

HEADER RECORD DATA

DATA ELEMENT DEFINITION

ELEMENT NAME: BATCH DATE			
RECORDS/LOCATOR NUMBERS			
RECORD NAME	LOCATOR#	OCCURRENCES	REQUIRED
Header	0-035	1	Yes ¹
PRIMARY PICTURE (FORMAT) Seven (7) numeric characters, YYYYDDD.			
DEFINITION	Date the contractor first created the batch for transmission to TMA. This date will not change through the resubmission process.		
CODE/VALUE SPECIFICATIONS	YYYY	4 digit calendar year	
	DDD	3 digit Julian date	
ALGORITHM	N/A		
SUBORDINATE AND/OR GROUP ELEMENTS			
SUBORDINATE	GROUP		
N/A	BATCH NUMBER		
NOTES AND SPECIAL INSTRUCTIONS:			
¹ For use on all Provider and Pricing reporting, and on Institutional/Non-Institutional HCSRs from at-risk contractors. Zero fill if not applicable.			

DATA ELEMENT DEFINITION

ELEMENT NAME: BATCH/VOUCHER IDENTIFIER

RECORDS/LOCATOR NUMBERS			
RECORD NAME	LOCATOR#	OCCURRENCES	REQUIRED
Header	0-025	1	Yes
PRIMARY PICTURE (FORMAT)	One (1) alphanumeric character.		
DEFINITION	Identifies the type of records submitted in the batch (voucher).		
¹ CODE/VALUE SPECIFICATIONS	1	Institutional	
	2	Non-Institutional	
	3	Provider	
	4	Pricing	
	5	Institutional/Non-Institutional	
ALGORITHM	N/A		
SUBORDINATE AND/OR GROUP ELEMENTS			
SUBORDINATE		GROUP	
N/A		CONTRACT IDENTIFIER	

NOTES AND SPECIAL INSTRUCTIONS:

¹ Codes '1' and '2' apply only to at-risk contractors and subcontractors.

DATA ELEMENT DEFINITION

ELEMENT NAME: BATCH NUMBER			
RECORDS/LOCATOR NUMBERS			
RECORD NAME	LOCATOR#	OCCURRENCES	REQUIRED
Header	0-030	1	Yes ¹
PRIMARY PICTURE (FORMAT) Group			
DEFINITION	Field containing multiple elements that uniquely identify the batch of records.		
CODE/VALUE SPECIFICATIONS	N/A		
ALGORITHM	N/A		
SUBORDINATE AND/OR GROUP ELEMENTS			
SUBORDINATE		GROUP	
BATCH DATE		CONTRACT IDENTIFIER	
BATCH SEQUENCE NUMBER		N/A	
BATCH RESUBMISSION NUMBER		N/A	
NOTES AND SPECIAL INSTRUCTIONS:			
¹ For use on all Provider and Pricing reporting, and on Institutional/Non-Institutional HCSRs from at-risk contractors. Zero fill if not applicable.			

DATA ELEMENT DEFINITION

ELEMENT NAME: BATCH RESUBMISSION NUMBER

RECORDS/LOCATOR NUMBERS

RECORD NAME	LOCATOR#	OCCURRENCES	REQUIRED
Header	0-045	1	Yes ¹

PRIMARY PICTURE (FORMAT) Two (2) alphanumeric characters.

DEFINITION Identifies the number of submissions for the batch.

CODE/VALUE SPECIFICATIONS N/A

ALGORITHM Set initial submission batch to 00 and increment by one (1) with each resubmission or rejected HCSRs. Do **not** increment if resubmitting a batch that failed batch header edits.

SUBORDINATE AND/OR GROUP ELEMENTS

SUBORDINATE	GROUP
N/A	BATCH NUMBER

NOTES AND SPECIAL INSTRUCTIONS:

¹ **For use on all Provider and Pricing reporting, and on Institutional/Non-Institutional HCSRs from at-risk contractors. Zero fill if not applicable.**

