New York Physician Profile System

OPERATION MANUAL

March 2009

Contents

Appendices 91

Index 148

Introduction

Overview

The information that is published on the New York State Physician Profile Web page is gathered from many different sources and is updated by an operator using the NY Physician Profiles (Figure 5: Main Screen on page 5) application and other utilities. The application enables operators to run different data load and data extract processes that keep the public web page accurate with pertinent physician profiles data.

Data Load Processes

This document describes the following data load processes from the main NY Physician Profiles page:
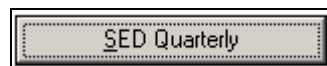
SED Quarterly – The Load SED Quarterly Data application is explained in the SED Quarterly Load section on page 12. This refers to a quarterly file of physicians licensed by the NY State Education Department (SED) which is sent to Contractor by Department of Health (DOH)

SED Weekly – The Load SED Weekly Transaction Data application is explained in the SED Weekly Load section on page 17. This refers to a weekly file of changes to physician information which is sent to Contractor by Department of Health (DOH)
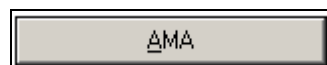
AMA – The AMA Load application is explained in the AMA Load section on page 22.

OPMC Malpractice – The OPMC Malpractice Load application is explained in the OPMC Malpractice Load section on page 27.

AOA – The AOA Data Load application is explained in the AOA Load section on page 32.

HPN Acct. Application – The HPN Application Load is explained in the HPN Acct. Application Load section on page 36.

Active HPN Accounts – The Active HPN Accounts application is explained in the Active HPN Accounts Load section on page 41.

Web Physicians – The Update Physician Electronic Indicator application is explained in the Web Physicians Load section on page 46.

Medical Malpractice Rating – The Medical Malpractice Rating Load application is explained in the Medical Malpractice Rating Load section on page 51.

Data Extract Processes

The Data Extract processes are also documented:

HPN Acct. Application – The HPN Account Application Download application is explained in the HPN Acct. Application Extract section on page 56.

HPN To DOH – The HPN to DOH Download application is explained in the HPN to DOH Extract section on page 60.

Medical Malpractice Rating – The Medical Malpractice Rating extract application is explained in the Medical Malpractice Rating Extract section on page 66.

Utilities
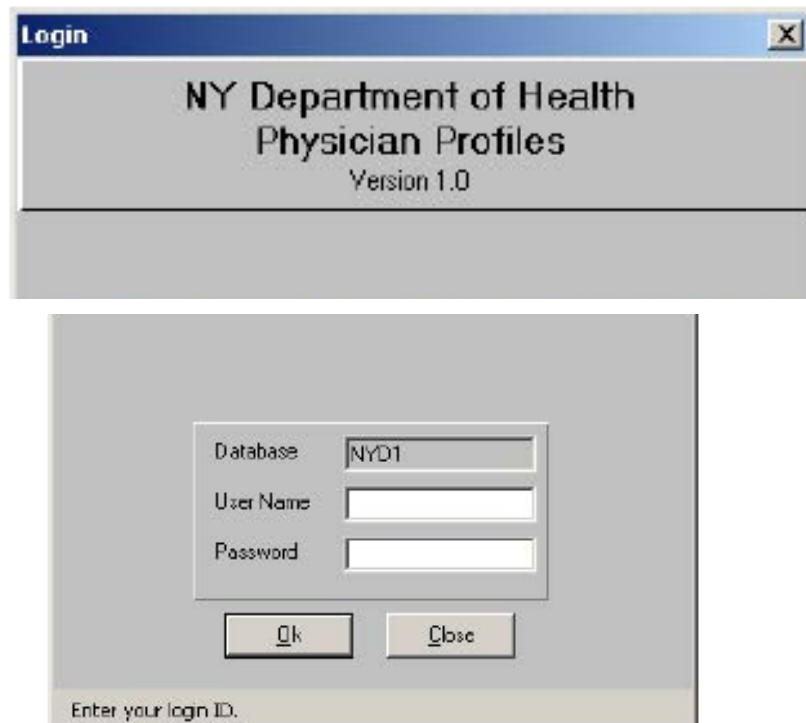
There are several database utilities that support the maintenance of the New York State Physician Profile web page. These utilities are used to publish physician profiles data, search for users and physicians, and import/export mailing information. They include:

- The User Search application--which is a standalone application separate from the NY Physician Profiles application-- is explained in the User Search section on page 6.

- The Physician Search utility **Physician Profile** is explained in the Physician Profile Maintenance section on page 70.

- The Mailing File Export utility **Mailing Import/Export** is explained in the Mailing File Export section on page 83, and the Mailing File Import utility is explained in the Mailing File Import section on page 87.

Physician Profile System

Logging On

To start the NY Department of Health Physician Profiles application, click the **Start** button, click **Programs**, and then click the **NY Profiles** icon in the programs group. This activates the Logging On screen (Figure 1: Logging On Screen) where the operator must enter a valid User Name and Password.

Figure 1: Logging On Screen

Figure 1: Logging On Screen

Click the **OK** button after entering the User Name and Password to open the NY Physician Profiles application. The system will not log the operator in unless a valid User Name and/or Password are entered as shown in the next two figures (Figure 2: Unauthorized User, Figure 3: Invalid Password).

Figure 2: Unauthorized User

Figure 3: Invalid Password

If the operator makes three login mistakes, then the login function for that operator is disabled and operator will be prompted with a message (Figure 4: Security Timeout). To log in again, the operator must put in a request with the system administrator to reset the password.
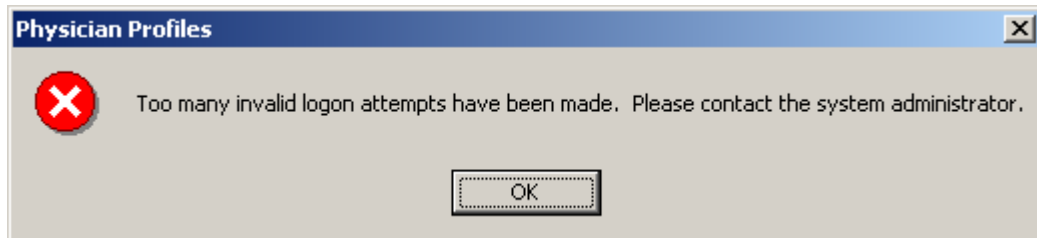
Figure 4: Security Timeout

Note: The User Administration Module is a separate application that the system administrator uses to reset accounts and passwords. The module is explained in the User Maintenance Information section on page 6.

Main Screen

The Main Screen (Figure 5: Main Screen) of the NY Physician Profiles application has nine action buttons for data loads, three buttons for data extracts, and five buttons for different utilities. These buttons represent administrative functions to maintain files and workers.

- *Data Load* – These processes import data from external sources.

- *Data Extract* – These processes export data to the Department of Health.

- *Utilities* – These processes have functions to maintain workers and files.

Figure 5: Main Screen

User Maintenance Information

User Search

The User Search screen (Figure 6: User Search Screen) enables the operator to search for users and add new users to the system. The main screen has three text fields to search for users and the operator can assign user privileges to new users using the User Maintenance screen (Figure 12: User Maintenance Screen on page 9).

Starting User Search Screen

Click the **User Search** icon on the Windows desktop to activate the User Search screen (Figure 6: User Search Screen).

Figure 6: User Search Screen

Searching For Users

There are three fields on the User Search Screen that an operator can use to find a user in the system. They are listed in the next table (Table 1: User Search Fields on page 7).

Table 1: User Search Fields

Field	Description
User ID	search for a user with system-generated user ID
Last Name	search for a user by last name
First Name	search for a user by first name (last name required)

The operator selects the ⬚ Search button to make a search based on the information entered in the fields. If the user is not in the system or the operator makes a mistake entering data, then the operator is prompted with the next message (Figure 7: No Results Prompt).
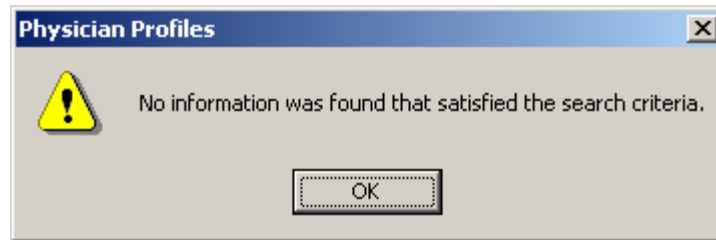
Figure 7: No Results Prompt

Search results are listed in the grid (Figure 8: Search Results Grid) on the User Search screen in columns for User ID, Last Name, First Name, Middle Name, Suffix, and Type.
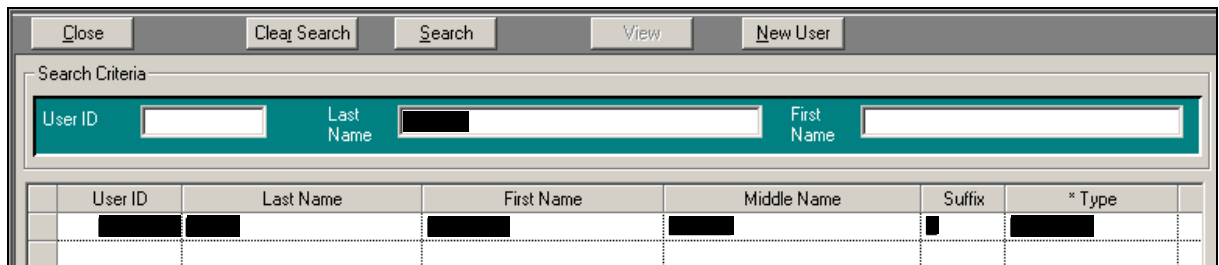
Figure 8: Search Results Grid

The operator can double click on the row of a user in that grid to open the User Maintenance screen (Figure 12: User Maintenance Screen on page 9) for the user. The operator can select the **Clear Search** button to clear the search results in the grid.

To add a new user to the NY Physician Profiles system, click on the New User button. This opens the User Maintenance screen (Figure 12: User Maintenance Screen), which is explained in the User Maintenance section on page 9.

User Search Drop-Down Menus

The following drop-down menus are on the User Search screen.
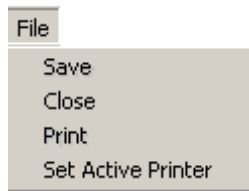
Figure 9: User Search File Menu

- *Save*— **Note**: This function is inactive.

- *Close*—Closes the screen

- *Print*— **Note**: This function is inactive.

- *Set Active Printer*—Enables operator to select printer
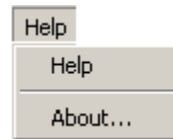
Figure 10: User Search Help Menu

- *Help*—Opens the help file for the application

- *About*—Opens a screen that displays the version number of the application
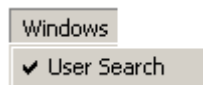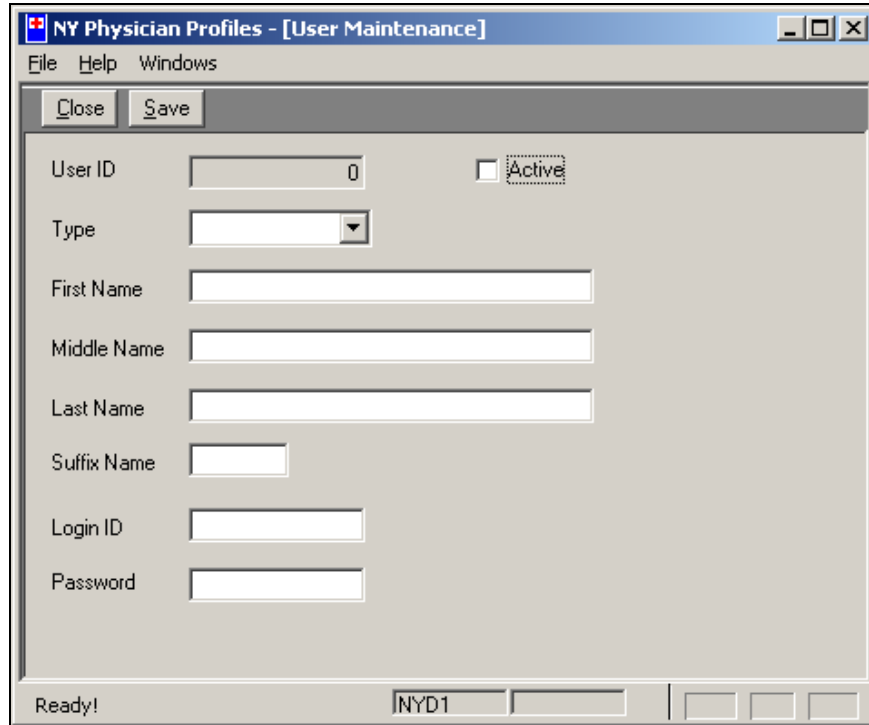
Figure 11:User Search Windows Menu

- *User Search*—When checked, this indicates that the User Search screen (Figure 6: User Search Screen on page 6) is open.

User Maintenance

The User Maintenance screen (Figure 12: User Maintenance Screen) is used by operators to create new users, set their permission levels, and enter their login ID and password. The system generates the User ID for the system. Selecting the **Active** radio button makes the new user active.

Figure 12: User Maintenance Screen

Selecting User Privileges

Selecting the **Type** drop-down menu (Figure 13: User Privileges Selection) enables the operator to select the user privileges for the new user who is being added to the NY Physician Profiles system. (**Note**: This is a required field.)

Figure 13: User Privileges Selection

There are four options:

- **Administrator**—This level provides the user with access to all functions and modules and they can update or add anything in the NY Physician Profiles system.

- **Call Center**— This level provides the user with access to the NY Physician Profiles system where they can update address and contact information.

- **Data Analyst**— This level provides the user with access to the NY Physician Profiles system where they can update address and contact information, but they can also update publications, community service activities, and physician's statement information.

- **NYDOH**—This level provides inquiry-only access to the NY Physician Profiles system, but grants access to the HPN Account Maintenance function to add, update, or delete HPN account(s) associated with physician(s).

Making Field Entries

The required fields described in the next table (Table 2: New User Fields) must be entered in order to add a new user.

Table 2: New User Fields

Field	Required	Description
First Name	√	30-character field for user's first name
Middle Name		30-character field for user's middle name
Last Name	√	30-character field for user's last name
Suffix Name		10-character field for user's suffix name
Login ID	√	10-character field for user's login ID
Password	√	8-character field for user's password

Select the Save button to add the new user.

User Maintenance Drop-Down Menus

The following drop-down menus are on the User Maintenance screen.
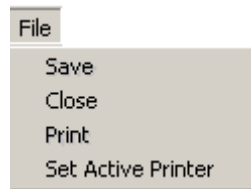
Figure 14: User Maintenance File Menu

- *Save*—Saves the new user

- *Close*—Closes the screen

- *Print*— **Note**: This function is inactive.

- *Set Active Printer*—Enables operator to select printer

Figure 15: User Maintenance Help Menu

- *Help*—Opens the help file for the application
- *About*—Opens a screen that displays the version number of the application
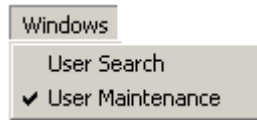
Figure 16:User Maintenance Windows Menu

- *Main Screen*—Returns the operator to the User Search screen (Figure 6: User Search Screen on page 6).
- *User Maintenance*—When checked, this indicates that the User Maintenance screen (Figure 12: User Maintenance Screen on page 9) is open.

Data Load

SED Quarterly Load

The Load SED Quarterly Data screen is for downloading database information received from DOH. This information is derived from the New State Department, Office of the Professions Physician Database and is adapted by DOH. This information is made available to Contractor through a secure ftp site and is downloaded quarterly. **Note**: This process should be run when notification is received that a new quarterly file has arrived. This is a DOH file adapted from an SED quarterly file.

Starting Load SED Quarterly Screen

Click the **SED Quarterly** button on the NY Physician Profiles main screen (Figure 5: Main Screen on page 5) to activate the Load SED Quarterly Data screen (Figure 18: Load SED Quarterly Data Screen on page 13).
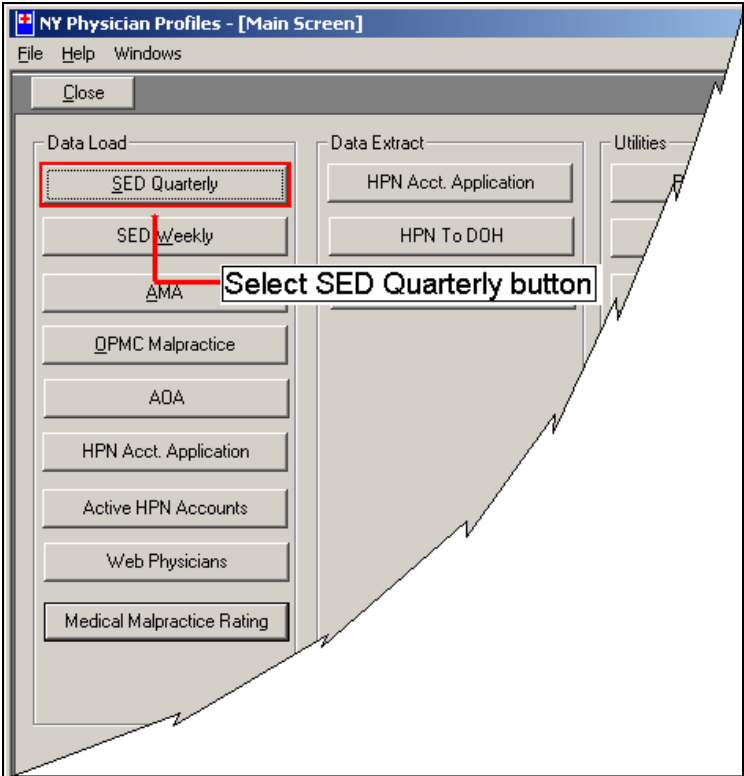
Figure 17: SED Quarterly Button

The Load SED Quarterly Data screen (Figure 18: Load SED Quarterly Data Screen) has several action buttons and drop-down selection menus that are described in this section.
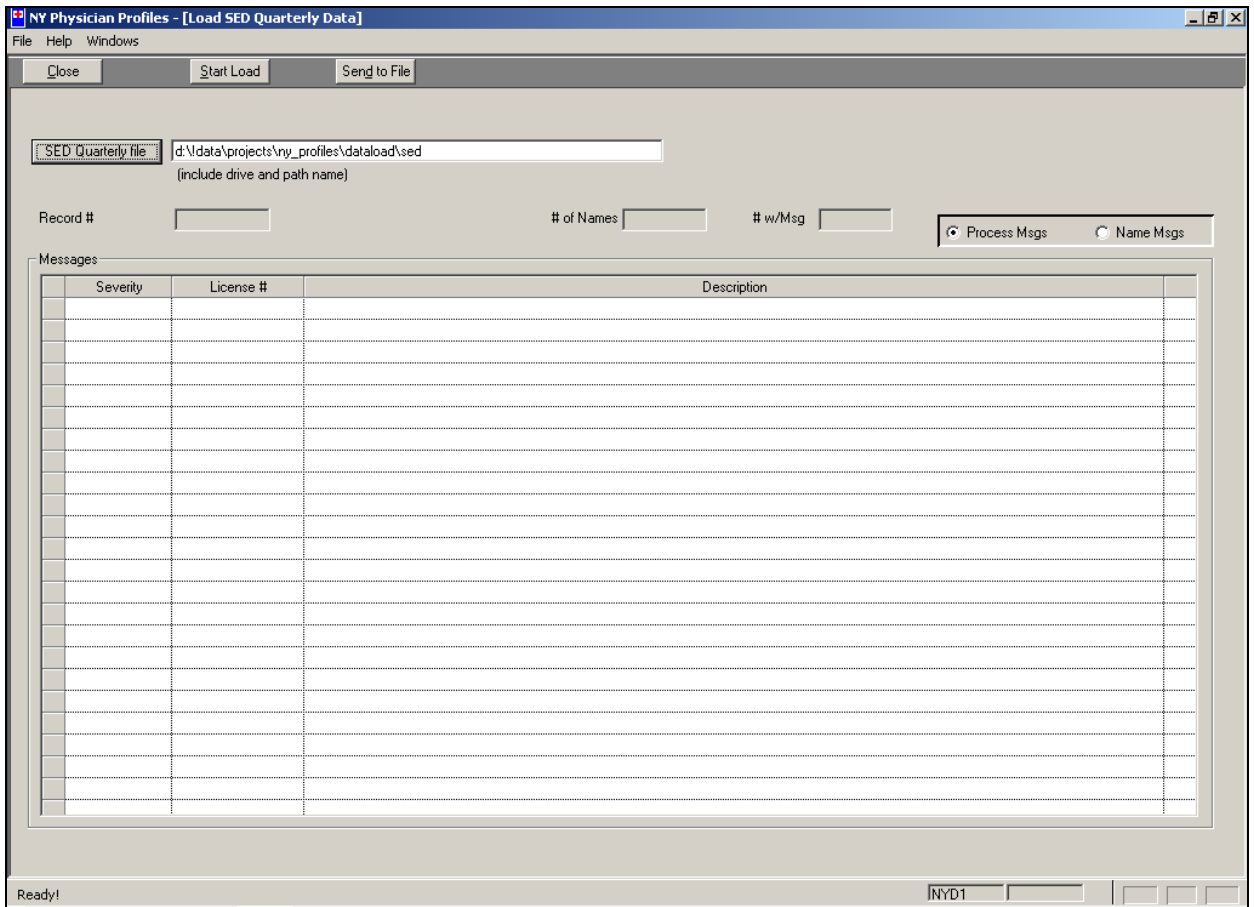
Figure 18: Load SED Quarterly Data Screen

Data Load

The file name and directory path will be displayed in the field (Figure 19: Medical Malpractice File Name And Path) at the top of the Load Medical Malpractice Data screen. There are two radio buttons on the screen, where the operator can select **Process Msgs** or **Name Msgs.**

Figure 19: Medical Malpractice File Name And Path

The operator can select the **Input File** button to activate a directory (Figure 20: Selecting Files on page 14) to select a different file name and directory path for the .txt file that is being downloaded.
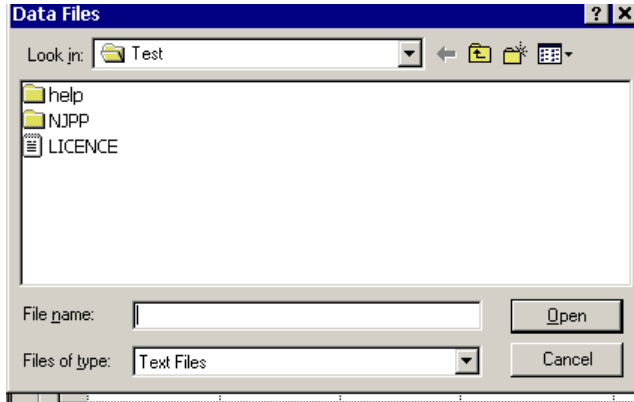
Figure 20: Selecting Files

To load data from an Medical Malpractice file, click on the Start Load button.

Process Messages

During processing, the screen will display the record number, names and number of records with messages. Each message includes the following message columns in the grid on the page: Severity, License Number, and Description.

Process messages are displayed when an error has been encountered. Severity levels include:

- *Fatal Error* – Stops the process

- *Error* – System cannot process record; doesn't stop process (such as an invalid date)

- *Information* – For example: message is displayed when processing is complete.

Saving Messages

Process Messages and Name Messages can be saved as formatted text by clicking on the Send to File button. This opens a directory (Figure 21: Saving Messages) where the operator can select a directory to save the message .txt file.

Figure 21: Saving Messages

Post-Data Load Processes

After running the SED quarterly data load, the operator must run the following processes in this order:

1. The AMA Load process described on page 22
2. The OPMC Malpractice Load process described on page 27
3. The AOA Load process described on page 32
4. The pre-mailing notification described in the Mailing File Export section on page 83

File Descriptor

The following table describes the .dat files that are downloaded using the Load SED Quarterly Data screen.

Table 3: SED Quarterly Load File

Description	File Information
Source	New State Department, Office of the Professions Physician Database
Type	Input
Frequency	Quarterly
Size	30MB
Comment	.dat file

File Layout

For Data File Exchange layout in a Word table, see Appendix A – SEDQuarterly.xls on page 91.

Drop-Down Menus

The following drop-down menus are on the Load SED Quarterly Data screen.

Figure 22: Load SED Quarterly Data File Menu

- *Save*—**Note**: This function is inactive.
- *Close*—Closes the screen
- *Print*— **Note**: This function is inactive.
- *Set Active Printer*—Enables operator to select printer

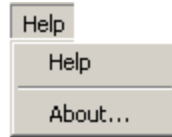*Figure 23: Load SED Quarterly Data Help Menu*

- *Help*—Opens the help file for the application
- *About*—Opens a screen that displays the version number of the application
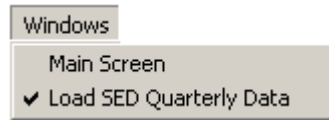
Figure 24: Load SED Quarterly Data Windows Menu

- *Main*—Returns the operator to the Main Screen (Figure 5: Main Screen on page 5)
- *Load SED Quarterly Data*—When checked, this indicates that the Load SED Quarterly Data screen (Figure 18: Load SED Quarterly Data Screen on page 13) is open.

SED Weekly Load

The Load SED Weekly Data screen is for downloading database information received from DOH. This information is derived from the New State Department, Office of the Professions Physician Database and adapted by DOH. This information is made available to Contractor through a secure ftp site and is downloaded weekly to refresh the information from the quarterly download that is explained in the SED Quarterly Load section on page 12. **Note**: This is a DOH file adapted from a SED weekly file.

Starting Load SED Weekly Transaction Data Screen

Click the **SED Weekly** button on the NY Physician Profiles main screen (Figure 5: Main Screen on page 5) to activate the Load SED Weekly Transaction Data screen (Figure 26: Load SED Weekly Transaction Data on page 18).
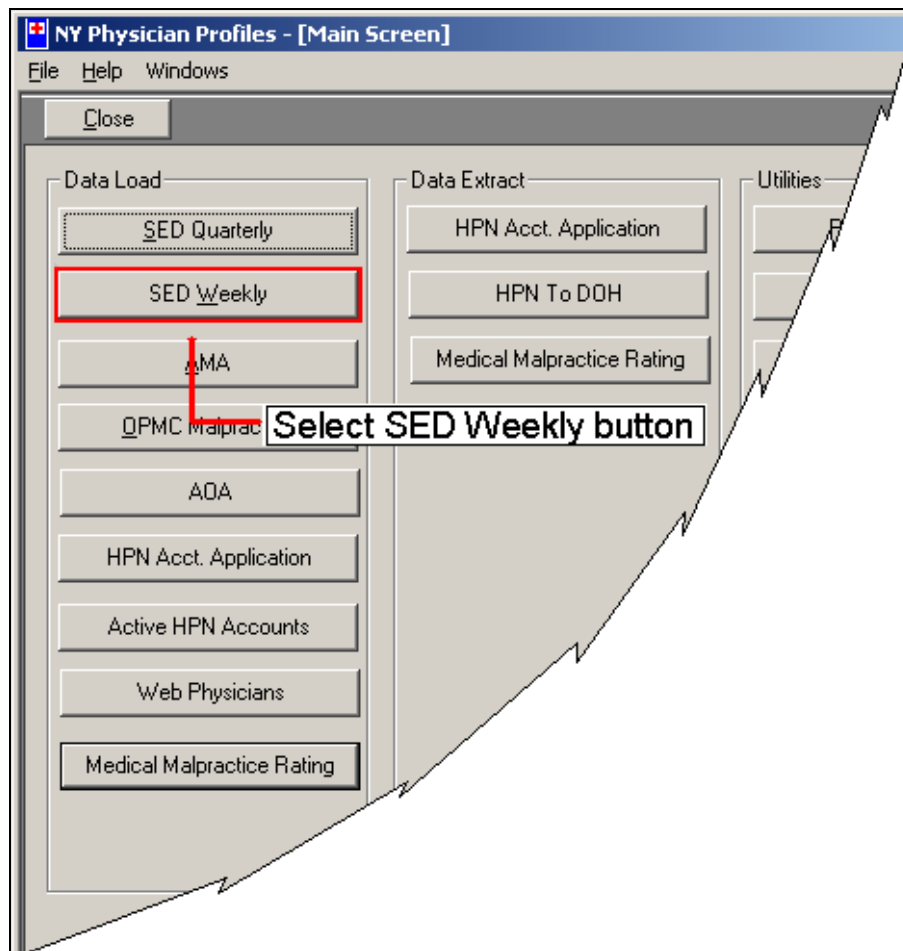
Figure 25: SED Weekly Button

The Load SED Weekly Data screen (Figure 26: Load SED Weekly Transaction Data on page 18) has several action buttons and drop-down selection menus that are described in this section.

Figure 26: Load SED Weekly Transaction Data

Pre-Data Load Processes

Before running the data load process, the operator must rename the weekly .dat file from the secure ftp site. The sequence number at the end of the file must be moved from the end of the file to before the .dat file extension (e.g., tranfil.dat#### to tranfil####.dat).

Data Load

The file names and directory paths of the SED Weekly file and SED Quarterly file will be displayed in the fields (Figure 27: SED Weekly File Name And Path) at the top of the Load SED Weekly Transaction Data screen. There are two radio buttons on the screen, where the operator can select **Process Msgs** or **Name Msgs.**
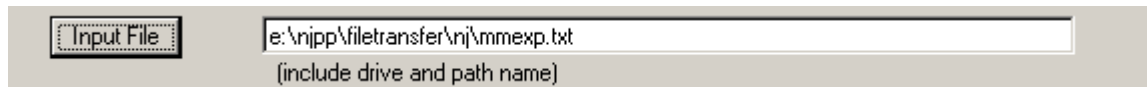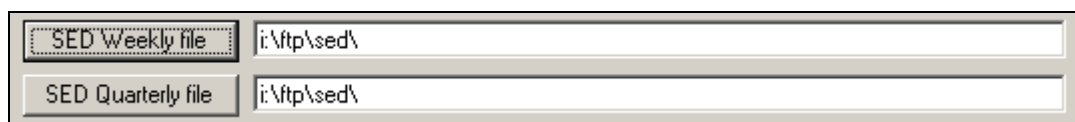

Figure 27: SED Weekly File Name And Path

The operator can select the **SED Weekly file** or **SED Quarterly file** button to activate a directory (Figure 28: Selecting Files on page 19) to select a different file name and directory path for the .dat file that is being downloaded. There are two file path fields on this page because the SED Quarterly

file that is selected must be the most recent to retrieve information for the physicians whose profiles have been reactivated.
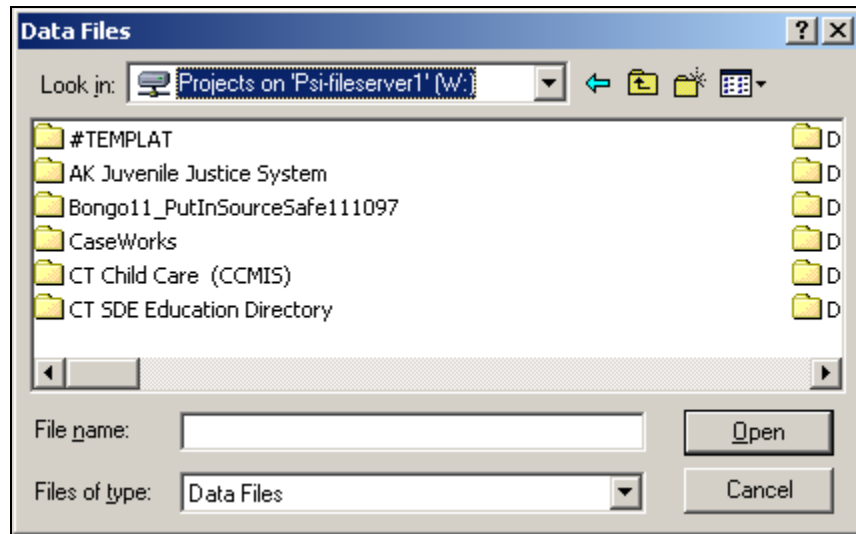
Figure 28: Selecting Files

To load data from an SED Weekly file, click on the ⬚Start Load⬚ button.

Process Messages

During processing, the screen will display the record number, number of names, and number of records with messages. Each message includes the following message columns in the grid on the page: Severity, License Number, and Description.

Process messages are displayed when an error has been encountered. Severity levels include:

- *Fatal Error* – Stops the process
- *Error* – System cannot process record; doesn't stop process (such as an invalid date)
- *Information* – For example: message is displayed when processing is complete.

