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CIGNA Government Services

The Stratus Network Mailbox

User's Guide



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CIGNA Government Services





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Section 1: Software Settings

The following information describes the settings for your communications software:

- Software Settings:** Parity None
Data Bits 8
Stop Bits 1
Emulation VT100
- Protocols:** X Modem, IKX Modem, Y Modem, Z Modem, & Kermit
Z Modem is recommended as the default modem protocol.
- File Type:** *Uploads:* Unzipped Mailboxes Text
Downloads: All Users Text
- File Masking:** Use the asterisk (*.7) as a wildcard selector when selecting files.
- Example File Names
1. XXXX_02-12-31^000001.7.cp
 2. XXXX_03-01-02^000001.7.cp
 3. XXXX_03-01-02^000002.7.cp
- Mask Shows File #
- | | |
|---------|-------|
| 12-31* | 1 |
| 01-02* | 2 & 3 |
| 01-02*7 | 3 |
- Multiple File Downloading:** If supported by your communication software, this option can be implemented by using a file masking character (*) and any selection criteria at the download file selection prompt.
- PC File Naming:** Allows the user to select the path and name the file when using those protocols that do not automatically support the naming of downloads (such as Kermit).
- Phone Number:** 1.860.602.0000

Section 2: Accessing the Stratus Network

1. Open the HyperTerminal™ connection you created by clicking on the Start Button, All Programs, Accessories, Communications, HyperTerminal™, and then your connection name.
2. Click on the Dial button.
3. When the call connects, the HyperTerminal™ Connect window will disappear leaving a blank screen. Press the <Enter> key and the following message will appear on the screen.

You have dialed into CIGNA's Gateway Service Center.
Please type login followed by your user ID and then press the return key.

Enter your Stratus User ID.

**When you see PB#### in the instructions, replace with
your personal number.**

Type **"login PB"** followed by the four (4) digits of your Stratus Mailbox (for example PB####). The word "login" must be in lower case, and all alpha characters of the mailbox ID, including "PB," must be entered in caps. Use the following example for guidance:

login PB####

4. Next, the Stratus Network will prompt you to enter a password and press the <Enter> key. All initial passwords are set to #1PWRESET.

Note:

- A. All initial passwords are set to #1PWRESET. On the first login, all Stratus submitters will be required to select a new password using the password mask that is detailed at the end of this section. We recommend that you select a password that is at least eight (8) characters long, and a password that is a mixture of numbers and letters is usually harder for an unauthorized user to guess than is a word.
- B. The password feature is case-sensitive. That means that "#1PWRESET" and "#1pwreset" are recognized by Stratus as being different passwords. Please keep this in mind when selecting your password. If you enter a new password with all lower-case letters, the password must be used with all lower-case letters.
- C. As a security precaution and under CMS guidelines, Stratus passwords will expire every 60 days. Submitters using a script will need to have the script designed in such a way that their script will be able to enter a new, unique password when prompted at the end of each 60-day period.
- D. Attempting to login with an incorrect password three consecutive times will result in the mailbox being locked for all users until the account has been reset. This is a security feature designed to prevent unauthorized users access into the system. To get an account reset, call the Customer Support Center at 1.800.810.3388. Representatives are available 24 hours a day 7 days a week to assist you. Be prepared to give the representative both your Stratus User ID, and the 4-digit EDI Submitter number assigned to your office by the EDI department when you enrolled to submit electronically.
- E. A password that has never been used before must be entered at the beginning of each new 60-day period. Entering a previously used password will result in the following message:

New password matches a password previously used.
Enter a new password:

5. Upon initially logging into Stratus, and every 60 days when the password expires, the system will prompt the user to choose a new password.

The following list describes the password change mask/format. The letter in the string describes the type of character that must be entered for the new password.

MASK = SNAALLLXXXXXXXX

New password must be 8 - 16 characters in length and conform to the above password mask/format.

V -> aeiou

C -> bcdghjklmnpqrstvwxyz

X -> any character

N -> 1234567890
A -> abcdefghijklmnopqrstuvwxyz
B -> space character
S -> \\"#\$%&'()*+,-./:;<=>?@[\\]^_{}`~_
L -> A-Z a-z 0-9

Enter a new password: (example: @5mnABCDqqqp)

When you press the <Enter> key, you will be prompted to re-enter the password for verification purposes. Re-enter the password and press <Enter>.

