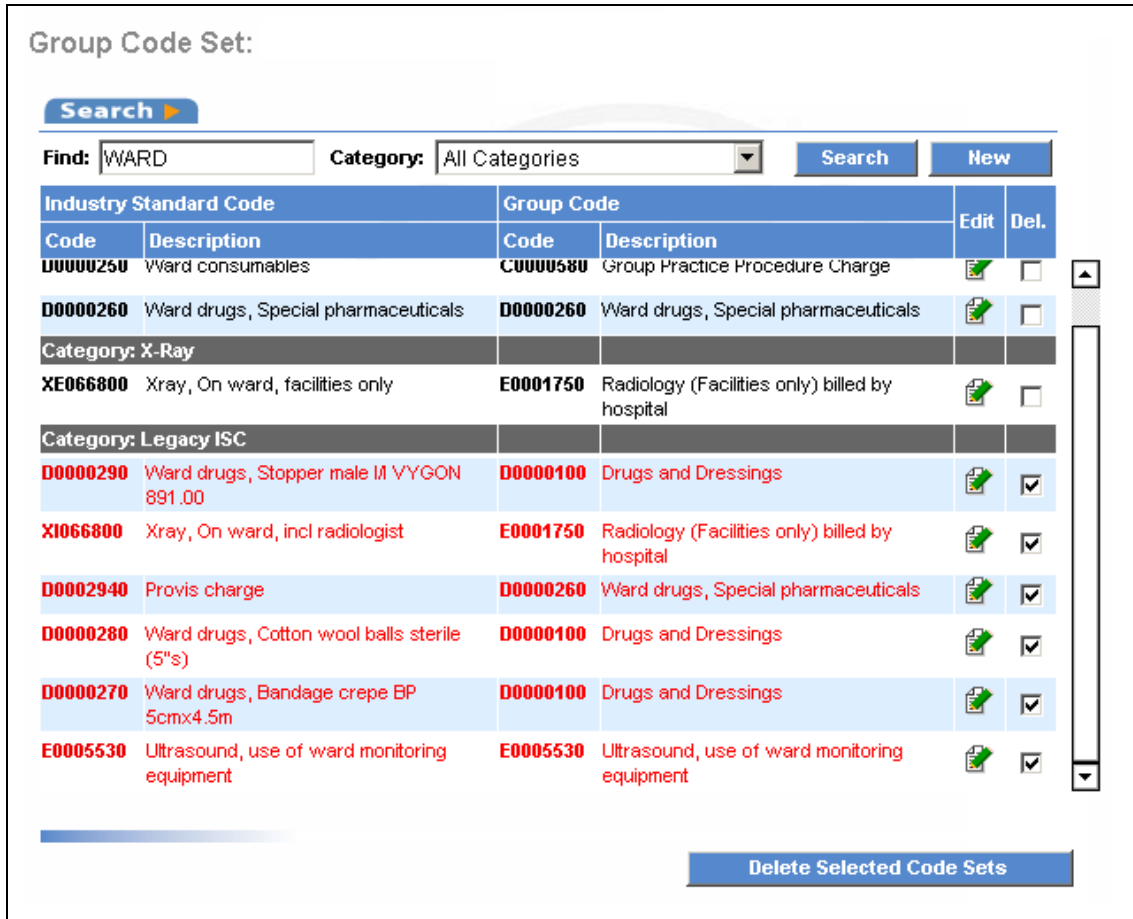
Search ▶

Find: Category:

Industry Standard Code		Group Code		Edit	Del.
Code	Description	Code	Description		

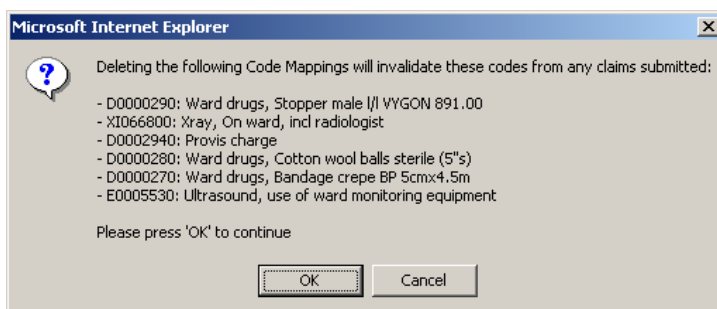
Deleting entries from the Group Code Set

To delete entries from the Group Code Set first search for the codes you wish to delete



When displayed select the codes you wish to delete by the selecting the tick box at the end of each line and then select **Delete Selected Code Sets**

You will then receive a prompt confirming which codes will be deleted



Click Ok to continue with the deletion or Cancel to cancel the deletion and return to the Group Code Set page.


Deleting a code from a group code set means any bills submitted for that code from the providers allocated to that group code set would be rejected (i.e. the bill will fail validation).

Amending the Group Code Set as a file

If there are a large number of changes to be made this can be done downloading the xml file, editing this offline and then re-uploading the file.

In order to do this you will need to download and store the DTD file in the same directory you download the xml file to.






The DTD file is available via the Resources section of the website.

To start working on the file you must first check it out by clicking on the Check Out icon 

The page will reload and the Status displayed as Checked Out – awaiting file production.

Then click on  again to receive the most up to date Status.

Once the file has been produced further icons will become available.

Group Code Sets					Check Out	Undo	Download *	Upload	View
Code Set Name	Status	Last Modified	Last Modified By	Checked Out To					
Training SLH Group Set	Checked Out	09/06/2005	Mr Matt Gallina	Ms Nicky Kingsmill					

Selecting Undo will undo or cancel any changes and return the file to its Ready Status.

To download the file select the download icon 

You will then be prompted to either Open or Save.

Select Save and then save the file within the same directory as the DTD is stored.

You can then amend the XML file with the changes required.

Uploading the amended file

Once the amendments to the file have been made, it is ready to be re-uploaded.

Before uploading please ensure you have switched the Sender / Recipient Tags

Ie. File downloaded and tags are as follows :

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<MsgSender>SLH</MsgSender>
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<MsgRecipient>HEALTHCODE</MsgRecipient>

To upload the file change the tags round so they display as follows :

<MsgSender>HEALTHCODE</MsgSender>

<MsgRecipient>SLH</MsgRecipient>

To upload the amended file click the Upload icon 






Training SLH Group Set	Validated - awaiting Update	09/06/2005	Mr Matt Gallina	Ms Nicky Kingsmill
Training SLH Group Set	Checked Out	09/06/2005	Mr Matt Gallina	Ms Nicky Kingsmill

Upload: Training SLH Group Set
 Ms Nicky Kingsmill
 Browse... >>






You will then be prompted to browse for and select the file to upload.

Once the file name is displayed in the field click on >>

The file will then be validated against the DTD to ensure all records are valid.

Training SLH Group Set	Uploaded - awaiting Validation	09/06/2005	Mr Matt Gallina	Ms Nicky Kingsmill					
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If there are any problems with the xml file the error details will be displayed and the file will not be uploaded.

Training SLH Group Set	Failed Validation	09/06/2005	Mr Matt Gallina	Ms Nicky Kingsmill					
Error Details: ProviderGroup attribute in file does not match providergroup specified Invalid xml: 200509091317593450000025.xml									

If the file is a valid xml file that adheres to the DTD you will receive confirmation the file has been validated. The updates will then be applied overnight.

SLH Generic Group Set 2	Validated - awaiting Update	05/12/2005	Ms Nicky Kingsmill	Ms Nicky Kingsmill					
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If you require any assistance please contact the helpdesk for advice.