Saving Messages

Process Messages and Name Messages can be saved as formatted text by clicking on the ⬚Send to File⬚ button. This opens a directory (Figure 29: Saving Messages) where the operator can select a directory to save the message .txt file.
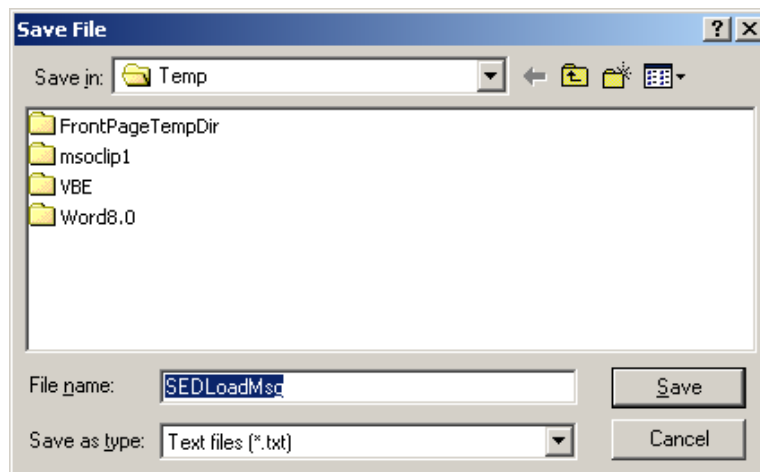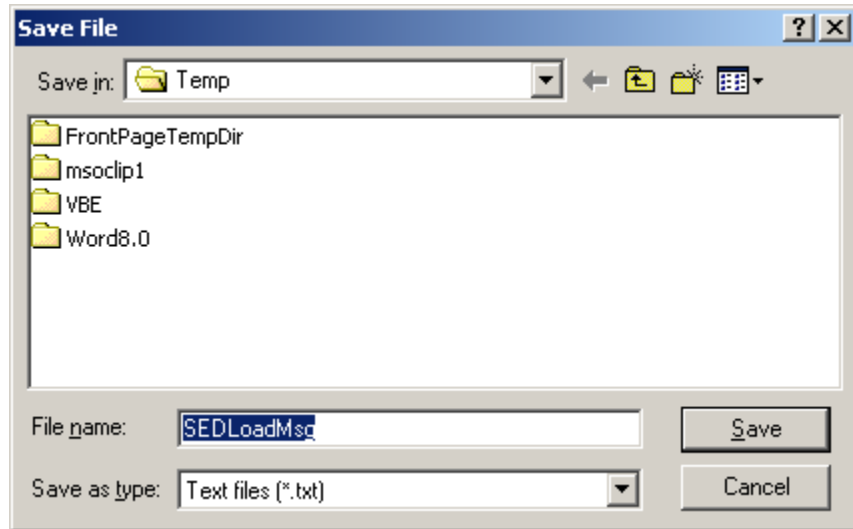
Figure 29: Saving Messages

Post-Data Load Processes

After running the SED quarterly data load, the operator must run the following processes in the this order:

1. The AMA Load process described on page 22
2. The OPMC Malpractice Load process described on page 27
3. The AOA Load process described on page 32
4. The pre-mailing notification described in the Mailing File Export section on page 83

File Descriptor

The following table describes the .dat files that are downloaded using the Load SED Weekly Transaction Data screen.

Table 4: SED Weekly Load File

Description	File Information
Source	New State Department, Office of the Professions Physician Database
Type	Input
Frequency	Weekly
Size	300KB
Comment	.dat file

File Layout

For Data File Exchange layout in a Word table, see Appendix B – SEDWeekly.xls on page 94.

Drop-Down Menus

The following drop-down menus are on the Load SED Weekly Transaction Data screen.
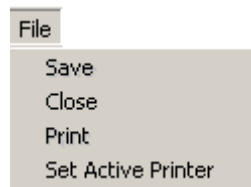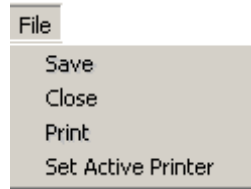

Figure 30: Load SED Weekly Transaction Data File Menu

- *Save*—**Note**: This function is inactive.
- *Close*—Closes the screen
- *Print*—**Note**: This function is inactive.
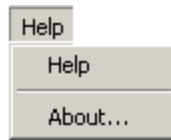- *Set Active Printer*—Enables operator to select printer
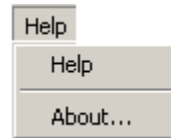
Figure 31: Load SED Weekly Transaction Data Help Menu

- *Help*—Opens the help file for the application
- *About*—Opens a screen that displays the version number of the application

Figure 32: Load SED Weekly Transaction Data Menu

- *Main*—Returns the operator to the Main Screen (Figure 5: Main Screen on page 5)
- *Load SED Weekly Transaction Data*—When checked, this indicates that the Load SED Weekly Transaction Data screen (Figure 26: Load SED Weekly Transaction Data on page 18) is open.

AMA Load

The AMA Load screen is for downloading database information derived from the American Medical Association (AMA). This information is made available to Contractor through a secure ftp site and is downloaded quarterly. **Note**: Only run this process after the SED Quarterly Load process described on page 12 or the SED Weekly Load described on page 17 have been run.

Starting AMA Load Screen

Click the **AMA** button on the NY Physician Profiles main screen (Figure 5: Main Screen on page 5) to activate the AMA Load screen (Figure 34: AMA Load Screen on page 23).
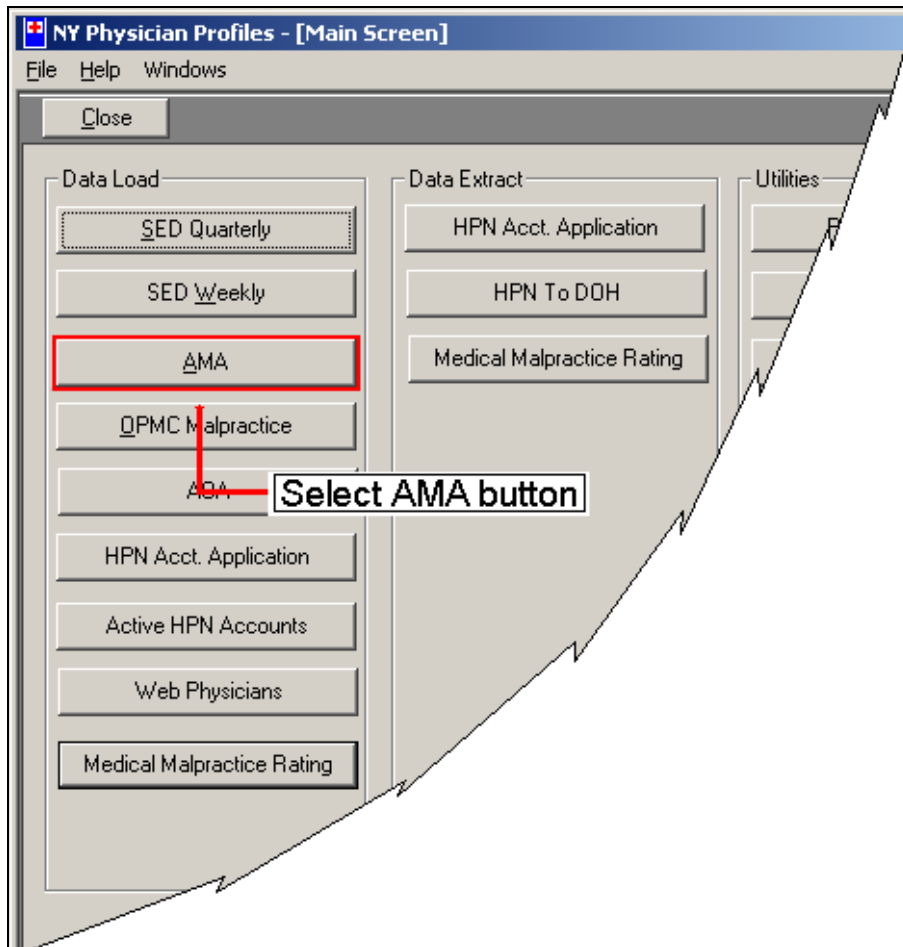
Figure 33: AMA Button

The AMA Load screen (Figure 34: AMA Load Screen on page 23) has several action buttons and drop-down selection menus that are described in this section.
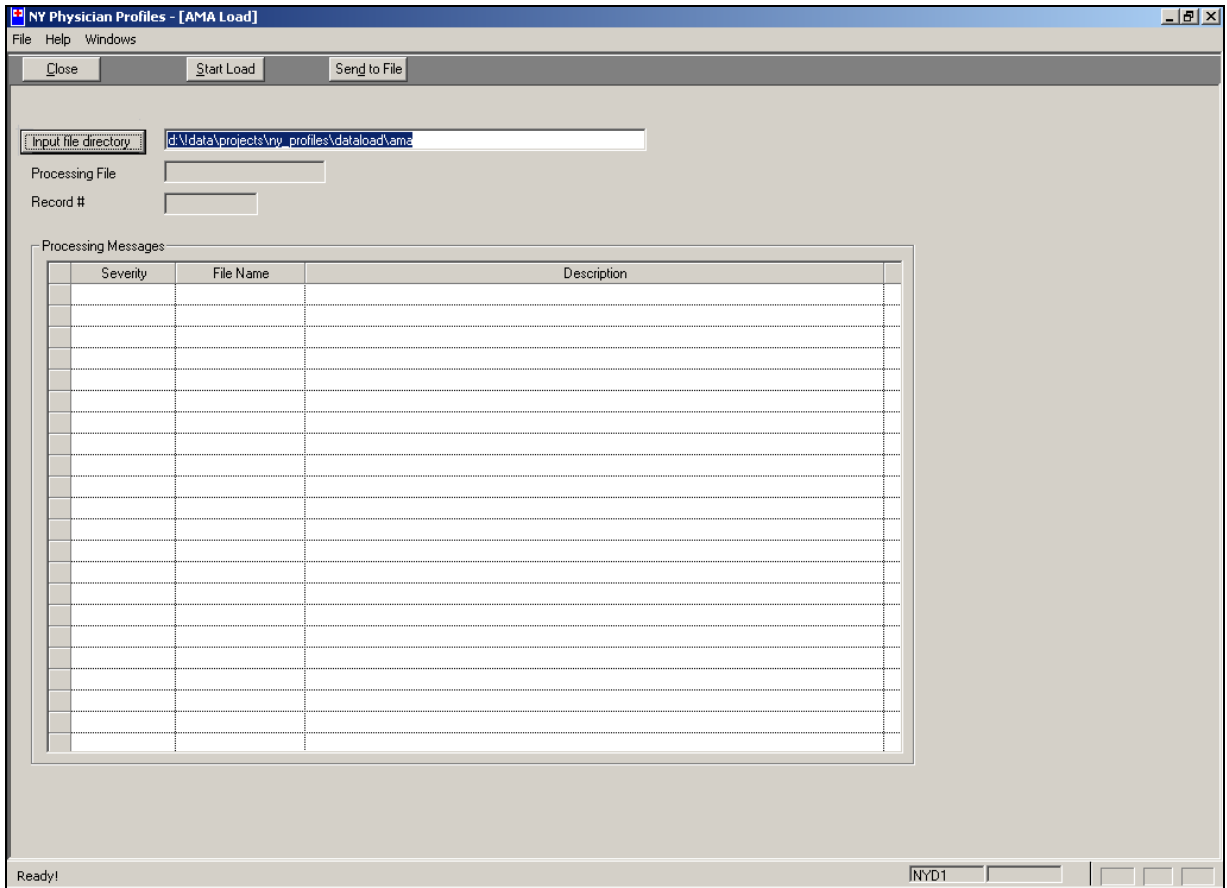
Figure 34: AMA Load Screen
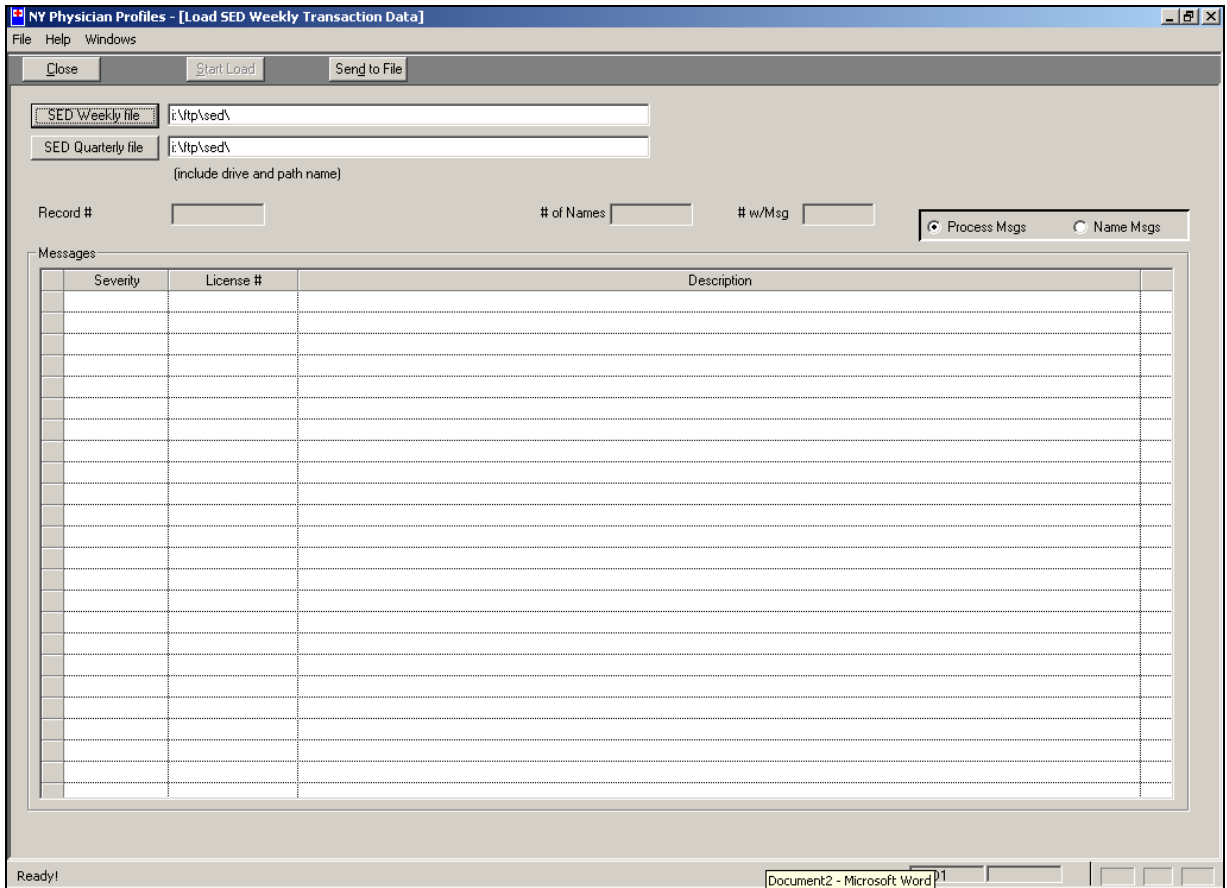
Pre-Data Load Processes

When a new AMA Load file arrives from the AMA, the Cred_XXX.unl files (Cred.ppm.unl, Cred_lic.unl, Cred_ind.unl, Crd-brd.unl, Cred_sub.unl, Cred.edu.unl) must be uploaded to the database using the Oracle Load Database utility.

Data Load

The file name and directory path of the AMA Load file are displayed in the field (Figure 35: AMA Load File Name And Path) at the top of the AMA Load screen.
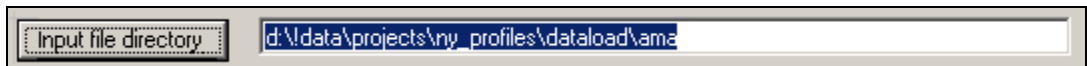
Figure 35: AMA Load File Name And Path

The operator can select the **Input file directory** button to activate a directory (Figure 36: Selecting Files on page 24) to select a different file name and directory path for files. There are five Ref.XXX.url files (ref.scho.unl, ref_boar.unl, ref.sub.unl, ref_hosp.unl, and ref_spec.unl) remaining following the pre-data load processes that need to be in the input file directory field at the top of the screen.
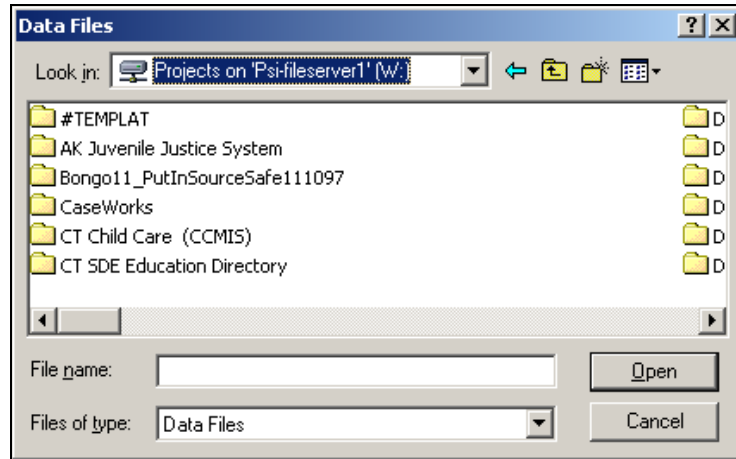
Figure 36: Selecting Files

To load data from an AMA file, click on the Start Load button.

Process Messages

During processing, the screen will display the processing file and record number with messages. Each message includes the following message columns in the grid on the page: Severity, File Name, and Description.

Process messages are displayed when an error has been encountered. Severity levels include:

- *Fatal Error* – Stops the process

- *Error* – System cannot process record; doesn't stop process (such as an invalid date)

- *Information* – For example: message is displayed when processing is complete.

Saving Messages

Process Messages and Name Messages can be saved as formatted text by clicking on the Send to File button. This opens a directory (Figure 37: Saving Messages) where the operator can select a directory to save the message .txt file.
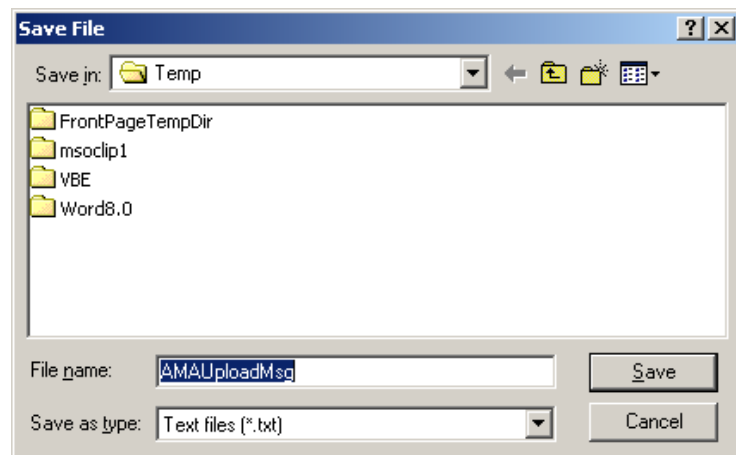
Figure 37: Saving Messages

File Descriptor

The following table describes the .unl delimited text files that are downloaded using the AMA Load File screen.

Table 5: AMA Load File

Description	File Information
Source	American Medical Association
Type	Input
Frequency	Monthly
Size	600KB
Comment	These are the files for this data load: • Cred_ppm.unl • Cred_lic.unl • Cred_ind.unl • Ref_scho.unl • Cred_brd.unl • Ref_boar.unl • Cred_sub.unl • Ref_sub.unl • Cred_edu.unl • Ref_hosp.unl • Ref_spec.unl
Record Length	Variable

Drop-Down Menus

The following drop-down menus are on the AMA Load Data screen.
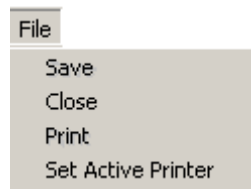
Figure 38:AMA Load File Menu

- *Save*— **Note**: This function is inactive.
- *Close*—Closes the screen
- *Print*— **Note**: This function is inactive.

- *Set Active Printer*—Enables operator to select printer
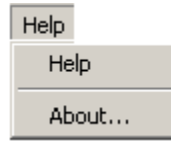
Figure 39: AMA Load Help Menu

- *Help*—Opens the help file for the application
- *About*—Opens a screen that displays the version number of the application
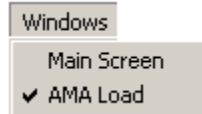
Figure 40: AMA Load Windows Menu

- *Main*—Returns the operator to the Main Screen (Figure 5: Main Screen on page 5)
- *AMA Load*—When checked, this indicates that the AMA Load screen (Figure 34: AMA Load Screen on page 23) is open.

OPMC Malpractice Load

The Office of Professional Medical Conduct (OPMC) provides information about medical malpractice. This information is downloaded monthly and is derived from a Microsoft Access database file.

Starting OPMC Malpractice Screen

Click the **OPMC Malpractice** button on the NY Physician Profiles main screen (Figure 5: Main Screen on page 5) to activate the OPMC Malpractice Load screen (Figure 42: OPMC Malpractice Screen on page 28).
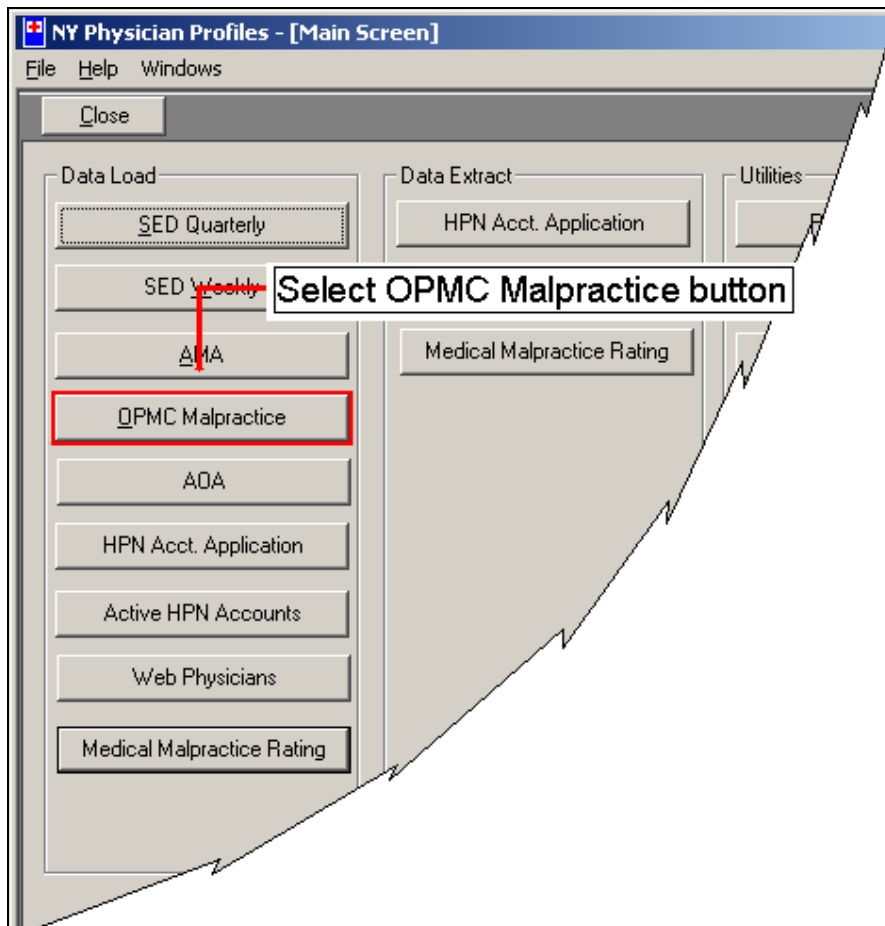
Figure 41: OPMC Malpractice Button

The OPMC Malpractice Load screen has several action buttons and drop-down selection menus that are described in this section.
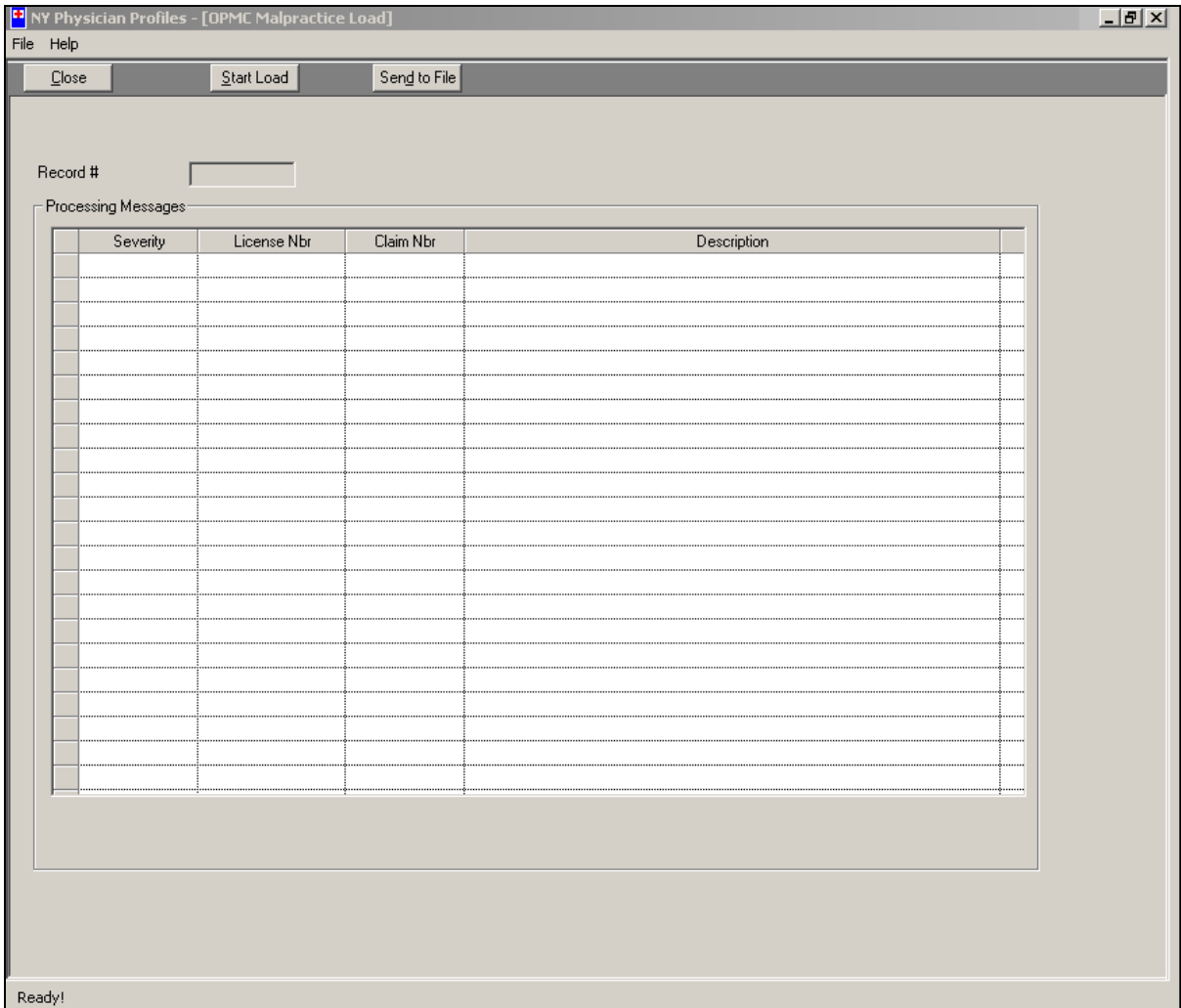
Figure 42: OPMC Malpractice Screen

Pre-Data Load Processes

The table name and database name must be exact. Rename them to the following, if necessary:

Table 6: Malpractice.mdb File Layout

Database Name	Table Name
Medmalpractice.mdb	Profile

An ODBC data source entry must be created before running the OPMC Malpractice Load process. For OPMCM, a system DSN entry must be made using the ODBC Data Source Administrator utility.

Data Load

To load data from an OPMC Malpractice file, click on the [Start Load] button.
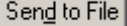
Process Messages

During processing, the screen will display the record number message. Each message includes the following message columns in the grid on the page: Severity, License Nbr, Claim Nbr, and Description.

Process messages are displayed when an error has been encountered. Severity levels include:

- *Fatal Error* – Stops the process

- *Error* – System cannot process record; doesn't stop process (such as an invalid date)

- *Information* – For example: message is displayed when processing is complete.

Saving Messages

Process Messages and Name Messages can be saved as formatted text by clicking on the `Send to File` button. This opens a directory (Figure 43: Saving Messages) where the operator can select a directory to save the message .txt file.

Figure 43: Saving Messages

Post-Data Load Processes

After running the OPMC Malpractice Load process, the Medical Malpractice Rating Extract process must be run as described on page 66.

File Descriptor

The next table (Table 7: OPMC Malpractice File on page 30) describes the Microsoft Access database files that are downloaded using the OPMC Malpractice Load screen.

Table 7: OPMC Malpractice File

Description	File Information
Source	Office of Professional Medical Conduct
Type	Input
Frequency	Monthly
Size	20MB
Comment	Access file

File Layout

For the Data File Exchange layout in a Word table, see the next table (Table 8: Medmalpractice.mdb layout).

Table 8: Medmalpractice.mdb layout

Name	Type	Size
Claim_No	Text	255
Closed_Year	Text	255
Closed_Mon	Text	255
Closed_Day	Text	255
Holder	Text	255
Last_Name	Text	255
First_Name	Text	255
Middle_I	Text	255
License	Text	255
Site_Zip	Text	255
Site_Facility_Name	Text	255
Finding	Text	255
Disposition	Text	255
Insurance_Co	Text	255
Insurance_Co_Phone	Text	255
Lump_Sum_Only	Currency	8
Annuity_Upfront	Currency	8
Annuity_Cost	Currency	8
NonCert1	Text	255
NonCert2	Text	255
NonCert3	Text	255
Cert1	Text	255
Cert2	Text	255
Cert2	Text	255
Severity	Text	1

The following drop-down menus are on the OPMC Malpractice screen.

Figure 44:OPMC Malpractice File Menu

- *Save*— **Note**: This function is inactive.
- *Close*—Closes the screen
- *Print*— **Note**: This function is inactive.
- *Set Active Printer*—Enables operator to select printer

Figure 45:OPMC Malpractice Help Menu

- *Help*—Opens the help file for the application
- *About*—Opens a screen that displays the version number of the application

AOA Load

The AOA screen is for downloading database information derived from the American Osteopathic Association (AOA). This information is made available to Contractor monthly on a CD with a Microsoft Access database file.

Starting AOA Data Load Screen

Click the **AOA** button on the NY Physician Profiles main screen (Figure 5: Main Screen on page 5) to activate the AOA Data Load screen (Figure 47: AOA Data Load Screen on page 33).
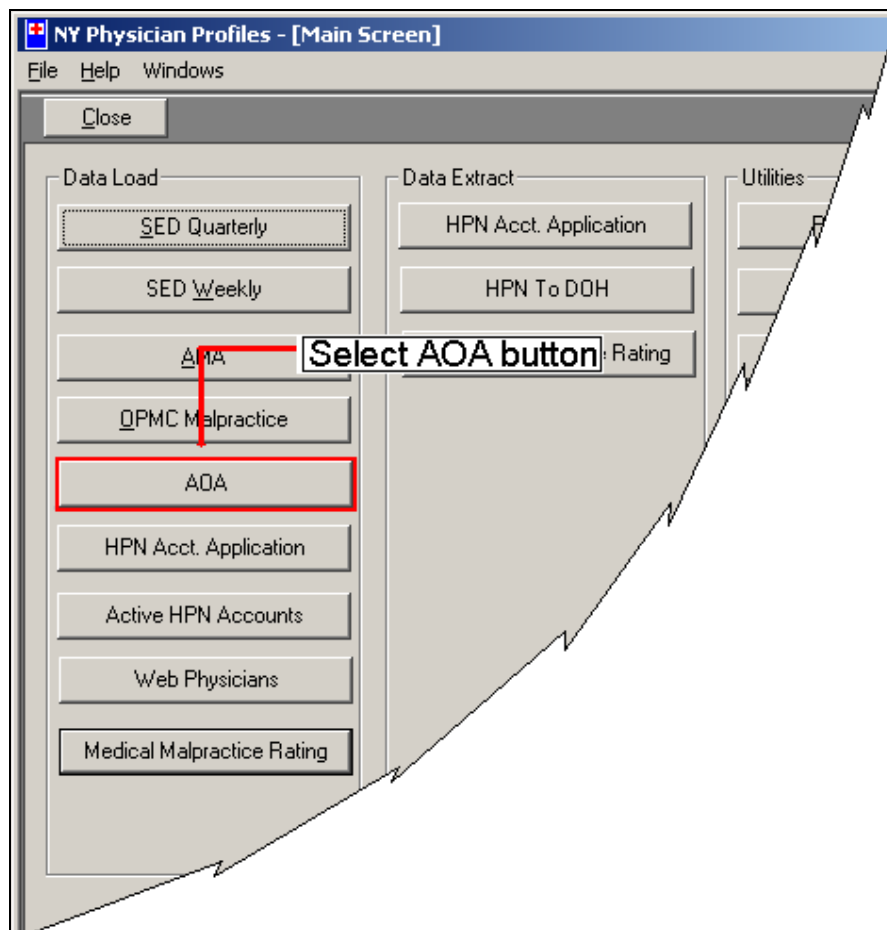
Figure 46: AOA Button

The AOA Data Load screen (Figure 47: AOA Data Load Screen on page 33) has several action buttons and drop-down selection menus that are described in this section.
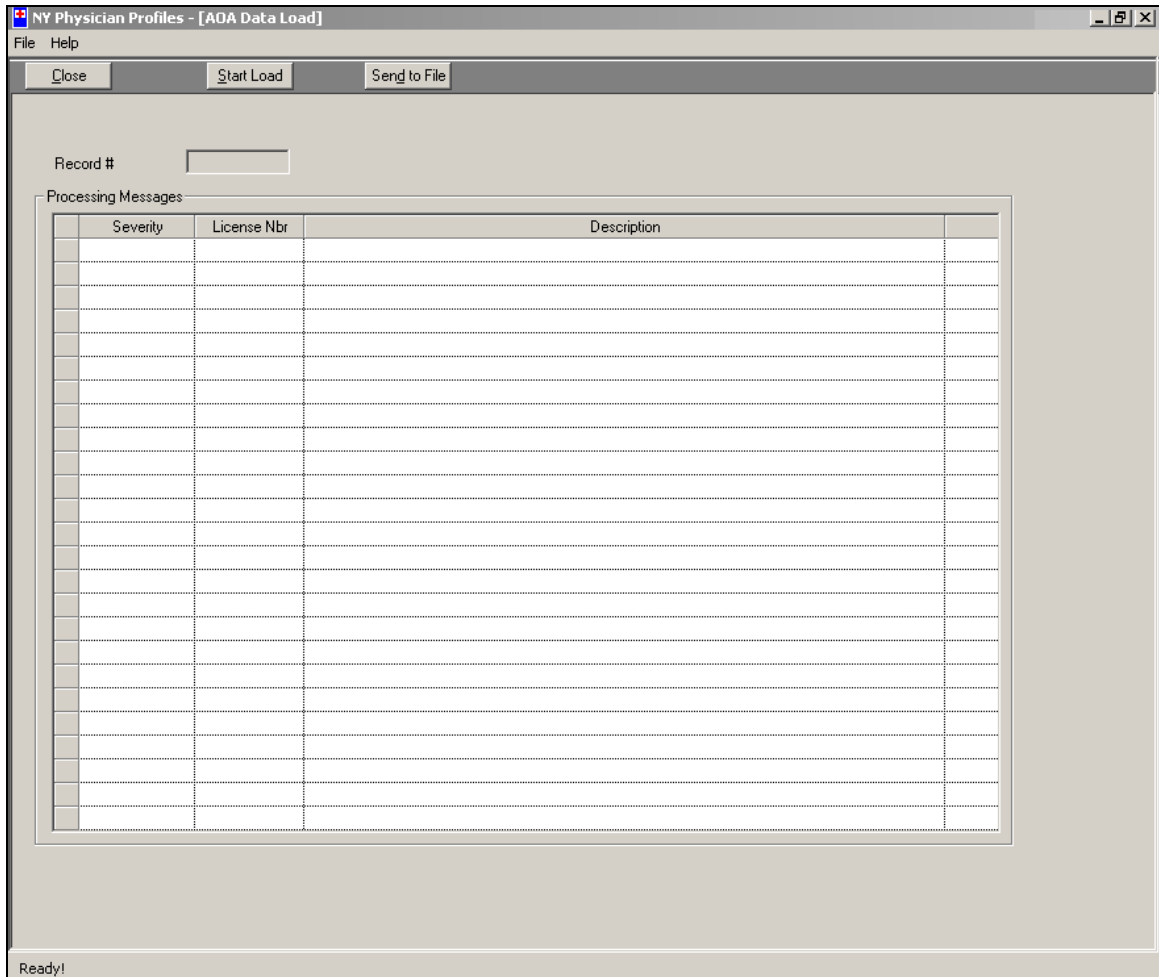
Figure 47: AOA Data Load Screen

Pre-Data Load Processes

The table name and database name must be exact. Rename them to the following, if necessary:

Table 9: AOA Data Load File Layout

Database Name	Table Name
AOA.mdb	NY_Doctors

An ODBC data source entry must be created before running the OPMC Malpractice Load process. For AOA, a system DSN entry must be made using the ODBC Data Source Administrator utility.