6. After a successful login into the Stratus Network, the following screen will be displayed. Press <Enter> to go to the Main Menu.

```
You have successfully logged on to CIGNA's gateway system.
This message is an example of a system message that can be
displayed to a dial-in user. This file is easily updated in the operator in-
terface. Many companies use this system file to alert users to upgrades and
new services that clients can sign up for or to further promote the system.
This screen, however, is optional. You can eliminate this screen altogether
and place the user directly into the menu system.
Press <RETURN> to continue ->
```

7. The following Main Menu screen will be displayed. Type 1 at the prompt and press the <Enter> key to go to the Mailbox Access Facility menu.

```
CIGNA Gateway Service
  Typing in Customer's
  From Multiple Systems

1. Mailbox Access Facility
2. Download Activity Log
3. Log off the System
4. **NEWS as of 01/19/01**

Please Enter Choice _
```

8. The following Mailbox Access Facility menu will be displayed.

```
***** Mailbox Access Facility *****
User Id: PB####

0. Set User Defaults
1. Change Data Type
2. Number of Files
3. List file names
4. View a file
6. Upload: Put a file in Mailbox
7. Display Activity Log
99. Return to main menu

ENTER YOUR SELECTION:

+-----[ Current Settings ]-----+
| DATA TYPE: SEND_ANSI              |
| MAILBOX: SP_CAPI (INBOUND)        |
+-----+
| PROTOCOL: ZMODEM                  |
| FILE TYPE: TEXT                    |
| PRINTER_PAUSE: NO                 |
| INITIAL MENU OPT: NONE             |
+-----+

*** Network 7 ***
```



Section 3: Mailbox Configuration and Default Settings

The three options that most control the mailbox and the user's interface with it are Data Type, File Type, and Protocol. The current settings for these options and others are displayed in the Current Settings box on the Mailbox Access Facility menu. An example of this information follows:

```

+-----[ Current Settings ]-----+
|                                     |
| DATA TYPE: SEND_ANSITEST          |
| MAILBOX: SP_CATI (INBOUND)         |
|-----|                             |
| PROTOCOL: ZMODEM                   |
| FILE TYPE: TEXT                     |
| PRINTER_PAUSE: NO                  |
| INITIAL MENU OPT: NONE              |
|                                     |
+-----+

```

The default configuration for Stratus is set to:

Data Type: SEND_ANSITEST **Protocol:** ZMODEM **File Type:** TEXT

1. Submitters can temporarily change the Data Type option for the mailbox by selecting option 1 from the Mailbox Access Facility menu, and then typing the number displayed to the left of the desired data type. An example of this screen appears below:

```

Choose a Data Type Value
2. RECEIVE_ERL
4. SEND_ANSI
5. RECEIVE_ANSI
6. RECEIVE_ACK
7. SEND_ANSITEST
8. RECEIVE_ANSITEST
99. Return to Main
ENTER SELECTION:

```

2. Other options are controlled by setting the User Defaults. To change these defaults, select Option 0. Set User Defaults from the Mailbox Access Facility Menu and then press the <Enter> key. The following screen will be displayed.

```

***** Edit User Profile *****
1. Set PROTOCOL default (z) <-- Values in parentheses
2. Set FILE TYPE default (t) are current defaults
3. Set PRINTER PAUSE default (n) as selected by user
4. Set INITIAL MENU default (n)
5. Set DATA TYPE default (4)
99. Return to Main Menu
ENTER YOUR SELECTION:

