



# EC915 Eligibility File Reference Guide

United  
Healthcare

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# **Section 1**

## **Overview**

# Section 1

## Overview

UnitedHealthcare eligibility files contain information about members assigned to a specific medical group/delegated entity. This information is used by the medical group/delegated entity to verify member benefits and primary care provider (PCP) assignment, in support of business operations such as:

- Authorization management
- Capitation reconciliation
- Claims processing
- New patient marketing
- Patient registration



# Section 1 (cont.)

## Introduction

EC915 electronic eligibility refers to data delivered through file transfer protocol (FTP), electronic communication gateway (ECG) or the provider website.

EC915 eligibility files contain information about members who have selected PCPs in a specific medical group, independent physician associations (IPAs) or provider network.

## File contents

EC915 eligibility files contain member demographics, benefits, policy and PCP information.

## Frequency

The full file (EC915F) is produced on a monthly basis, and an incremental “catch-up” file (EC915I) is produced on a weekly basis.



# Section 1 (cont.)

## Timing

Capitation reports and EC915F files are run at the end of the month for the coming month. For example, the February report is generated at the end of January. The EC915F file can be reconciled with the monthly capitation reports.

EC915I files reflect membership activity that occurs since the last incremental or monthly full file. The week that the EC915F is run, an EC915I file is also created for the time period since the last EC915I.

## Media

Files are available on the care provider website or by FTP/ECG by request.



# Section 1 (cont.)

## Format

See Section II for the EC915 file layout.

## EC915F full files

The EC915F file contains all members assigned to a specific medical group, IPA or provider network who are eligible at the beginning of the month prior to the month examined.

For example, the February monthly report is generated at the end of January to include members eligible at the beginning of February. The EC915F full file is a snapshot that should be used for initial upload or validation.

- EC915I incremental files must be processed because EC915F full files do not include retroactive or future changes.



# Section 1 (cont.)

An incremental file is a record of membership activity between 2 points in time.

- EC915I incremental files include termination dates and retroactivity and any adds and/or changes of these attributes:
  - ✓ PCP ID
  - ✓ National Provider Identification (NPI) Number
  - ✓ Member Medicare ID
  - ✓ Gender Code
  - ✓ Hospice Indicator
  - ✓ Other Coverage
  - ✓ CMS Contract ID
  - ✓ Benefit Code (i.e., PBP)





# Section 1 (cont.)

- Changes will be reflected for all timelines based on the latest reported values from our source system. The most recent information will be reported for these attributes:
  - ✓ Street Address
  - ✓ City
  - ✓ State Code
  - ✓ ZIP Code and Extension
  - ✓ Member Telephone Number
  - ✓ Birthdate



# EC915 Eligibility Roster Examples

## Example 1A

On Nov. 15, 2020, the annual update of member's plan (for 2021) is made and the PCP is changed.

- Plan and PCP changes will add the member to the next week's incremental file, December 2020
- The PCP is changing from 10003333 to 10001234, effective Jan. 1, 2021
- Member Disenrollment Date will be populated with zeroes in this case

Dec-20 incremental

Week	Eff Date	End Date	In EC915I	Trans Code	PCP Provider Id	Member Disenrollment Date
Before	1/1/2020	12/31/2020			10003333	
Current	1/1/2020	12/31/2020	Y	C	10003333	00000000
Current	1/1/2021	12/31/2021	Y	C	10001234	00000000

PCP change to 1234 effective 1/1/21



# EC915 Eligibility Roster Examples (cont.)

## Example 1B

**On Jan. 15, 2021, the member disenrolls, effective Feb. 28, 2021.**

- The February incremental file has a C in the Trans Code field because the member is still active
- The member will be in the full file in February
- The member will not be in the March full file since the member isn't effective on March 1

02/2021 Incremental File

Week	Eff Date	End Date	ECAP-MBR-ALTID	ECAP-POL-ID	In EC915I	Trans Code	PCP Provider Id	Member Disenrollment Date
Before	1/1/2020	12/31/2020	999123456	43000			10003333	
Before	1/1/2021	12/31/2021	999123456	43000			10001234	
Current	1/1/2020	12/31/2020	999123456	43000	Y	C	10003333	00000000
Current	1/1/2021	2/28/2021	999123456	43000	Y	C	10001234	2/28/2021

02/2021 Full File

Eff Date	End Date	Trans Code	ECAP-MBR-ALTID	ECAP-POL-ID	PCP Provider Id	PCP Eff Date	Member Disenrollment Date
1/1/2020	00000000	A	999123456	43000	10001234	1/1/2021	2/28/2021



# EC915 Eligibility Roster Examples (cont.)

## Example 1C

**On Jan. 15, 2021, the member disenrolls, effective Feb. 28, 2021.**

- Termination will put the member in the next week's incremental file
- The March incremental file has a T in the Trans Code field
- The member won't be in the March full file since they aren't effective on March 1