Data Load

To load data from an OPMC Malpractice file, click on the Start Load button.

Process Messages

During processing, the screen will display the record number message. Each message includes the following message columns in the grid on the page: Severity, License Nbr, and Description.

Process messages are displayed when an error has been encountered. Severity levels include:

- *Fatal Error* – Stops the process
- *Error* – System cannot process record; doesn't stop process (such as an invalid date)
- *Information* – For example: message is displayed when processing is complete.

Saving Messages

Process Messages and Name Messages can be saved as formatted text by clicking on the [Send to File] button. This opens a directory (Figure 43: Saving Messages) where the operator can select a directory to save the message .txt file.

Figure 48: Saving Messages

File Descriptor

The following table describes the Microsoft Access files that are downloaded using the AOA Data Load screen.

Table 10: AOA File

Description	File Information
Source	American Osteopathic Association
Type	Input
Frequency	Monthly
Size	250KB
Comment	Access file

File Layout

For the Data File Exchange layout in a Word table, see the next table (Table 11: AOA.mdb File layout).

Table 11: AOA.mdb File layout

Name	Type	Size
LIC_NBR	Text	20
LNAME	Text	30
FNAME	Text	20
MNAME	Text	20
SUFFIX	Text	10
AOA_BOARD	Text	10
DESCRIPTION	Text	50
Cert_Issue_date	Date/Time	8
Cert_Expiration_Date	Date/Time	8
Recent_Issue_Date	Date/Time	8
Recent_Expiration_Date	Date/Time	8

Drop-Down Menus

The following drop-down menus are on the AOA Data Load screen.

Figure 49:AOA Data Load File Menu

- *Save*— **Note**: This function is inactive.
- *Close*—Closes the screen
- *Print*— **Note**: This function is inactive.
- *Set Active Printer*—Enables operator to select printer

Figure 50:AOA Data Load Help Menu

- *Help*—Opens the help file for the application
- *About*—Opens a screen that displays the version number of the application

HPN Acct. Application Load

The HPN Acct. Application text file contains HPN application information received from a physician in a delimited .txt file.

Starting HPN Acct. Application File Data Load Screen

Click the **HPN Acct. Application** button on the NY Physician Profiles main screen (Figure 5: Main Screen on page 5) to activate the HPN Acct. Application File Data Load screen (Figure 52: HPN Application Load Screen on page 37).
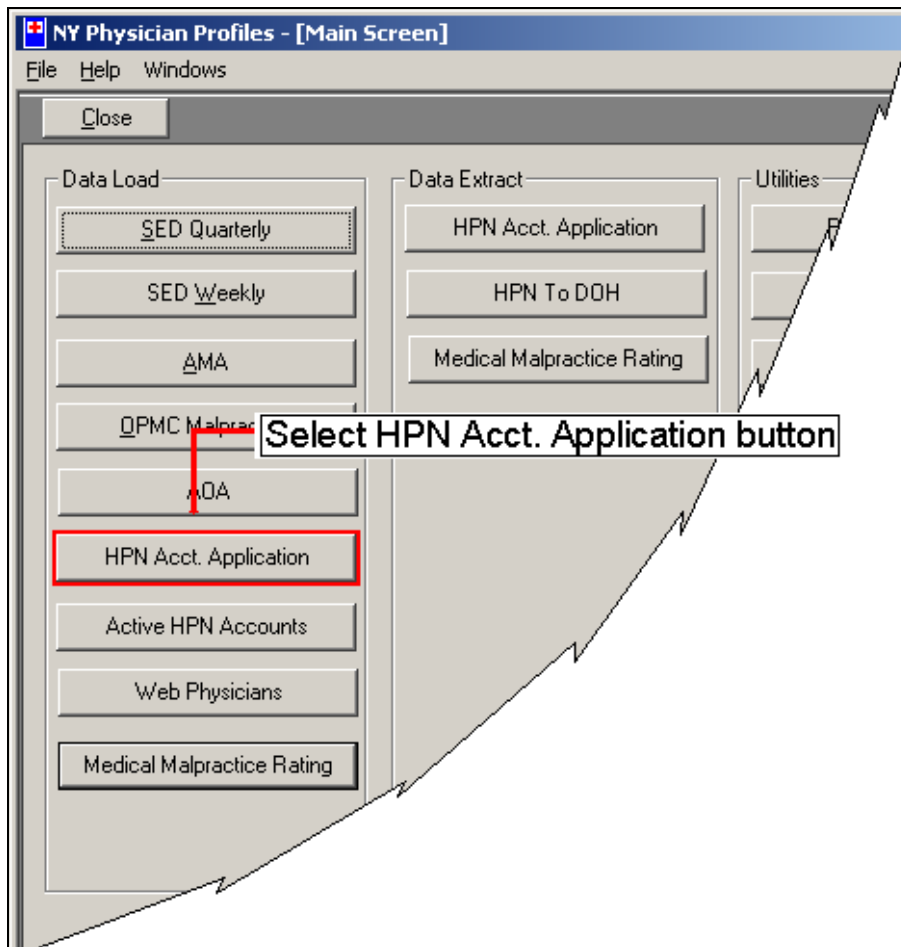
Figure 51: HPN Acct. Application Button

The HPN Application Load screen (Figure 52: HPN Application Load Screen on page 37) has several action buttons and drop-down selection menus that are described in this section.
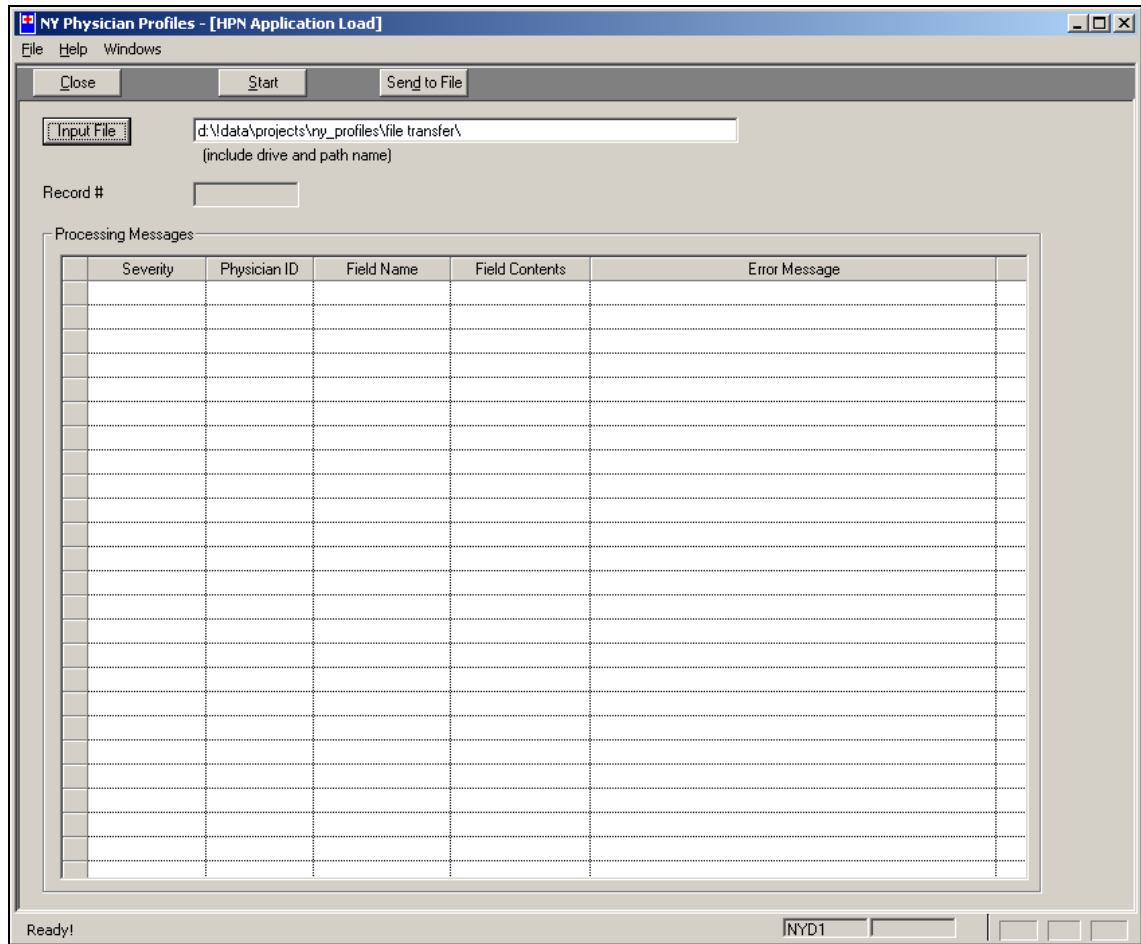
Figure 52: HPN Application Load Screen

Pre-Data Load

1. Pick up files from The Hibbert Group ftp site.

2. Copy the files to the Oracle server and unzip.

Data Load

To load data from an HPN Acct. Application file, click on the [Input File] button. This opens a directory (Figure 53: File Directory on page 38) where the operator can select a file that will be entered into the system.

Figure 53: File Directory

Highlight the correct file from among the directories and then click the [Open] button to load the data. The file name and directory path will be displayed in the field (Figure 54: File Name) at the top of the HPN Application Load screen.
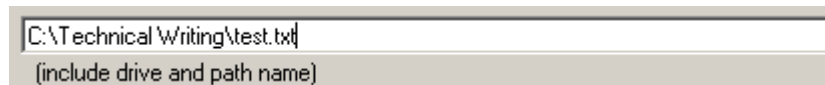
Figure 54: File Name

Click the [Start] button on the HPN Application Load screen to download the .txt file.

Process Messages

During processing, the screen will display the record number, number of names and number of records with messages. Each message includes the following message columns in the grid on the page: Severity, Physician ID, Field Name, Field Contents, and Error Message.

Process messages are displayed when an error has been encountered. Severity levels include:

- *Fatal Error* – Stops the process

- *Error* – System cannot process record; doesn't stop process (such as an invalid date)

- *Information* – For example: message is displayed when processing is complete.

Saving Messages

Process Messages and Name Messages can be saved as formatted text by clicking on the [Send to File] button. This opens a directory (Figure 55: Saving Messages on page 39) where the operator can select a directory to save the message .txt file.
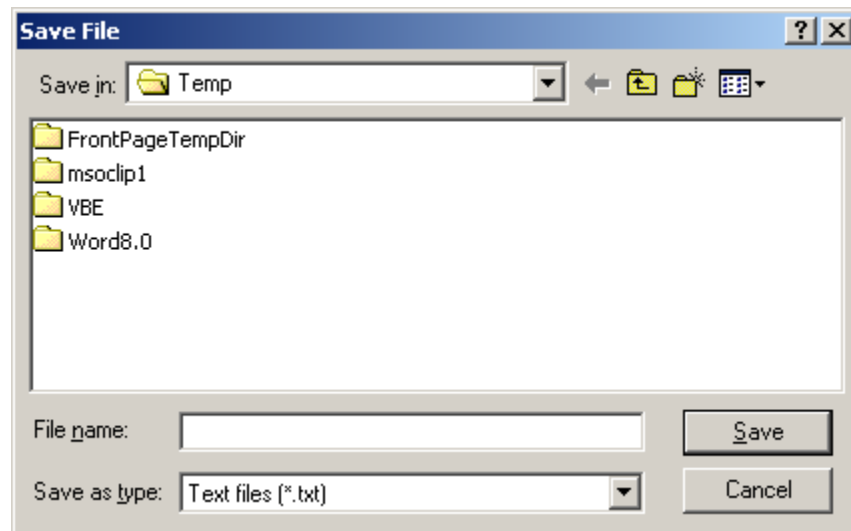
Figure 55: Saving Messages

Post-Data Load

1. If there are errors, click the **Send to File** button

2. Put the file in the I:\nypp\filetransfer\Hibbert\export directory. Name the file the same as the input. Append 'error' to the front of the filename.

3. Run the HPN to DOH Extract process as explained on page 60.

File Descriptor

The following table describes the .txt files that are downloaded using the HPN Acct. Application screen.

Table 12: HPN Acct. Application Load File

Description	File Information
Source	Hibbert
Type	Input
Frequency	Daily
Size	10-50KB
Comment	Delimited Text File

File Layout

For Data File Exchange layout in a Word table, see Appendix D – Mou.xls on page 100.

Drop-Down Menus

The following drop-down menus are on the HPN Acct. Application File Data Load screen.
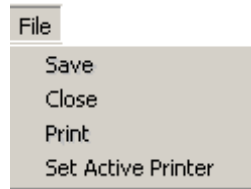
Figure 56: HPN Acct. Application File Data Load File Menu

- *Save*—**Note**: This function is inactive.
- *Close*—Closes the screen
- *Print*— **Note**: This function is inactive.
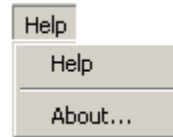- *Set Active Printer*—Enables operator to select printer

Figure 57: HPN Acct. File Data Load Help Menu

- *Help*—Opens the help file for the application
- *About*—Opens a screen that displays the version number of the application
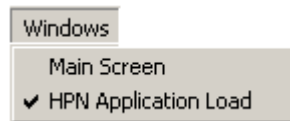
Figure 58: HPN Acct. File Data Load Windows Menu

- *Main*—Returns the operator to the Main Screen (Figure 5: Main Screen on page 5)
- *HPN Application Load*—When checked, this indicates that the HPN Application Load screen (Figure 52: HPN Application Load Screen on page 37) is open.

Active HPN Accounts Load

The Active HPN Accounts file contains a listing of active HPN accounts.

Starting Active HPN Accounts Screen

Click the **Active HPN Accounts** button on the NY Physician Profiles main screen (Figure 5: Main Screen on page 5) to activate the Active HPN Accounts screen (Figure 60: Activate HPN Accounts Screen on page 42).
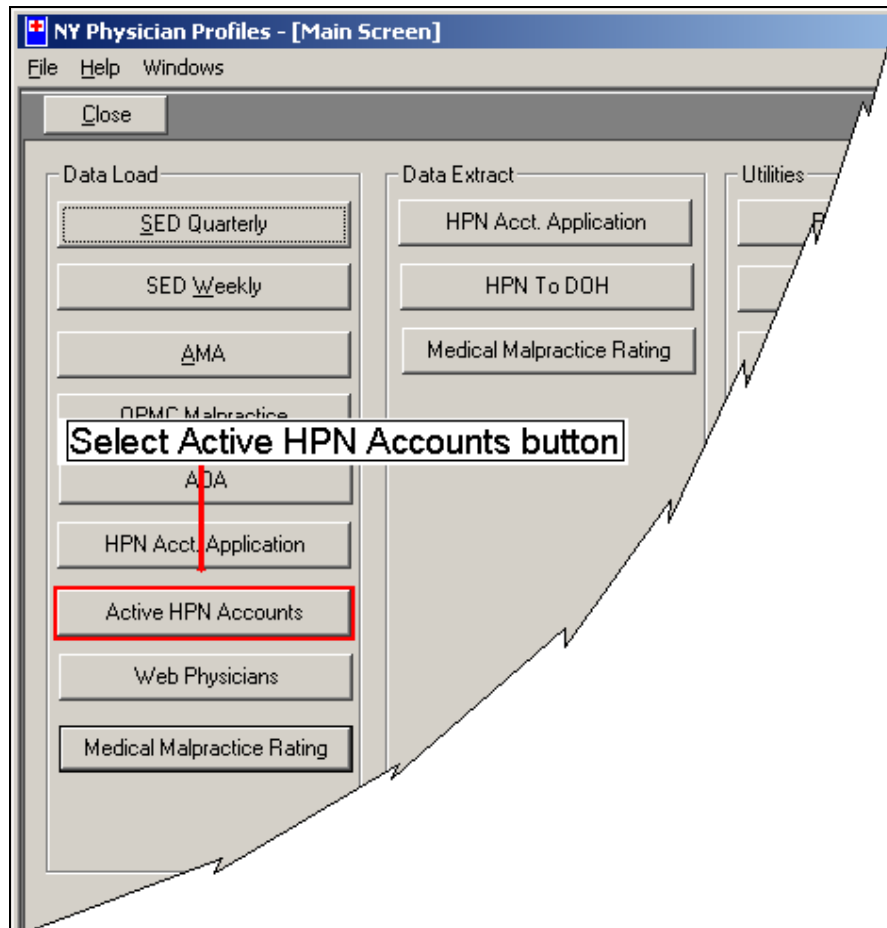
Figure 59: Active HPN Accounts Button

The Active HPN Accounts screen (Figure 60: Activate HPN Accounts Screen on page 42) has several action buttons and drop-down selection menus that are described in this section.
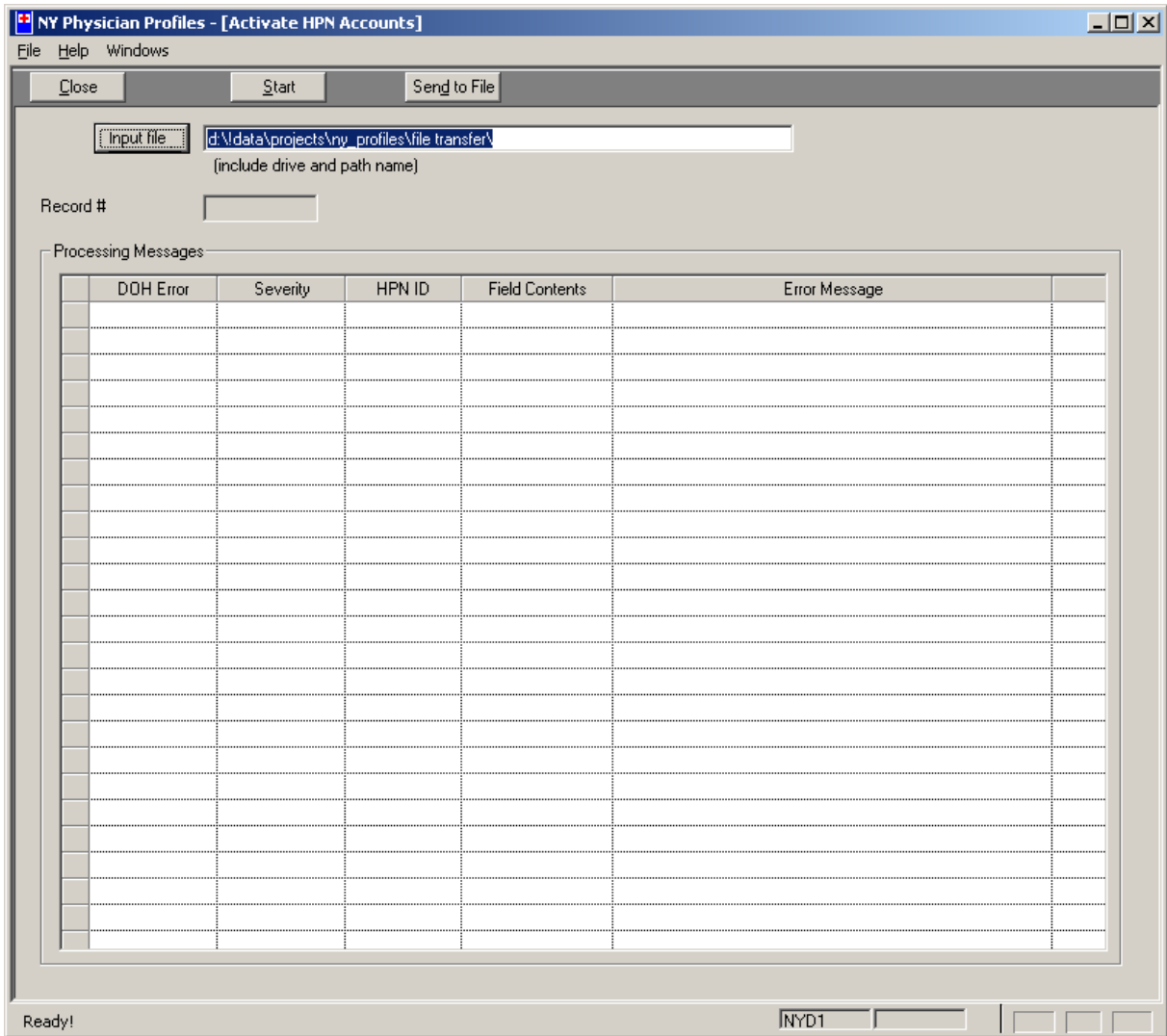
Figure 60: Activate HPN Accounts Screen

Data Load

To load data from an Active HPN Accounts file, click on the [Input File] button. This opens a directory (Figure 61: File Directory on page 43) where the operator can select a file that will be entered into the system.

Figure 61: File Directory

Highlight the correct file from among the directories and then click the [Open] button to load the data. The file name and directory path will be displayed in the field (Figure 62: Drive and Path Name) at the top of the Active HPN Accounts screen.

Input file	d:\\data\projects\ny_profiles\file transfer\
	(include drive and path name)
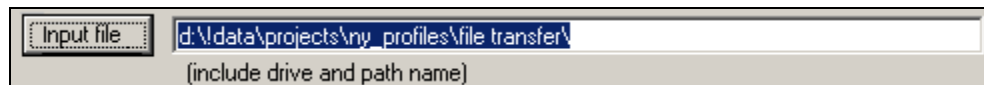
Figure 62: Drive and Path Name

Click the [Start] button on the Active HPN Accounts screen to download the .txt file.
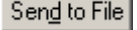
Process Messages

During processing, the screen will display the record number, number of names and number of records with messages. Each message includes the following message columns in the grid on the page: DOH Error, Severity, HPN ID, Field Contents, and Error Message.

Process messages are displayed when an error has been encountered. Severity levels include:

- *Fatal Error* – Stops the process
- *Error* – System cannot process record; doesn't stop process (such as an invalid date)
- *Information* – For example: message is displayed when processing is complete.

Saving Messages

Process Messages and Name Messages can be saved as formatted text by clicking on the [Send to File] button. This opens a directory (Figure 63: Saving Messages) where the operator can select a directory to save the message .txt file.
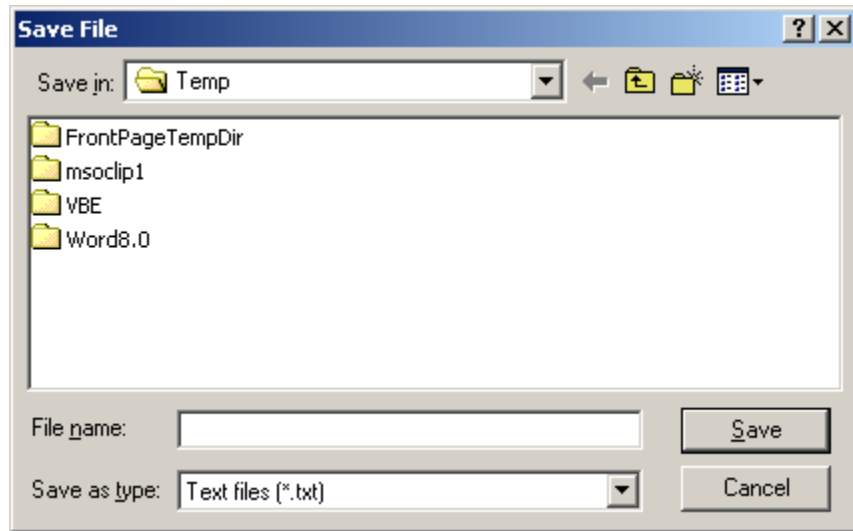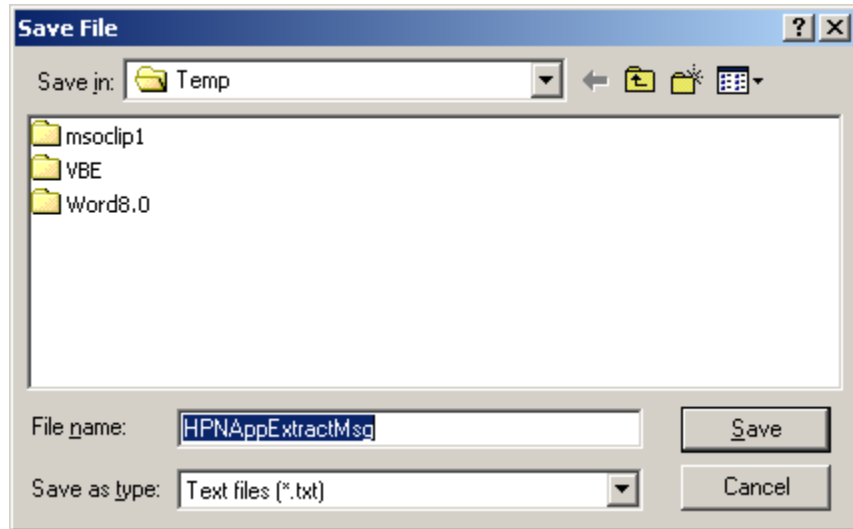
Figure 63: Saving Messages

File Descriptor

The following tables describe the .txt files that are downloaded using the Activate HPN Accounts screen.

Table 13: Active HPN Accounts File Description

Description	File Information
Source	New York Department of Health (DOH)
Type	Input
Frequency	Daily or as needed
Size	10KB
Comment	Delimited text file

File Layout

The Active HPN Account file will contain a single record for each HPN Account. The fields and definitions are in the next table (Table 14: Active HPN Accounts File Layout).

Table 14: Active HPN Accounts File Layout

Description	Format	Status
HPN-ID	8 characters	Required
Active Date	10 characters (MM/DD/CCYY)	Required

Drop-Down Menus

The following drop-down menus are on the Active HPN Accounts screen.
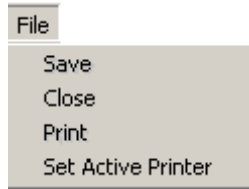
Figure 64: Active HPN Accounts File Menu
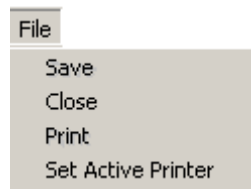
- *Save*— **Note**: This function is inactive.

- *Close*—Closes the screen

- *Print*— **Note**: This function is inactive.

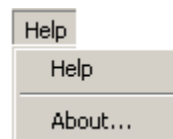- *Set Active Printer*—Enables operator to select printer

Figure 65: Active HPN Accounts Help Menu

- *Help*—Opens the help file for the application

- *About*—Opens a screen that displays the version number of the application
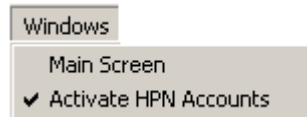
Figure 66: Active HPN Accounts Windows Menu

- *Main Screen*—Returns the operator to the Main Screen (Figure 5: Main Screen on page 5)

- *Activate HPN Accounts*—When checked, this indicates that the Active HPN Accounts screen (Figure 60: Activate HPN Accounts Screen on page 42) is open.

Web Physicians Load

The Web Physicians text file contains a list of IDs of physicians who have opted to complete the survey electronically via the self-report web site.