DATA ELEMENT DEFINITION

ELEMENT NAME: BATCH SEQUENCE NUMBER			
RECORDS/LOCATOR NUMBERS			
RECORD NAME	LOCATOR#	OCCURRENCES	REQUIRED
Header	0-040	1	Yes ¹
PRIMARY PICTURE (FORMAT)	Two (2) alphanumeric characters.		
DEFINITION	A sequential number assigned by the contractor to uniquely identify the batch. Once assigned, the number remains with the batch through resubmission process if applicable.		
CODE/VALUE SPECIFICATIONS	N/A		
ALGORITHM	Set initial sequence number to 01 and increment by one (1) for each subsequent batch for that date. Do not "reuse" sequence number within Contract Identifier.		
SUBORDINATE AND/OR GROUP ELEMENTS			
SUBORDINATE		GROUP	
N/A		BATCH NUMBER	
NOTES AND SPECIAL INSTRUCTIONS:			
¹ For use on all Provider and Pricing reporting, and on Institutional/Non-Institutional HCSRs from at-risk contractors. Zero fill if not applicable. For at-risk contractors only, Sequence numbers 01-49 will be used for network batches and sequence numbers 50-99 will be used for non-network batches.			

DATA ELEMENT DEFINITION

ELEMENT NAME: CONTRACT IDENTIFIER			
RECORDS/LOCATOR NUMBERS			
RECORD NAME	LOCATOR#	OCCURRENCES	REQUIRED
Header	0-010	1	Yes
PRIMARY PICTURE (FORMAT) Group			
DEFINITION	Field containing multiple elements that uniquely identify each batch of records submitted by the contractor.		
CODE/VALUE SPECIFICATIONS	N/A		
ALGORITHM	N/A		
SUBORDINATE AND/OR GROUP ELEMENTS			
SUBORDINATE		GROUP	
CONTRACT NUMBER		N/A	
BATCH/VOUCHER IDENTIFIER		N/A	
BATCH NUMBER		N/A	
NOTES AND SPECIAL INSTRUCTIONS:			
N/A			

DATA ELEMENT DEFINITION

ELEMENT NAME: CONTRACT NUMBER			
RECORDS/LOCATOR NUMBERS			
RECORD NAME	LOCATOR#	OCCURRENCES	REQUIRED
Header	0-015	1	Yes
PRIMARY PICTURE (FORMAT)	Seven (7) alphanumeric characters.		
DEFINITION	The unique number assigned to a contract. The first two digits of the contract number followed by the one character alpha procurement code followed by the last four digits of the contract number.		
CODE/VALUE SPECIFICATIONS	N/A		
ALGORITHM	N/A		
SUBORDINATE AND/OR GROUP ELEMENTS			
SUBORDINATE		GROUP	
N/A		N/A	
NOTES AND SPECIAL INSTRUCTIONS:			
N/A			

DATA ELEMENT DEFINITION

ELEMENT NAME: CONTRACTOR NUMBER			
RECORDS/LOCATOR NUMBERS			
RECORD NAME	LOCATOR#	OCCURRENCES	REQUIRED
Header	0-005	1	Yes
PRIMARY PICTURE (FORMAT)	Two (2) alphanumeric characters.		
DEFINITION	Identification code for the contractor. Used to identify each contractor submitting Health Care Service Records, Pricing File Records, and Provider File Records.		
CODE/VALUE SPECIFICATIONS	TMA-assigned contractor number provided at the time contract is awarded.		
	03	Managed Care Support - Region 3/4	
	06	Managed Care Support - Region 6	
	07	Managed Care Support - Central Region (Region 7/8)	
	11	Managed Care Support - Region 11	
	13	Unisys Health Information Management	
	25	Managed Care Support - Region 2/5	
	26	Managed Care Support - Region 1	
	38	Blue Cross and Blue Shield of South Carolina	
	45	Wisconsin Physicians Service	
	53	Foundation Health Federal Services (CRI)	
	57	New Orleans Coordinated Care Program	
	59	Aetna Government Health Plans, Inc.	
	60	Managed Care Support Region 9, 10, 12	
	72	Managed Care Support - FHC Options	
ALGORITHM	N/A		
SUBORDINATE AND/OR GROUP ELEMENTS			
SUBORDINATE			GROUP
N/A			N/A
NOTES AND SPECIAL INSTRUCTIONS: N/A			

