# Import Specifications

In order to import ancillary services into ECS, there are certain file specifications that need to be followed.

- The file must be delimited by fixed column length. Comma or tab delimited files will be not accepted.
- The data must be left or right padded with spaces if the data within the column does not meet the required column length.
- 1st column must be resident's MRN, SSN, or Client ID (generated by ECS).
  - (SSN is preferable)
- No hyphens are allowed in the file.
  - If the MRN within ECS includes hyphens, you will not be able to import using MRN.
  - Hyphens are defaulted within the SSN field in ECS but are not to be included in the file sent.
- SSN must be used if the facility changes MRN as a resident's status changes (Admit/Discharge)
- MRN cannot have letters in it if it is to be used.
- 1st column must be 10 characters (although SSN is only 9 characters the first or last character should be a space).
- All other columns may be whatever number of characters you choose, if you can identify the number of characters. The number of characters in each column must remain constant every month.
- Date columns must have MM/DD/YYYY format.
- Dollar amounts must not have commas or dollar signs and must have 2-digit decimal places.
- The file must include all modifiers required for billing to include GO/GP/GN, as well as KX Modifiers, 59 Modifiers, and Therapy Assistant Modifiers (CQ & CO) as needed.
- The Therapy Assistant Modifier column cannot have any blanks in this column. We request that a PT, OT or ST is used for when a Therapist provides the treatment and a CO or CQ when it is the assistant.
- The file should also include the resident's First Name and Last Name at the end.

## Therapy Import

Import files for therapy charges are typically 7 columns to include MRN or SSN, a HCPCS Code with Modifier (for example 97001GP), the # of units, a KX Modifier (if applicable), a 59

Modifier (if applicable), Therapy Assistant Modifier and the date of service.  The resident's name attached at the end may be beneficial.

## Other Imports

Import files for other ancillary charges are typically 4 columns to include MRN or SSN, a description or code to identify the item, the dollar amount, and the date of service.  Additional columns may be added to include things like; number of units, modifier codes, etc. as needed.

Please reference sample files sent for examples.