Starting Web Physicians Data Load Screen

Click the **Web Physicians** button on the NY Physician Profiles main screen to activate the Update Physician Electronic Indicator screen (Figure 68: Update Physician Electronic Indicator Screen on page 47).
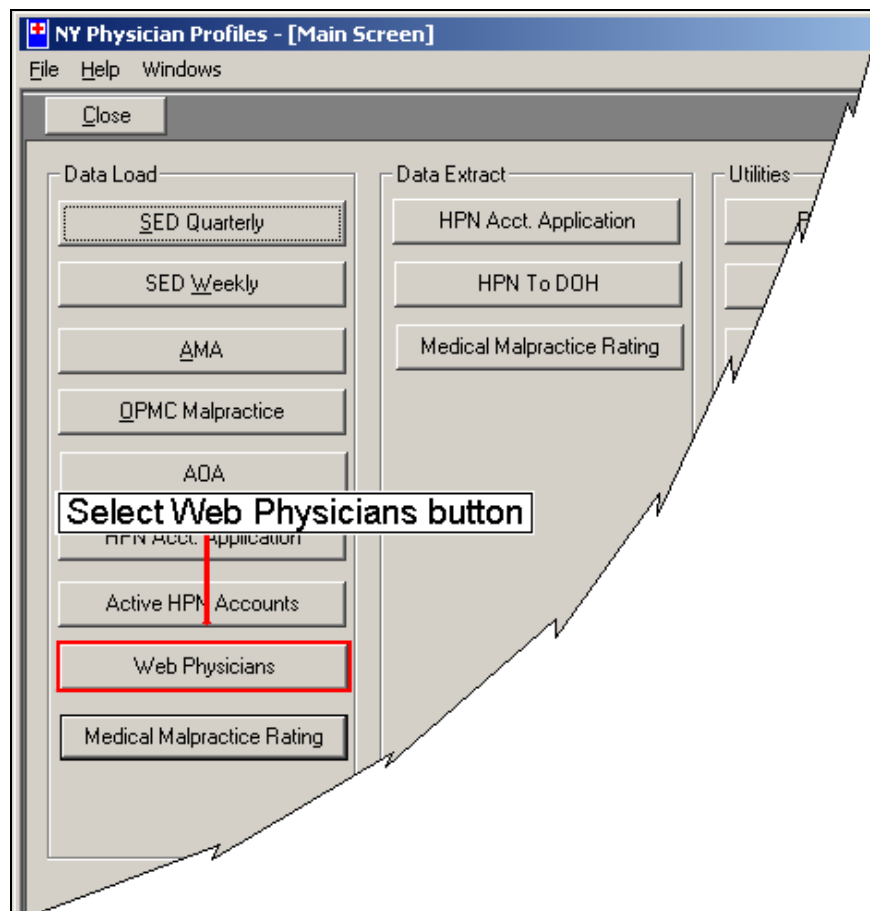
Figure 67: Web Physicians button

The Update Physician Electronic Indicator screen (Figure 68: Update Physician Electronic Indicator Screen on page 47) has several action buttons and drop-down menu selection buttons described in this section.
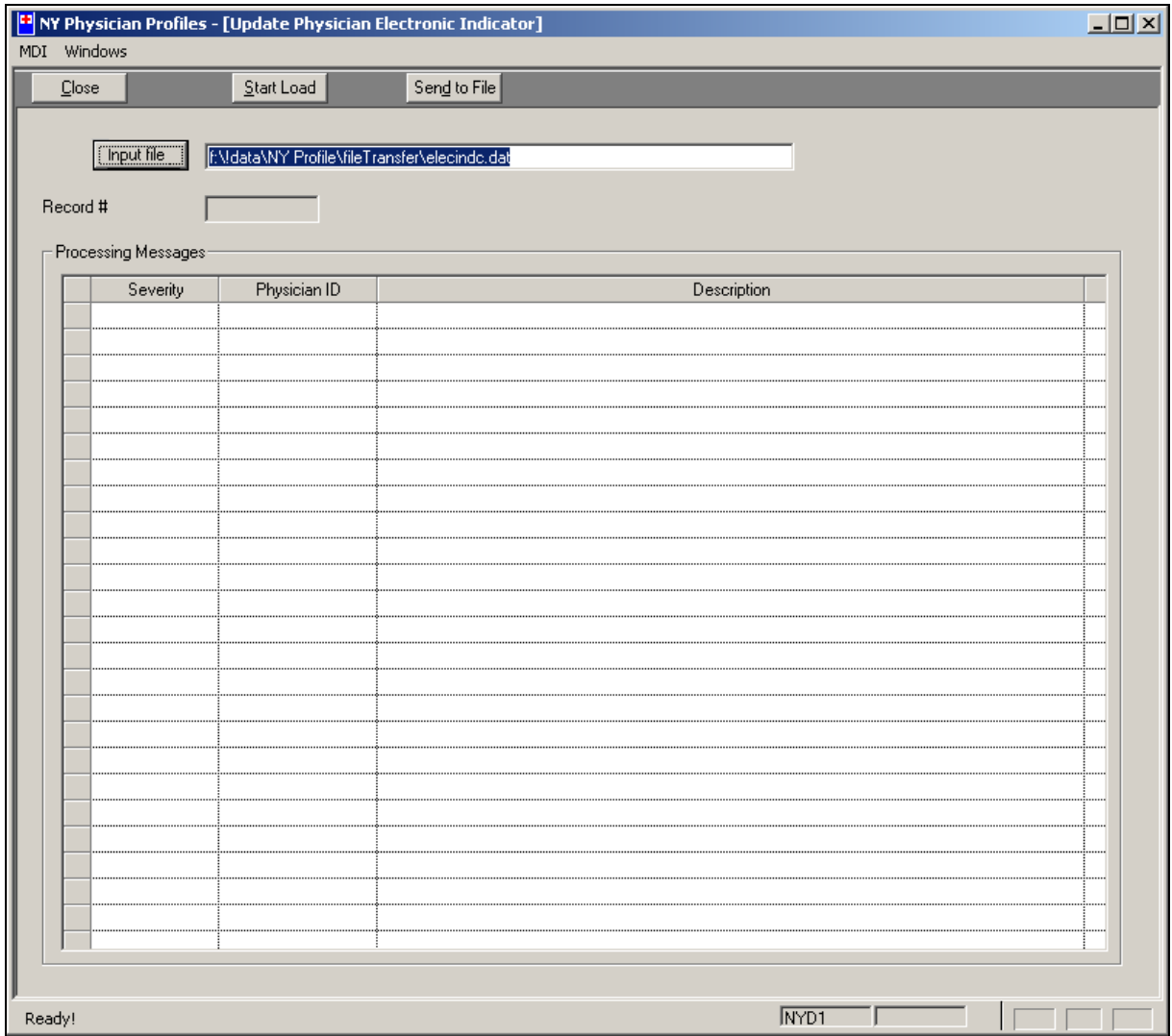
Figure 68: Update Physician Electronic Indicator Screen

Data Load

To load data from an Update Physician Electronic Indicator file, click on the [Input File] button. This opens a directory (Figure 69: File Directory on page 48) where the operator can select a file that will be entered into the system.
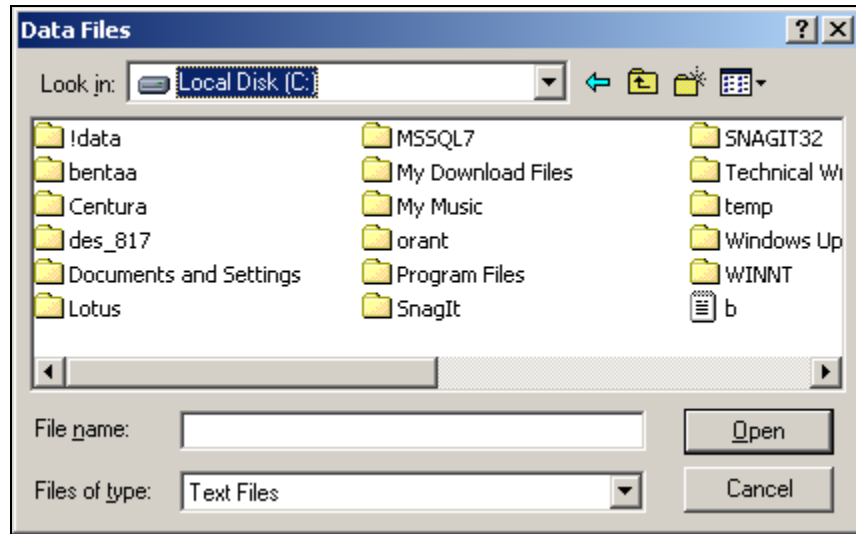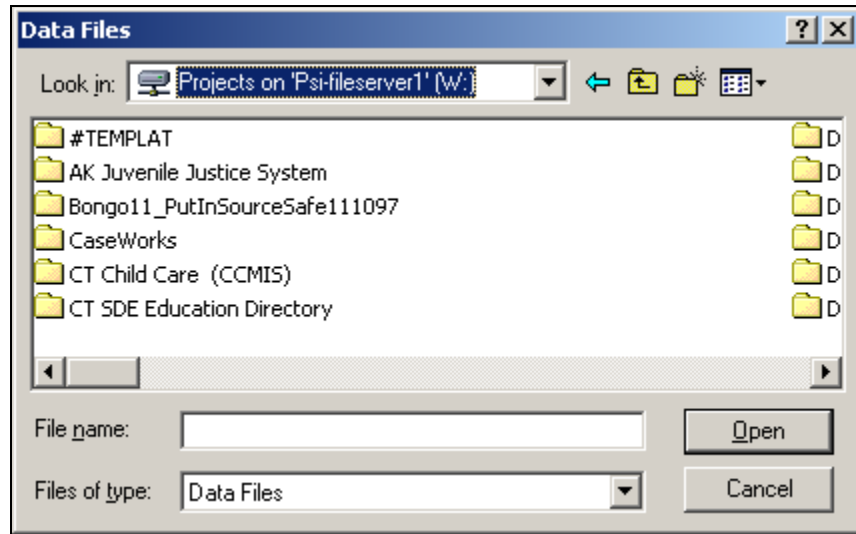
Figure 69: File Directory
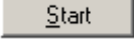
Highlight the correct file from among the directories and then click the [Open] button to load the data. The file name and directory path will be displayed in the field (Figure 70: Drive and Path Name) at the top of the Update Physician Electronic Indicator screen.

Figure 70: Drive and Path Name

Click the [Start] button on the Update Physician Electronic Indicator screen to download the .txt file.
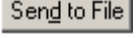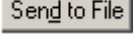
Process Messages

During processing, the screen will display the record number, number of names, and number of records with messages. Each message includes the following message columns in the grid on the page: Severity, Physician ID, and Description.

Process Messages are displayed when an error has been encountered. Severity levels include:

- *Fatal Error* – Stops the process

- *Error* – System cannot process record; doesn't stop process (such as an invalid date)

- *Information* – For example: message is displayed when processing is complete.

Saving Messages

Process Messages and Name Messages can be saved as formatted text by clicking on the [Send to File] button. This opens a directory (Figure 71: Saving Messages) where the operator can select a directory to save the message .txt file.

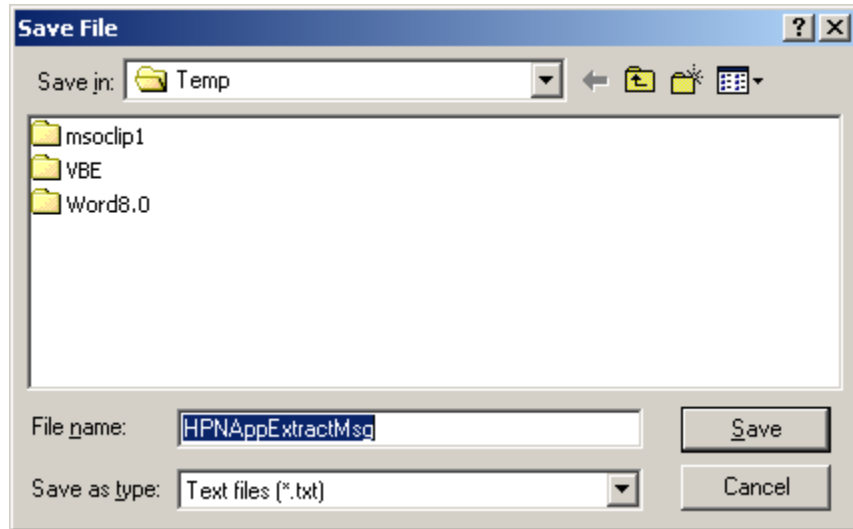*Figure 71: Saving Messages*

Post-Data Load

After running the Update Physician Electronic Indicator process, the HPN Acct. Application Extract process must be run as described on page 56.

File Descriptor

The following table describes the .txt files that are downloaded using the Update Physician Electronic Indicator screen.

Table 15: Update Physician Profile Table

Description	File Information
Source	Hibbert
Type	Input
Frequency	On Demand
Size	10KB
Comment	Delimited text file

File Layout

The Update Physician Electronic Indicator file will contain a single record for each HPN Account. The fields and definitions are in the next table (Table 16: Update Physician Electronic Indicator File Layout).

Table 16: Update Physician Electronic Indicator File Layout

Description	Format	Status
PHYSICIAN ID	8 characters	Required

Drop-Down Menus

The following drop-down menus are on the Update Physician Electronic Indicator's screen.
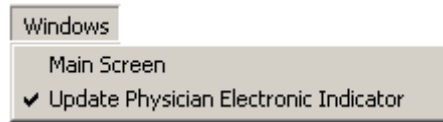
Figure 72: Update Physician Electronic Indicator Windows Menu

- *Main Screen*—Returns the operator to the Main Screen (Figure 5: Main Screen on page 5)

- *Update Physician Electronic Indicator*—When checked, this indicates that the Update Physician Electronic Indicator screen (Figure 68: Update Physician Electronic Indicator Screen on page 47) is open.

Medical Malpractice Rating Load

The Medical Malpractice Rating Load screen downloads all current and historical medical malpractice information for use in calculating and determining what rating to assign to medical malpractice information.

Starting Web Physicians Data Load Screen

Click the **Medical Malpractice Rating** button on the NY Physician Profiles main screen to activate the Medical Malpractice Rating Load screen (Figure 74: Medical Malpractice Rating Load Screen on page 52).
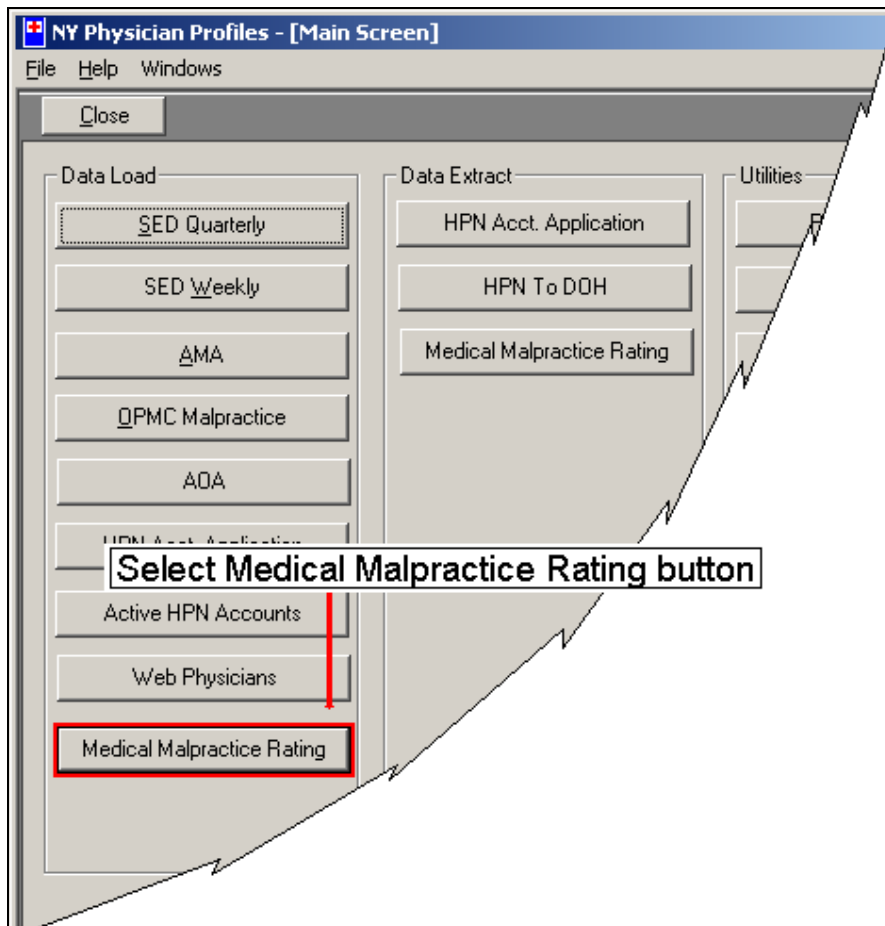
Figure 73: Medical Malpractice Rating Download Button

The Medical Malpractice Rating Load screen (Figure 74: Medical Malpractice Rating Load Screen on page 52) has several action buttons and drop-down menu selection buttons described in this section.
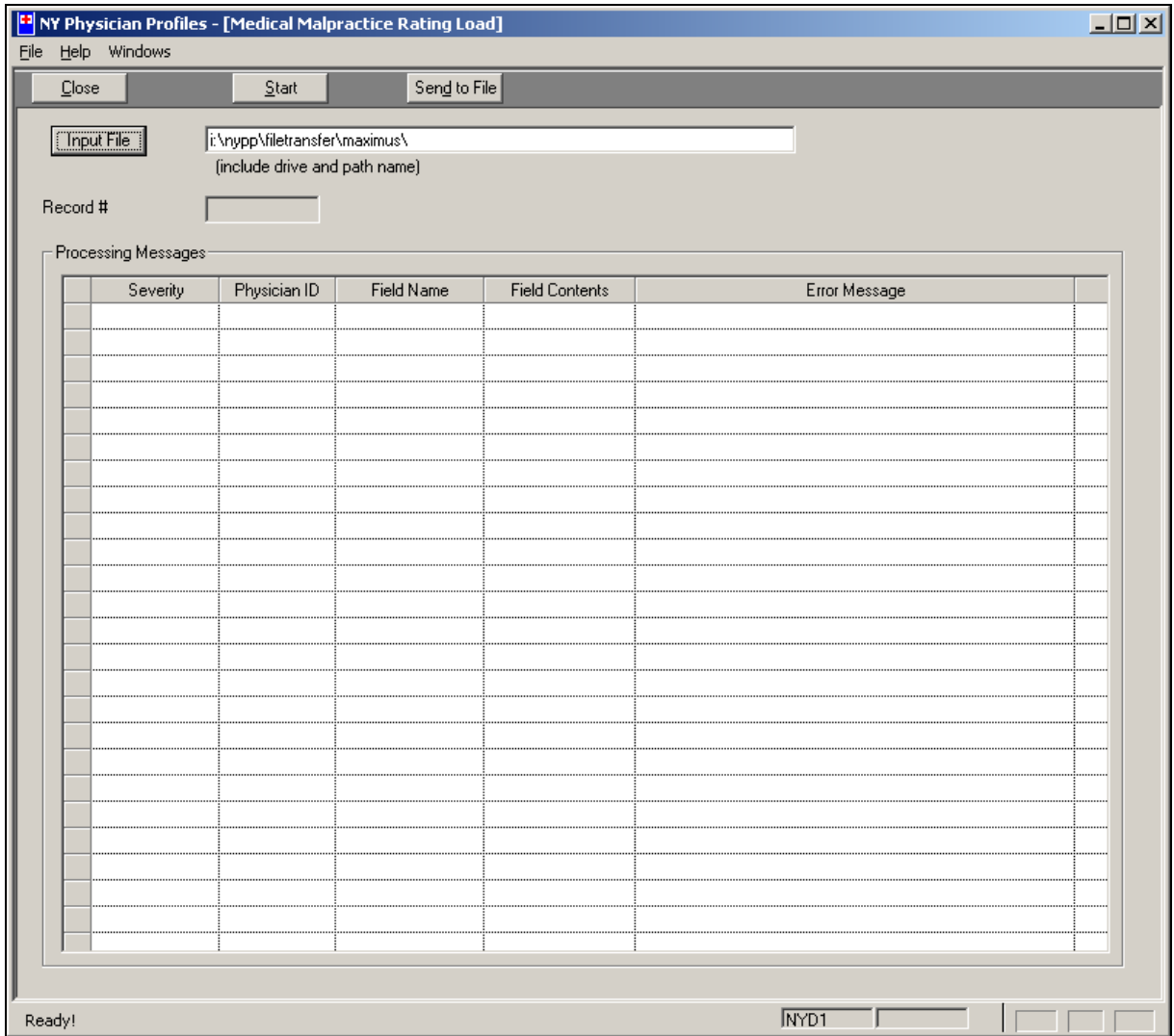
Figure 74: Medical Malpractice Rating Load Screen

Data Load

To load data from a Medical Malpractice Rating Load file, click on the [Input File] button. This opens a directory (Figure 75: File Directory on page 53) where the operator can select a file that will be entered into the system.
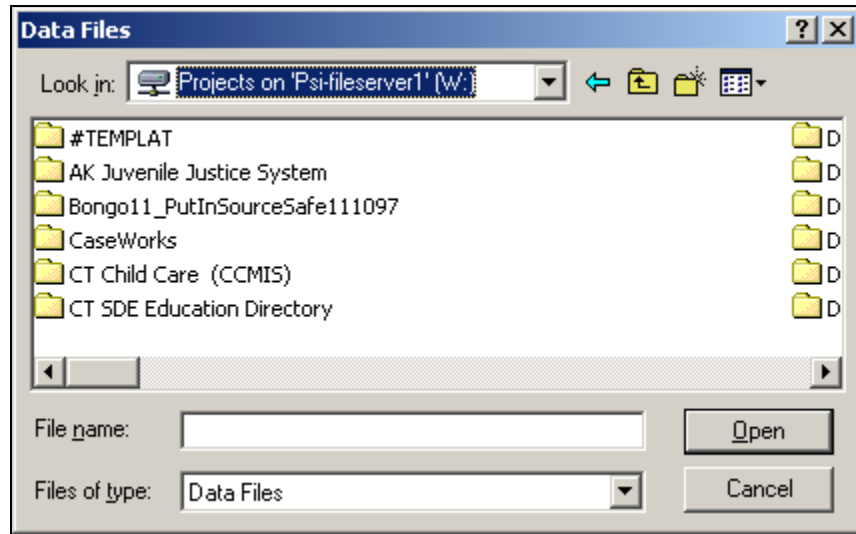
Figure 75: File Directory

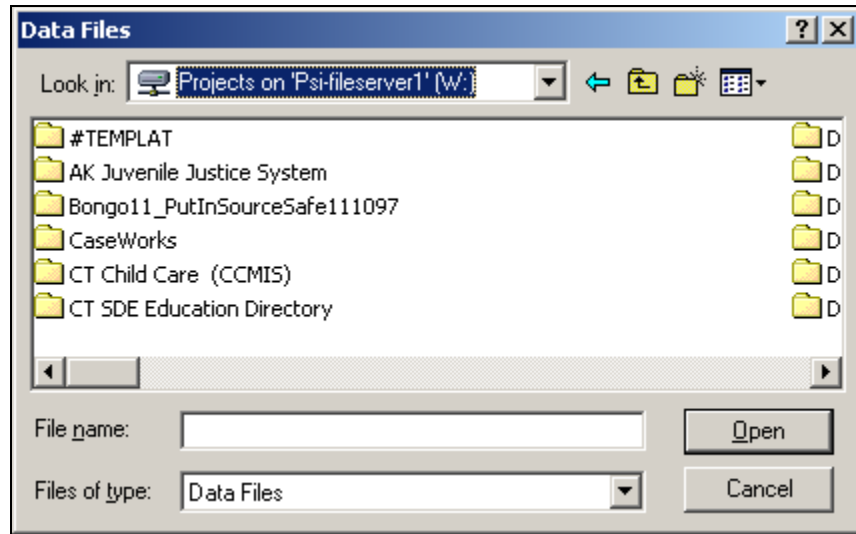Highlight the correct file from among the directories and then click the [Open] button to load the data. The file name and directory path will be displayed in the field (Figure 76: Drive and Path Name) at the top of the Medical Malpractice Rating Load screen.
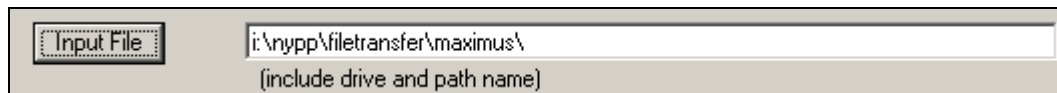
Figure 76: Drive and Path Name

Click the [Start] button on the Medical Malpractice Rating Load screen to download the .txt file.

Process Messages

During processing, the screen will display the record number, number of names, and number of records with messages. Each message includes the following message columns in the grid on the page: Severity, Physician ID, Field Name, Field Contents, and Error Message.

Process Messages are displayed when an error has been encountered. Severity levels include:

- *Fatal Error* – Stops the process
- *Error* – System cannot process record; doesn't stop process (such as an invalid date)
- *Information* – For example: message is displayed when processing is complete.

Saving Messages

Process Messages and Name Messages can be saved as formatted text by clicking on the [Send to File] button. This opens a directory (Figure 77: Saving Messages on page 54) where the operator can select a directory to save the message .txt file.
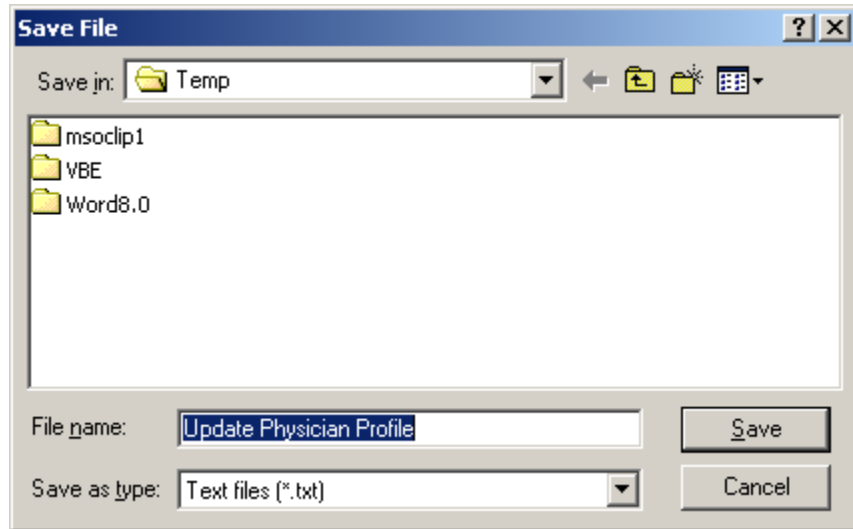
Figure 77: Saving Messages

File Descriptor

The following table describes the files that are downloaded using the Medical Malpractice Rating Load screen.

Table 17: Medical Malpractice Rating Load Table

Description	File Information
Source	Contractor
Type	Input
Frequency	On Demand
Size	2MB
Comment	Delimited .txt file

File Layout

For Data File Exchange layout in a Word table, see Appendix C – Medmalpractice.xls on page 97.

Drop-Down Menus

The following drop-down menus are on the Medical Malpractice Rating Load screen.
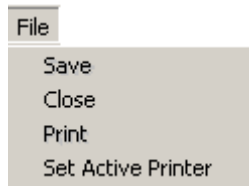
Figure 78: Medical Malpractice Rating Load File Menu

- *Save*—**Note**: This function is inactive.

- *Close*—Closes the screen

- *Print*— **Note**: This function is inactive.

- *Set Active Printer*—Enables operator to select printer
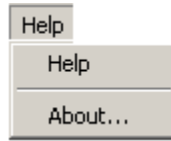
Figure 79: Medical Malpractice Rating Load Help Menu

- *Help*—Opens the help file for the application

- *About*—Opens a screen that displays the version number of the application

Figure 80: Medical Malpractice Rating Load Window Menu

- *Main*—Returns the operator to the Main Screen (Figure 5: Main Screen on page 5)

- *Medical Malpractice Rating Load*—When checked, this indicates that the Medical Malpractice Rating Load screen (Figure 74: Medical Malpractice Rating Load Screen on page 52) is open.

Data Extract

HPN Acct. Application Extract

The HPN Acct. Application Download text file contains HPN application information received from a physician. This file is sent to the Hibbert Group for preprinting HPN applications.

Starting HPN Accounts Application Download Screen

Click the **HPN Acct. Application** button on the NY Physician Profiles main screen (Figure 5: Main Screen on page 5) to activate the HPN Accounts Application Download screen (Figure 82: HPN Account Application Download on page 57).
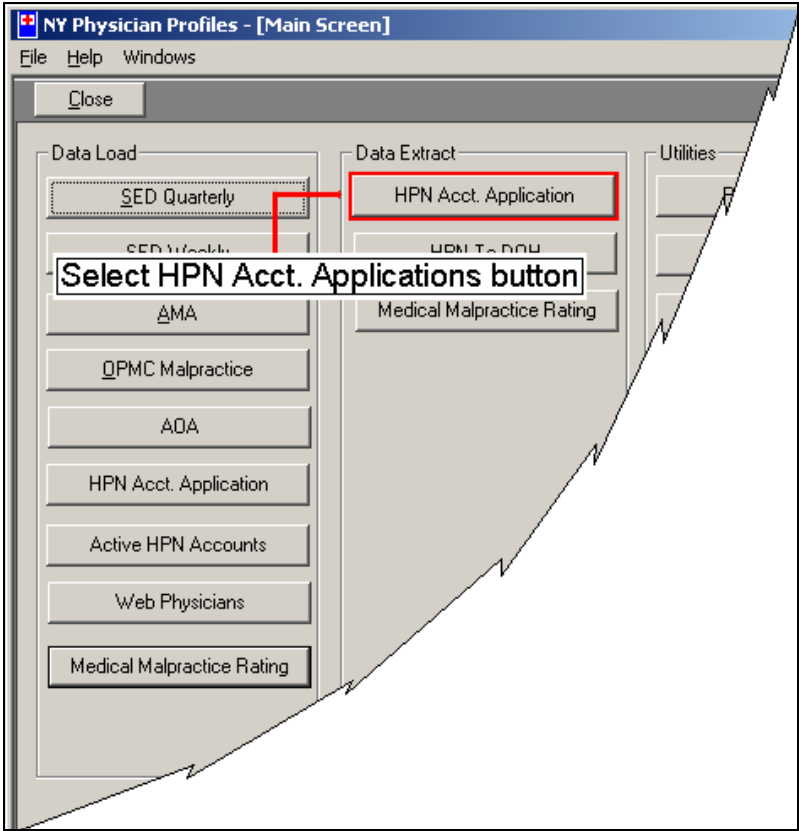
Figure 81: HPN Acct. Application button

The HPN Account Application Download screen (Figure 82: HPN Account Application Download screen on page 57) has drop-down menu selection buttons, action buttons, and drop-down selection menus that are described in this section.
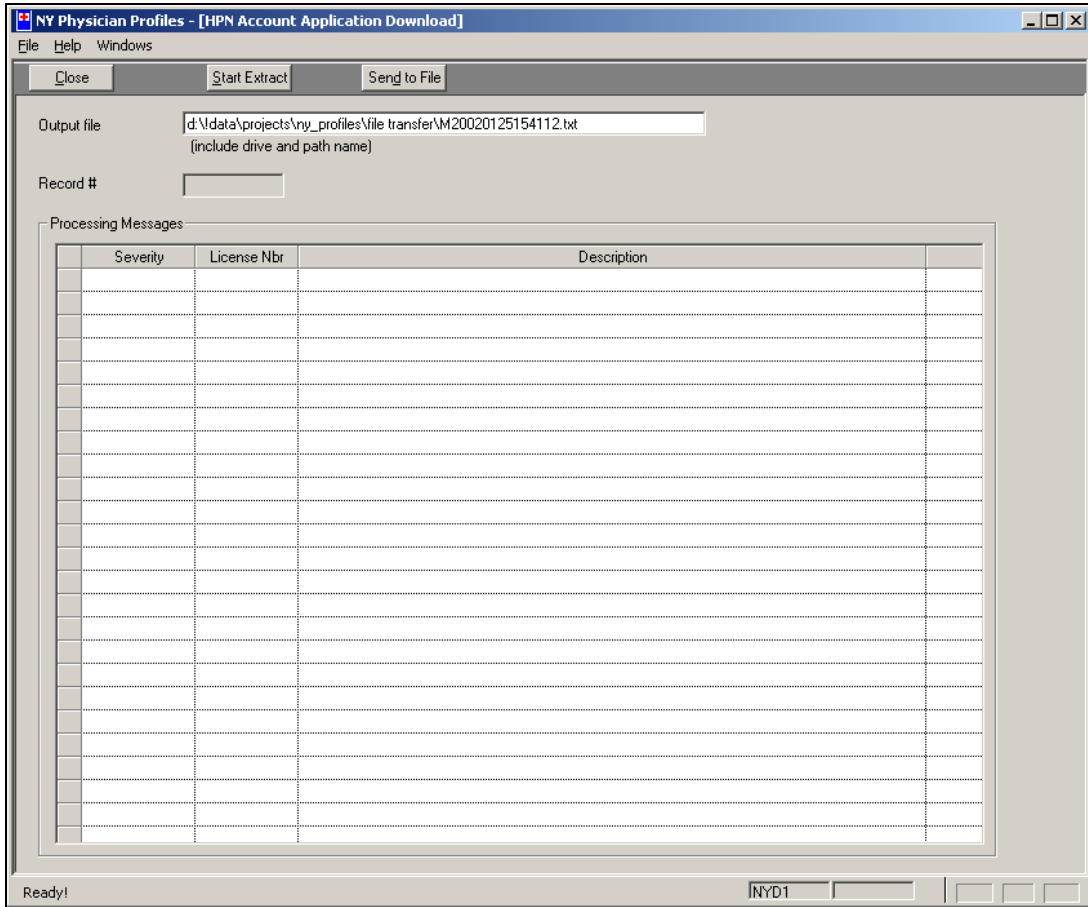
Figure 82: HPN Account Application Download

Data Extract

To extract data for the HPN Account Applications file, click on the **Start Extract** button, which will extract the file that is displayed in the field at the top of the HPN Account Application Download screen. The file name and directory path are displayed in this field (Figure 83: Drive and Path Name).

Figure 83: Drive and Path Name

Note: Before running the file extract process, be sure that the drive and path that are displayed in the extract file field are valid.

Process Messages

During processing, the screen will display the record number, number of names, and number of records with messages. Each message includes the following message columns in the grid on the page: Severity, License Nbr, and Description.

Process Messages are displayed when an error has been encountered. Severity levels include:

- *Fatal Error* – Stops the process
- *Error* – System cannot process record; doesn't stop process (such as an invalid date)
- *Information* – For example: message is displayed when processing is complete.

Saving Messages

Process Messages and Name Messages can be saved as formatted text by clicking on the [Send to File] button. This opens a directory (Figure 84: Saving Messages) where the operator can select a directory to save the message .txt file.
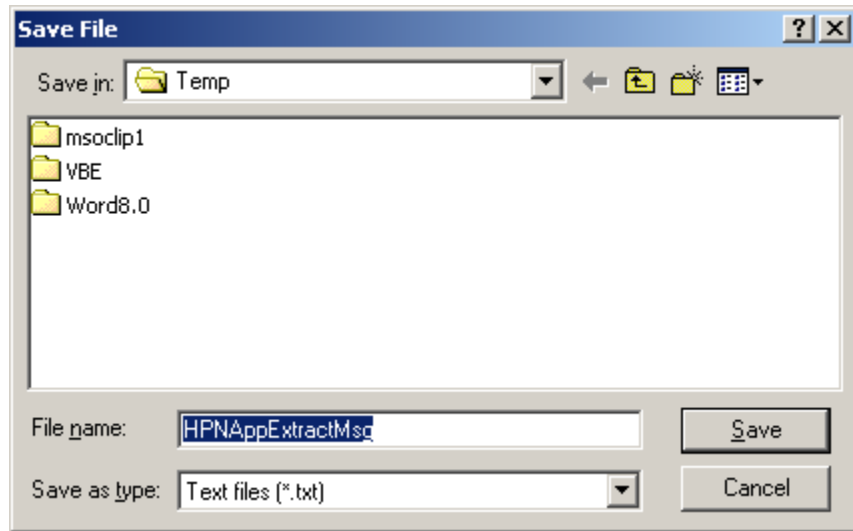
Figure 84: Saving Messages

File Descriptor

The following table describes the .txt files that are extracted using the HPN Account Application Download screen.

Table 18: HPN Account Application Download File

Description	File Information
Source	HPN Application
Type	Input
Frequency	On Demand
Size	10-50KB
Comment	Delimited text file

File Layout

For Data File Exchange layout in a Word table, see Appendix D – Mou.xls on page 100.