```

From this screen a user can change the profile defaults for their mailbox. To set the default for these options or others to another option, type the number of the desired option in the selection field and press the <Enter> key. One of the following screens will be displayed.

```
Choose PROTOCOL default
X = XMODEM
Y = YMODEM
Z = ZMODEM
1 - XMODEM1K
K = KERMIT
N = NONE (Always prompt me)
Q = QUIT (Return to previous menu)
Select PROTOCOL default value:
```

```
Choose FILE TYPE default
T = TEXT
B = BINARY
S = STREAM
N = NONE (Always prompt me)
Q = QUIT (Return to previous menu)
Select FILE TYPE default value:
```

```
Set INITIAL MENU default value
(Will use this value each time you enter MAILBOX menu)
```

```
0. Set User Defaults          +-----[ Current Settings ]-----+
1. Change Data Type          | DATA TYPE: SEND_ANSITEST          |
2. Number of Files           | MAILBOX: SP_CATI (INBOUND)       |
3. List file names           |-----|
4. View a file               |          PROTOCOL: ZMODEM         |
6. Upload: Put a file in Mailbox | FILE TYPE: TEXT                   |
7. Display Activity Log      | PRINTER_PAUSE: NO                 |
                              | INITIAL MENU OPT: NONE            |
                              +-----+
N = NONE (Always prompt me)
Q = QUIT (Return to previous menu)
Select INITIAL MENU default value:
```

```
Choose a Data Type Value
2. RECEIVE_ERL
4. SEND_ANSI
5. RECEIVE_ANSI
6. RECEIVE_ACK
7. SEND_ANSITEST
8. RECEIVE_ANSITEST
99. Return to Main Menu
ENTER SELECTION:
```

3. Other defaults may be set to the user's preference. Once all defaults have been set, type 99 to return to the Mailbox Access Facility menu.



Section 4: Uploading Production ANSI Files to Stratus

If you are ready to begin submitting HIPAA ANSI claims, follow the instructions in this section to submit your production ANSI claims.

In the ANSI world, all transactions may be identified by their transaction set designation through the use of a particular software application known as a translator. The HIPAA version of the Stratus mailboxes will store all inbound ANSI files in the same area of the mailbox. Thus ANSI formatted claims (also known by the ANSI transaction set designator of 837) and also ANSI Claims Status Inquiry files (also known by the ANSI transaction set designator of 276) will be sent to CIGNA Government Services through Stratus exactly the same way. The files will then be identified by the translator at CIGNA Government Services and processed accordingly.

1. For uploading production ANSI files to Stratus, User Defaults should be set to:

Data Type: SEND_ANSI **File Type:** TEXT

For additional information on setting these defaults, refer to **Section 4: Mailbox Configuration and Default Settings**.

```
***** Mailbox Access Facility *****
      User Id: PB###
0. Set User Defaults          +-----[ Current Settings ]-----+
1. Change Data Type          | DATA TYPE: SEND_ANSI          |
2. Number of Files           | MAILBOX: SP_CAPI (INBOUND)    |
3. List file names           |                               |
4. View a file               |                               |
                             |-----+
6. Upload: Put a file in Mailbox | PROTOCOL: ZMODEM              |
7. Display Activity Log       | FILE TYPE: TEXT               |
                             | PRINTER_PAUSE: NO            |
                             | INITIAL MENU OPT: NONE       |
                             |-----+
99. Return to main menu      *** Network 7 ***
      ENTER YOUR SELECTION:
```

2. From the Mailbox Access Facility menu, claims can be uploaded by typing a 6 at the selection prompt and pressing <Enter>. (There will be no option 5 displayed when the mailbox is configured for sending files.) The following screen will be displayed.

```
Function Selected: Put a file in your mailbox (UPLOAD)
Receiving FILENAME will be:
%cigna#m1_d02>FXF_7>fxf>SP_NAPI>P###I_2003-01-21^000001.7
**** Place your PC in zmodem mode to send the file ****
** set options 32 bit CRC, Data Streaming mode *****
Press <RETURN> after transfer completion.
```

3. Open the Send function in your communications software, locate the file you wish to send, and begin the transfer.
4. When the message "Transfer Completed Successfully" appears, press the <Enter> key to return to the Mailbox Access Facility menu.



Section 5: Uploading Test ANSI Files to Stratus

Please note that there is currently no Stratus capability to submit ANSI claims in a zipped format. All ANSI claims must be submitted in a non-compressed text format.

1. For submitting ANSI Test claims to Stratus, User Defaults should be set to:

Data Type: SEND_ANSITEST **File Type:** TEXT

For additional information on setting these defaults, refer to [Section 4: Mailbox Configuration and Default Settings](#).

```
***** Mailbox Access Facility *****
      User Id: PB####
0. Set User Defaults          +-----[ Current Settings ]-----+
1. Change Data Type          | DATA TYPE: SEND_ANSITEST          |
2. Number of Files          | MAILBOX: SP_CATI (INBOUND)      |
3. List file names          |-----+
4. View a file              |          PROTOCOL: ZMODEM        |
                             |          FILE TYPE: TEXT          |
6. Upload: Put a file in Mailbox |          PRINTER_PAUSE: NO       |
7. Display Activity Log      |          INITIAL MENU OPT: NONE  |
                             |-----+
99. Return to main menu      |          *** Network 7 ***      |
      ENTER YOUR SELECTION:
```

