

Hospital File Submission Process Version 6 – 5/23/2012

Use New Hampshire's Secure File Exchange Server for file submission

- Website: <https://nhftp.nh.gov/>
- See next page for screen print of login screen
- Files are encrypted during transmission and at rest

Accessing NHFTP server

- All hospitals belong to the HDD group – administrator is Dennis Cassily
- Each hospital will have its own secure account and password
 - Username is group name plus hospital name
 - For example: **hdd.concord**
- Each hospital will be assigned a folder to which their file will be uploaded
- Hospitals will only be able to access their own files
- Each hospital needs to designate one individual to be the account owner

File submissions – two methods

- Log into the NHFTP server and manually upload file(s)
- Automate the transmission process using an ftp command line interface
- Hospital can add email addresses to account to trigger notifications after successful transmission

Manual file upload procedure

- Log into NHFTP website
- Select the Inbound folder as the folder to which your file will be uploaded
- Click on the Browse button to navigate to the folder on your system that contains your file to upload
- Select your file and click open
- Click the upload button
- Your file is picked up, encrypted, and placed in the Inbound folder
- A confirmation email is sent to notification addresses specified in the account

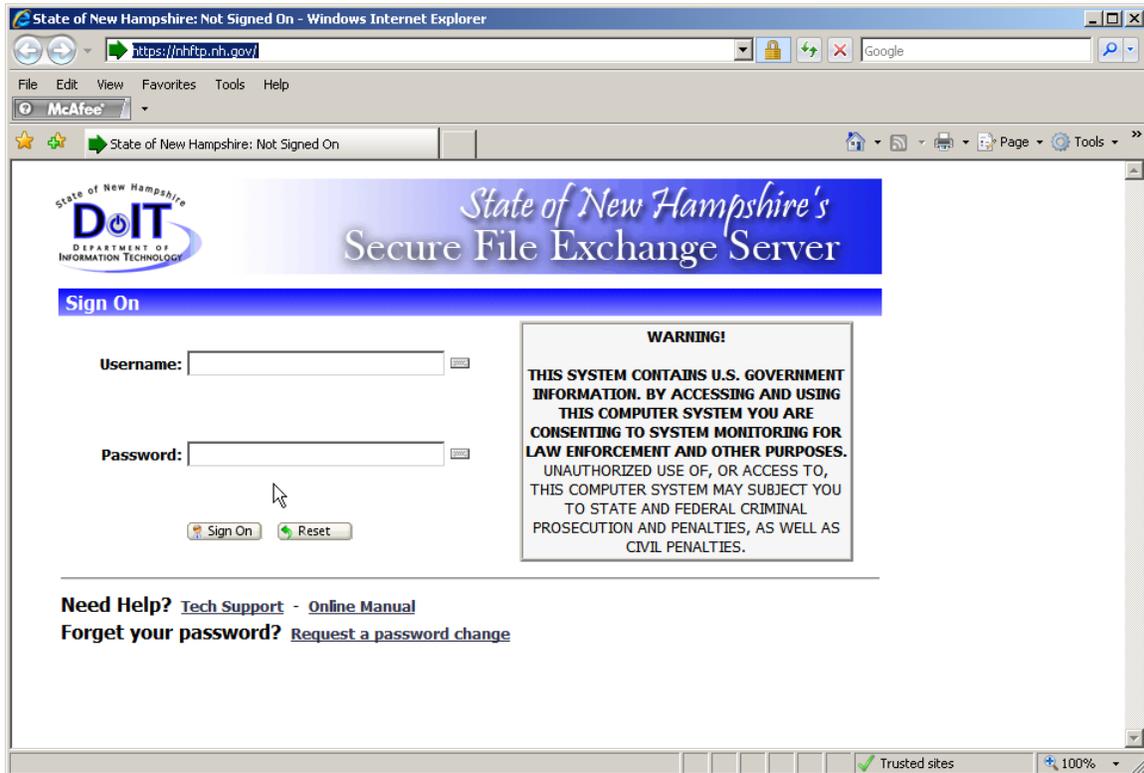
Nighttime processing

- Submitted files on NHFTP are picked up at night for processing
- Submitted files are removed (deleted) from NHFTP after successful pickup

Coming soon – Information about setting up your NHFTP account

NHFTP account owner information (name/phone/email/hospital) should be sent to Dennis.Cassily@doit.nh.gov

New Hampshire's Secure File Exchange Server – Login Screen



File Naming Convention

Each 837 formatted file sent to NHFTP must use the naming convention:

XXXYYYYMMDDAN.HL7

- **XXX** is the 3 letter abbreviation for the hospital
- **YYYYMMDD** is the date (year, month, day) of when the file was submitted
- **AN** is an alphanumeric character string of any length that must be unique for a given day
- **HL7** is the required file extension, which identifies the file structure.

The State will assign the abbreviation for each hospital. The hospital is free to assign the unique alphanumeric character string. It's main purpose is to uniquely identify multiple files that may be submitted on the same day by the same hospital.

Example 1: Catholic Medical Center submits two files on 4/26/2012. They name the files: CMC201204261.HL7 and CMC201204262.HL7, using 1 and 2 to guarantee uniqueness.

Example 2: Dartmouth Hitchcock submits two files on 5/2/2012. They name the files: DHM20120502inp.HL7 and DHM20120502amb.HL7, using inp and amb to guarantee uniqueness and also to identify the data content of the file.

Note that while the file naming convention does not identify the data content of the file – whether it is inpatient data or ambulatory data or what month/quarter/year the data is for – a hospital may wish to use the alphanumeric string to add meaning to the file name.

Production and Test Files

The hospital's NHFTP account will be used to upload test files when conducting system and acceptance tests with the State. Test files should be placed in the same folder on the NHFTP server as production files. The same file naming convention is used for both test files and production files. To differentiate between the two types, a "P" for production or a "T" for test must be placed in the 15th element on the ISA segment of the 837 formatted file.