Drop-Down Menus

The following drop-down menus are on the HPN Account Application Download screen.

Figure 85: HPN Acct. Application File Extract File Menu

- *Save*— **Note**: This function is inactive.
- *Close*—Closes the screen
- *Print*— **Note**: This function is inactive.
- *Set Active Printer*—Enables operator to select printer
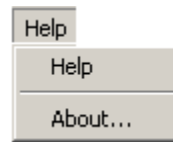
Figure 86: HPN Acct. Application File Extract Help Menu

- *Help*—Opens the help file for the application
- *About*—Opens a screen that displays the version number of the application
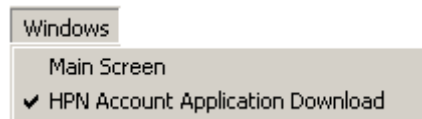
Figure 87: HPN Acct. Application File Extract Windows Menu

- *Main Screen*—Returns the operator to the Main Screen (Figure 5: Main Screen on page 5)
- *HPN Account Application Download*—When checked, this indicates that the HPN Account Application Download screen (Figure 82: HPN Account Application Download on page 57) is open.

HPN to DOH Extract

The HPN to DOH text file contains HPN account information created for physicians who have requested access to the NY Physicians self-report web site.

Starting HPN to DOH Screen

Click the **HPN to DOH** button on the NY Physician Profiles main screen (Figure 5: Main Screen on page 5) to activate the HPN to DOH screen (Figure 89: HPN to DOH Download Screen on page 61).
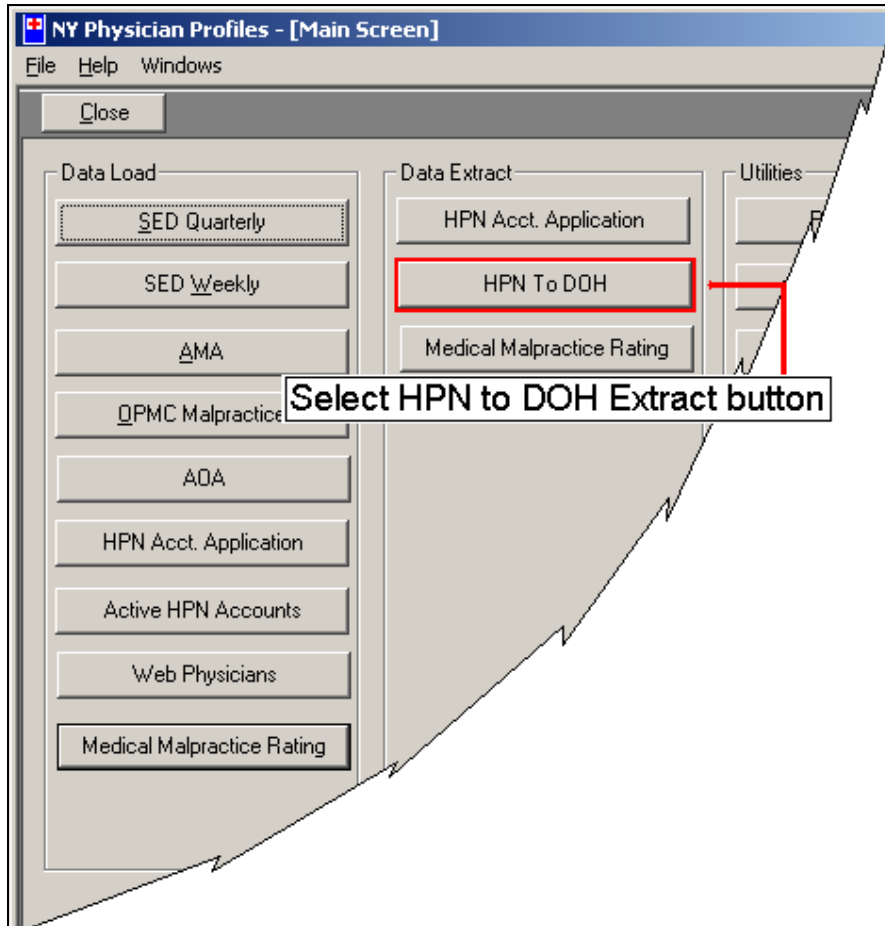
Figure 88: HPN to DOH button

The HPN to DOH screen (Figure 89: HPN to DOH Download Screen on page 61) has several action buttons and drop-down selection menus that are described in this section.
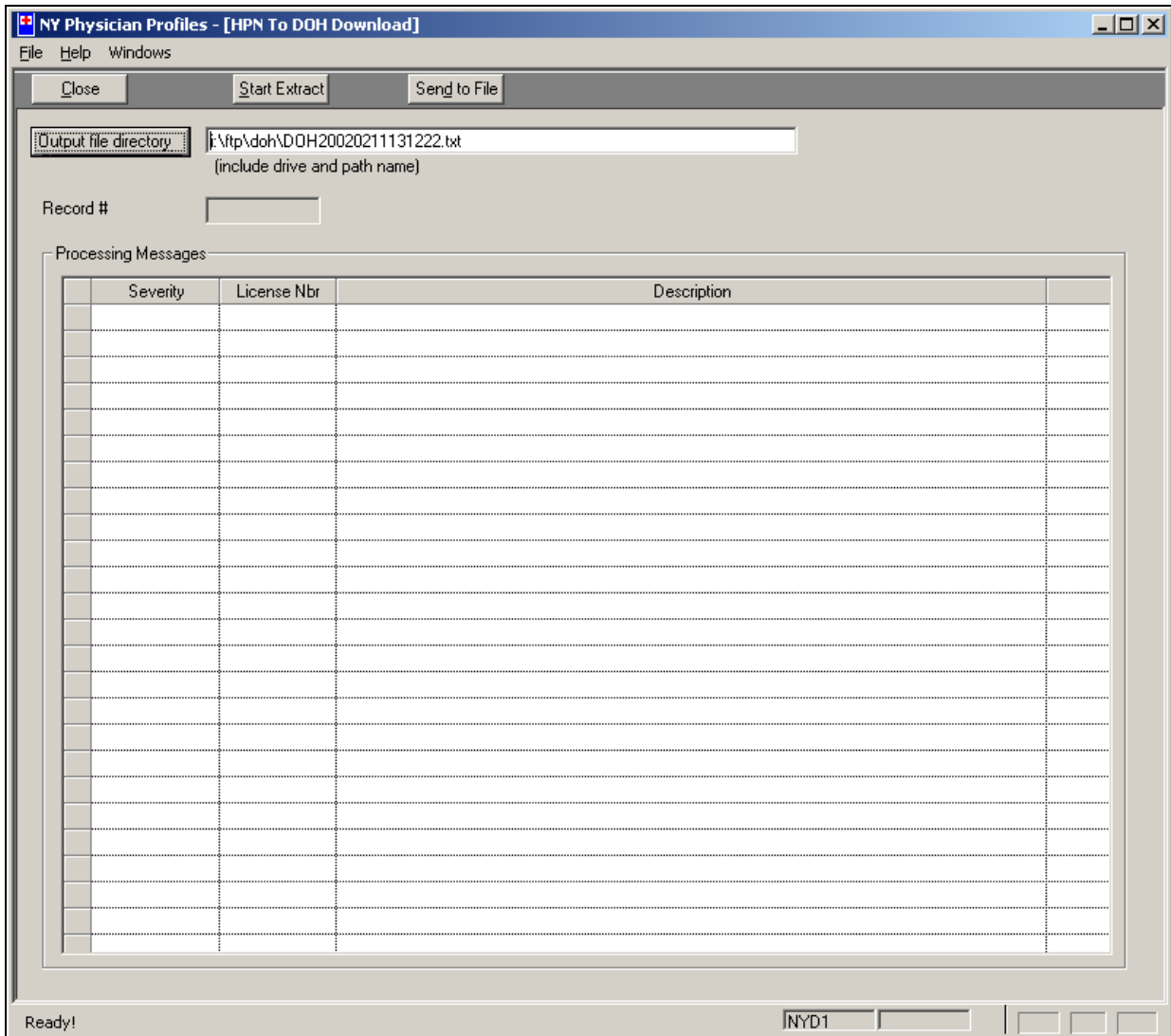
Figure 89: HPN to DOH Download Screen

Data Extract

To extract data for the HPN to DOH file, click on the [Start Extract] button, which will extract the file that is displayed in the field at the top of the HPN to DOH Download screen. The file name and directory path are displayed in this field (Figure 90: Drive and Path Name).

Figure 90: Drive and Path Name

Note: Before running the file extract process, be sure that the drive and path that are displayed in the extract file field are valid.

Process Messages

During processing, the screen will display the record number, number of names, and number of records with messages. Each message includes the following message columns in the grid on the page: Severity, License Nbr, and Description.

Process Messages are displayed when an error has been encountered. Severity levels include:

- *Fatal Error* – Stops the process
- *Error* – System cannot process record; doesn't stop process (such as an invalid date)
- *Information* – For example: message is displayed when processing is complete.

Saving Messages

Process Messages and Name Messages can be saved as formatted text by clicking on the Send to File button. This opens a directory (Figure 91: Saving Messages) where the operator can select a directory to save the message .txt file.
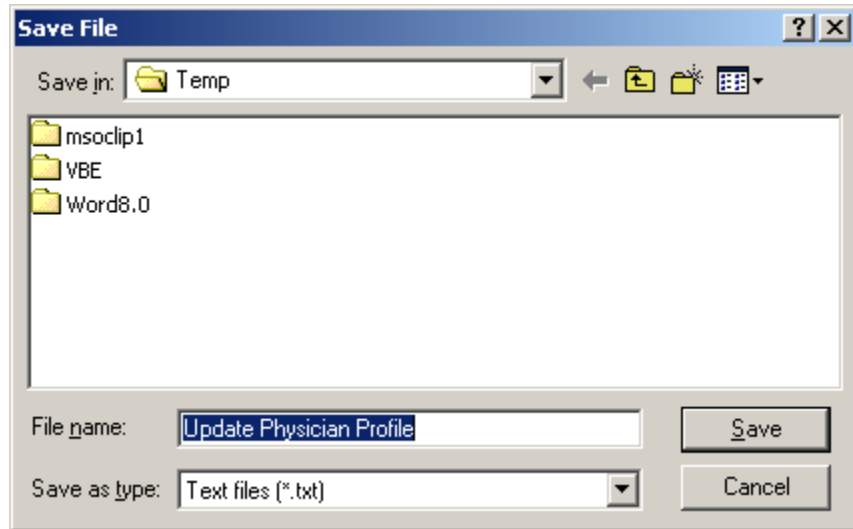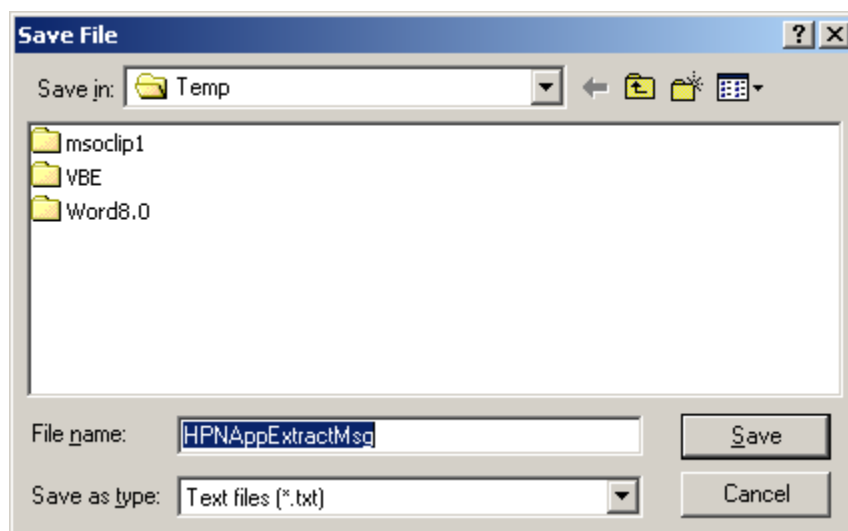

Figure 91: Saving Messages

Post Extract Process

The operator must e-mail a copy of the extracted file to the Contractor data analyst.

File Descriptor

The following table describes the .txt files that are extracted using the HPN to DOH screen.

Table 19: HPN to DOH File

Description	File Information
Source	Central Repository
Type	Output
Frequency	On Demand
Size	5-10KB
Comment	Delimited text file

File Layout

The HPN to DOH file will contain a single record for each HPN Account Account processed with fields "|" (pipe) delimited. The fields and definitions are in the next table (Table 20: HPN to DOH File Layout).

Table 20: HPN to DOH File Layout

Description	Format	Status
HPN ID[1]	8 characters	required
HPN-Password	6- to 8-character HPN password assigned by the system	required
HPN-PIN	8-digit unique password assigned by the system	required
First Name	32 characters maximum	required
Middle Initial	1 character	not required
Last Name	32 characters maximum	required
Address Line 1	32 characters maximum	required
Address Line 2	32 characters maximum	not required
Address Line 3	32 characters maximum	not required

---

[1] If the ID is automatically generated then it will be of the form "md112345." That is the lower case letter "m," the lower case letter "d," the number 1 or 2, followed a unique five-digit numeric.

Description	Format	Status
Address Line 4	32 characters maximum	not required
City	32 characters maximum	required
State/Province	32 characters maximum	required
Country Code	4 characters maximum (USPS coding)	required
Postal Code	16 characters maximum (USPS coding)	required
Telephone with Extension	32 characters maximum	required
Fax	16 characters maximum	required
Email address	64 characters maximum	required
Medical License Number	6 digits	required
Date of Birth	10 characters (MM/DD/CCYY)	required
Gender	1 character (M/F)	required
Driver's License No.	32 characters maximum	required
Add. ID Type	4 characters maximum ({SSN}, {DEA}, {MMIS})	not required
Add. ID Value	12 characters maximum	not required

Drop-Down Menus

The following drop-down menus are on the HPN to DOH screen.
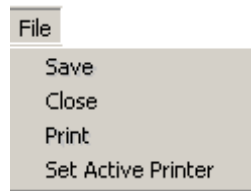
Figure 92: HPN to DOH File Menu

- *Save*—**Note**: This function is inactive.

- *Close*—Closes the screen

- *Print*—**Note**: This function is inactive.

- *Set Active Printer*—Enables operator to select printer
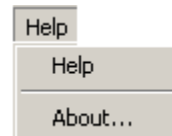
Figure 93: HPN to DOH Help Menu

- *Help*—Opens the help file for the application

- *About*—Opens a screen that displays the version number of the application
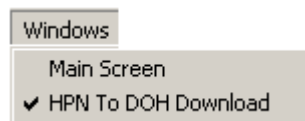
Figure 94: HPN to DOH Windows Menu

- *Main Screen*—Returns the operator to the Main Screen (Figure 5: Main Screen on page 5)

- *HPN to DOH Download*—When checked, this indicates that the HPN to DOH screen (Figure 89: HPN to DOH Download Screen on page 61) is open.

Medical Malpractice Rating Extract

The Medical Malpractice Rating screen extracts all current and historical medical malpractice information for use in calculating and determining what rating to assign to medical malpractice information.

Starting Medical Malpractice Rating Screen

Click the **Medical Malpractice Rating** button on the NY Physician Profiles main screen (Figure 5: Main Screen on page 5) to activate the Download Medical Malpractice Rating screen (Figure 96: Download Medical Malpractice Rating on page 67).
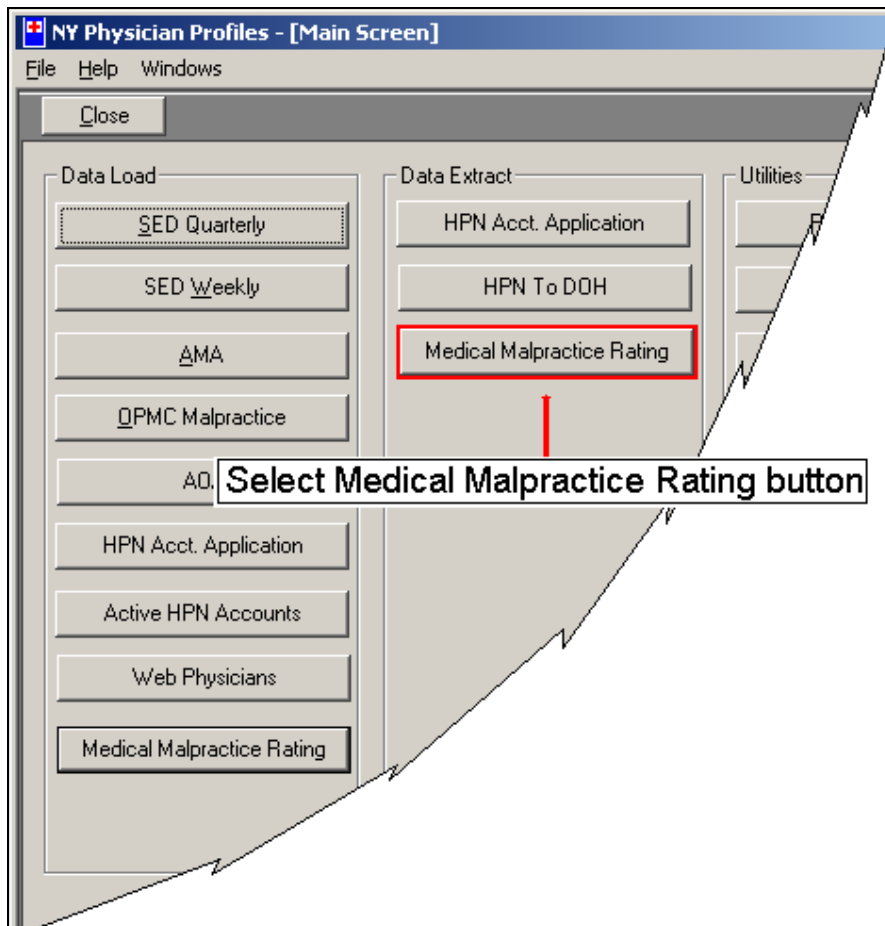
Figure 95: Medical Malpractice Rating button

The Download Medical Malpractice Rating screen (Figure 96: Download Medical Malpractice Rating on page 67) has several action buttons and drop-down selection menus that are described in this section.
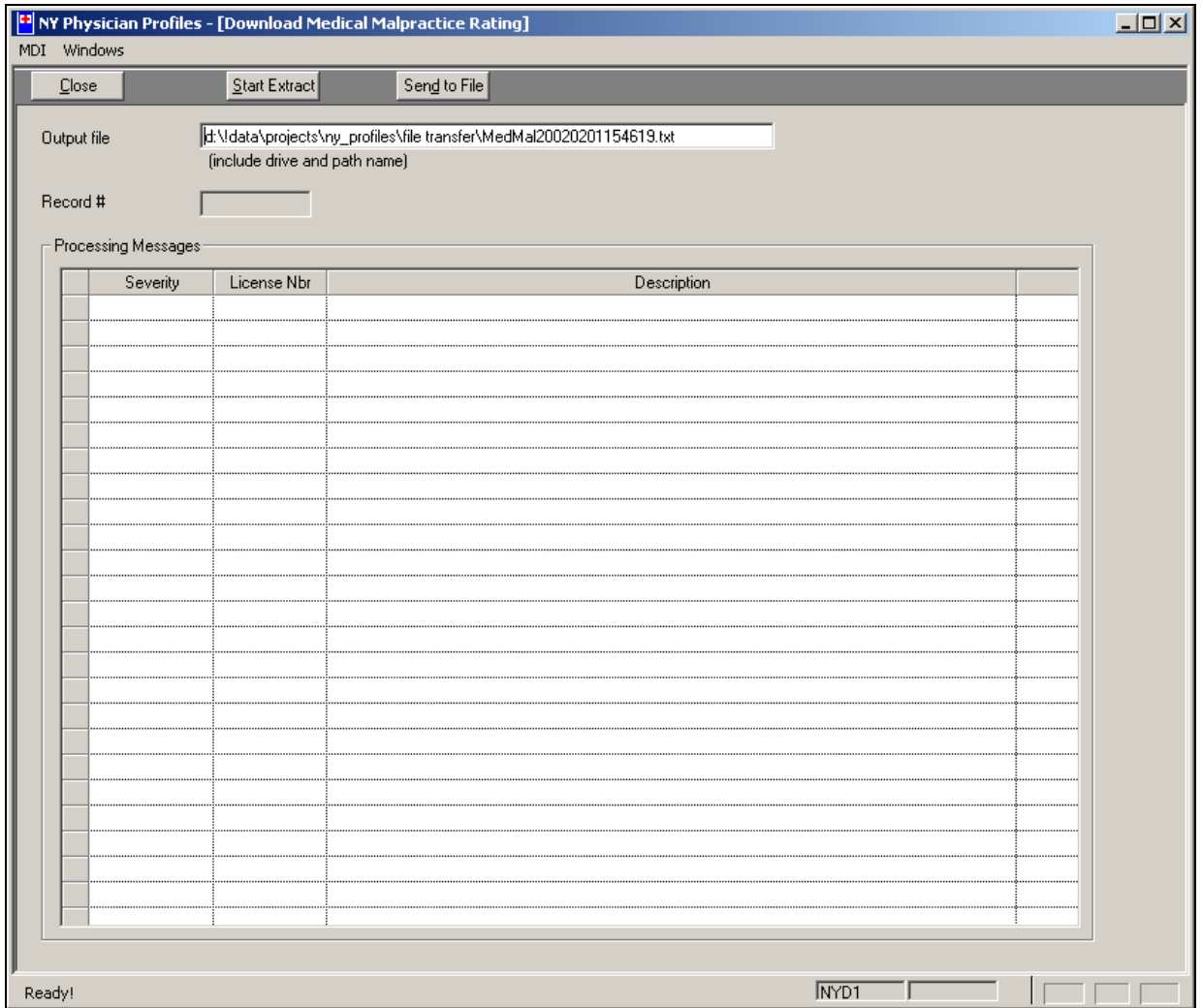
Figure 96: Download Medical Malpractice Rating

Data Extract

To extract data for the Download Medical Malpractice Rating file, click on the Start Extract button, which will extract the file that is displayed in the field at the top of the Download Medical Malpractice Rating screen. The file name and directory path are displayed in this field (Figure 97: Drive and Path Name).

Figure 97: Drive and Path Name

Note: Before running the file extract process, be sure that the drive and path that are displayed in the extract file field are valid.

Process Messages

During processing, the screen will display the record number, and each message includes the following message columns in the grid on the page: Severity, License Nbr, and Description.

Process Messages are displayed when an error has been encountered. Severity levels include:

- *Fatal Error* – Stops the process
- *Error* – System cannot process record; doesn't stop process (such as an invalid date)
- *Information* – For example: message is displayed when processing is complete.

Saving Messages

Process Messages and Name Messages can be saved as formatted text by clicking on the [Send to File] button. This opens a directory (Figure 98: Saving Messages) where the operator can select a directory to save the message .txt file.
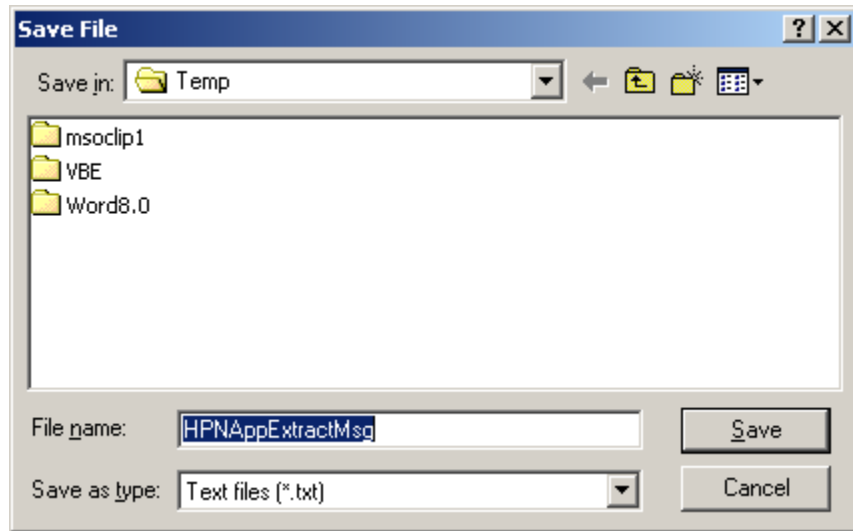
Figure 98: Saving Messages

Post Extract Process

The operator must e-mail a copy of the extracted file to the Contractor data analyst.

File Descriptor

The following table describes the .txt files that are extracted using the Medical Malpractice Rating screen.

Table 21: Download Medical Malpractice Rating File

Description	File Information
Source	Central Repository Database
Type	Output
Frequency	On Demand
Size	2MB
Comment	Delimited text file

File Layout

For Data File Exchange layout in a Word table, see Appendix C – Medmalpractice.xls on page 97.

Drop-Down Menus

The following drop-down menus are on the Download Medical Malpractice Rating screen.
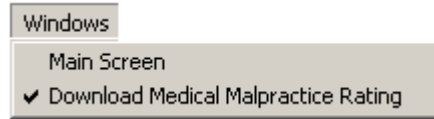
Figure 99: Download Medical Malpractice Rating Windows Menu

- *Main Screen*—Returns the operator to the Main Screen (Figure 5: Main Screen on page 5).

- *Download Medical Malpractice Rating*—When checked, this indicates that the Download Medical Malpractice Rating screen (Figure 96: Download Medical Malpractice Rating on page 67) is open.

Utilities

Physician Profile Maintenance

The Physician Search screen (Figure 101: Physician Search Screen) enables the call center staff to search for physician profiles.

Starting Physician Search Screen

Click the Physician Profile button on the NY Physician Profiles main screen (Figure 5: Main Screen on page 5) to activate the Physician Search screen (Figure 101: Physician Search Screen on page 71).
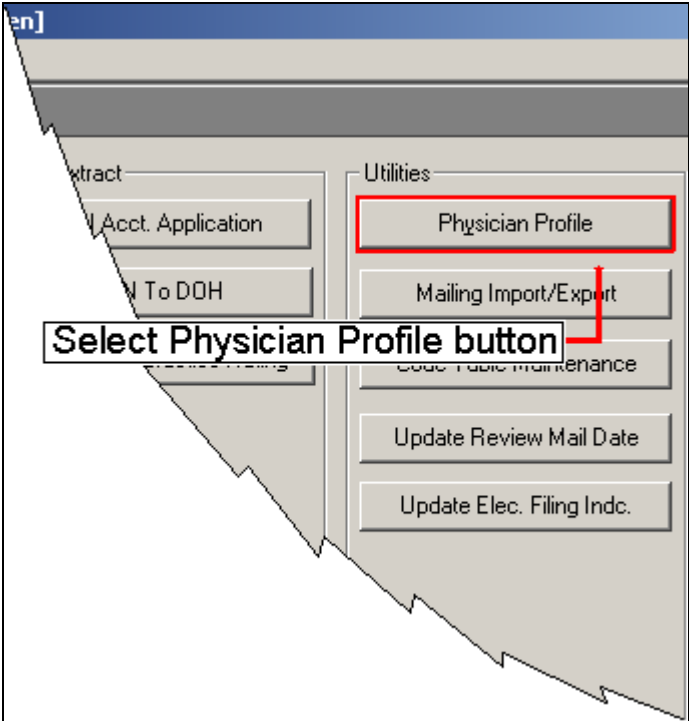
Figure 100: Physician Profile button

The Physician Search screen (Figure 101: Physician Search Screen on page 71) has several action buttons and drop-down selection menus that are described in this section.
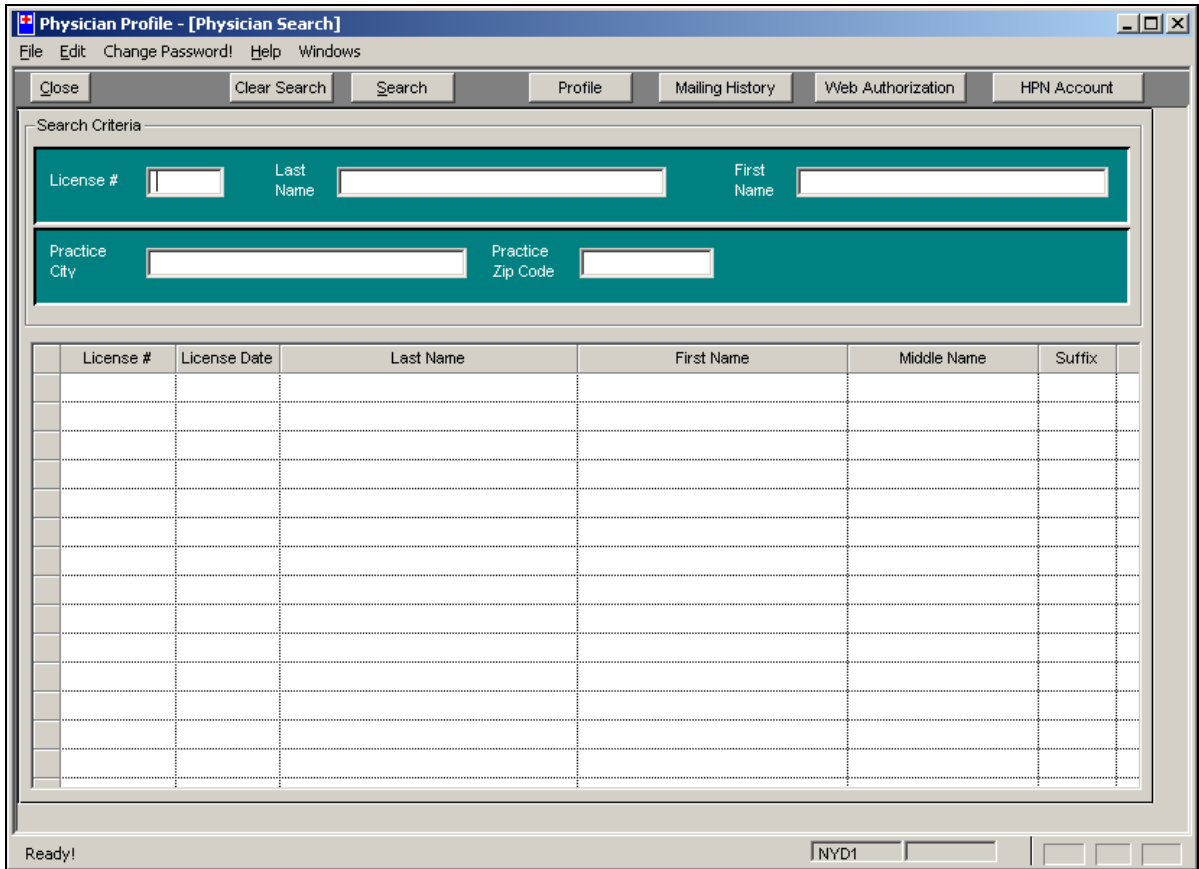
Figure 101: Physician Search Screen

Searching For Users

There are five fields on the Physician Search screen that an operator can use to find a physician in the system. They are listed in the next table (Table 22: Physician Search Fields).

Table 22: Physician Search Fields

Field	Description
License #	search for a physician with license number
Last Name	search for a physician by last name
First Name	search for a physician by first name (last name required)
Practice City	search for a physician by practice city
Practice Zip Code	search for a physician by practice zip code

The operator selects the ⬚Search button to make a search based on the information entered in the fields. If the user is not in the system or the operator makes a mistake entering data, then the operator is prompted with the next message (Figure 102: No Results Prompt).
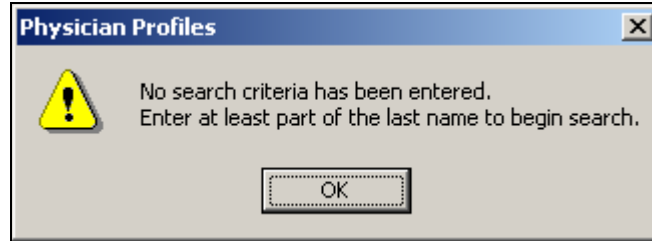
Figure 102: No Results Prompt

Search results are listed in the grid (Figure 103: Physician Search Results Grid) on the Physician Search screen in columns for License #, License Date, Last Name, First Name, Middle Name, and Suffix.
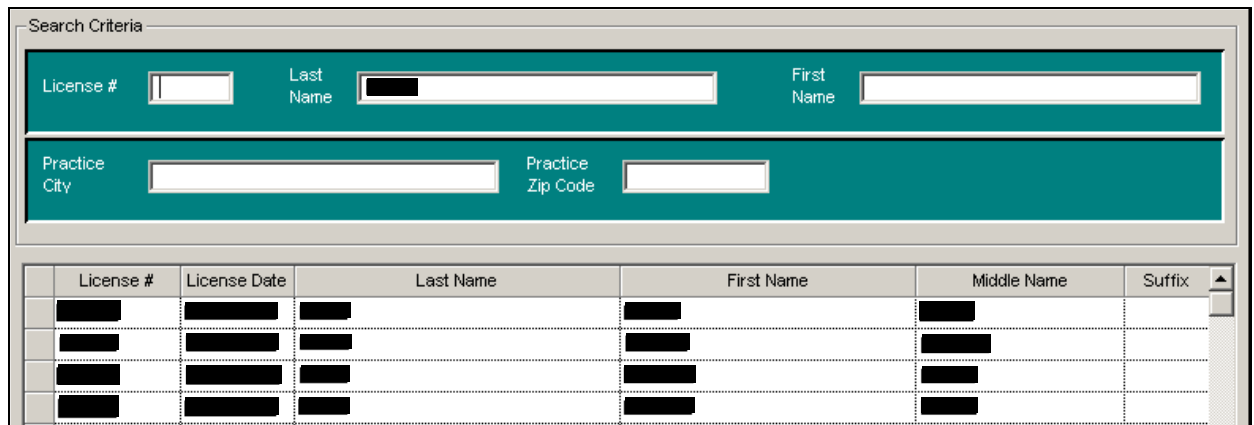
Figure 103: Physician Search Results Grid

The operator can double click on the row of a physician in that grid to open the Physician Details screen (Figure 108: Physician Details Screen on page 74) for the user.

