
7. TIMEFRAME AND SCHEDULES

A. Introduction

- A. The following pages document processing schedules and timelines which must be adhered to for IEHP Transmission Schedule:
1. Eligibility Data File Transmission Schedule
 2. Encounter Data File Due Date Schedule
 3. Capitation Data File Transmission Schedule
- B. Eligibility Data Files:
1. Eligibility Data Files are placed on the Secure File Transfer Protocol (SFTP) server.
 2. Daily Eligibility files will be posted by 8:00 PM.
 3. Monthly files will be posted by the 1st of every month.
 4. All Providers are required to pick up and process their eligibility file from IEHP SFTP server within three (3) calendar days of transmission by IEHP. Providers should utilize the IEHP web portal @ www.iehp.org to check Member eligibility status during the three-day window to ensure Members have access to medical care until their systems are updated with IEHP eligibility data files.
 5. All IPAs are required to submit eligibility lists to their contracted PCPs by the 5th and 15th of each month for the current months' enrollment.
- C. Encounter Data Files:
1. Providers Encounter Data Files are due the first of each month.
 2. Submitters are required to meet Adequacy, ~~and~~ Validity and Timeliness standards by the end of the month in which they are due.
- D. Capitation Summary and Detail Files:
1. All Capitation files will be placed on the SFTP server by the 1st of each month for the prior month's capitation.
 2. Capitation is based on the Provider enrollment as of the 15th day of each month.

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B. Eligibility Data File Transmission Schedule

The following schedule outlines when eligibility files are available to Providers for review. Eligibility files must be picked up within three (3) calendar days of file transmission. If IEHP identifies any changes to your membership, IEHP will provide a Daily Delta File containing these changes. IEHP performs the Month-End process the last week of every month, at this time IEHP will not provide the Daily Delta File.

Calendar Month	MONTHLY Eligibility File (full file)
	AVAILABLE DATE ON OR BEFORE
Jan 202 43	01/01/202 43
Feb 202 43	02/01/202 43
Mar 202 43	03/01/202 43
Apr 202 43	04/01/202 43
May 202 43	05/01/202 43
Jun 202 43	06/01/202 43
Jul 202 43	07/01/202 43
Aug 202 43	08/01/202 43
Sep 202 43	09/01/202 43
Oct 202 43	10/01/202 43
Nov 202 43	11/01/202 43
Dec 202 43	12/01/202 43
Jan 202 43 ⁵⁴	01/01/202 43 ⁵⁴

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C. Encounter Data File Due Date Schedule

The following schedule outlines the dates Encounter Data is due to IEHP, the months of service assessed for adequacy, and the final date corrected errors are due back to IEHP.

Date Encounter Data Due To IEHP	Month of Service Assessed for Adequacy	Final Date Corrected Errors Due to IEHP
01/01/202 43	Oct-202 32	01/31/202 43
02/01/202 43	Nov-202 32	02/28/202 43
03/01/202 43	Dec-202 32	03/31/202 43
04/01/202 43	Jan-202 43	04/30/202 43
05/01/202 43	Feb-202 43	05/31/202 43
06/01/202 43	Mar-202 43	06/30/202 43
07/01/202 43	Apr-202 43	07/31/202 43
08/01/202 43	May-202 43	08/31/202 43
09/01/202 43	Jun-202 43	09/30/202 43
10/01/202 43	Jul-202 43	10/31/202 43
11/01/202 43	Aug-202 43	11/30/202 43
12/01/202 43	Sep-202 43	12/31/202 43
01/01/202 54	Oct-202 43	01/31/202 54
02/01/202 54	Nov-202 43	02/28/202 54
03/01/202 54	Dec-202 43	03/31/202 54
04/01/202 54	Jan-202 54	04/30/202 54
05/01/202 54	Feb-202 54	05/31/202 54
06/01/202 54	Mar-202 54	06/30/202 54
07/01/202 54	Apr-202 54	07/31/202 54
08/01/202 54	May-202 54	08/31/202 54
09/01/202 54	Jun-202 54	09/30/202 54
10/01/202 54	Jul-202 54	10/31/202 54
11/01/202 54	Aug-202 54	11/30/202 54
12/01/202 54	Sep-202 54	12/31/202 54
01/01/202 65	Oct-202 54	01/31/202 65
02/01/202 65	Nov-202 54	02/28/202 65
03/01/202 65	Dec-202 54	03/31/202 65
04/01/202 65	Jan-202 65	04/30/202 65
05/01/202 65	Feb-202 65	05/31/202 65
06/01/202 65	Mar-202 65	06/30/202 65

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D. Claims and Encounter Data Reconciliation Manifest Report

Claim Data Reconciliation Manifest Report:

- A. All Claims Data Manifest Reconciliation report must be submitted daily to IEHP. This report shall contain Submitter ID, File Name, Date Sent, Number of Claims, Total Billed Amount, Number of Files, Number of Service Lines, Checksum, Scan Date, Process Date, MRD Date and Number Rejected. For Claims please place the Manifest report within the following Secure File Transfer Protocol (SFTP) location under your Trading Partner ID. IE: 5010/Manifest.
- B. All Inbound and Outbound file transaction must be PGP encrypted.

Encounter Data Reconciliation Manifest Report:

- A. All Encounter Data Manifest Reconciliation report must be submitted weekly to IEHP. This report shall contain the following information Submission Date, File Type, Submitter Name, Submitter ID File Name and Record Count.
- B. All Inbound and Outbound file transaction must be PGP or GPG encrypted.