

CHARGE IMPORT UTILITY FILE SPECIFICATIONS

Pre-requisites

- Each data file must be created as a comma-separated file. The file extension can be .csv or .txt; either extension is acceptable.
- Each data file must adhere to the *File Specifications* provided.
- Unique filenames should be used for each data file. For example, 2018-01-16_Charges_DB1.txt (YYYY-MM-DD_Charges_DB(database#).txt)
- The data file cannot contain any column or row headings, otherwise it will not import.
- The data file must have commas present in between each piece of data including commas in place for the columns that have no information in them.

Field	Description	Required	Notes
A	Database		If not specified, the Database the User is logged in to when Uploading the file will be inserted. Records for multiple Databases can be included in a single file.
B	User Code		If not specified, inserts the User Code for the current User performing the Upload.
C	Patient Account #	Y	Must be a registered Patient Account Number within CGM webPRACTICE.
D	Accounting Date		Reserved field – leave blank. The current date will be inserted.
E	Service Date	Y	MM-DD-YYYY or MMDDYYYY or MM/DD/YYYY. If the date provided is more than 90 days old, a warning will be provided after the file integrity has been checked.
F	Location		(a) See below
G	Procedure Code	Y	(a) See below
H	Modifiers 1 & 2		#### (two to four numeric characters only)
I	Modifiers 3 & 4		#### (two to four numeric characters only)
J	Multiplier		# (one numeric character only)
K	Charge Amount		(b) See below
L	Procedure Description		If not specified, inserts the Short Description from the Procedure Code Table.
M	Performing Doctor	Y	(a) See below
N	Referring Doctor		(a) See below
O	Insurance Doctor		(a) See below

Field	Description	Required	Notes
P	ICD-10 Code 1	Y	(a) See below
Q	ICD-10 Code 1		
R	ICD-10 Code 1		
S	ICD-10 Code 1		
T	ICD-10 Code 1		
U	ICD-10 Code 1		
V	ICD-10 Code 1		
W	ICD-10 Code 1		
X	Date of Onset		MM-DD-YYYY or MMDDYYYY or MM/DD/YYYY
Y	Superbill Number		If included and it is not a defined superbill number in CGM webPRACTICE, a warning will be provided after the file integrity has been checked.
Z	Accept Assignment		Y, N or leave blank. If left blank, the value will be set based on the current Accept Assignment Protocols in CGM webPRACTICE.
AA	Department Code		

Notes:

The file can contain records for multiple databases.

- (a) Table Items should be defined in CGM webPRACTICE. If they are not, a 'warning' message will generate during the import process.
- (b) Currency Format –If the charge amount is included in the data file, it should be the amount for a single procedure. The decimal point is assumed. Example; if the field contains 40, it would be converted to 40.00. if the field contains 42.1, it would be converted to 42.10.