Another way to open the Physician Details screen is to select the [Profile] button among the drop-down menu selections at the top of the Physician Search screen. The [Clear Search] button clears the search results in the grid.

Physician Search Drop-Down Menus

The following drop-down menus are on the Physician Search screen.
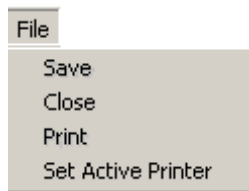
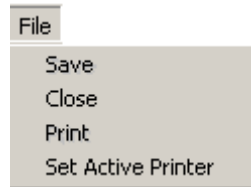*Figure 104: Physician Search File Menu*

- *Save*— **Note**: This function is inactive.
- *Close*—Closes the screen
- *Print*— **Note**: This function is inactive.

- *Set Active Printer*—Enables operator to select printer
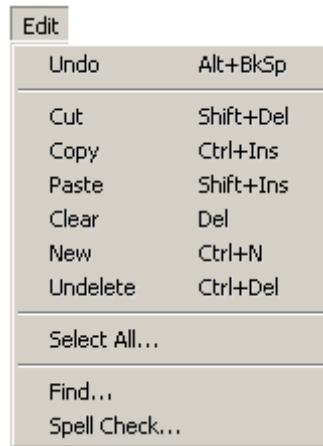
Figure 105: Physician Search Edit Menu

- *Undo*—Undoes previous action
- *Cut*—Deletes selected data
- *Copy*—Copies selected data
- *Paste—*Pastes copied data at insertion point
- *Clear*—Clears all data in cell
- *New*—**Note**: This function is inactive.
- *Undelete*—**Note**: This function is inactive.
- *Select All*—Selects all data in cell
- *Find*—**Note**: This function is inactive.
- *Spell Check*—**Note**: This function is inactive.
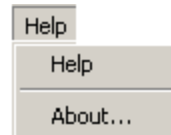
Figure 106: Physician Search Help Menu

- *Help*—Opens the help file for the application
- *About*—Opens a screen that displays the version number of the application

Figure 107: Physician Search Windows Menu

- *Physician Search*—When checked, this indicates that the Physician Search screen (Figure 101: Physician Search Screen on page 71) is open.

Physician Details Screen

The Physician Details screen has physician profile information listed in various category tabs on the screen. The screen is activated when an operator double clicks on the row of a physician in a grid on the Physician Search screen (Figure 101: Physician Search Screen on page 71) for the user or selects the **Profile** button.

Figure 108: Physician Details Screen

The top of the screen lists the physician's name and their license number. The operator can change the **profile status** of the physician by checking or unchecking the **Active** radio button. There is an 18-character text field for the **Grace Period** and a radio button to check for a **Print Request**.

The operator can click on the following tabs (Table 23: Screen Tabs) that are on the Physician Details screen.

Table 23: Screen Tabs

Tab	Contents
General	Name, Contact Address, Additional Contact Information
Education	Field of Practice, Medical School
GME	AMA Hospital, Specialty

Tab	Contents
Certification	Specialty, Subspecialty
Teaching	Institutions
Hospital	Hospital Privileges
Medicare	State/Federal Health Insurance Programs
Translation	Languages
Malpractice	Malpractice Suit Information
Licensee Action	OMPC Action, Out of State Action
Limitations	Licensee Limitation
Restrictions	Hospital Privileges
Convictions	Criminal Convictions
Practice	Practice, Group Physicians
Publications	Publication, Article Type
Comm. Service	Community Service
Health Plans	Health Plan Contracts
Statement	Physician Statement

The operator can examine the most detailed information about each physician in these tabs and make changes in the editable text fields. If the user makes a change in any of the tabs they must click the

Save button. If changes are made and the operator attempts to close the Physician Details screen (Figure 108: Physician Details Screen on page 74) then the operator is prompted with a message (Figure 109: Verify Close Prompt) to select the **Save** button.
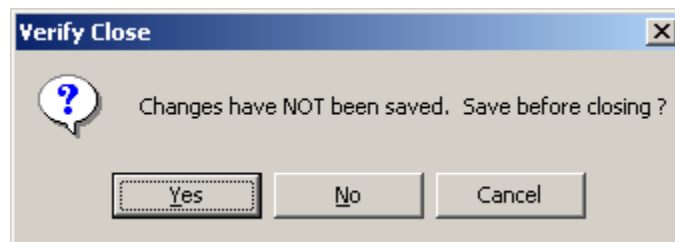
Figure 109: Verify Close Prompt

Changing Passwords

The call center staff can change their password by selecting Change Password! from among the drop-down menu selections at the top of the Physician Search screen (Figure 101: Physician Search Screen on page 71). This opens the Change Password window (Figure 110: Change Password Window on page 76).
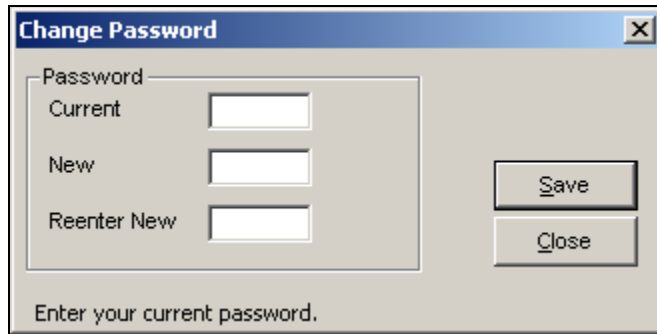
Figure 110: Change Password Window

The operator types their current password in the **Current** eight-character text field. To change the password the operator types in a new password in the **New** eight-character text field and then types it once again in the **Reenter New** eight-character text field. The password must be from six to eight characters in length, and it must have a combination of numerals and letters (five minimum). The operator must then select the **Save** and **Close** buttons to complete the task.

Mailing History Inquiry

The operator highlights a physician listed in the search results grid of the Physician Search screen (Figure 101: Physician Search Screen on page 71) and selects the [Mailing History] button to view the history of mailings sent to a physician. There is also a **Mailing History** button on the Physician Details screen (Figure 108: Physician Details Screen on page 74), which also activates the Mailing History screen (Figure 111: Mailing History Screen on page 76).
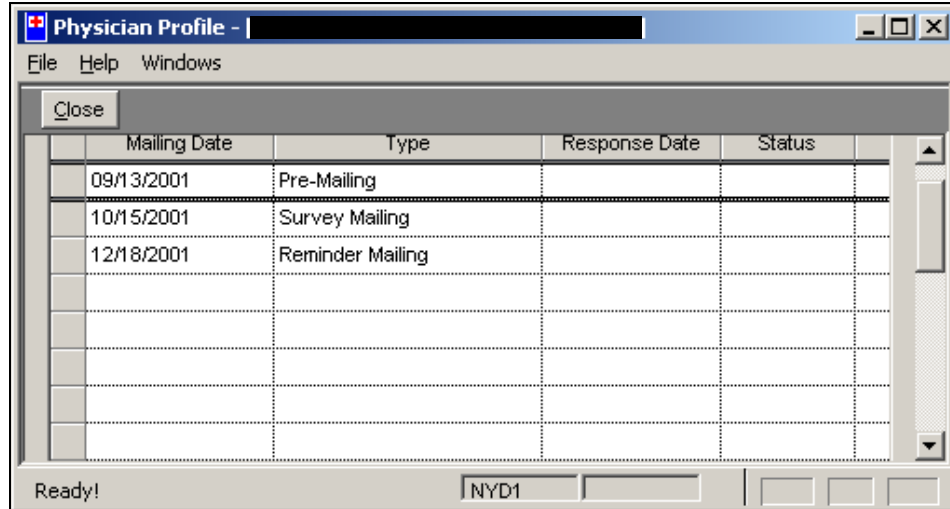
Figure 111: Mailing History Screen

The Mailing History screen has a grid that lists any mailing that the Hibbert Group sent to the physician. These mailings, listed in Table 24: Mailing Types Table on page 77, are listed in the grid under the following column headings: mailing date, type of mailing, response date, and status.

Table 24: Mailing Types Table

Name/Code	Frequency	Sent To	Hard Copy Survey?	Purpose	Selection Criteria
Pre Test Survey Mailing for Paper/"T"	One Time	Pre Test Hard Copy Responder Volunteers	√	Send Pre-Test Survey; e-mailed to Hibbert 8/3/01	
Pre Test Survey Mailing for Electronic/"E"	One Time	Pre Test Electronic Responder Volunteers		Hard copy sent to Hibbert 8/14/01	
Pre Test Profile Review/"H"	Weekly	Pre Test Hard Copy Responders	√	Physician review and correction of completed and fully printed surveys	Profile electronic indc ='N' and profile mailing of type = 'T' exists and response date is not null and no profile mailing of type 'H' exists
Notification Mailing (Pre-Mailing)/"P"		All Licensed Physicians		To inform physicians of Profile and Survey, and solicit electronic submitters	No profile mailing record exists
Survey Mailing/"S"	Weekly	All Hard Copy Responders	√		Profile electronic indc ='N' and profile mailing of type 'P' exists
Reminder Mailing/"R"	On Demand	All Hard Copy Non Responders		To prompt response	Profile electronic indc ='N' and profile mailing of type 'R'
Reminder e-mail/"I"	On Demand	All Electronic Non Responders			Profile electronic indc ='N' and profile mailing of type 'E' or 'M' and response date is null
Certified Mailing/"C"	On Demand	All physicians who have not responded with hard copy			Same as for 'R'
Review Mailing/"V"	Weekly	All hard copy responders		Physician review and correction of completed and fully printed surveys	Profile electronic indc ='N' and profile mailing of type 'S' exists and response date is not null and no profile mailing of type "V" exists

Name/Code	Frequency	Sent To	Hard Copy Survey?	Purpose	Selection Criteria
Electronic Authorization Mailing/"M"	Daily	Physicians who returned the postcard from the 9/7 mailing	√		Profile electronic indc ='Y' and profile mailing of type 'E' or 'M' exists
Rejected App Mailing/"J"	Daily	All physicians whose HPN application or Physician ID is rejected.	√		Profile electronic indc ='N' and profile mailing of type 'E' or 'M' exists and no profile mailing of type 'J' exists
Update/Correction Mailing/"A"	Weekly	Physicians who have made changes to the review copy or have subsequent updates			Profile electronic indc ='N' and profile mailing of type 'H' or 'V' exists and response date is not null and profile update indc = 'Y'
Source Update Mailing/"U"	Weekly	Physicians whose record whose data was updated by source data			Profile electronic indc ='N' and source date indc = 'Y' and profile mailing type 'H', 'S', 'T', or 'V' exists and response date is not null
Electronic Certified Mailing/"C"	On Demand	Physicians who did not complete profile after reminder e-mail			

Mailing History Drop-Down Menus

The following drop-down menus are on the Mailing History screen.
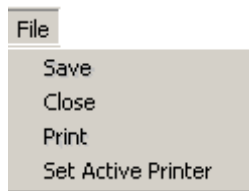
Figure 112: Mailing History File Menu

- *Save*—**Note**: This function is inactive.
- *Close*—Closes the screen
- *Print*— **Note**: This function is inactive.

- *Set Active Printer*—Enables operator to select printer
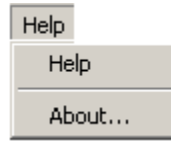
Figure 113: Mailing History Help Menu

- *Help*—Opens the help file for the application

- *About*—Opens a screen that displays the version number of the application
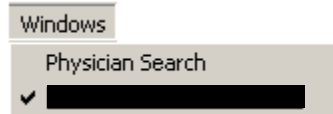
Figure 114: Mailing History Windows Menu

- *Physician Search*—When checked, this indicates that the Physician Search screen (Figure 111: Mailing History Screen on page 76) is open.

- *Physician's Name*—When checked, this indicates that the Mailing History screen (Figure 115: Web Authorization Screen on page 80) for the physician is open.

Web Authorization

The operator highlights a physician listed in the search results grid of the Physician Search screen (Figure 101: Physician Search Screen on page 71) and selects the Web Authorization button to open the Web Authorization screen (Figure 115: Web Authorization Screen on page 80) where operators can update the locked web authorization record.

The screen lists the **Application Serial # (User ID)** of the physician and lists their **HPN Number**, **Password**, and **PIN** for HPN Access in fields that cannot be edited. The operator can edit fields with the **Temporary Access Word** for the physician as well verification information such as their **Driver's License Number**, **Expiration Date**, and **Birth Date**.

The **Gender** of the physician can be selected with a drop-down menu field with the following selections:
- Female
- Male
- Unknown

The operator can edit text fields for contact information for physicians such as their **Telephone Number**, **Facsimile Number**, and **Email Address**. The address information has the following editable text fields: **Mailing**, **City**, and **Zip/Postal Code**. The screen also has drop-down menu fields for selecting the physician's State and Country.

After making any changes in the fields on the Web Authorization screen the operator can change the status of the physician's web authorization with the **Code** drop-down menu then select the Reset button and the Save button to confirm the changes.
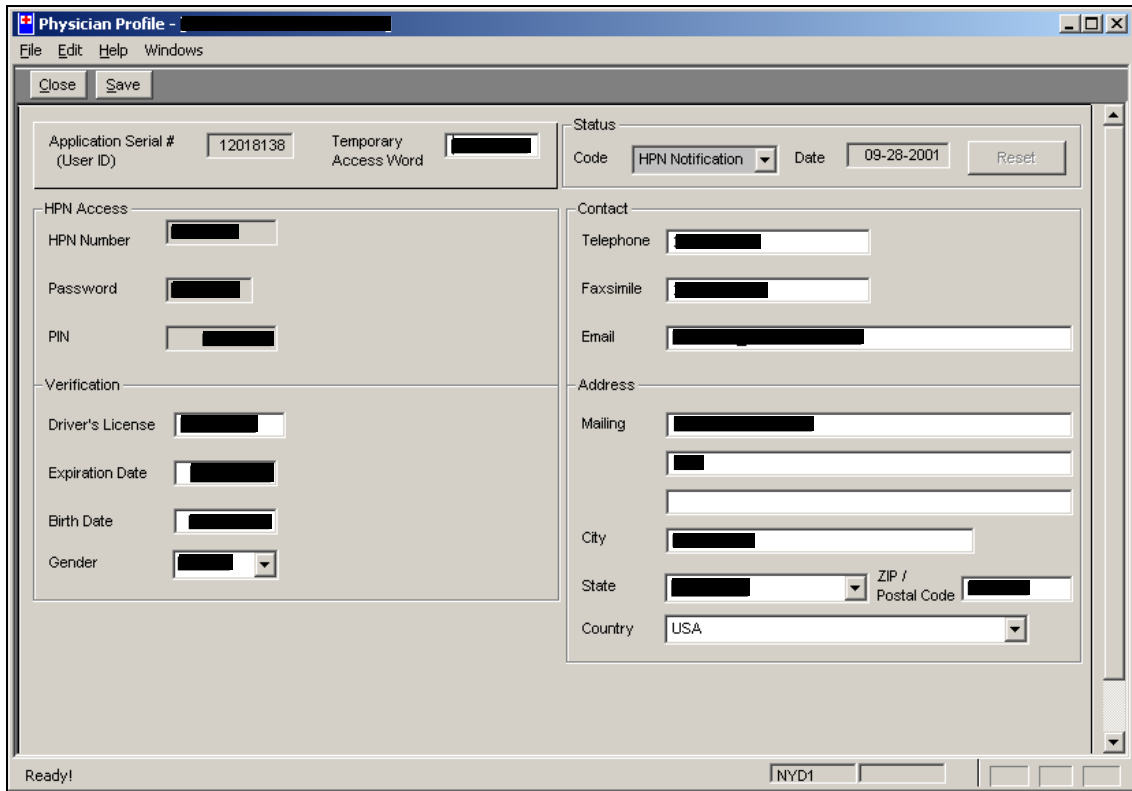
Figure 115: Web Authorization Screen

Web Authorization Screen Drop-Down Menus

The following drop-down menus are on the Web Authorization screen.
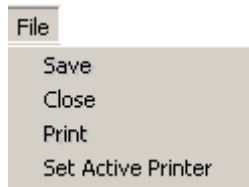
Figure 116: Web Authorization File Menu

- *Save*—Confirms changes made on screen
- *Close*—Closes the screen
- *Print*— **Note**: This function is inactive.
- *Set Active Printer*—Enables operator to select printer
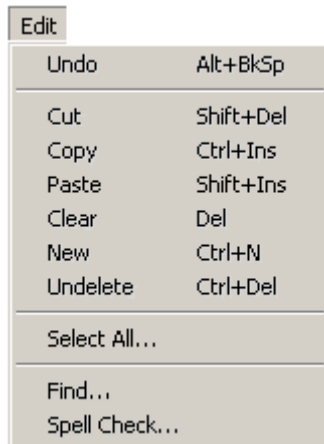
Figure 117: Web Authorization Edit Menu

- *Undo*—Undoes previous action
- *Cut*—Deletes selected data
- *Copy*—Copies selected data
- *Paste—*Pastes copied data at insertion point
- *Clear*—Clears all data in cell
- *New*—**Note**: This function is inactive.
- *Undelete*—**Note**: This function is inactive.
- *Select All*—Selects all data in cell
- *Find*—**Note**: This function is inactive.
- *Spell Check*—**Note**: This function is inactive.
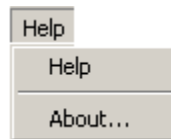
Figure 118: Web Authorization Help Menu

- *Help*—Opens the help file for the application
- *About*—Opens a screen that displays the version number of the application
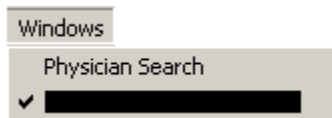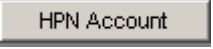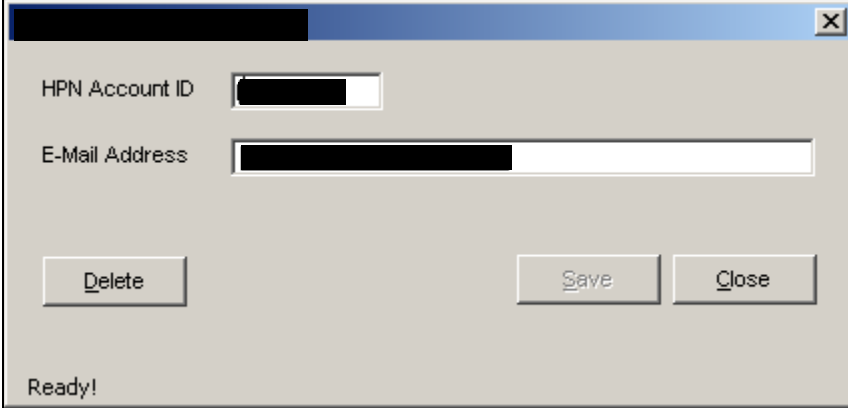
Figure 119: Web Authorization Windows Menu

- *Physician Search*—When checked, this indicates that the Physician Search screen (Figure 101: Physician Search Screen on page 71) is open.
- *Physician's Name*—When checked, this indicates that the Web Authorization screen (Figure 115: Web Authorization Screen on page 80) for the physician is open.

PROPRIETARY

HPN Account

The operator highlights a physician listed in the search results grid of the Physician Search screen and selects the [HPN Account] button to open the HPN Accounts (Figure 120: HPN Account Screen) screen.

Figure 120: HPN Account Screen

The operator uses this screen to add, update, or delete HPN account(s) associated with the physician(s).

Mailing File Export

The NY Physician Profiles application mailing import/export utility has two tabs for exporting or importing files: **Export** and **Import**. The Export tab (Figure 122: File Export tab) is the default tab when opening the Physician Profiles File Transfer application.

Starting File Export/Import Screen

Click the **Mailing Import/Export** button on the NY Physician Profiles main screen (Figure 5: Main Screen on page 5) to activate the File Export screen (Figure 122: File Export tab on page 84).
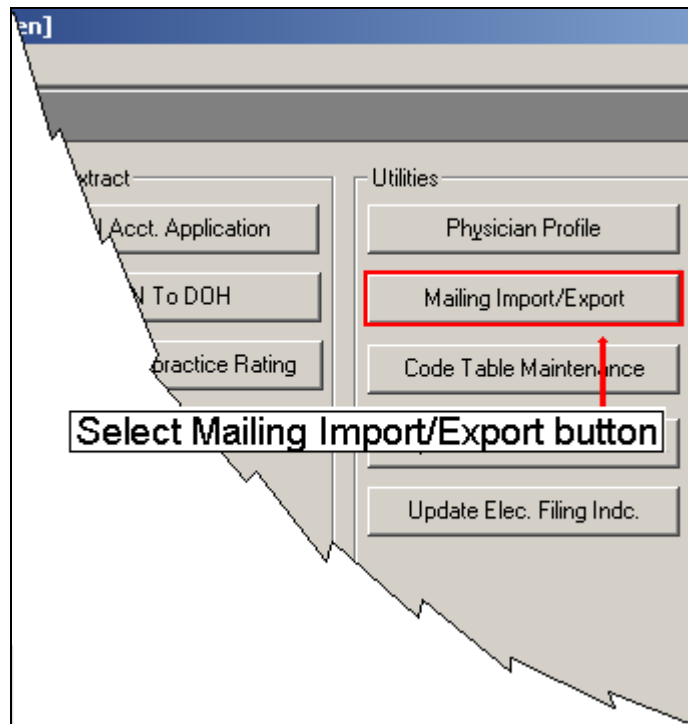
Figure 121: Mailing Import/Export button

Running Exports

The Export tab (Figure 122: File Export tab on page 84) has action buttons and fields for designating the path of where the file will be exported. The tab also provides the operator with information on the progress of the file export.
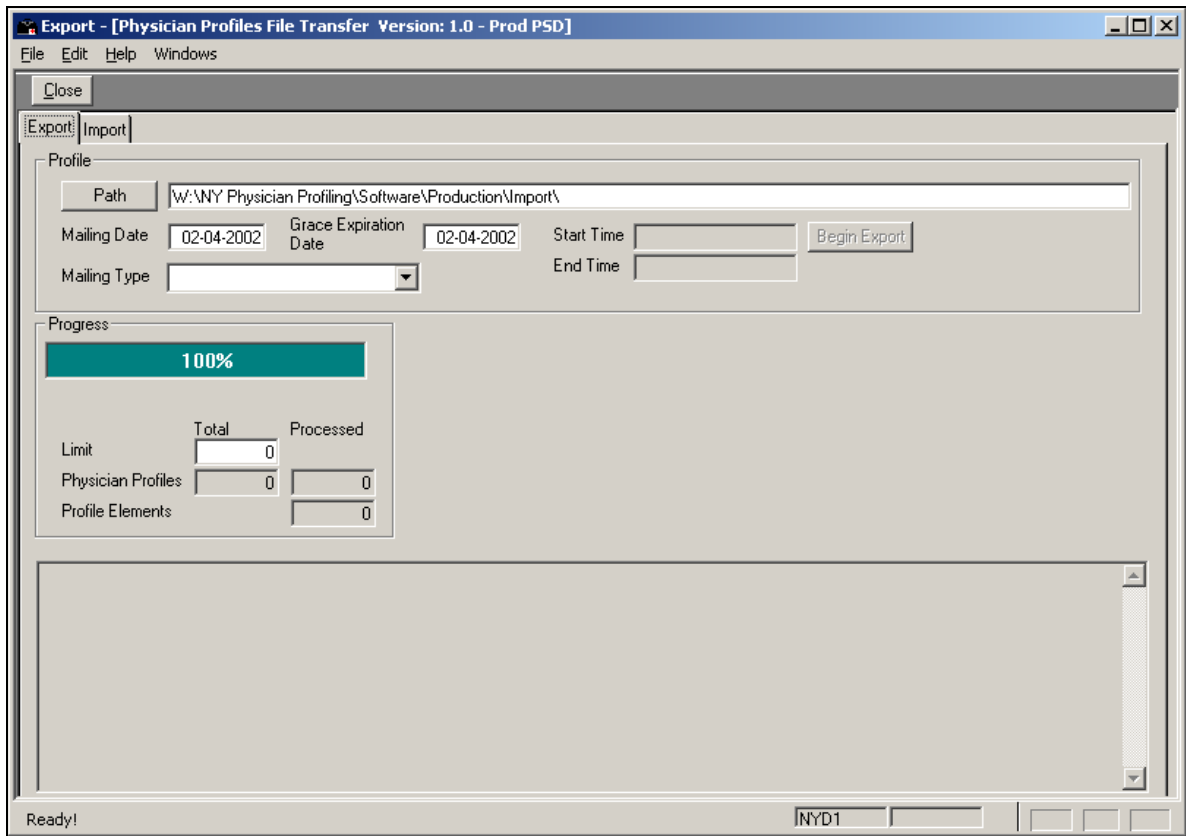
Figure 122: File Export tab

To export a file, click on the [Path] button in the Profile section of the application.

The file name and directory path will be displayed in the field (Figure 123: Export File Path Field) to the right of the **Path** button.
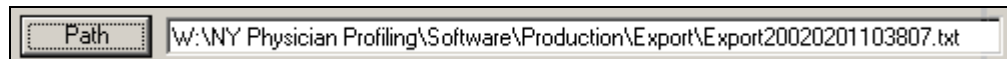
Figure 123: Export File Path Field

The **Mailing Date** and **Grace Expiration Date** fields are populated by the current date when the operator is making the file export. The **Start Time** and **End Time** fields record when the file transfer starts and when it ends.

From the **Mailing Type** drop-down menu list, the operator can select one of the following mailing types:

Table 25: Mailing Type Selections

Selection
Certified Mailing
Manual Request
Pre-Mailing

Selection
Rejected HPN App
Reminder Mailing
Review Mailing
Renew Mailing
Second Mailing
Source Update
Survey Mailing
Update/Correction Mailing

Note: See the Mailing Types table (Table 24: Mailing Types Table on page 77) for a description of each mailing type. Making a selection in the **Mailing Type** drop-down menu list activates the

Begin Export button, which is inactive to this point. The operator selects the **Begin Export** button to start the file export process for creating a file of physician's file profile information to be sent to the Hibbert Group for printing and mailing.

The Progress section of the Export tab has a Progress Meter (Figure 124: Export Progress Results) for the file transfer and information concerning the following information: Limit (Total), Physician Profiles (Total and Processed), and Profile Elements (Processed).
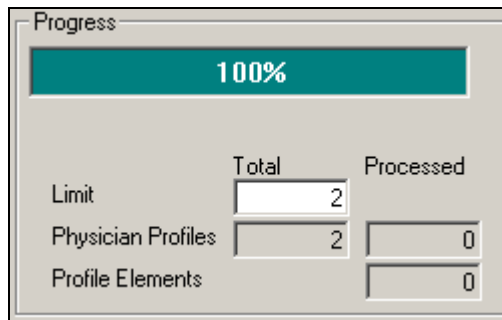
Figure 124: Export Progress Results

File Descriptor

The following table describes the .txt files that are outputted using the File Export tab.

Table 26: File Export File

Description	File Information
Source	Central Repository Database
Type	Output
Frequency	Daily
Size	Depends on mailing type
Comment	Delimited .txt file

File Layout

For Data File Exchange layout in a Word table, see Appendix E – Mailing.xls on page 103.

Mailing File Import

The Import tab is not the default tab when opening the NY Physician Profiles application mailing import/export utility, so the operator must select the Import tab in order to run file import processes.

Pre-Load Process

1. Before loading data files, the operator must connect to an ftp site at ftp://www.publicsystems.com and extract the file(s) from the Hibbert directory.

2. Transfer zip files to I:\nypp\filetransfer\Hibbert\import. The zip files will be in the following format: YYYYMMDDxx.zip. The xx will be either AM or PM.

3. Unzip the files to the same folder. The password is **profile77**.

4. Add a **.txt** extension to the unzipped files, if not already there.

Running Imports

The Import tab (Figure 125: File Import tab) has action buttons and fields for designating the path of where the file will be imported. The tab also provides the operator with information on the progress of the mailing file import.
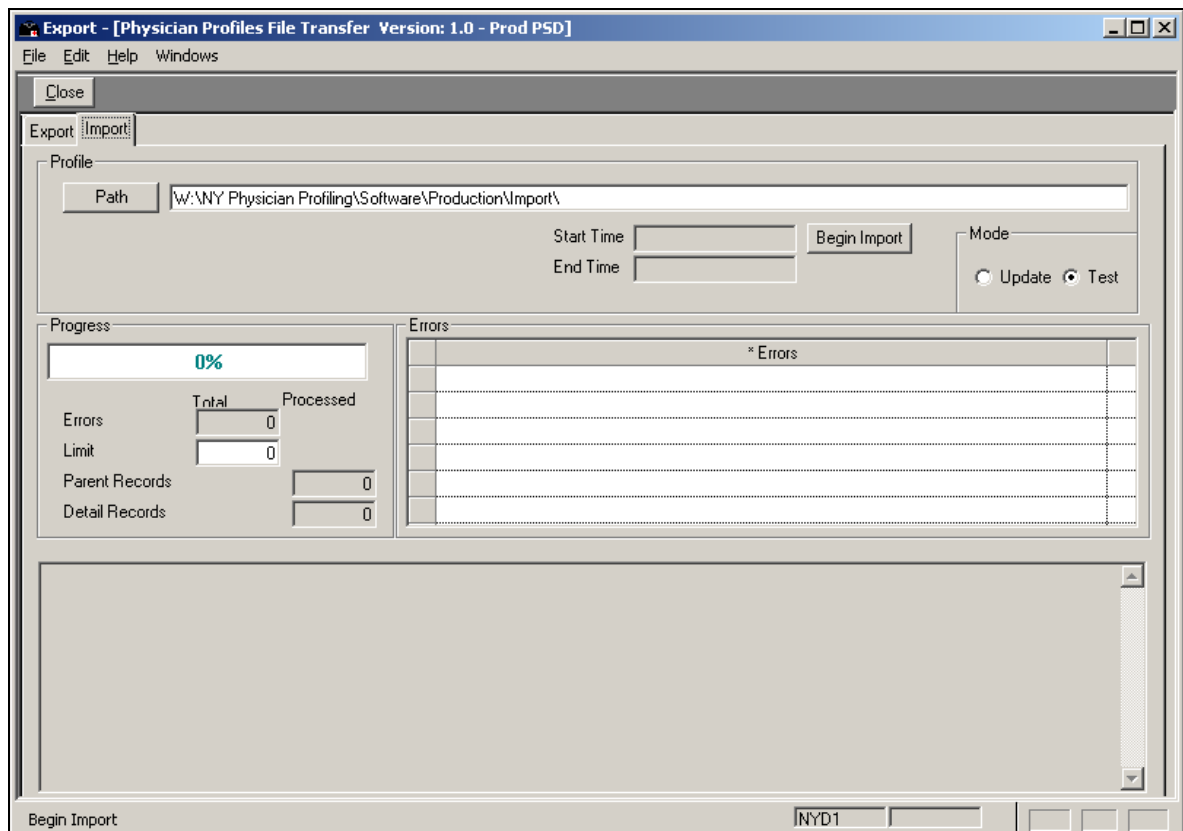
Figure 125: File Import tab

To begin import process, click on the [Path] button in the Profile section of the application. This opens the file selection dialog box defaulted to the I:/nypp/filetransfer/Hibbert/import directory. From there an operator can select a file to be imported.
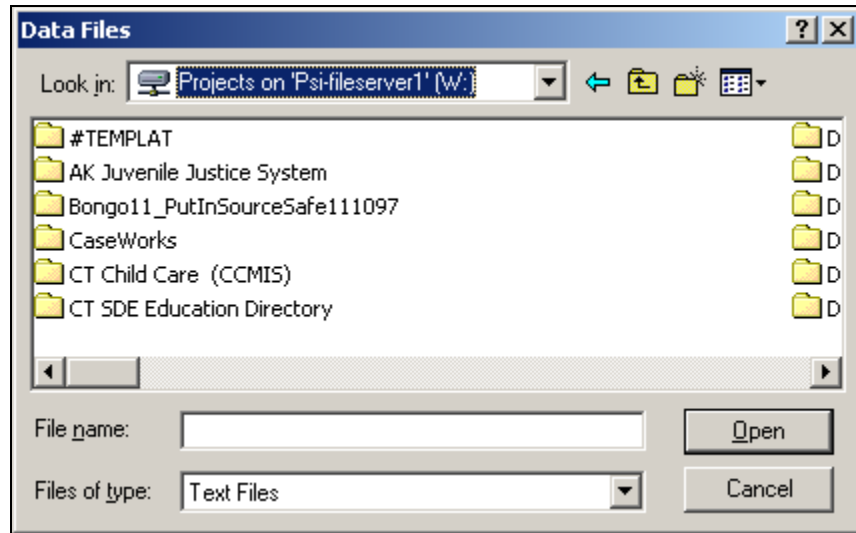
Figure 126: File Directory

Highlight the correct file from among the directories and then click the [Open] button to select the file that will be imported. The file name and directory path will be displayed in the field (Figure 127: Import File Path) at the top of the Import tab.
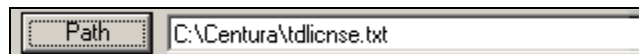
Figure 127: Import File Path

There are two radio buttons on the tab, where the operator can select to run an actual **Update** or just a **Test**. Selecting the **Test** option runs the data through the validation routines. The operator then selects the [Begin Import] button to start the file transfer. The **Start Time** and **End Time** fields record when the file transfer starts and when it ends.

