

Data Conversion Process

Phase 1

- Receive the record layouts, test data & control total reports from current claims administrator.
- Receive data and make sure it looks reasonable and ask questions about any items that are not clear.
- Setup client in ASC's claims admin system. Location hierarchy, policy information, coverage codes, etc., need to be discussed with ASC account manager.
- Map incoming data fields in ASC's claims administration system.
- Normal time for this phase of the project is 1 week, but can vary depending on number of data files received and number of data elements required.
- This phase cannot begin until the data is received from the current claims administrator.

Phase 2

- Write programs to process each data file that is received and format the data into the record formats required for upload into ASC's claims system.
- Programming time varies for each data conversion, for example: the number of files, the number of data elements, the quality of the incoming data and the level of cooperation of the current claim administrator's staff (answering questions from ASC about their data).
- Time for this phase of the project varies. Can range from 3 to 6 weeks.

Phase 3

- Process the test data through the conversion programs and create test files.
- Load the test conversion files into a test database.
- ASC's Business Systems Group reviews the test data in the claims administration system and runs reports for control total balancing.
- If any data did not load correctly, changes are made to the conversion programs and test data recreated.
- Access to the test data is provided to the ASC account manager and ASC adjuster(s) for their review – the ASC account manager provides feedback to the Business Systems Group and any issues are resolved.
- After the testing phase has been completed, a date is scheduled for the conversion.
- This phase typically requires two weeks.

Phase 4

- A date is scheduled for the production cut-off (the last day for the current claims administrator to enter data in to their system).
- The current administrator sends the final data to ASC at that point along with balancing reports and control totals – a delay in receiving the data from the current administrator will delay the loading of data into ASC's system.

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Phase 5

- ASC receives the final data from the current claims administrator along with balancing reports and control totals.
- The final data received must be in the same record formats as the test data that was received.
- The data is processed through the conversion programs and the production files are created for loading into the production database.
- Any issues that occur on the processing of the final data through the conversion programs must be resolved before any data can be loaded in to the production database.
- Typically requires a few days.

Phase 6

- Load the conversion data into ASC's production database.
 - ASC must lock out users at that time.
- Typically occurs over a weekend.

Phase 7

- After the conversion data is loaded, the Business System Group reviews the data and runs reports for balancing.
- Any issues that occur have to be resolved before the data is released to the claims adjusters.
- After the verification and balancing process has been completed, the data is turned over to the ASC office to begin working the claims.

Added Steps:

- For WC clients, we need to perform the setup with MCMC in order for MCMC to be ready to process new medical bills.
 - Can the current medical review vendor provide an electronic file of bill history to MCMC?
- Did the client sign up for a positive pay file to be sent to their bank?
 - If so, that setup work and testing must be completed prior to the go-live date.
- Are there any month-end data files or reporting requirements?
 - For example, is there a month-end data file for a carrier or client specific data format or a client specific reporting requirement?
 - If so, each item needs to be identified, the requirements documented and steps taken to be able to produce the data file or report.