03/2021 Incremental File

Week	Eff Date	End Date	ECAP-MBR-ALTID	ECAP-POL-ID	In EC915I	Trans Code	PCP Provider Id	Member Disenrollment Date
Before	1/1/2020	12/31/2020	999123456	43000			10003333	
Before	1/1/2021	12/31/2021	999123456	43000			10001234	
Current	1/1/2020	12/31/2020	999123456	43000	Y	T	10003333	00000000
Current	1/1/2021	2/28/2021	999123456	43000	Y	T	10001234	2/28/2021



# EC915 Eligibility Roster Examples (cont.)

## Example 1D

**On Jan. 15, 2021, the member is reinstated for 2022.**

- The member's termination is effective Feb. 28, 2021, with PCP 10001234
- The member is reinstated, effective Jan. 1, 2022, with PCP 10001234
- Reinstatement will cause the member to show in the next week's incremental file with a C in the Trans Code field

02/2021 Incremental File

Week	Eff Date	End Date	ECAP-MBR-ALTID	ECAP-POL-ID	In EC915I	Trans Code	PCP Provider Id	Member Disenrollment Date
Before	1/1/2020	12/31/2020	999123456	43000			10003333	
Before	1/1/2021	12/31/2021	999123456	43000			10001234	
After	1/1/2020	12/31/2020	999123456	43000	Y	C	10003333	00000000
After	1/1/2021	2/28/2021	999123456	43000	Y	C	10001234	00000000
After	1/1/2022	12/31/2022	999123456	43000	Y	C	10001234	00000000





- **Member PCP Changes**

# Member PCP Changes

## Example 2A. Member changes PCP in Hawaii

- The member's PCP change from 40004444 to 40001111, effective April 1, 2020, is shown in the April incremental file

04/2020 Incremental File

Week	Eff Date	End Date	ECAP-MBR-ALTID	ECAP-POL-ID	In EC915I	Trans Code	PCP Id	Member Disenrollment Date
Before	1/1/2020	12/31/2020	999123456	43000			40004444	
Current	1/1/2020	3/31/2020	999123456	43000	Y	C	40004444	00000000
Current	4/1/2020	12/31/2020	999123456	43000	Y	C	40001111	00000000

## Example 2B. Member terms under one Policy/Group number and enrolls under a different Policy/Group number.

- The member changes from HI to UT, effective Jan. 1, 2021

Contracted Provider - Hawaii								
Week	Eff Date	End Date	ECAP-MBR-ALTID	ECAP-POL-ID	In EC915I	Trans Code	PCP ID	Member Disenrollment Date
Before	1/1/2020	12/31/2020	999123456	43000			40001111	
Current	1/1/2020	12/31/2020	999123456	43000	N		40001111	

Contracted Provider - Utah							
Week	Eff Date	End Date	In EC915I	Trans Code	PCP Provider Id	Comment	
Before							
Current	1/1/2021	12/31/2021	Y	A	10003333		



# Member PCP Changes (cont.)

## Example 2C. Member re-enrolls under the original Policy/Group number.

- Contracted Provider – Hawaii
- Member moved back to HI, effective July 2021

Week	Eff Date	End Date	ECAP-MBR-ALTID	ECAP-POL-ID	In EC915I	Trans Code	PCP ID	Member Disenrollment Date
Before	1/1/2020	12/31/2020	999123456	43000		C	40004444	
Current	1/1/2020	12/31/2020	999123456	43000	Y	C	40001111	
Current	7/1/2021	12/31/2021	999123456	43000	Y	C	40001111	00000000

- Contracted Provider – **Utah**
- Termed from UT, effective July 2021

Week	Eff Date	End Date	ECAP-MBR-ALTID	ECAP-POL-ID	In EC915I	Trans Code	PCP Provider Id	Member Disenrollment Date
Before	1/1/2021	12/31/2021	999654321	77000			10003333	
Current	1/1/2021	6/30/2021	999654321	77000	Y	T	10003333	6/30/2021







# **Section II**

## **EC915 File Layout**

# EC915 File Layout Specifications

Record Type	Description
01	Header Record
02	Member Detail Record
99	Trailer Record

## File Specifications – HEADER

Field Name	Field Description	Data Type	Start Pos	End Pos	Field Size	Sample Data
HEADER-REC-TYPE	Record Type Indicator	Char	1	2	2	01
HEADER-PROV-GRPNM	Provider Group Name	Char	3	42	40	ABC MEDICAL GROUP
HEADER-RUN-DATE	Run Date in YYYYMMDD format	Char	43	50	8	20150228
HEADER-RUN-TIME	Run Time in HHMMSS format	Char	51	56	6	162808
HEADER-FILE-IND	(F)ull or (U)pdate file indicator	Char	57	57	1	F
HEADER-CARR-NAME	Name of carrier	Numeric	58	67	10	UHS
HEADER-PROV-GRPNUM	Provider Group Number	Char	68	77	10	0033333333
HEADER-START-DATE	Start Date for Eligibility Extract	Char	78	85	8	20150301
HEADER-END-DATE	End Date for Eligibility Extract	Char	86	93	8	20150331
FILLER	Filler	Char	94	500	407	