The Progress section of the Export tab has a Progress Meter (Figure 128: Import Progress Results) for the file transfer and information concerning the following information: Errors (Total), Limit (Total), Parent Records (Processed), and Detail Records (Processed).
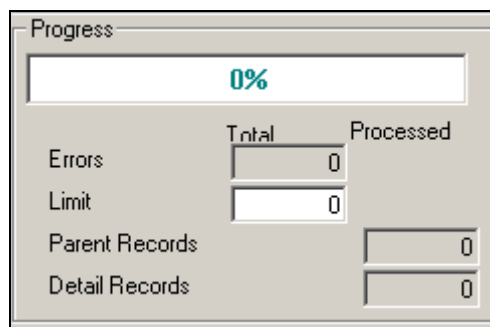
Figure 128: Import Progress Results

Error messages are displayed in a grid to the right of the Progress section of the tab, and are also saved to an error file. The error file name is defaulted to an input file with an "error" prefix.

Post-Load Process

1. When the import completes, make a note to indicate that the file has been processed. Processing a file twice will cause duplication in the database.

2. Exit the Physician Profiles application by clicking on the **Close** button and then restart the application. The file transfer utility must be restarted for each file processed.

3. The import process usually generates one error file per input file.

4. Zip the error files up into a file with the naming convention (importerrorsYYYYMMDD.zip).

5. Send the generated error files to the Hibbert Group for correction.

6. Move the errors files to the archive directory.

File Descriptor

The following table describes the .txt files that are input using the File Import tab.

Table 27: File Import File

Description	File Information
Source	The Hibbert Group
Type	Input
Frequency	Daily
Size	Depends on mailing type
Comment	Delimited .txt file

File Layout

For Data File Exchange layout in a Word table, see Appendix E – Mailing.xls on page 103.

Publication of Physician Profiles Data on Public Page

Publication of the physician profile information from the central repository database to the public web database requires the execution of two SQL scripts. These SQL scripts are run within the Oracle Scheduler on a nightly basis. The first script, staging.txt, assigns each physician profile a publication filter type and preprocesses some of the information prior to copying the data to the public web database.

- Active physicians, who have completed their survey via the Self-Report web site or have completed and returned their review survey or have not returned their review survey within the allotted 14 day timeframe, are assigned the publication filter type of 'A'. A publication filter type of 'A' signifies that all profile information not in dispute is published.

- Active physicians, who have not returned the initial survey and whose grace period has not expired or whose review survey mailing is with the 14 day timeframe are assigned the publication filter type of 'N'. A publication filter type of 'N' signifies that the profile is under development and that only the physician's name, license number and date of licensure are published.

- Active physicians, who have not completed the initial survey and whose grace period has not expired, are assigned the publication filter type of 'P'. A publication filter type of 'P' signifies that the profile information was not supplied and that any profile information that is not in dispute is published.

- Inactive physicians are assigned the publication filter type of 'I'. A publication filter type of 'I' signifies that the profile is inactive and that only the physician's name is published. (Pending enhancement)

The second script, public.txt (see appendix - F), copies the data from the central repository database to the public web database.

1. Go to the d:\oracle\scripts directory and open public.txt with notepad.

2. Open sqlplus worksheet and connect to the nyw1 database with the London/whitefang logon. Once connected, remove the connect message from then upper window in the sqlplus worksheet.

3. Select all from public.txt and copy to the upper window in the sqlplus worksheet.

4. Click on the execute button (looks like a lightening bolt)

5. The process is complete when the hourglass disappears.

Appendices

Appendix A – SEDQuarterly.xls

Field #	Field Name	Datatype (Maximum Length)	From	To	Length	Definition	Comment	DB Table	DB Column
1	Profession	Char(2)	1	2	2	License Profession	Value 60 = 'LIC' Value 61 = 'TMPLI'	Altref	Altreftype_Code
2	License Number	Char(6)	3	8	6	Physician Medical License Number		Altref	Altref_ID_Text
3	Office Number	Char(1)	9	9	1	1-9 Offices	Use office #1 as current contact address		

Field #	Field Name	Datatype (Maximum Length)	From	To	Length	Definition	Comment	DB Table	DB Column
4	Name	Char(36)	10	45	36	Physician Name	Parse Name: using space character as the delimiter. Last Name = all characters up to first space. First Name = all characters after first space up to second space. Suffix Name = all characters from the last space up to end of input field and values = 'JR' or 'SR' or 'II' or 'III' or 'IV'. Middle Name = all remaining characters.	Name	First_Name_Text Middle_Name_Text Last_Name_Text Name_Suffix_Text
5	Address Line 1	Char(21)	46	66	21	First Line of Address		Address	Addess_Line1_Text
6	Address Line 2	Char(21)	67	87	21	Second Line of Address		Address	Address_Line2_Text
7	Address Line 3	Char(21)	88	108	21	Third Line of Address		Address	Address_Line3_Text
8	Address Line 4	Char(21)	109	129	21	Fourth Line of Address		Address	Address_Line4_Text
9	Zip Code	Char(5)	130	134	5	Zip Code of Address			Zip_Code_Text
10	County	Char(2)	135	136	2	County of Office	Not Used		
11	Postal Return	Char(1)	137	137	1	Postal Return Code	Not Used		
12	Status	Char(1)	138	138	1	D if previously Osteopath	Not Used		
13	Birth Date	Char(6)	139	144	6	Physician's Date of Birth	Format: MMDDYY If License Date year < 1980 and Birth Date year > 80, Birth Date century =	System_User	Birth_Date

Field #	Field Name	Datatype (Maximum Length)	From	To	Length	Definition	Comment	DB Table	DB Column
							18 else Birth Date century = 19.		
14	License Date	Char(6)	145	150	6	Date of Licensure	Format: MMDDYY If License Date year < 20, License Date century = 20 else License Date century = 19.	License	License_Date
15	Begin Date	Char(6)	151	156	6	Begin Date	Not Used		
16	Expiration Date	Char(6)	157	162	6	Expiration Date	Not Used		
17	LRD Flag	Char(1)	163	163	1	LRD Flag	Process record if value = 'R' and HD Status = 1		
18	LRD Reason	Char(1)	164	164	1	LRD Reason Code	Not Used		
19	School Code	Char(5)	165	169	5	School Code	Not Used		
20	Change Date	Char(6)	170	175	6	Date Change Processed	Not Used		
21	HD Status	Char(1)	176	176	1	Physician Status	Values: 1 = 'Active', 2 = 'Inactive'		

Appendix B – SEDWeekly.xls

Field #	Field Name	Datatype (Maximum Length)	From	To	Length	Definition	Comment	DB Table	DB Column
1	Profession	Char(2)	1	2	2	License Profession	Value 60 = 'LIC' Value 61 = 'TMPLI'	Altref	Altreftype_Code
2	License Number	Char(6)	3	8	6	Physician Medical License Number		Altref	Altref_ID_Text
3	Transaction Type	Char(1)	9	9	1	Transaction Type: A = Address Change, D = Deleted, E = Deceased, I = Registration, Status Changing to I, L = New License, N = Name Change, O = Registration, Status Changing To R, R = Reregistration, T = Delayed Reregistration	If value = D or E or I, set physician profile status = I (Inactive). If value = O or R or T, set physician profile status = A (Active). If value = N and Name <> current name in repository, add new physician name. If value = A and current address source = SE or SU, add new contact address. If value = 'L', insert in physician profile.		

Field #	Field Name	Datatype (Maximum Length)	From	To	Length	Definition	Comment	DB Table	DB Column
4	Name	Char(36)	10	45	36	Physician Name	Parse Name: using space character as the delimiter. Last Name = all characters up to first space. First Name = all characters after first space up to second space. Suffix Name = all characters from the last space up to end of input field and values = 'JR' or 'SR' or 'II' or 'III' or 'IV'. Middle Name = all remaining characters.	Name	First_Name_Text Middle_Name, Text Last_Name_Text Name_Suffix_Text
5	Address Line 1	Char(21)	46	66	21	First Line of Address		Address	Address_Line1_Text
6	Address Line 2	Char(21)	67	87	21	Second Line of Address		Address	Address_Line2_Text
7	Address Line 3	Char(21)	88	108	21	Third Line of Address		Address	Address_Line3_Text
8	City/ Country	Char(19)	109	127	19	City/County Name	Combine City/Country and State code into first blank address line 2 - 4.	Address	
9	State Code	Char(2)	128	129	2	State Code			
10	Zip Code	Char (5)	130	134	5	Zip Code of Address		Address	Zip_Code_Text
11	Zip Extended	Char(4)	135	138	4	Extended Zip Code	If not blank, append '-' + Zip Extended to Zip Code.		
12	License Date	Char(6)	139	144	6	Date of licensure	Format: MMDDYY If License Date year < 20, License Date century = 20 else License Date century = 19.	License	License_Date
13	Effective Date	Char(6)	145	150	6	Effective Date	Not Used		
14	Period End Date	Char(6)	151	156	6	Period End Date	Not Used		

Field #	Field Name	Datatype (Maximum Length)	From	To	Length	Definition	Comment	DB Table	DB Column
15	Privilege 1	Char(1)	157	157	1	Privilege 1	Not Used		
16	Privilege 2	Char(1)	158	158	1	Privilege 2	Not Used		
17	Privilege 3	Char(1)	159	159	1	Privilege 3	Not Used		
18	Regents Action	Char(2)	160	161	2	Regents Action	Not Used		
19	Social Security Number	Char(9)	162	170	9	Social Security Number	Not Used		
20	County Code	Char(2)	171	172	2	County Code	Not Used		
21	School Code	Char(6)	173	178	6	School Code	Not Used		
22	LP – Inst1	Char(1)	179	218	40	LP-Inst1	Not Used		
23	LP – Inst2	Char(1)	219	258	40	LP-Inst2	Not Used		
24	LP – Inst3	Char(1)	259	298	40	LP-Inst3	Not Used		

Appendix C – Medmalpractice.xls

Field Name	Datatype (Maximum Length)	From	To	Length	Definition	Comment	DB Table	DB Column
Physician ID	Integer(8)	1	8	8	Internal ID assigned by Contractor to each physician.		Physician_ Profile	Physician_IDNO
Physician License Nb	Integer(6)	9	16	8	Internal ID assigned by NY Dept of Educ. (SED)		Altref	Altref_ID_Text
First Name	Char(30)	17	46	30	First name of physician		Name	First_Name_Text
Middle Name	Char(30)	47	76	30	Middle name of physician		Name	Middle_Name_ Text
Last Name	Char(30)	77	106	30	Last name of physician		Name	Last_Name_Text
Suffix Name	Char(10)	107	116	10	Suffix name of physician		Name	Name_Suffix_ Text
Address Line 1	Char(40)	117	156	40	First line of address.		Address	Address_Line1_ Text
Address Line 2	Char(40)	157	196	40	Second line of address.		Address	Address_Line2_ Text
Address Line 3	Char(40)	197	236	40	Third line of address.		Address	Address_Line3_ Text
Address Line 4	Char(40)	237	276	40	Fourth line of address.		Address	Address_Line4_ Text
Zip Code	Char(10)	277	286	10	Zip code of address.	Include '-' if 4 digit suffix present.	Address	Zip_Code_Text
Element Key	Integer(8)	287	294	8	Internal ID assigned by the system to each profile element record.	All malpractice records for each physician are grouped together under the same profile element.	Profile_ Element	Element_Key
Element Status	Char(1)	295	295	1	Current status of the profile element record.	Values: 'D'isputed, 'P'ending, 'R'eady to Publish	Profile_ Element	Element_Status _Code
Element	Char(2)	296	297	2	Source of element	See associated code table:	Profile_	Source_Code

Field Name	Datatype (Maximum Length)	From	To	Length	Definition	Comment	DB Table	DB Column
Source					data.	Source_Code	Element	
Historical Indicator	Char(1)	298	298	1	Indicates if the profile element is current or historical	Values: 'C'urrent, 'H'istorical Only Current records are processed.	Profile_ Element	Historical_Indc
Practice Area	Char(3)	299	301	3	Physician's primary area of practice	See associated code table: Practice_Area_Code	Medical_ Practice	Practice_Area_ Code
Malpractice Key	Integer(8)	302	309	8	Internal ID assigned by the system to each medical malpractice record.		Malpractice	Malpractice_ Key
Malpractice Type	Char(1)	310	310	1	Malpractice Type	Values: 'A'rbitration, 'J'udgement, 'S'ettlement	Malpractice	Malpractice_ Type_Code
Close Date	Datetime	311	318	8	Date of malpractice award or settlement.	Format: YYYYMMDD	Malpractice	Close_Date
Amount	Integer(8)	319	328	10	Dollar amount of award or settlement.	Format: 9999999999	Malpractice	Amount_Numb
Zip Code	Char(10)	329	338	10	Zip code where incident occurred.		Malpractice	Zip_Code_Text
Facility Name	Char(70)	339	408	70	Name of facility where incident occurred.		Malpractice	Facility_Name_ Text
Claim Number	Char(20)	409	428	20	Claim Number		Malpractice	Claim_Number _Text
Insurance Company	Char(254)	429	682	254	Name of the insurance company handling the claim.		Malpractice	Insurance_Co_ Text
Phone Number	Char(20)	683	702	20	Phone number of insurance		Malpractice	Phone_Number _Text

Field Name	Datatype (Maximum Length)	From	To	Length	Definition	Comment	DB Table	DB Column
					company.			
County Name	Char(25)	703	727	25	Name of the county where incident occurred.		Malpractice	County_Name_ Text
Delete Indicator	Char(1)	728	728	1	Indicates if malpractice record is to be deleted.	Values: 'Y'es, 'N'o or blank	Malpractice	Delete_Indc
Report Indicator	Char(1)	729	729	1	Indicates if malpractice record is to be reported.	Values: 'Y'es, 'N'o or blank.	Malpractice	Report_Indc
Rating Code	Char(1)	730	730	1	Rating Code	Values: '1' = Below Average, '2' = Average, '3' = Above Average	Malpractice	Rating_Code

Appendix D – Mou.xls

Field Name	Datatype (Maximum Length)	From	To	Length	Definition	Comment	DB Table	DB Column
Record Type Nbr	Char(3)	1	3	3	Numeric representation of Record Type	Value 705		
Record Type	Char(3)	4	6	3	"MOU" - HPN Application Record	Equates to one physician HPN application record.		
Physician ID	Integer(8)	7	14	8	Internal ID assigned by Contractor to each physician.		Physician_ Profile	Physician_IDNO
Physician License Nbr	Integer(6)	15	22	8	Internal ID assigned by NY Dept of Educ. (SED)		Altref	Altref_ID_Text
First Name	Char(30)	23	52	30	First name of physician		Name	First_Name_Text
Middle Name	Char(30)	53	82	30	Middle name of physician		Name	Middle_Name_ Text
Last Name	Char(30)	83	112	30	Last name of physician		Name	Last_Name_Text
Suffix Name	Char(10)	113	122	10	Suffix name of physician		Name	Name_Suffix_Text
Phone Number	Char(20)	123	142	20	Phone number		Web_ Authorization	Phone_Number_ Text
Fax Number	Char(20)	143	162	20	Fax number		Web_ Authorization	Fax_Number_Text
E-mail	Char(100)	163	262	100	E-mail address		Web_ Authorization	Email_Address_ Text
Address Line 1	Char(40)	263	302	40	First line of address.		Address	Address_Line1_ Text
Address	Char(40)	303	342	40	Second line of		Address	Address_Line2_

Field Name	Datatype (Maximum Length)	From	To	Length	Definition	Comment	DB Table	DB Column
Line 2					address.			Text
Address Line 3	Char(40)	343	382	40	Third line of address.		Address	Address_Line3_ Text
Address Line 4	Char(40)	383	422	40	Fourth line of address.		Address	Address_Line4_ Text
City	Char(30)	423	452	30	City Name		Address	City_Name_Text
State /Province	Char(2)	453	454	2	USPS State/Province Code		Address	State_Code
Zip Code	Char(10)	455	464	10	Zip code of address.	Include '-' if 4 digit suffix present.	Address	Zip_Code_Text
Country Code	Char(4)	465	468	4	Country Code		Address	Country_Name_ Text
Gender	Char(1)	469	469	1	Gender of Physician.	Values: M/F	System_User	Gender_Code
Date of Birth	Datetime	470	477	8	Physician Date of Birth.		System_User	Birth_Date
Driver's License Number	Char(32)	478	509	32	Physician Drivers' License Number.		Altref	Altref_ID_Text
Driver's License Expiration Date	Datetime	510	517	8	Physician Drivers' License Expiration Date.	Format: YYYYMMDD	Web_ Authorization	DL_Expiration_ Date
Driver's License State	Char(2)	518	519	2	State which issued driver's license.	Use State Code table	Web_ Authorization	DL_State_Code
Additional ID Type	Char(4)	520	523	4	Type of additional ID.	Values: 'SSN','DEA','MMIS'	Altref	Altref_Type_ Code
Additional ID Number	Char(12)	524	535	12	Additional ID Number associated with the physician.		Altref	Altref_ID_Text
Existing HPN ID	Char(8)	536	543	8	Physician's existing HPN ID		Web_ Authorization	HPN_ID
Temporary	Char(8)	544	551	8	Temporary access		Web_	TAW_Text

Field Name	Datatype (Maximum Length)	From	To	Length	Definition	Comment	DB Table	DB Column
Access Word					word (TAW) selected by the physician.		Authorization	
Batch Number	Char(10)	552	561	10	A number assigned by Hibbert.			
Application Rejected	Char(1)	562	562	1	Indicates the application has been rejected.	Values: Y/N		
Mailing Type	Char(1)	563	563	1	Mailing Type		Profile_ Mailing	Mailing_Type_ Code

Appendix E – Mailing.xls

Overview Tab

Page Number	Record Type	Record Type Nbr	RecLength	Tab Name	Record Definition	Comments
1				Overview		
2	HDR	100	60	Header		
3	PAR	200	299	Parent	Parent	(Fixed Length Record)
4	ADR	300	193	Address	Address	Equates to one physician record. All subsequent subrecords are associated with the physician parent record.
5	SCH	301	43	School	School	Single Occurrence
6	GME	302	49	GME	Graduate Medical School	The graduate medical school where physician received degree. Single Occurrence
7	BRD	303	53	Board Cert.	Board Certification	Multiple Occurrences
8	SUB	304	55	Board SubCert.	Board SubCertification	Multiple Occurrences
9	TEA	305	134	Teaching	Teaching	Multiple Occurrences
10	HOS	306	38	Hospital	Hospital Admitting Privileges	Multiple Occurrences
11	TRA	307	285	Translation	Translation Service	Multiple Occurrences
12	PGM	308	65	Ins. Program	Health Insurance Program	Multiple Occurrences
13	MAL	309	450	Malpractice	Malpractice	Multiple Occurrences
14	ACT	310	2,041	Actions	NY Safe Actions	Multiple Occurrences
15	SAN	311	1,544	Sanctions	Out of State License Actions/Restrictions	Multiple Occurrences
16	LIM	312	1,034	Limitation	Current Restrictions/Limitations	Multiple Occurrences
17	RES	313	40	Restrictions	Hospital Privilege Restrictions	Multiple Occurrences

Page Number	Record Type	Record Type Nbr	RecLength	Tab Name	Record Definition	Comments
18	REN	314	40	Renew Resign	Hospital Renewal/Resignation	Multiple Occurrences
19	CRI	315	91	Criminal Conv.	Criminal Conviction	Multiple Occurrences
20	PRA	316	413	Practice	Practice	Multiple Occurrences
21	GRP	317	148	Group Phys.	Group Physician	Multiple Occurrences
22	PUB	318	240	Publication	Publication	Multiple Occurrences
23	COM	319	286	Comm. Services	Community Services	Multiple Occurrences
24	HEA	320	287	Health Plan	Health Plan Contact	Multiple Occurrences
25	STA	321	1,024	Statement	Physician Statement	Multiple Occurrences

Header Tab

Field Name	Data Type (MaxLength)	From	To	Max Length	Definition	Comments
Record Type Nbr	Char(3)	1	3	3	Numeric representation of Record Type	Value 100
Record Type	Char(3)	4	6	3	"HDR" – Header Record	
File Date	Datetime	7	14	8	Date file created	Format: YYYYMMDD
Record Count	Integer(8)	15	22	8	Total number of records. (including Header?)	
Parent Record Count	Integer(8)	23	30	8	Total number of parent records.	
File ID	Char(30)	31	60	30	Original File Name	Used as a reference if any questions arise.

Parent Tab

Field Name	Datatype (Max Length)	From	To	Length	Survey Section	Definition	Comment	DB Table	DB Column
Record Type Nbr	Char(3)	1	3	3	N/A	Numeric representation of Record Type	Value 200		
Record Type	Char(3)	4	6	3	N/A	"PAR" - Parent Record	Equates to one physician record. All subsequent subrecords are associated with this physician parent record.		
Physician ID	Integer(8)	7	14	8	N/A	Internal ID assigned by Contractor to each physician.		Physician _Profile	Physician_ IDNO
Physician License Nbr	Integer(6)	15	22	8	NYS License to Practice Medicine	Internal ID assigned by NY Dept of Educ. (SED)		Altref	Altref_ID_ Text
Name Change Flag	Char(1)	23	23	1	N/A	Indicates if the physician has indicated a change to his/her name.	Values: Y/N		
First Name	Char(30)	24	53	30	Physician	First name of physician		Name	First_Name _Text
Middle Name	Char(30)	54	83	30	Physician	Middle name of physician		Name	Middle_ Name_Text
Last Name	Char(30)	84	113	30	Physician	Last name of physician		Name	Last_Name_ Text
Suffix Name	Char(10)	114	123	10	Physician	Suffix name of physician		Name	Name_ Suffix_Text
License Date	Datetime	124	131	8	NYS License to Practice Medicine	Date license conferred	Format: YYYYMMDD	License	License_ Date
Contact Change	Char(1)	132	132	1	N/A	Indicates if the	Value: Y/N		

Field Name	Datatype (Max Length)	From	To	Length	Survey Section	Definition	Comment	DB Table	DB Column
Flag						physician has indicated a change to his/her contact number information.			
Phone Number	Char(20)	133	152	20	Address and Contact Numbers	Phone Number		Contact_ Number	Phone_ Number_ Text
Fax Number	Char(20)	153	172	20	Address and Contact Numbers	Fax Number		Contact_ Number	Fax_ Number_ Text
E-Mail	Char(100)	173	272	100	Address and Contact Numbers	E-mail Address		Contact_ Number	Email_ Address_ Text
Practice Change Flag	Char(1)	273	273	1	N/A	Indicates if the physician has indicated a change to his/her primary practice information.	Values: Y/N		
Primary Practice Code	Char(3)	274	276	3	Education and Certification	Primary Field of Practice	See accompanying code tables for codes/values.	Medical_ Practice	Practice_ Area_ Code
Responsibility Change Flag	Char(1)	277	277	1	N/A	Indicates if the physician has indicated a change to his/her teaching responsibility information.	Values: Y/N		
Teaching Responsibility Indicator	Char(1)	278	278	1	Teaching	If set to 'Y', indicates that physician was responsible for graduate medical education. Defaut = blank.		Medical_ School_ Appointm ent	Responsibili ty_Indc
Mailing Type	Char(1)	279	279	1	N/A	Identifies the type of	See accompanying	Profile_	Mailing_

Field Name	Datatype (Max Length)	From	To	Length	Survey Section	Definition	Comment	DB Table	DB Column
						mailing/notice.	code tables for codes/values.	Mailing	Type_Code
Signature Indicator	Char(1)	280	280	1	N/A	Indicates if the physician has signed the returned survey.	Values: Y/N	Profile_ Mailing	Physician_ Signature_ Indc
Response Date	Datetime	281	288	8	N/A	The date the completed survey was received.	Format: YYYYMMDD	Profile_ Mailing	Profile_ Response_ Date
Returned Mail	Char(1)	289	289	1	N/A	If set to 'Y', indicates that the survey/notice was returned as undeliverable. Default = blank.			
Batch Number	Char(10)	290	299	10	N/A	A number assigned by Hibbert.			

Address Tab

Field Name	Datatype (Max Length)	From	To	Length	Survey Section	Definition	Comment	DB Table	DB Column
Record Type Nbr	Char(3)	1	3	3	N/A	Numeric representation of Record Type	Value 300		
Record Type	Char(3)	4	6	3	N/A	"ADR" – Address Record	Single Occurrence		
Physician ID	Integer(8)	7	14	8	N/A	Internal ID assigned by Contractor to each physician.		Physician _Profile	Physician_ IDNO
Element Key	Integer(8)	15	22	8	N/A	An internal sequence key assigned by Contractor to	Used to match existing records coming back from Hibbert. Blank signifies a new record	Profile_ Element	Element_Key

Field Name	Datatype (Max Length)	From	To	Length	Survey Section	Definition	Comment	DB Table	DB Column
						uniquely identify a record.	to be inserted by Contractor.		
Change Flag	Char(1)	23	23	1	N/A	Indicates if data has been changed.	Values: Y/N		
Address Line 1	Char(40)	24	63	40	Address and Contact Numbers	First line of address.		Address	Address_ Line1_ Text
Address Line 2	Char(40)	64	103	40	Address and Contact Numbers	Second line of address.		Address	Address_ Line2_ Text
Address Line 3	Char(40)	104	143	40	Address and Contact Numbers	Third line of address.		Address	Address_ Line3_ Text
Address Line 4	Char(40)	144	183	40	Address and Contact Numbers	Fourth line of address.		Address	Address_ Line4_ Text
Zip Code	Char(10)	184	193	10	Address and Contact Numbers	Zip Code of Address	Include '-' if 4 digit suffix present.	Address	Zip_Code_ Text

School Tab

Field Name	Datatype (Max Length)	From	To	Length	Survey Section	Definition	Comment	DB Table	DB Column
Record Type Nbr	Char(3)	1	3	3	N/A	Numeric representation of Record Type	Value 301		
Record Type	Char(3)	4	6	3	N/A	"SCH" - School Record	The medical school record where physician received degree. Single occurrence.		
Physician ID	Integer(8)	7	14	8	N/A	Internal ID assigned by Contractor to each physician.		Physician _Profile	Physician_ IDNO
Element Key	Integer(8)	15	22	8	N/A	An internal sequence key assigned by Contractor to uniquely identify a record.	Used to match existing records coming back from Hibbert. Blank signifies a new record to be inserted by Contractor.	Profile_ Element	Element_Key
Change Flag	Char(1)	23	23	1	N/A	Indicates if data has been changed.	Values: Y/N		
Medical School	Char(5)	24	28	5	Education and Certification	Medical School from which physician received degree.	See accompanying code tables for codes/values.	Medical_ School_ Attended	School_Code
Degree Date	Char(15)	29	43	15	Education and Certification	Date degree received.	Format: YYYYMMDD The initial data from AMA will only contain the year.	Medical_ School_ Attended	Receive_Date _Text

GME Tab

Field Name	Datatype (Max Length)	From	To	Length	Survey Section	Definition	Comment	DB Table	DB Column
Record Type Nbr	Char(3)	1	3	3	N/A	Numeric representation of Record Type	Value 302		
Record Type	Char(3)	4	6	3	N/A	"GME" – Graduate Medical School Record	Multiple Occurrences		
Physician ID	Integer(8)	7	14	8	N/A	Internal ID assigned by Contractor to each physician.		Physician _Profile	Physician_ IDNO
Element Key	Integer(8)	15	22	8	N/A	An internal sequence key assigned by Contractor to uniquely identify a record.	Used to match existing records coming back from Hibbert. Blank signifies a new record to be inserted by Contractor.	Profile_ Element	Element_Key
Delete Record Indicator	Char(1)	23	23	1	N/A	If set to 'Y', physician has indicated that the data is not valid.	If set to 'Y' and GME Key is blank, the record is ignored. Values: Y/N	Graduate_ Medical_ Education	Delete_Indc
GME Key	Integer(8)	24	31	8	N/A	An internal sequence key assigned by Contractor to uniquely identify a board certification record.	Used to match existing records coming back from Hibbert. Blank signifies a new record to be inserted by XXXXXXXXXXXX.	Graduate_ Medical_ Education	GME_Key
Change Flag	Char(1)	32	32	1	N/A	Indicates if data has been changed.	Values: Y/N		
Hospital	Char(6)	33	38	6	Education and Certification	Graduate Medical School	See accompanying code tables for codes/values.	Graduate_ Medical_ Education	AMA_ Hospital_ Code

Field Name	Datatype (Max Length)	From	To	Length	Survey Section	Definition	Comment	DB Table	DB Column
Completion Date	Datetime	39	46	8	Education and Certification	Program Completion Date	Format: YYYYMMDD	Graduate_ Medical_ Education	GME_Date
Specialty	Char(3)	47	49	3	Education and Certification	Specialty	See accompanying code tables for codes/values.	Graduate_ Medical_ Education	Specialty_ Code

Board Certification Tab

Field Name	Datatype (Max Length)	From	To	Length	Survey Section	Definition	Comment	DB Table	DB Column
Record Type Nbr	Char(3)	1	3	3	N/A	Numeric representation of Record Type	Value 303		
Record Type	Char(3)	4	6	3	N/A	"BRD" – Board Certification	Multiple Occurrences		
Physician ID	Integer(8)	7	14	8	N/A	Internal ID assigned by Contractor to each physician.		Physician _Profile	Physician_ IDNO
Element Key	Integer(8)	15	22	8	N/A	An internal sequence key assigned by Contractor to uniquely identify a record.	Used to match existing records coming back from Hibbert. Blank signifies a new record to be inserted by Contractor.	Profile_ Element	Element_Key
Delete Record Indicator	Char(1)	23	23	1	N/A	If set to 'Y', physician has indicated that the data is not valid.	If set to 'Y' and Certification Key is blank, the record is ignored. Values: Y/N	Board_ Certificati on	Delete_Indc
Certification Key	Integer(8)	24	31	8	N/A	An internal sequence key assigned by Contractor to uniquely identify a board certification record.	Used to match existing records coming back from Hibbert. Blank signifies a new record to be inserted by Contractor.	Board_ Certificati on	Certification_ Key

Field Name	Datatype (Max Length)	From	To	Length	Survey Section	Definition	Comment	DB Table	DB Column
Change Flag	Char(1)	32	32	1	N/A	Indicates if data has been changed.	Values: Y/N	Board_ Certificati on	
Certification	Char(4)	33	36	4	Education and Certification	Name of Board	See accompanying code tables for codes/values.	Board_ Certificati on	Certification_ Code
Certification Date	Datetime	37	44	8	Education and Certification	Certification Date	Format: YYYYMMDD	Board_ Certificati on	Certification_ Date
Expiration Date	Datetime	45	52	8	Education and Certification	Expiration Date	Format: YYYYMMDD	Board_ Certificati on	Expiration_ Date
Physician Response Indicator	Char(1)	53	53	1	Education and Certification	Indicates if the physician has responded with a check mark.	If the box is checked, set the indicator to 'N', if the box is not checked and there is data, set the indicator to 'Y'.	Profile_ Element	Physician_ Response_ Indc

Board Subcertification Tab

Field Name	Datatype (Max Length)	From	To	Length	Survey Section	Definition	Comment	DB Table	DB Column
Record Type Nbr	Char(3)	1	3	3	N/A	Numeric representation of Record Type	Value 304		
Record Type	Char(3)	4	6	3	N/A	"SUB" – Board SubCertification	Multiple Occurrences		
Physician ID	Integer(8)	7	14	8	N/A	Internal ID assigned by Contractor to each physician.		Physician _Profile	Physician_ IDNO

Field Name	Datatype (Max Length)	From	To	Length	Survey Section	Definition	Comment	DB Table	DB Column
Element Key	Integer(8)	15	22	8	N/A	An internal sequence key assigned by Contractor to uniquely identify a record.	Used to match existing records coming back from Hibbert. Blank signifies a new record to be inserted by Contractor.	Profile_ Element	Element_Key
Delete Record Indicator	Char(1)	23	23	1	N/A	If set to 'Y', physician has indicated that the data is not valid.	If set to 'Y' and SubCertification Key is blank, the record is ignored. Values: Y/N	Board_ SubCertifi cation	Delete_Indc
SubCertification Key	Integer(8)	24	31	8	N/A	An internal sequence key assigned by Contractor to uniquely identify a board certification record.	Used to match existing records coming back from Hibbert. Blank signifies a new record to be inserted by Contractor.	Board_ SubCertifi cation	SubCertificati on_ Key
Change Flag	Char(1)	32	32	1	N/A	Indicates if data has been changed.	Values: Y/N		
Certification	Char(4)	33	36	4	Education and Certification	Name of Board	See accompanying code tables for codes/values.	Board_ SubCertifi cation	Certification_ Code
SubCertification	Char(2)	37	38	2	Education and Certification	Board SubCertification Specialty	See accompanying code tables for codes/values.	Board_ SubCertifi cation	SubCertificati on_Code
Certification Date	Datetime	39	46	8	Education and Certification	Certification Date	Format: YYYYMMDD	Board_ SubCertifi cation	Certification_ Date
Expiration Date	Datetime	47	54	8	Education and Certification	Expiration Date	Format: YYYYMMDD	Board_ SubCertifi cation	Expiration_ Date
Physician Response Indicator	Char(1)	55	55	1	Education and Certification	Indicates if the physician has responded with a check mark.	If the box is checked, set the indicator to 'N', if the box is not checked and there is data, set the indicator to 'Y'.	Profile_ Element	Physician_ Response_ Indc

