

Batch File Layout Requirements

Each transaction batch file sent to RelayHealth from a customer computer and each response file sent from RelayHealth to a customer computer contains the following three sections:

- **File Header Record.** Starts each file.
- **File Data Record(s).** One or more claim or response data records in the appropriate format for the transaction type. See the applicable NCPDP technical specifications manual for details.
- **File Trailer Record.** Ends each file.

The file header and file trailer record must be present in every transmission. The formats for the file header, file data, and file trailer records are fully described in the NCPDP Batch Standard Format documents. As a convenience, the information is summarized in the next three subtopics.

File Header Record

The file header record is the first record in each file. There is only one header record per file. The table below summarizes the fields included in the file header record.

A/N = Alphanumeric field (left justify, blank fill)

N = Numeric field (right justify, zero fill)

Field ID	Field Name	Type	Length	Start	End	Value
880-K4	Text Indicator	A/N	1	1	1	Start of text (STX) = X'02'
701	Segment Identifier	A/N	2	2	3	00 = File Control (header)
880-K6	Transmission Type	A/N	1	4	4	T = Transaction (claim) R = Response E = Error
880-K1	Sender ID	A/N	24	5	28	To be defined by processor/switch
806-5C	Batch Number	N	7	29	35	<ul style="list-style-type: none"> • Matches trailer • Assigned by sender • Returned in response or error file form processor
880-K2	Creation Date	N	8	36	43	Format = CCYYMMDD
880-K3	Creation Time	N	4	44	47	Format = HHMM
702	File Type	A/N	1	48	48	P = Production T = Test
102-A2	Version/Release Number	A/N	2	49	50	Version/Release number of Header Data
880-K7	Receiver ID	A/N	24	51	74	To be defined by processor/switch
880-K4	Text Indicator	A/N	1	75	75	End of Text (ETX) = X'03'

File Header Notes

- Only one header record exists per file.
- Transmission type “I” is required when the pharmacy is submitting a batch. Transmission type “E” is required when the entire batch has been rejected by the processor or switch. Transmission type “R” is returned to the pharmacy to denote that the file contains responses to claims.
- The processor or switch receiving the file assigns the Sender ID. This ID reflects valid enrollment between trading partners for batch file submission.
- The Batch number is assigned by the sender and must match the trailer Batch Number field.
- The Batch number on the response file should be the same Batch number from the claim file originally sent from the pharmacy. This will link the claim batch file to the response batch file.
- The Version/Release number refers to the actual Version/Release of NCPDP Batch Standard being used. In this guide, Version/Release **11** is being used.

File Data Records

Each file contains one or more data records. There is no limit to the number of data records that can be included per file. **Any transaction format that is acceptable to the real-time switch may be delivered via batch.**

A/N = Alphanumeric field (left justify, blank fill)

N = Numeric field (right justify, zero fill)

Field ID	Field Name	Type	Length	Start	End	Value
880-K4	Text Indicator	A/N	1	1	1	Start of text (STX) = X'02'
701	Segment Identifier	A/N	2	2	3	G1 = Detail Data Record
880-K5	Transaction Reference Number	A/N	10	4	13	To be determined by Provider.
	Data Record (NCPDP)		varies	14	varies	Claim, response, or error message.
880-K4	Text Indicator	A/N	1	varies	varies	End of Text (ETX) = X'03'

Transaction Detail Notes

- The Transaction Reference number is assigned by the pharmacy. When the processor receives the file and begins processing the claims, the Transaction Reference number must be returned with the response. The Transaction Reference number is used to link a response to the original claim.
- Data Record - see the applicable NCPDP Standard Format document for the definition of the record layouts for the NCPDP Data Record.

File Trailer Record

The file trailer record is the last record in the file and contains information about the file, such as the number of data records, the date and time the file was created, and the batch number.

A/N = Alphanumeric field (left justify, blank fill)

N = Numeric field (right justify, zero fill)

Field ID	Field Name	Type	Length	Start	End	Value
880-K4	Text Indicator	A/N	1	1	1	Start of text (STX) = X'02'
701	Segment Identifier	A/N	2	2	3	99 = File Transfer
806-5C	Batch Number	N	7	4	10	Assigned by sender (matches Header)
751	Record Count	N	10	11	20	
504-F4	Message	A/N	35	21	55	
880-K4	Text Indicator	A/N	1	56	56	End of Text (ETX) = X'03'

File Trailer Notes

- Only one Trailer Record exists per file.
- The Batch number must match the Batch Number field in the header record.
- The record count field includes the total number of records in the batch, **including the header and trailer records.**
- The message field can be used to further explain the reasons why the entire batch is in error, include information about testing, or any other data that needs to be sent with the batch. This field should contain informational data only. Do not include required data.
- The maximum number of records in a file is 9,999,999,999, including one (1) Transaction Header and one (1) Transaction Trailer.