

## FLORIDA DIVISION OF WORKERS' COMPENSATION

### SSL/FTP File Transfer Instructions for Workers' Compensation Data

In order to transmit data to the Division of Workers' Compensation via the SSL/FTP method, the submitter must have a good FTP upload/download program that is capable of connecting to SSL FTP servers using one of the following certificate negotiation methods: AUTH SSL, AUTH TLS-P, AUTH TLS, or AUTH TLS-C. These programs are inexpensive and certain programs have freeware versions available.

First, contact the Division of Workers' Compensation to get a new SSL/FTP account established. A six digit submitter ID will be assigned. The submitter ID will be "MTPNNN", where "MTP" is constant and stands for Medical Trading Partner (Submitter), and NNN is a 3 digit assigned number. Second, select a password. The password must be a ten character minimum password consisting of alpha and numeric characters, for the SSL/FTP server login.

Notify the division of the password by phone. Please do not include this information in any email communications.

Once the SSL/FTP software has been obtained and installed, and the SSL/FTP account parameters have been established, a profile must be configured to connect to the division's SSL/FTP server. The instructions on how to do this are included in the document entitled "Submitter Instructions for Creating a Florida WC SSL/FTP Account". Contact the division if a copy of these instructions has not been received.

The files should be in ASCII format with fixed record length, should have a carriage return (Hex 0D) and line feed character (Hex 0A) at the end of each record. The files should **NOT** be zipped or compressed in any other way. The SSL/FTP transmissions are completely secured using 128-bit encryption technology.

Please use the following file naming convention for files uploaded to the division:

**STTTTTDWCXX\_YYYYMMDD\_HHMMSSZ.TXT**

Example: **SMTP123DWC09\_20020929\_090500T.TXT**

Where -

**"S"** is hard coded. (all files submitted must start with the letter "S")

**"TTTTTT"** is your six digit Submitter ID (i.e. - MTP123)

**"DWC"** is hard coded, and must always be present in the filename.

**"XX"** is the form type. Current valid form type values are as follows:

**"09"** = DWC-9 Medical Claim Form

**"10"** = DWC-10 Pharmacy Billing Form

**"11"** = DWC-11 Dental Claim Form

**"90"** = DWC-90 Hospital Claim Form

**"\_"** There must be an underscore immediately following the form type in the filename.

**"YYYYMMDD"** = The Year, Month, and Day of the file submission.

**"\_"** There must be an underscore immediately following the submission date in the filename.

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“**HHMMSS**” = The Hour, Minute, and Seconds of the file submission, making the filename unique, in the event there are multiple files being transmitted in quick succession.

“**Z**” = Test/Production indicator. Use “**T**” for a Test file, and “**P**” for a Production file.

“**.TXT**” = All files must end with a .TXT extension.

#### **Directory Structure:**

When logging into the SSL/FTP account, there will be three private subdirectories for use as follows:

**incoming** = Place the incoming transmission files into this directory

**outgoing** = The division places the PDF & AK1 reports in this directory for pick up (an email is sent when a file has been placed in this folder)

**badfiles** = Incoming files that can not be processed are placed in this directory.

**\*\*Important Note: Files need to be transferred in binary mode. Transmitting the file in ASCII mode may disrupt the line termination within the file, causing the file to be unreadable by the division's system.**

#### **Test Instructions:**

First send the division test transfer files to ensure the files are being submitted in the correct internal format. The division will advise of the results. While testing, place a “**T**” at the end of the base part of the filename to indicate that the transmission is a test file. For example, this is a test transmission file:

**SMTP123DWC09\_19980929\_090500T.TXT**

**Once the test has been successfully processed, notification will be received when the division approves for production data to be submitted via the SSL/FTP method.**

#### **Processing Instructions:**

Transfer a data file with all the claims to be processed. A report reflecting the status' of the claims after processing will be generated and placed in the “outgoing” folder in the submitter's SSL/FTP account. After correcting the claims, re-submit those claims as explained in the Florida Division of Workers' Compensation Medical EDI Implementation Guide (MEIG). This process may need to be repeated until all claims have been successfully accepted into the division's database.

For additional assistance with any of the above configuration or transfer steps, please contact Theresa Pugh at [Theresa.Pugh@myfloridacfo.com](mailto:Theresa.Pugh@myfloridacfo.com), or Pi-Ching Huang at [Pi-Ching.Huang@myfloridacfo.com](mailto:Pi-Ching.Huang@myfloridacfo.com).