2. From the Mailbox Access Facility menu, claims can be uploaded by typing a 6 at the selection prompt and pressing <Enter>. (There will be no option 5 displayed when the mailbox is configured for sending files.) The following screen will be displayed.

```
Function Selected: Put a file in your mailbox (UPLOAD)
Receiving FILENAME will be:
%cigna#ml_d02>FXF_7>fxf>SP_CAPI>P####I_2003-01-21^000001.7
**** Place your PC in zmodem mode to send the file ****
** set options 32 bit CRC, Data Streaming mode *****
Press <RETURN> after transfer completion.
```

3. Open the Send function in your communications software, locate the file you wish to send, and begin the transfer.
4. When the message "Transfer Completed Successfully" appears, press the <Enter> key to return to the Mailbox Access Facility menu.



Section 6: Online Verification of File Receipt

There are two ways to verify that a file has been successfully received by Stratus. The first is to display a list of files in your mailbox. The second is to view your activity log. Each method is accomplished through options on the Mailbox Access Facility menu.

1. **Option 1:** To view a list of files in your mailbox, type 3 at the selection prompt. A screen similar to the following will be displayed if there are any files in your mailbox.

```
*----- Filename SUFFIXES -----*
* .cp File was ALREADY processed      .bk Back version of a file      *
* .pt File contains partial info      .fl File transmission failed    *
* .save File under retention management .bad File contains bad data   *
*-----*
**** Please enter the MASK for the files you wish to list,
**** press <RETURN> to list all files or ? for masking examples.
*
ENTER YOUR SELECTION:
Your mailbox contains the following files
  1. P####I_2003-01-21^000001.7.cp f  12288 01-21-2003 12:01:04 strm
  2. P####I_2003-01-21^000002.7.cp f  16384 01-21-2003 13:09:39 strm
Press <RETURN> to continue
```

What this example indicates is that there are two stream files in the mailbox. The first has 12,288 bytes of data, and was created on 1/21/2003 at 12:01 PM EST. This file was processed successfully, as indicated by the .cp at the end of the file name. The second file has 16,384 bytes of data, and was created on 1/21/2003 at 1:09 PM EST and also processed successfully.

The time is displayed in 24-hour military format. Subtract 12 from the hour for any time after 12:59:59 to calculate the am/pm time. Also, time will always be shown in Eastern time, so you will need to adjust the time shown to determine what the time was in your time zone when the file was sent if you are in a different time zone.

2. **Option 2:** To display your mailbox activity log, type 7 at the selection prompt. A screen similar to the following will be displayed.

```
*-----*
*          CIGNA Corporation - Gateway/Systems EDI          *
*          ASYNC Dial - Client Activity Log                  *
*-----*
2003-01-21 11:57:44 LOGIN  ASYNC telnet_ew.6 PB####
2003-01-21 12:00:39 UPLOAD START >FXF_7>fxf>SP_CATI>P####I_2003-01-21^000001
+.7
2003-01-21 12:01:18 UPLOAD END COMPLETED SUCCESSFULLY
2003-01-21 13:09:25 UPLOAD START >FXF_7>fxf>SP_CATI>P####I_2003-01-21^000002
+.7
2003-01-21 13:09:50 UPLOAD END COMPLETED SUCCESSFULLY
2003-01-21 13:10:55 LOGOUT ASYNC telnet_ew.6 PB####
```

This indicates that an upload was completed successfully on 1/21/2003 at 12:01 EST and another at 13:09 EST. Remember that time is displayed in the 24-hour military format. Subtract 12 from the hour for any time after 12:59:59 to calculate the pm time. Thus, in this case, the second file upload completed successfully at 1:09 PM EST.

3. Press <Enter> to display additional pages or q and then <Enter> to quit the function. Then press <Enter> to return to the Mailbox Access Facility menu.



Section 7: Downloading Electronic Receipt Listings

An Electronic Receipt Listing (ERL) will be generated for all claim files received by 5:00 pm Eastern Time. This file will be available for downloading on the next business day. The ERL for claim files received after 5:00 pm Eastern Time will be available for downloading on the second business day after uploading.