DATA ELEMENT DEFINITION

ELEMENT NAME: OCHAMPUS BATCH/VOUCHER PROCESSING DATE			
RECORDS/LOCATOR NUMBERS			
RECORD NAME	LOCATOR#	OCCURRENCES	REQUIRED
Header	0-115	1	No ¹
PRIMARY PICTURE (FORMAT)	Six (6) numeric characters, YYMMDD.		
DEFINITION	The date the batch/voucher was processed by TMA.		
CODE/VALUE SPECIFICATIONS	YY	2 digit calendar year	
	MM	2 digit calendar month	
	DD	2 digit calendar day	
ALGORITHM	N/A		
SUBORDINATE AND/OR GROUP ELEMENTS			
SUBORDINATE		GROUP	
N/A		BATCH/VOUCHER DATA	
NOTES AND SPECIAL INSTRUCTIONS:			
¹ This field is not applicable to Batches/Vouchers received at TMA. This field is for optional use by the contractor on all Batches/Vouchers sent from TMA.			

DATA ELEMENT DEFINITION

ELEMENT NAME: PERIOD BEGIN DATE			
RECORDS/LOCATOR NUMBERS			
RECORD NAME	LOCATOR#	OCCURRENCES	REQUIRED
Header	0-055	1	Yes ¹
PRIMARY PICTURE (FORMAT)	Eight (8) numeric characters, YYYYMMDD.		
DEFINITION	Earliest processed to completion date for the Health Care Services Records in the batch or voucher.		
CODE/VALUE SPECIFICATIONS	YYYY	4 digit calendar year	
	MM	2 digit calendar month	
	DD	2 digit calendar day	
ALGORITHM	N/A		
SUBORDINATE AND/OR GROUP ELEMENTS			
SUBORDINATE		GROUP	
N/A		PERIOD COVERED	

NOTES AND SPECIAL INSTRUCTIONS:
¹ Must be zero filled for provider and pricing file batch header records.

DATA ELEMENT DEFINITION

ELEMENT NAME: PERIOD COVERED			
RECORDS/LOCATOR NUMBERS			
RECORD NAME	LOCATOR#	OCCURRENCES	REQUIRED
Header	0-050	1	Yes ¹
PRIMARY PICTURE (FORMAT) Group			
DEFINITION	Inclusive dates to span the processed to completion dates for the Health Care Services Records contained in the batch or voucher.		
CODE/VALUE SPECIFICATIONS	N/A		
ALGORITHM	N/A		
SUBORDINATE AND/OR GROUP ELEMENTS			
SUBORDINATE		GROUP	
PERIOD BEGIN DATE		N/A	
PERIOD END DATE		N/A	
NOTES AND SPECIAL INSTRUCTIONS:			
¹ Must be zero filled for provider and pricing file header records.			

DATA ELEMENT DEFINITION

ELEMENT NAME: PERIOD END DATE

RECORDS/LOCATOR NUMBERS			
RECORD NAME	LOCATOR#	OCCURRENCES	REQUIRED
Header	0-060	1	Yes ¹
PRIMARY PICTURE (FORMAT)	Eight (8) numeric characters, YYYYMMDD.		
DEFINITION	Latest processed to completion date for the Health Care Services Records in the batch or voucher.		
CODE/VALUE SPECIFICATIONS	YYYY	4 digit calendar year	
	MM	2 digit calendar month	
	DD	2 digit calendar day	
ALGORITHM	N/A		
SUBORDINATE AND/OR GROUP ELEMENTS			
SUBORDINATE		GROUP	
N/A		PERIOD COVERED	

NOTES AND SPECIAL INSTRUCTIONS:

¹ Must be zero filled for provider and pricing file header records.

DATA ELEMENT DEFINITION

ELEMENT NAME: RECORD TYPE			
RECORDS/LOCATOR NUMBERS			
RECORD NAME	LOCATOR#	OCCURRENCES	REQUIRED
Header	0-001	1	Yes
PRIMARY PICTURE (FORMAT)	One (1) alphanumeric character.		
DEFINITION	Code to indicate whether the record is a batch header or voucher header.		
CODE/VALUE SPECIFICATIONS	0	Batch Header (used on all Provider and Pricing batches, and for Institutional/Non-Institutional HCSRs from at-risk contractors)	
	5	Voucher Header (used only for Institutional/Non-Institutional HCSRs from FI)	
ALGORITHM	N/A		
SUBORDINATE AND/OR GROUP ELEMENTS			
SUBORDINATE		GROUP	
N/A		N/A	
NOTES AND SPECIAL INSTRUCTIONS:			
N/A			

DATA ELEMENT DEFINITION

ELEMENT NAME: REGION CODE

RECORDS/LOCATOR NUMBERS

RECORD NAME	LOCATOR#	OCCURRENCES	REQUIRED
Header	0-120	1	Yes

PRIMARY PICTURE (FORMAT) Two (2) alphanumeric characters.¹

DEFINITION Code to indicate the region in which the MTF is located.

