Importing Service Delivery Units by using a 837P file

You can choose to submit your billing information using the 837P format. The file extension MUST be ".dat". The file will be parsed according to all applicable Federal rules and MUST include the Service Authorization number, and appropriate HCPCs and modifiers – these are available on the service authorization which can be found on the Provider Portal. The file will match provider information from either a Federal Tax ID or NPI.

Some information that you will need in your 837P file:

Interchange Sender ID:	your FEIN# (Provider Tax ID#)
Interchange Receiver ID:	31-0807186 (COA's Tax ID#)
Submitter ID:	your FEIN# (Provider Tax ID#)
Receiver Name:	COA
Receiver ID	31-0807186 (COA's Tax ID#)
Payer ID	31-0807186 (COA's Tax ID#)
Payer Name	COA

You can use the attachment feature on the Provider Portal to send your import file to COA. To access Attachments you will click on the "Paperclip" icon located on the Home Page of the Portal.

- Then select Accounting from the first drop down box.
- Then select 837 from the second drop down box.
- Then select browse to select your file to submit.
- Then select upload to finish the process.

We suggest a naming convention to identify each month of billing when saving your file on the Provider Portal.

NOTE: the total number of lines in the 837P file cannot exceed 10,000 lines. If your file size is over this amount, you can bill more often during the month, or submit more than one 837P file at the end of the month.