# EC915 File Layout Specifications (cont.)

## File Specifications – DETAIL RECORD

Field Name	Field Description	Start Pos	End Pos	Field Size	Sample Data
ECAP-DTL-REC-TYPE	Record Type Indicator	1	2	2	02
ECAP-TRANS-CD	Transaction Code 1) Monthly full file will be A - Add  2) Weekly Incrementals can be: A - Add C - Change T - Term	3	3	1	A
ECAP-RUN-DATE	Run Date	4	11	8	20150228
ECAP-MBR-ALTID	Alternative identifier for a member. ALT ID is the Member number printed on the member's ID card	12	26	15	111111111
ECAP-MBR-IDSUFEX	Members relationship to the subscriber	27	28	2	00
ECAP-SSN	Member's Social Security Number	29	37	9	123456789
ECAP-MEDICARE-ID	Medicare Beneficiary Identifier (MBI)	38	49	12	1EG4TE5MK73
ECAP-LST-NM	Member's last name	50	79	30	ABC
ECAP-FST-NM	Member's first name	80	104	25	GHULT
ECAP-MIDL-INIT	Member's middle initial	105	105	1	Y
ECAP-GDR-CD	Gender of member	106	115	10	MALE
ECAP-ADR-LN1	Member's residential street address	116	170	55	456 CHANGE ST
ECAP-ADR-LN2	Member's residential street address	171	225	55	
ECAP-CITY-NM	Member's residential city	226	255	30	PEARL CITY
ECAP-STATE-CD	Member's residential state	256	257	2	HI
ECAP-ZIP-CD-ZIP-EXT	Member's residential zip code	258	266	9	968240000
ECAP-MBR-TEL-NBR	Member's Telephone	267	278	12	9597110876
ECAP-BIRTH-DATE	Member's Birthdate in the format YY	279	286	8	19330609
ECAP-LANG-CD	Language Code. 3 digit code identifying member's primary spoken language	287	289	3	



# EC915 File Layout Specifications (cont.)

Field Name	Field Description	Start Pos	End Pos	Field Size	Sample Data
ECAP-ADD-COV-CD	Other Coverage. Y or Blank.	290	290	1	Y
ECAP-OTHR-CARR-COB-CD	Other Coverage- Values: P, S, or Blank P = Possible (under investigation) S = Some (member either has COB coverage or has had it in the past) Blank = None	291	291	1	P
ECAP-SRC-SYS-PCP-PROVID	PCP ID (i.e. UHCID)	292	302	11	00040002831
ECAP-NAT-PROV-ID	National Provider ID	303	312	10	1346387966
ECAP-PCP-EFF-DT	Effective date of PCP ID  Full File: PCP effective date or 00000000 for members without an assigned PCP.  Incremental File: always default to 00000000 (zeros). ECAP-COV-EFF-DT can be used to determine PCP effective date.	313	320	8	20150201
ECAP-HP-CODE	Health Plan Code (should be 'MR')	321	324	4	MR
ECAP-CMS-CONTR-ID	CMS Contract Number	325	329	5	H5424
ECAP-PLN-BEN-PCK-ID	Benefit Code (i.e. PBP) Plan Benefit Package from CMS.	330	332	3	003
ECAP-COV-EFF-DT	Coverage Effective Date (reflects Transaction Effective Date).  Full File: Member's effective date with the policy ID  Incremental File: Reflects Transaction Effective Date	333	340	8	20150201
ECAP-COV-END-DT	Coverage Termination Date (reflects Transaction Term Date)  Full File: Always default to 00000000 (zeros)  Incremental File: Reflects Transaction End Date	341	348	8	00000000
ECAP-POL-ID	Policy ID (i.e. COSMOS member group number)	349	363	15	77003
ECAP-PSPT-IND	Passport Indicator Y or N	364	364	1	N



# EC915 File Layout Specifications (cont.)

Field Name	Field Description	Start Pos	End Pos	Field Size	Sample Data
ECAP-PSPT-EFF-DT	Passport activation date. If Passport Indicator is Y, then populated with the date the member activated the Passport benefit. If N, then populated with "00000000"	365	372	8	00000000
ECAP-PSPT-END-DT	Passport de-activation date. If Passport Indicator is Y, then populated with the date the member activated the Passport benefit. If N, then populated with "00000000"	373	380	8	00000000
ECAP-MBR-HSPC-IND	Hospice Indicator as designated and reported by CMS	381	381	1	N
ECAP-MBR-DISENROLL-DT	Populated with member's termination date if sent by source system, otherwise default to 00000000	382	389	8	00000000
FILLER	Filler	390	500	111	

## File Specifications – HEADER

**Record Type:** 99 - Trailer Record  
**Record Description:** This record contains the file trailer data

Field Name	Field Description	Data Type	Start Pos	End Pos	Field Size	Sample Data
TRAILER-REC-TYPE	Record Type	Char	1	2	2	99
TRAILER-TOTAL-RECS	Number of records in the files	Numeric	3	11	9	000000415
TRAILER-RUN-DATE	Run Date	Char	12	19	8	20150228
TRAILER-START-DATE	Start Date for Eligibility Extract	Char	20	27	8	20150301
TRAILER-END-DATE	End Date for Eligibility Extract	Char	28	35	8	20150331
Filler	Filler	Numeric	36	500	465	





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