CODE/VALUE SPECIFICATIONS N/A

REGIONS 01-15

ALGORITHM N/A

SUBORDINATE AND/OR GROUP ELEMENTS

SUBORDINATE	GROUP
N/A	N/A

NOTES AND SPECIAL INSTRUCTIONS:
¹ If not applicable, space fill.
 Applies only to region 01, 02, or 05.

DATA ELEMENT DEFINITION

ELEMENT NAME: TOTAL AMOUNT PAID			
RECORDS/LOCATOR NUMBERS			
RECORD NAME	LOCATOR#	OCCURRENCES	REQUIRED
Header	0-070	1	Yes ¹
PRIMARY PICTURE (FORMAT)	Twelve (12) signed numeric digits including two (2) decimal places.		
DEFINITION	Total benefit dollars paid by the contractor for the Health Care Services Records contained in the batch or voucher.		
CODE/VALUE SPECIFICATIONS	N/A		
ALGORITHM	N/A		
SUBORDINATE AND/OR GROUP ELEMENTS			
SUBORDINATE		GROUP	
N/A		N/A	
NOTES AND SPECIAL INSTRUCTIONS:			
¹ Must be zero filled for provider and pricing file batch header records.			

DATA ELEMENT DEFINITION

ELEMENT NAME: TOTAL NUMBER OF RECORDS			
RECORDS/LOCATOR NUMBERS			
RECORD NAME	LOCATOR#	OCCURRENCES	REQUIRED
Header	0-065	1	Yes
PRIMARY PICTURE (FORMAT)	Seven (7) unsigned numeric digits.		
DEFINITION	Total number of records submitted in the batch or voucher, exclusive of the header and trailer records. (See Section 2.)		
CODE/VALUE SPECIFICATIONS	N/A		
ALGORITHM	N/A		
SUBORDINATE AND/OR GROUP ELEMENTS			
SUBORDINATE			GROUP
N/A			N/A
NOTES AND SPECIAL INSTRUCTIONS:			
N/A			

DATA ELEMENT DEFINITION

ELEMENT NAME: VOUCHER BRANCH OF SERVICE			
RECORDS/LOCATOR NUMBERS			
RECORD NAME	LOCATOR#	OCCURRENCES	REQUIRED
Header	0-082	1	Yes ¹
PRIMARY PICTURE (FORMAT)	Two (2) alphanumeric characters.		
DEFINITION	A Branch of Service indicator for the HCSRs in the voucher. All HCSRs must be grouped by Sponsor Branch of Service in addition to Record Type. EXCEPTION: A Continued Health Care Benefit Program (CHCBP) voucher may contain HCSRs with mixed Sponsor Branches of Service in addition to mixed Record Types.		
CODE/VALUE SPECIFICATIONS	01	Army (do not use after 09/30/1998)	
	02	Air Force (do not use after 09/30/1998)	
	03	Marine Corps/Navy (do not use after 09/30/1998)	
	04	Reserved for future use	
	05	Non-DoD - Special/Emergent Care & Abused Dependent of Discharged or Dismissed Member, Individual Case Mangement Program	
	10	Continued Health Care Benefit Program (CHCBP)	
	21	Active Duty - Army (TPR)	
	22	Active Duty - Air Force (TPR)	
	23	Active Duty - Marine Corps/Navy (TPR)	
	25	Active Duty - Non-DoD (TPR)	
	26	Army - National Guard (TPR)	
	41	Army (Comprehensive Clinical Evaluation Program)	
	42	Air Force (Comprehensive Clinical Evaluation Program)	
	43	Marine Corps/Navy (Comprehensive Clinical Evaluation Program)	
	45	Non-DoD (Comprehensive Clinical Evaluation Program)	
NOTES AND SPECIAL INSTRUCTIONS:			
¹ Blank fill except for Institutional/Non-Institutional vouchers.			

