

OVERVIEW

1.0. This chapter covers TRICARE Management Activity (TMA) requirements for the presentation of data submitted by the contractor. It specifies the structure of files and records to be sent to TMA for editing and processing. It also gives a complete definition of each data element included in these records. The data element definitions are sequenced within a given record type in alphabetical order by data element name. Data element definition forms, used for consistent presentation of each element, include element characteristics and parameters needed by the contractor for accurate submission of data required by TMA. Every data element is assigned an Element Locator Number (ELN) according to the following structure:

1.1. One-digit Record Category (followed by a hyphen):

- 0 - Batch Header (includes vouchers for ELN assignment)
- 1 - Institutional
- 2 - Non-Institutional
- 3 - Provider
- 4 - Pricing

1.2. Three-digit Element Locator Number for a given Record Category

2.0. Each data element definition identifies all records that contain the element and the error codes generated by the TMA editing system which validates data. To facilitate locating of data element definitions, the chapter includes an alphabetic index of all data elements.

3.0. For at-risk contractors, a Batch Header record is to be used as the first record in each batch of Institutional, Non-Institutional, Provider and/or Pricing records. Contractors use Batch Header records for Provider and Pricing records and Batch/Voucher Header records for Institutional and Non-Institutional HCSRs.

4.0. The Institutional record category is to be used only when there is an inpatient admission to the institution. The Non-Institutional record category is to be used for submission of all other Health Care Service Records, including outpatient maternity care rendered in an institution (cost-shared on an inpatient basis). The Provider record category is to be used to submit information for each provider who rendered care to TRICARE beneficiaries. The Pricing record category is to be used to submit information for pricing each procedure performed by providers who rendered care to TRICARE beneficiaries.

5.0. A data element "FILLER" has been included in all Logical Record Layouts to provide for future expansion of data elements.

6.0. The following editing rules will apply to all data elements unless the Data Element Definition contains different instructions. Basic and relational edits will be applied to incoming data by TMA.

6.1. All numeric fields (including monetary fields) must be right-justified and zero-filled. Non-numeric values are not permitted. All numeric fields which do not contain data must be completely zero-filled. Fields identified as signed numeric fields will be processed by TMA as positive values unless the low-order position of the field indicates it contains a negative value. Refer to [Chapter 2, Addendum H](#) for conversion of values to signed numeric codes. All money fields are signed numeric containing dollars and cents without the decimal point.

6.2. All alphabetic fields must be left-justified and blank-filled. A HEX 40 must be used to represent a blank. All alphabetic fields which do not contain data must be completely blank-filled.

6.3. All alphanumeric fields must be left-justified and blank-filled. A HEX 40 must be used to represent a blank. All alphanumeric fields which do not contain data must be completely blank-filled.