Teaching Tab

Field Name	Datatype (Max Length)	From	To	Length	Survey Section	Definition	Comment	DB Table	DB Column
Record Type Nbr	Char(3)	1	3	3	N/A	Numeric representation of Record Type	Value 305		
Record Type	Char(3)	4	6	3	N/A	"TEA" – Teaching Record	Multiple Occurrences		
Physician ID	Integer(8)	7	14	8	N/A	Internal ID assigned by Contractor to each physician.		Physician _Profile	Physician_ IDNO
Element Key	Integer(8)	15	22	8	N/A	An internal sequence key assigned by Contractor to uniquely identify a record.	Used to match existing records coming back from Hibbert. Blank signifies a new record to be inserted by Contractor.	Profile_ Element	Element_Key
Delete Record Indicator	Char(1)	23	23	1	N/A	If set to 'Y', indicates that record is to be deleted from DB. Default = blank.	If set to 'Y' and Appointment Key is blank, the record is ignored.		
Appointment Key	Integer(8)	24	31	8	N/A	An internal sequence key assigned by Contractor to uniquely identify a school appointment record.	Used to match existing records coming back from Hibbert. Blank signifies a new record to be inserted by Contractor.	Medical_ School_ Appointm ent	Appointment _Key
Change Flag	Char(1)	32	32	1	N/A	Indicates if data has been changed.	Values: Y/N		
Physician Response Indicator	Char(1)	33	33	1	Teaching	Indicates if the physician has responded Yes or No.	Values: Y/N	Profile_ Element	Physician_ Response_ Indc
NY School Code	Char(5)	34	38	5	Teaching	The NY School Code where physician had appointment.	See accompanying code tables for codes/values.	Medical_ School_ Appointm	NY_School_ Code

Field Name	Datatype (Max Length)	From	To	Length	Survey Section	Definition	Comment	DB Table	DB Column
								ent	
Other School Name	Char(80)	39	118	80	Teaching	Then name of the school where the physician served as a faculty member if no code available.		Medical_ School_ Appointm ent	Other_School _Text
Start Date	Datetime	119	126	8	Teaching	Beginning date of the appointment.	Format: YYYYMMDD	Medical_ School_ Appointm ent	Begin_Date
End Date	Datetime	127	134	8	Teaching	Ending date of the appointment.	Format: YYYYMMDD	Medical_ School_ Appointm ent	End_Date

Hospital Tab

Field Name	Datatype (Max Length)	From	To	Length	Survey Section	Definition	Comment	DB Table	DB Column
Record Type Nbr	Char(3)	1	3	3	N/A	Numeric representation of Record Type	Value 306		
Record Type	Char(3)	4	6	3	N/A	"HOS" – Hospital Admitting Privilege	Multiple Occurrences		
Physician ID	Integer(8)	7	14	8	N/A	Internal ID assigned by Contractor to each physician.		Physician _Profile	Physician_ IDNO
Element Key	Integer(8)	15	22	8	N/A	An internal sequence key assigned by Contractor to uniquely identify a record.	Used to match existing records coming back from Hibbert. Blank signifies a new record to be inserted by Contractor.	Profile_ Element	Element_Key
Delete Record Indicator	Char(1)	23	23	1	N/A	If set to 'Y', indicates that record is to be	If set to 'Y' and Admitting Key is		

Field Name	Datatype (Max Length)	From	To	Length	Survey Section	Definition	Comment	DB Table	DB Column
						deleted from DB . Default = Blank	blank, the record is ignored.		
Admitting Key	Char(8)	24	31	8	N/A	An internal sequence key assigned by Contractor to uniquely identify a admitting privilege record.	Used to match existing records coming back from Hibbert. Blank signifies a new record to be inserted by Contractor.	Practice	Practice_Key
Change Flag	Char(1)	32	32	1	N/A	Indicates if data has been changed.	Values: Y/N		
Hospital	Char(5)	33	37	5	Practice	Hospital Code where physician has admitting privileges	See accompanying code tables for codes/values.	Admitting_Privilege	Hospital_Code
Physician Response Indicator	Char(1)	38	38	1	Practice	Indicates if the physician has responded Yes or No.	Values: Y/N	Profile_Element	Physician_Response_Indc

Translation Tab

Field Name	Datatype (Max Length)	From	To	Length	Survey Section	Definition	Comment	DB Table	DB Column
Record Type Nbr	Char(3)	1	3	3	N/A	Numeric representation of Record Type	Value 307		
Record Type	Char(3)	4	6	3	N/A	"TRA" – Translation Service Records	Multiple Occurrences		
Physician ID	Integer(8)	7	14	8	N/A	Internal ID assigned by Contractor to each physician.		Physician_Profile	Physician_IDNO
Element Key	Integer(8)	15	22	8	N/A	An internal sequence key assigned by	Used to match existing records coming back	Profile_Element	Element_Key

Field Name	Datatype (Max Length)	From	To	Length	Survey Section	Definition	Comment	DB Table	DB Column
						Contractor to uniquely identify a record.	from Hibbert. Blank signifies a new record to be inserted by Contractor.		
Delete Record Indicator	Char(1)	23	23	1	N/A	If set to 'Y', indicates that record is to be deleted from DB . Default = Blank.	If set to 'Y' and Admitting Key is blank, the record is ignored.		
Service Key	Integer(8)	24	31	8	N/A	An internal sequence key assigned by Contractor to uniquely identify a translation service record.	Used to match existing records coming back from Hibbert. Blank signifies a new record to be inserted by Contractor.	Translation_Service	Service_Key
Change Flag	Char(1)	32	32	1	N/A	Indicates if data has been changed.	Values: Y/N		
Language Code	Char(2)	33	34	2	Practice	Identifies the translation service available at the physician's practice.		Translation_Service	Language_Code
Other Service	Char(250)	35	284	250	Practice	Record other translation services if no corresponding language code available.		Translation_Service	Service_Name_Text
Physician Response Indicator	Char(1)	285	285	1	Sanctions	Indicates if the physician has responded Yes or No.	Values: Y/N	Profile_Element	Physician_Response_Indc

Insurance Program Tab

Field Name	Datatype (Max Length)	From	To	Length	Survey Section	Definition	Comment	DB Table	DB Column
Record Type Nbr	Char(3)	1	3	3	N/A	Numeric representation of Record Type	Value 308		
Record Type	Char(3)	4	6	3	N/A	"PGM" – Health Insurance Program Record	Multiple Occurrences		
Physician ID	Integer(8)	7	14	8	N/A	Internal ID assigned by Contractor to each physician.		Physician _Profile	Physician_ IDNO
Element Key	Integer(8)	15	22	8	N/A	An internal sequence key assigned by Contractor to uniquely identify a record.	Used to match existing records coming back from Hibbert. Blank signifies a new record to be inserted by Contractor.	Profile_ Element	Element_Key
Program Key	Integer(8)	23	30	8	N/A	An internal sequence key assigned by Contractor to uniquely identify a health insurance program record.	Used to match existing records coming back from Hibbert. Blank signifies a new record to be inserted by Contractor.	Insurance _Program	Element_Key
Change Flag	Char(1)	31	31	1	N/A	Indicates if data has been changed.	Values: Y/N		
Insurance Program Code	Char(3)	32	34	3	Health Insurance Program	Indicates which program the physician participates in.	See accompanying code tables for codes/values.	Insurance _Program	Insurance_ Program_ Code
Participation Indicator	Char(1)	35	35	1	Health Insurance Program	Indicates if the physician participates at some, all or none of his/her practice locations.	Y' = All locations, 'S' = Some locations, 'N' = No locations.	Insurance _Program	Participation_ Indc
Other Program	Char(30)	36	65	30	Health	Textual description	Set Insurance	Insurance	Other_

Field Name	Datatype (Max Length)	From	To	Length	Survey Section	Definition	Comment	DB Table	DB Column
					Insurance Program	of other type of insurance program participation	Program Code to 'OTH'.	_Program	Program_Text

Malpractice Tab

Field Name	Datatype (Max Length)	From	To	Length	Survey Section	Definition	Comment	DB Table	DB Column
Record Type Nbr	Char(3)	1	3	3	N/A	Numeric representation of Record Type	Value 309		
Record Type	Char(3)	4	6	3	N/A	"MAL" – Criminal Conviction Record	Multiple Occurrences		
Physician ID	Integer(8)	7	14	8	N/A	Internal ID assigned by Contractor to each physician.		Physician_Profile	Physician_IDNO
Element Key	Integer(8)	15	22	8	N/A	An internal sequence key assigned by Contractor to uniquely identify a record.	Used to match existing records coming back from Hibbert. Blank signifies a new record to be inserted by Contractor.	Profile_Element	Element_Key
Delete Record Indicator	Char(1)	23	23	1	N/A	If set to 'Y', physician has indicated that the data is not valid.	If set to 'Y' and Malpractice Key is blank, the record is ignored.	Malpractice	Delete_Indc
Malpractice Key	Integer(8)	24	31	8	N/A	An internal sequence key assigned by Contractor to uniquely identify a malpractice record.	Used to match existing records coming back from Hibbert. Blank signifies a new record to be inserted by Contractor.	Malpractice	Malpractice_Key
Change Flag	Char(1)	32	32	1	N/A	Indicates if data has been changed.	Values: Y/N		

Field Name	Datatype (Max Length)	From	To	Length	Survey Section	Definition	Comment	DB Table	DB Column
Type	Char(1)	33	33	1	Malpractice	Indicates if the malpractice suit was for settlement, judgment or arbitration.	See accompanying code tables for codes/values.	Malpractice	Malpractice_Type_Code
Close Date	Datetime	34	41	8	Malpractice	Closing date of malpractice suit.	Format: YYYYMMDD	Malpractice	Close_Date
Amount	Integer(9)	42	50	9	Malpractice	Amount of judgment, settlement or arbitration award.		Malpractice	Amount_Numb
Facility Name	Char(70)	51	120	70	Malpractice	Site where incident occurred.		Malpractice	Facility_Name_Text
Zip Code	Char(10)	121	130	10	Malpractice	Zip code of location where incident occurred.		Malpractice	Zip_Code_Text
Claim Number	Char(20)	131	150	20	Malpractice	Malpractice Claim Number.		Malpractice	Claim_Number_Text
Insurance Co.	Char(254)	151	404	254	Malpractice	Name of the insurance company.		Malpractice	Insurance_Co_Text
County Name	Char(25)	405	429	25	Malpractice	Name of the county.		Malpractice	County_Name_Text
Carrier Phone Nbr.	Char(20)	430	449	20	Malpractice	Phone number of the carrier.		Malpractice	Phone_Number_Text
Physician Response Indicator	Char(1)	450	450	1	Malpractice	Indicates if the physician has responded Yes or No.	Values: Y/N	Profile_Element	Physician_Response_Indc

Actions Tab

Field Name	Datatype (Max Length)	From	To	Length	Survey Section	Definition	Comment	DB Table	DB Column
Record Type Nbr	Char(3)	1	3	3	N/A	Numeric representation of Record Type	Value 310		
Record Type	Char(3)	4	6	3	N/A	"ACT" − NY License Actions Record	Multiple Occurrences		
Physician ID	Integer(8)	7	14	8	N/A	Internal ID assigned by Contractor to each physician.		Physician_Profile	Physician_IDNO
Element Key	Integer(8)	15	22	8	N/A	An internal sequence key assigned by Contractor to uniquely identify a record.	Used to match existing records coming back from Hibbert. Blank signifies a new record to be inserted by Contractor.	Profile_Element	Element_Key
Delete Record Indicator	Char(1)	23	23	1	N/A	If set to 'Y', physician has indicated that the data is not valid.	If set to 'Y' and Sanction Key is blank, the record is ignored.	OPMC_Action	Delete_Indc
Action Key	Integer(8)	24	31	8	N/A	An internal sequence key assigned by Contractor to uniquely identify an action record.	Used to match existing records coming back from Hibbert. Blank signifies a new record to be inserted by Contractor.	OPMC_Action	Action_Key
Change Flag	Char(1)	32	32	1	N/A	Indicates if data has been changed.	Values: Y/N		
Continuation	Char(1)	33	33	1	N/A	Indicates if record is continuation of previous information.	Values represent the continuation record sequence. (eg 1,2,3, etc.)		
Action Date	Datetime	34	41	8	Sanctions	Date when the action occurred	Format: YYYYMMDD	OPMC_Action	Action_Date

Field Name	Datatype (Max Length)	From	To	Length	Survey Section	Definition	Comment	DB Table	DB Column
Final Action	Char (1000)	42	1041	1000	Sanctions	Description of the final action taken.		OPMC_ Action	Final_Action _Text
Summary	Char (1000)	1042	2041	1000	Sanctions	Summary of the sanction.		OPMC_ Action	Action_ Summary_ Text

Sanctions Tab

Field Name	Datatype (Max Length)	From	To	Length	Survey Section	Definition	Comment	DB Table	DB Column
Record Type Nbr	Char(3)	1	3	3	N/A	Numeric representation of Record Type	Value 311		
Record Type	Char(3)	4	6	3	N/A	"SAN" – Out Of State Sanction Record	Multiple Occurrences		
Physician ID	Integer(8)	7	14	8	N/A	Internal ID assigned by Contractor to each physician.		Physician _Profile	Physician_ IDNO
Element Key	Integer(8)	15	22	8	N/A	An internal sequence key assigned by Contractor to uniquely identify a record.	Used to match existing records coming back from Hibbert. Blank signifies a new record to be inserted by Contractor.	Profile_ Element	Element_Key
Delete Record Indicator	Char(1)	23	23	1	N/A	If set to 'Y', indicates that record is to be deleted from DB. Default = blank.	If set to 'Y' and Sanction Key is blank, the record is ignored.		
Sanction Key	Integer(8)	24	31	8	N/A	An internal sequence key assigned by Contractor to uniquely identify an out of state sanction record.	Used to match existing records coming back from Hibbert. Blank signifies a new record to be inserted by Contractor.	OutOfStat e_Sanctio n	Sanction_Key

Field Name	Datatype (Max Length)	From	To	Length	Survey Section	Definition	Comment	DB Table	DB Column
Change Flag	Char(1)	32	32	1	N/A	Indicates if data has been changed.	Values: Y/N		
Continuation	Char(1)	33	33	1	N/A	Indicates if record is continuation of previous information.	Values represent the continuation record sequence. (eg 1,2,3, etc.)		
Physician Response Indicator	Char(1)	34	34	1	Sanctions	Indicates if the physician has responded Yes or No.	Values: Y/N	Profile_ Element	Physician_ Response_ Indc
State Code	Char(2)	35	36	2	Out of State License Actions/Restrictions	State Code		OutOfState_Sanction	State_Code
Sanction Code	Datetime	37	43	8	Out of State License Actions/Restrictions	Date when the sanction occurred	Format: YYYYMMDD	OutOfState_Sanction	Sanction_ Date
Final Action	Char (500)	44	543	500	Out of State License Actions/Restrictions	Description of the final action taken.		OutOfState_Sanction	Final_Action _Text
Summary	Char (1000)	544	1543	1000	Out of State License Actions/Restrictions	Summary of the sanction.		OutOfState_Sanction	Summary_ Text

Limitations Tab

Field Name	Datatype (Max Length)	From	To	Length	Survey Section	Definition	Comment	DB Table	DB Column
Record Type Nbr	Char(3)	1	3	3	N/A	Numeric representation of Record Type	Value 312		
Record Type	Char(3)	4	6	3	N/A	"LIM" – Current Limitations/ Restrictions Record	Multiple Occurrences		
Physician ID	Integer(8)	7	14	8	N/A	Internal ID assigned by Contractor to each physician.		Physician _Profile	Physician_ IDNO
Element Key	Integer(8)	15	22	8	N/A	An internal sequence key assigned by Contractor to uniquely identify a record.	Used to match existing records coming back from Hibbert. Blank signifies a new record to be inserted by Contractor.	Profile_ Element	Element_Key
Delete Record Indicator	Char(1)	23	23	1	N/A	If set to 'Y', indicates that record is to be deleted from DB. Default = blank.	If set to 'Y' and Sanction Key is blank, the record is ignored.		
Limitation Key	Integer(8)	24	31	8	N/A	An internal sequence key assigned by Contractor to uniquely identify a restriction/limitation record.		Licensee_ Limitation	Limitation_ Key
Change Flag	Char(1)	32	32	1	N/A	Indicates if data has been changed.	Values: Y/N		
Continuation	Char(1)	33	33	1	N/A	Indicates if record is continuation of previous information.	Values represent the continuation record sequence. (eg 1,2,3, etc.)		
Physician	Char(1)	34	34	1	Sanctions	Indicates if the	Values: Y/N	Profile_	Physician_

Field Name	Datatype (Max Length)	From	To	Length	Survey Section	Definition	Comment	DB Table	DB Column
Response Indicator						physician has responded Yes or No.		Element	Response_ Indc
Description	Char (1000)	35	1034	1000	Current Limitations	Description of the current restriction/limitation against the physician.		Licensee_ Limitation	Limitation_ Description_ Text

Restrictions Tab

Field Name	Datatype (Max Length)	From	To	Length	Survey Section	Definition	Comment	DB Table	DB Column
Record Type Nbr	Char(3)	1	3	3	N/A	Numeric representation of Record Type	Value 313		
Record Type	Char(3)	4	6	3	N/A	"RES" – Hospital Privilege Restriction Record	Multiple Occurrences		
Physician ID	Integer(8)	7	14	8	N/A	Internal ID assigned by Contractor to each physician.		Physician _Profile	Physician_ IDNO
Element Key	Integer(8)	15	22	8	N/A	An internal sequence key assigned by Contractor to uniquely identify a record.	Used to match existing records coming back from Hibbert. Blank signifies a new record to be inserted by Contractor.	Profile_ Element	Element_Key
Restriction Key	Integer(8)	23	30	8	N/A	An internal sequence key assigned by Contractor to uniquely identify a restriction record.	Used to match existing records coming back from Hibbert. Blank signifies a new record to be inserted by Contractor.	Privilege_ Loss_Restr iction	Restriction_ Key

Field Name	Datatype (Max Length)	From	To	Length	Survey Section	Definition	Comment	DB Table	DB Column
Change Flag	Char(1)	31	31	1	N/A	Indicates if data has been changed.	Values: Y/N		
Physician Response Indicator	Char(1)	32	32	1	Hospital Privilege Restrictions	Indicates if the physician has had a loss or involuntary restriction on hospital privileges.	Values: Y/N	Profile_ Element	Physician_ Response_ Indc
Loss/Restriction Date	Datetime	33	40	8	Hospital Privilege Restrictions	The date of the loss or restriction of privileges	Format: YYYYMMDD	Privilege_ Loss_Restr iction	Loss_ Restriction_ Date

Renew Resign Tab

Field Name	Datatype (Max Length)	From	To	Length	Survey Section	Definition	Comment	DB Table	DB Column
Record Type Nbr	Char(3)	1	3	3	N/A	Numeric representation of Record Type	Value 314		
Record Type	Char(3)	4	6	3	N/A	"REN" – Hospital Privilege Renew/Resign Record	Multiple Occurrences		
Physician ID	Integer(8)	7	14	8	N/A	Internal ID assigned by Contractor to each physician.		Physician _Profile	Physician_ IDNO
Element Key	Integer(8)	15	22	8	N/A	An internal sequence key assigned by Contractor to uniquely identify a record.	Used to match existing records coming back from Hibbert. Blank signifies a new record to be inserted by Contractor.	Profile_ Element	Element_Key

Field Name	Datatype (Max Length)	From	To	Length	Survey Section	Definition	Comment	DB Table	DB Column
Renew Key	Integer(8)	23	30	8	N/A	An internal sequence key assigned by Contractor to uniquely identify a renew/resign record.		Privilege_ Renew_Re sign	Renew_Key
Change Flag	Char(1)	31	31	1	N/A	Indicates if data has been changed.	Values: Y/N		
Physician Response Indicator	Char(1)	32	32	1	Hospital Privilege Restrictions	Indicates if the physician has resigned or failed to renew privileges	Values: Y/N	Profile_ Element	Physician_ Response_ Indc
Renewal/ Resignation Date	Datetime	33	40	8	Hospital Privilege Restrictions	The date of the failure to renew privileges or resignation.	Format: YYYYMMDD	Privilege_ Renew_Re sign	Renew_ Resign_ Date

Criminal Conv. Tab

Field Name	Datatype (Max Length)	From	To	Length	Survey Section	Definition	Comment	DB Table	DB Column
Record Type Nbr	Char(3)	1	3	3	N/A	Numeric representation of Record Type	Value 315		
Record Type	Char(3)	4	6	3	N/A	"CRI" – Criminal Conviction Record	Multiple Occurrences		
Physician ID	Integer(8)	7	14	8	N/A	Internal ID assigned by Contractor to each physician.		Physician _Profile	Physician_ IDNO

Field Name	Datatype (Max Length)	From	To	Length	Survey Section	Definition	Comment	DB Table	DB Column
Element Key	Integer(8)	15	22	8	N/A	An internal sequence key assigned by Contractor to uniquely identify a record.	Used to match existing records coming back from Hibbert. Blank signifies a new record to be inserted by Contractor.	Profile_Element	Element_Key
Delete Record Indicator	Char(1)	23	23	1	N/A	If set to 'Y', indicates that record is to be deleted from DB. Default = blank.	If set to 'Y' and Conviction Key is blank, the record is ignored.		
Conviction Key	Integer(8)	24	31	8	N/A	An internal sequence key assigned by Contractor to uniquely identify a criminal conviction record.	Used to match existing records coming back from Hibbert. Blank signifies a new record to be inserted by Contractor.	Criminal_Conviction	Conviction_Key
Change Flag	Char(1)	32	32	1	N/A	Indicates if data has been changed.	Values: Y/N		
Physician Response Indicator	Char(1)	33	33	1	Criminal Convictions	Indicates if the physician has responded Yes or No.	Values: Y/N	Profile_Element	Physician_Response_Indc
Offense	Char(50)	34	83	50	Criminal Convictions	Identifies the misdemeanor or felony that occurred.		Criminal_Conviction	Offense_Text
Conviction Date	Datetime	84	91	8	Criminal Convictions	The date of the conviction.	Format: YYYYMMDD	Criminal_Conviction	Conviction_Date

Practice Tab

Field Name	Datatype (Max Length)	From	To	Length	Survey Section	Definition	Comment	DB Table	DB Column
Record Type Nbr	Char(3)	1	3	3	N/A	Numeric representation of Record Type	Value 316		
Record Type	Char(3)	4	6	3	N/A	"PRA" – Practice	Multiple Occurrences		
Physician ID	Integer(8)	7	14	8	N/A	Internal ID assigned by Contractor to each physician.		Physician _Profile	Physician_ IDNO
Element Key	Integer(8)	15	22	8	N/A	An internal sequence key assigned by Contractor to uniquely identify a record.	Used to match existing records coming back from Hibbert. Blank signifies a new record to be inserted by Contractor.	Profile_ Element	Element_Key
Delete Record Indicator	Char(1)	23	23	1	N/A	If set to 'Y', indicates that record is to be deleted from DB. Default = blank.	If set to 'Y' and Practice Key is blank, the record is ignored.		
Practice Key	Integer(8)	24	31	8	Practice	An internal sequence key assigned by Contractor to uniquely identify a practice record.	Used to match existing records coming back from Hibbert. Blank signifies a new record to be inserted by Contractor.	Practice	Practice_Key
Temp Practice Key	Integer(8)	32	39	8	Practice	Temporary ID assigned by Hibbert to allow association of group physician and translation service records with a new practice record.			

Field Name	Datatype (Max Length)	From	To	Length	Survey Section	Definition	Comment	DB Table	DB Column
Change Flag	Char(1)	40	40	1	Practice	Indicates if data has been changed.	Values: Y/N		
Primary Practice	Char(1)	41	41	1	Practice	Indicates if practice is the physician's primary practice office location.	Set to 'Y' for first practice listed on survey otherwise leave blank.	Practice	Primary_ Practice_ Indc
Practice Name	Char(100)	42	141	100	Practice	Name of the practice		Practice	Practice_ Name_ Text
Phone Number	Char(20)	142	161	20	Practice	Phone number of the practice		Practice	Phone_ Number_ Text
Address Line 1	Char(40)	162	201	40	Practice	First line of address		Address	Address_ Line1_ Text
Address Line 2	Char(40)	202	241	40	Practice	Second line of address		Address	Address_ Line2_ Text
Address Line 3	Char(40)	242	281	40	Practice	Third line of address		Address	Address_ Line3_ Text
Address Line 4	Char(40)	282	321	40	Practice	Fourth line of address		Address	Address_ Line4_ Text
City Name	Char(30)	322	351	30	Practice	Name of the city		Address	City_Name_ Text
State Code	Char(2)	352	353	2	Practice	State code		Address	State_Code
Zip Code	Char(10)	354	363	10	Practice	Zip Code	Include '-' if 4 digit suffix present.	Address	Zip Code
Country Name	Char(30)	364	393	30	Practice	Name of the country in which practice is located if practice is not is USA		Address	Country_ Name_ Text
Province Name	Char(20)	394	413	20	Practice	Name of the province in which practice is located.		Address	Province_ Name_ Text

Group Phys Tab

Field Name	Datatype (Max Length)	From	To	Length	Survey Section	Definition	Comment	DB Table	DB Column
Record Type Nbr	Char(3)	1	3	3	N/A	Numeric representation of Record Type	Value 317		
Record Type	Char(3)	4	6	3	N/A	"GRP" – Group Physician Record	Multiple Occurrences		
Physician ID	Integer(8)	7	14	8	N/A	Internal ID assigned by Contractor to each physician.		Physician _Profile	Physician_ IDNO
Element Key	Integer(8)	15	22	8	N/A	An internal sequence key assigned by Contractor to uniquely identify a record.	Used to match existing records coming back from Hibbert. Blank signifies a new record to be inserted by Contractor.	Profile_ Element	Element_Key
Delete Record Indicator	Char(1)	23	23	1	N/A	If set to 'Y', indicates that record is to be deleted from DB. Default = blank.	If set to 'Y' and Group Key is blank, the record is ignored.		
Practice Key	Integer(8)	24	31	8	N/A	An internal sequence key assigned by Contractor to uniquely identify a practice record.	Used to match existing records coming back from Hibbert. Blank signifies a new record to be inserted by Contractor.	Practice	Practice_Key
Temp Practice Key	Integer(8)	32	39	8	N/A	Temporary ID assigned by Hibbert to associate the group physician record with the corresponding practice record.			

Field Name	Datatype (Max Length)	From	To	Length	Survey Section	Definition	Comment	DB Table	DB Column
Group Key	Integer(8)	40	47	8	N/A	An internal sequence key assigned by Contractor to uniquely identify a group physician record.		Group_ Physician	Group_ Key
Change Flag	Char(1)	48	48	1	N/A	Indicates if data has been changed.			
Physician Name	Char(100)	49	148	100	Practice	Name of a physician in the physician's practice.		Group_ Physician	Name_Text

Publication Tab

Field Name	Datatype (Max Length)	From	To	Length	Survey Section	Definition	Comment	DB Table	DB Column
Record Type Nbr	Char(3)	1	3	3	N/A	Numeric representation of Record Type	Value 318		
Record Type	Char(3)	4	6	3	N/A	"PUB" – Publication Record	Multiple Occurrences		
Physician ID	Integer(8)	7	14	8	N/A	Internal ID assigned by Contractor to each physician.		Physician _Profile	Physician_ IDNO
Element Key	Integer(8)	15	22	8	N/A	An internal sequence key assigned by Contractor to uniquely identify a record.	Used to match existing records coming back from Hibbert. Blank signifies a new record to be inserted by Contractor.	Profile_ Element	Element_Key
Delete Record Indicator	Char(1)	23	23	1	N/A	If set to 'Y', indicates that record is to be deleted from DB. Default = blank.	If set to 'Y' and Publication Key is blank, the record is ignored.		

Field Name	Datatype (Max Length)	From	To	Length	Survey Section	Definition	Comment	DB Table	DB Column
Publication Key	Integer(8)	24	31	8	N/A	An internal sequence key assigned by Contractor to uniquely identify a publication record.	Used to match existing records coming back from Hibbert. Blank signifies a new record to be inserted by Contractor.	Publication	Publication_Key
Change Flag	Char(1)	32	32	1	N/A	Indicates if data has been changed.	Values: Y/N		
Article	Char(100)	33	132	100	Research	The name of the published article.		Publication	Article_Title_Text
Journal	Char(100)	133	233	100	Research	The name of the journal in which the article was published.		Publication	Publication_Text
Date	Datetime	233	240	8	Research	The date of publication	Format: YYYYMMDD	Publication	Publication_Date

Comm Serv. Tab

Field Name	Datatype (Max Length)	From	To	Length	Survey Section	Definition	Comment	DB Table	DB Column
Record Type Nbr	Char(3)	1	3	3	N/A	Numeric representation of Record Type	Value 319		
Record Type	Char(3)	4	6	3	N/A	"COM" – Community Service Record	Multiple Occurrences		
Physician ID	Integer(8)	7	14	8	N/A	Internal ID assigned by Contractor to each physician.		Physician_Profile	Physician_IDNO

Field Name	Datatype (Max Length)	From	To	Length	Survey Section	Definition	Comment	DB Table	DB Column
Element Key	Integer(8)	15	22	8	N/A	An internal sequence key assigned by Contractor to uniquely identify a record.	Used to match existing records coming back from Hibbert. Blank signifies a new record to be inserted by Contractor.	Profile_ Element	Element_Key
Delete Record Indicator	Char(1)	23	23	1	N/A	If set to 'Y', indicates that record is to be deleted from DB. Default = blank.	If set to 'Y' and Service Key is blank, the record is ignored.		
Service Key	Integer(8)	24	31	8	N/A	An internal sequence key assigned by Contractor to uniquely identify a publication record.	Used to match existing records coming back from Hibbert. Blank signifies a new record to be inserted by Contractor.	Communit y_Service	Service_ Key
Change Flag	Char(1)	32	32	1	N/A		Values: Y/N		
Service	Char(254)	33	286	254	Community Service			Communit y_Service	Service_ Description_ Text

Health Plan Tab

Field Name	Datatype (Max Length)	From	To	Length	Survey Section	Definition	Comment	DB Table	DB Column
Record Type Nbr	Char(3)	1	3	3	N/A	Numeric representation of Record Type	Value 320		
Record Type	Char(3)	4	6	3	N/A	"HEA" – Health Plan Contract Record	Multiple Occurrences		
Physician ID	Integer(8)	7	14	8	N/A	Internal ID assigned by Contractor to each physician.		Physician _Profile	Physician_ IDNO

Field Name	Datatype (Max Length)	From	To	Length	Survey Section	Definition	Comment	DB Table	DB Column
Element Key	Integer(8)	15	22	8	N/A	An internal sequence key assigned by Contractor to uniquely identify a record.	Used to match existing records coming back from Hibbert. Blank signifies a new record to be inserted by Contractor.	Profile_ Element	Element_Key
Delete Record Indicator	Char(1)	23	23	1	N/A	If set to 'Y', indicates that record is to be deleted from DB. Default = blank.	If set to 'Y' and Service Key is blank, the record is ignored.		
Contract Key	Integer(8)	24	31	8	N/A	An internal sequence key assigned by Contractor to uniquely identify a health plan contract record.	Used to match existing records coming back from Hibbert. Blank signifies a new record to be inserted by Contractor.	Health_ Plan_ Contract	Contract_ Key
Change Flag	Char(1)	32	32	1	N/A	Indicates if data has been changed.	Values: Y/N		
Health Plan	Char(5)	33	37	5	Health Plan Affiliation	Health plan affiliation	See accompanying code tables for codes/values.	Health_ Plan_ Contract	Health_Plan_ Code
Other Plan	Char(250)	38	287	250	Health Plan Affiliation	Record other health plans if no corresponding health plan code available.		Health_ Plan_ Contract	Other_ Plan_ Text

Statement Tab

Field Name	Datatype (Max Length)	From	To	Length	Survey Section	Definition	Comment	DB Table	DB Column
Record Type Nbr	Char(3)	1	3	3	N/A	Numeric representation of Record Type	Value 321		
Record Type	Char(3)	4	6	3	N/A	"STA" – Physician Statement Record	Multiple Occurrences		
Physician ID	Integer(8)	7	14	8	N/A	Internal ID assigned by Contractor to each physician.		Physician_Profile	Physician_IDNO
Note Key	Integer(8)	15	22	8	N/A	An internal sequence key assigned by Contractor to uniquely identify a record.		Physician_Statement	Note_Key
Continuation	Char(1)	23	23	1	N/A	Indicates if record is continuation of previous information.	Values represent the continuation record sequence. (eg 1,2,3, etc.)		
Change Flag	Char(1)	24	24	1	N/A	Indicates if data has been changed.	Values: Y/N		
Statement	Char (1000)	25	1024	1000	Physician Statement	Additional information that the physician may want to be made available on the public web site.		Note	Note_Text

Index