DATA ELEMENT DEFINITION

ELEMENT NAME: VOUCHER BRANCH OF SERVICE (CONTINUED)		
CODE/VALUE SPECIFICATIONS (CONTINUED)	71	Army - Direct Pay, Special/Emergent Care & Abused Dependent of Discharged or Dismissed Member, Individual Case Mangement Program
	72	Air Force - Direct Pay, Special/Emergent Care & Abused Dependent of Discharged or Dismissed Member, Individual Case Mangement Program
	73	Marine Corps/Navy - Direct Pay, Special/Emergent Care & Abused Dependent of Discharged or Dismissed Member, Individual Case Mangement Program
	A1	Army (Supplemental Health Care Program - Emergency)
	A2	Air Force (Supplemental Health Care Program - Emergency)
	A3	Marine Corps/Navy (Supplemental Health Care Program - Emergency)
	A5	Non-DoD (Supplemental Health Care Program - Emergency)
	A6	Army - National Guard (Supplemental Health Care Program - Emergency)
	B1	Army (Supplemental Health Care Program - MTF Referred)
	B2	Air Force (Supplemental Health Care Program - MTF Referred)
	B3	Marine Corps/Navy (Supplemental Health Care Program - MTF Referred)
	B5	Non-DoD (Supplemental Health Care Program - MTF Referred)
	B6	Army - National Guard (Supplemental Health Care Program - MTF Referred)
	C1	Army - TRICARE Senior Supplement
	C2	Air Force - TRICARE Senior Supplement
	C3	Marine Corps/Navy - TRICARE Senior Supplement

NOTES AND SPECIAL INSTRUCTIONS:
¹ Blank fill except for Institutional/Non-Institutional vouchers.

DATA ELEMENT DEFINITION

ELEMENT NAME: VOUCHER BRANCH OF SERVICE (CONTINUED)		
CODE/VALUE SPECIFICATIONS	C5	Non-DoD - TRICARE Senior Supplement
(CONTINUED)	D1	Army - Pharmacy Redesign Pilot Program
	D2	Air Force - Pharmacy Redesign Pilot Program
	D3	Marine Corps/Navy - Pharmacy Redesign Pilot Program
	D5	Non-DoD - Pharmacy Redesign Pilot Program
	FA	TRICARE Senior Prime Dover AFB, Dover, DE
	FB	TRICARE Senior Prime Keesler AFB, Biloxi, MS
	FC	TRICARE Senior Prime Brook Army Medical Center, San Antonio, TX
	FD	TRICARE Senior Prime Wilford Hall Medical Center, San Antonio, TX
	FE	TRICARE Senior Prime Fort Sill, OK
	FF	TRICARE Senior Prime Sheppard AFB, Wichita Falls, TX
	FG	TRICARE Senior Prime Fort Carson, Colorado Springs, CO
	FH	TRICARE Senior Prime Air Force Academy, Colorado Springs, CO
	FJ	TRICARE Senior Prime Naval Medical Center San Diego, San Diego, CA
	FK	TRICARE Senior Prime Madigan Army Medical Center, Fort Lewis, WA
	P1	Army - TRICARE Senior Pharmacy
	P2	Air Force - TRICARE Senior Pharmacy
	P3	Marine Corps/Navy - TRICARE Senior Pharmacy

NOTES AND SPECIAL INSTRUCTIONS:

¹ Blank fill except for Institutional/Non-Institutional vouchers.

DATA ELEMENT DEFINITION

ELEMENT NAME: VOUCHER BRANCH OF SERVICE (CONTINUED)

CODE/VALUE SPECIFICATIONS	P5	Non-DoD - TRICARE Senior Pharmacy
(CONTINUED)	Q1	Army - TRICARE for Life
	Q2	Air Force - TRICARE for Life
	Q3	Marine Corps/Navy - TRICARE for Life
	Q5	Non-DoD - TRICARE for Life

Refer to the next page for instructions on determining Voucher Branch of Service.

ALGORITHM N/A

SUBORDINATE AND/OR GROUP ELEMENTS

SUBORDINATE	GROUP
N/A	VOUCHER NUMBER

NOTES AND SPECIAL INSTRUCTIONS:

¹ Blank fill except for Institutional/Non-Institutional vouchers.

