

Rule 350: Uploading an Inbound 999 Transaction via the Web Portal

The File Upload Panel within the Web Portal allows the user to upload HIPAA compliant files (including Inbound 999s) to the Alabama Medicaid secure web server. Instructions on how to upload a 999 transactions via the Web Portal are provided below.

File Upload Panel Layout

An image of the panel layout is provided below.



File Upload Panel Field Descriptions

The fields displayed on the File Upload panel are described below:

Field	Description	Field Type	Data Type	Length
Browse	This button allows the user to navigate their hard drive to select a local file they wish to upload.	Button	N/A	0
upload	This button initiates the upload process.	Button	N/A	0
Transaction Type	Displays a type of transaction that is being transmitted. Valid values include: <ul style="list-style-type: none"> • 999 – Functional Ack 5010 • HIPAA (X12 or NCPDP) • LTC – LTC Admissions 	Combo Box	Drop Down List Box	0
Save As Filename	Displays the name the user wishes to name the uploaded file. This overrides the selected file name.	Field	Alphanumeric	50
Upload File	Allows the user to select the file they wish to upload.	Field	Character	50

File Upload Panel Field Edit Error Codes

The following error messages and methods to correct are provided below for the File Upload panel.

Field	Error Message	To Correct
Upload	Please select a file to upload.	Click on <browse> button to select a file to upload onto the server.
	File is either invalid or has 0 bytes size. Please validate file and upload again.	File selected for upload is empty. Select a non-empty or correct file name.

Field	Error Message	To Correct
Transaction Type	Transaction Type is required.	Select a Transaction Type.

File Upload Panel Accessibility

The following step action tables describe how to access and add on the File Upload Panel.

To Access the File Upload Panel

Step	Action	Response
1	Click Trade Files .	Trade Files page opens.
2	Click Upload .	File Upload panel opens.

To Add on the File Upload Panel

Step	Action	Response
1	Click Browse .	Allows the user to navigate their hard drive to select a local file to upload.
2	Select 999 – Functional Ack 5010 from drop down list to upload an inbound 999.	Identifies the type of file being uploaded.
3	Enter Save as filename .	Overrides the selected file name.
4	Click upload .	Uploads file and Uploaded Files panel displays.