DEFINITION

**INSTRUCTIONS FOR DETERMINING VOUCHER BRANCH OF SERVICE
ACCORDING TO THE BENEFICIARY'S RESIDENCE**

1. **Non-DoD Beneficiaries.** Care for all non-DoD (PHS, NOAA, and Coast Guard) beneficiaries, regardless of where health care is provided, will be assigned to a separate voucher.
2. **DoD Beneficiaries Residing in Catchment Areas.** Health care will be assigned by catchment area branch of service, utilizing the sponsor's branch of service and the beginning date of health care on the claim being adjudicated in conjunction with the status code on the Catchment Area Directory magnetic tape furnished by TRICARE Management Activity (TMA). The above procedures should be used to assign the health care to a specific catchment area. Refer to [Addendum I](#) of this chapter for assignment of catchment areas to the appropriate branch of service. The following exceptions to the above will apply:
 - a. Non-U.S. catchment areas will be ignored.
 - b. If the Zip Code of the beneficiary's residence overlaps between a non-DoD (USFHP or Coast Guard) and a DoD catchment area(s), the health care will be assigned to the appropriate DoD catchment area.
 - c. If the Zip Code of the beneficiary's residence is unique to a non-DoD (USFHP or Coast Guard) catchment area, the health care will be assigned to the branch of service of the sponsor.
3. **For DoD Beneficiaries Residing Outside Catchment Areas.** Health care will be assigned by branch of service of the sponsor.
4. **For Continued Health Care Benefit Program Beneficiaries.** Care for all Continued Health Care Benefit Program beneficiaries, regardless of branch of service of the sponsor or where health care is provided, will be assigned a separate voucher.

NOTE: The only exception to the above shall be in the situation where a DoD catchment area overlaps with a Coast Guard catchment area. When this happens, all care received by DoD beneficiaries residing within the overlapping area shall be assigned to the DoD Military Treatment Facility.

DATA ELEMENT DEFINITION

ELEMENT NAME: **VOUCHER DATA**

RECORDS/LOCATOR NUMBERS			
RECORD NAME	LOCATOR#	OCCURRENCES	REQUIRED
Header	0-075	1	Yes ¹
PRIMARY PICTURE (FORMAT) Group			
DEFINITION	Field containing multiple elements of voucher information.		
CODE/VALUE SPECIFICATIONS	N/A		
ALGORITHM	N/A		
SUBORDINATE AND/OR GROUP ELEMENTS			
SUBORDINATE		GROUP	
VOUCHER NUMBER		N/A	
VOUCHER NOTICE DATE		N/A	
VOUCHER PROCESSING DATE		N/A	

NOTES AND SPECIAL INSTRUCTIONS:

¹ Only applies to Institutional and Non-Institutional HCSRs.

DATA ELEMENT DEFINITION

ELEMENT NAME: VOUCHER FISCAL YEAR			
RECORDS/LOCATOR NUMBERS			
RECORD NAME	LOCATOR#	OCCURRENCES	REQUIRED
Header	0-085	1	Yes ¹
PRIMARY PICTURE (FORMAT)	One (1) numeric character, Y.		
DEFINITION	The last digit of the fiscal year of the voucher as assigned by TMA.		
CODE/VALUE SPECIFICATIONS	Y = 1 digit year (e.g., FY 1989 = 9)		
ALGORITHM	N/A		
SUBORDINATE AND/OR GROUP ELEMENTS			
SUBORDINATE		GROUP	
N/A		VOUCHER NUMBER	
NOTES AND SPECIAL INSTRUCTIONS:			
¹ Zero fill except for Institutional and Non-Institutional vouchers.			

DATA ELEMENT DEFINITION

ELEMENT NAME: **VOUCHER NOTICE DATE**

RECORDS/LOCATOR NUMBERS

RECORD NAME	LOCATOR#	OCCURRENCES	REQUIRED
Header	0-105	1	Yes ¹

PRIMARY PICTURE (FORMAT) Eight (8) numeric characters YYYYMMDD.

DEFINITION The date the voucher funding was authorized by TMA.

CODE/VALUE SPECIFICATIONS YYYY 4 digit calendar year

MM 2 digit calendar month

DD 2 digit calendar day

ALGORITHM N/A

SUBORDINATE AND/OR GROUP ELEMENTS

SUBORDINATE

GROUP

N/A

VOUCHER DATA

NOTES AND SPECIAL INSTRUCTIONS:

¹ Zero fill except for Institutional and Non-Institutional vouchers.

DATA ELEMENT DEFINITION

ELEMENT NAME: VOUCHER NUMBER			
RECORDS/LOCATOR NUMBERS			
RECORD NAME	LOCATOR#	OCCURRENCES	REQUIRED
Header	0-080	1	Yes ¹
PRIMARY PICTURE (FORMAT) Group			
DEFINITION	Voucher number assigned by contractor and coordinated with TMA that uniquely identifies the voucher within a contract.		
CODE/VALUE SPECIFICATIONS	N/A		
ALGORITHM	N/A		
SUBORDINATE AND/OR GROUP ELEMENTS			
SUBORDINATE		GROUP	
VOUCHER RESUBMISSION NUMBER		N/A	
VOUCHER FISCAL YEAR		VOUCHER DATA	
VOUCHER SEQUENCE NUMBER		N/A	
VOUCHER BRANCH OF SERVICE		N/A	
NOTES AND SPECIAL INSTRUCTIONS:			
¹ Only applies to Institutional and Non-Institutional vouchers.			

DATA ELEMENT DEFINITION

ELEMENT NAME: VOUCHER PROCESSING DATE

RECORDS/LOCATOR NUMBERS

RECORD NAME	LOCATOR#	OCCURRENCES	REQUIRED
Header	0-110	1	Yes ¹

PRIMARY PICTURE (FORMAT) Eight (8) numeric characters, YYYYMMDD.

DEFINITION The date the contractor first created the voucher for transmission to TMA. This date will not change through the resubmission process.

CODE/VALUE SPECIFICATIONS YYYY 4 digit calendar year

MM 2 digit calendar month

DD 2 digit calendar day

ALGORITHM N/A

SUBORDINATE AND/OR GROUP ELEMENTS

SUBORDINATE

GROUP

N/A

VOUCHER DATA

NOTES AND SPECIAL INSTRUCTIONS:

¹ Zero fill except for Institutional and Non-Institutional vouchers.

DATA ELEMENT DEFINITION

ELEMENT NAME: VOUCHER RESUBMISSION NUMBER			
RECORDS/LOCATOR NUMBERS			
RECORD NAME	LOCATOR#	OCCURRENCES	REQUIRED
Header	0-100	1	Yes ¹
PRIMARY PICTURE (FORMAT)	Two (2) alphanumeric characters.		
DEFINITION	Identifies the number of submissions for the voucher.		
CODE/VALUE SPECIFICATIONS	N/A		
ALGORITHM	Set initial submission voucher to 00 and increment by one (1) with each resubmission of rejected HCSRs. Do not increment if resubmitting a voucher that failed batch/voucher header edits.		
SUBORDINATE AND/OR GROUP ELEMENTS			
SUBORDINATE		GROUP	
N/A		VOUCHER NUMBER	
NOTES AND SPECIAL INSTRUCTIONS:			
¹ Zero fill except for Institutional and Non-Institutional vouchers.			

DATA ELEMENT DEFINITION

ELEMENT NAME: **VOUCHER SEQUENCE NUMBER**

RECORDS/LOCATOR NUMBERS			
RECORD NAME	LOCATOR#	OCCURRENCES	REQUIRED
Header	0-090	1	Yes ¹
PRIMARY PICTURE (FORMAT)	Three (3) alphanumeric characters.		
DEFINITION	A sequential number assigned by the contractor to identify the voucher sequence within the branch of service and fiscal year. Once assigned, the number remains with the voucher through the resubmission process (if applicable).		
CODE/VALUE SPECIFICATIONS	N/A		
ALGORITHM	N/A		
SUBORDINATE AND/OR GROUP ELEMENTS			
SUBORDINATE		GROUP	
N/A		VOUCHER NUMBER	

NOTES AND SPECIAL INSTRUCTIONS:

- ¹ **Zero fill except for Institutional/Non-Institutional vouchers.**
- ² **At-Risk contractors - For use on all Institutional/Non-Institutional HCSRs. Zero fill if not applicable. Sequence numbers 001-499 and A01-Z49 will be used for network vouchers and sequence numbers 500-999 and A50-Z99 will be used for non-network vouchers. (Not applicable to Region 3 and 4).**