1. For retrieving ERL files from Stratus, User Defaults should be set to:

Data Type: RECEIVE_ERL File Type: TEXT

For additional information on setting these defaults, refer to **Section 4: Mailbox Configuration and Default Settings**.

```

***** Mailbox Access Facility *****
      User Id: PB####
0. Set User Defaults
1. Change Data Type
2. Number of Files
3. List file names
4. View a file
6. Upload: Put a file in Mailbox
7. Display Activity Log
99. Return to main menu
      ENTER YOUR SELECTION

+-----[ Current Settings ]-----+
| DATA TYPE: RECEIVE_ERL          |
| MAILBOX: WP_EAPO (OUTBOUND)     |
+-----+
| PROTOCOL: ZMODEM                 |
| FILE TYPE: TEXT                  |
| PRINTER_PAUSE: NO               |
| INITIAL MENU OPT: NONE          |
+-----+

*** Network 7 ***

```

2. From the **Mailbox Access Facility** menu, type **5** at the prompt and press <Enter> to download your files. (There will be no option 6 when the mailbox is configured to download.) A screen similar to the following will appear:

```

**** Please enter the MASK for the files you wish to download, *
**** press <RETURN> to list all files or for masking examples. *
      ENTER YOUR SELECTION:
Your mailbox contains the following files?
      1. P008AO_2003-01-21^000001.7          f : 4096 01-21-2003 09:38:45 strm
**** Please enter: the number corresponding to the file you wish to transfer
****                an "R" to re-list the files, a "Q" to quit
****                or an asterisk (*) to transfer all files listed
**** Caution: insure your protocol option
**** transfers
      ENTER YOUR SELECTION:

```

3. Select the corresponding number for the file you wish to download and press <Enter>. A message similar to the following will appear on your screen:

```

**** Place your PC in zmodem mode to receive the file ****
Press <RETURN> after transfer completion.

```

Note: If your communication software is already set to Z modem protocol, your file will automatically download to your system at this point, to whatever location is set up as the default. Therefore, the following steps may not be necessary if your communication software is set to Z modem. However, you may wish to perform the following step prior to accessing Stratus to set your own default file download location.

4. Open the Receive function in your communication software, name the receive file, and choose the location into which you wish the file to download.
5. When the message "Transfer Completed Successfully" appears, press <Enter> to return to the Mailbox Access Facility menu.



Section 8: Downloading ANSI 997 Functional Acknowledgements

An ANSI Functional Acknowledgement, also known by its ANSI transaction set designation of 997, will be generated for all ANSI files sent to a Stratus mailbox for which there is sufficient information available to create the 997. For ANSI test file submissions, this file can be downloaded within minutes of the upload. For production ANSI file submissions, this file is available the next day.

1. For retrieving 997 files from Stratus, User Defaults should be set to:

Data Type: RECEIVE_ACK **File Type:** TEXT

For additional information on setting these defaults, refer to [Section 4: Mailbox Configuration and Default Settings](#)

```
***** Mailbox Access Facility *****
                                     User Id: PB####
0. Set User Defaults                  +-----[ Current Settings ]-----+
1. Change Data Type                  |                                     |
2. Number of Files                   | DATA TYPE: RECEIVE_ACK          |
3. List file names                   | MAILBOX: WP_AAPO (OUTBOUND)     |
4. View a file                       |-----|
6. Upload: Put a file in Mailbox     | PROTOCOL: ZMODEM                |
7. Display Activity Log              | FILE TYPE: TEXT                 |
                                     | PRINTER_PAUSE: NO               |
                                     | INITIAL MENU OPT: NONE          |
                                     +-----+
99. Return to main menu              *** Network 7 ***
ENTER YOUR SELECTION
```

2. From the **Mailbox Access Facility** menu, type 5 at the prompt and press <Enter> to download your files. (There will be no option 6 when the mailbox is configured to download.) A screen similar to the following will appear:

```
**** Please enter the MASK for the files you wish to download,      *
**** press <RETURN> to list all files or for masking examples.      *
ENTER YOUR SELECTION:
Your mailbox contains the following files?
  1. P008AO_2003-01-21^000001.7 f : 4096 01-21-2003 09:38:45 strm
**** Please enter: the number corresponding to the file you wish to transfer
****          an "R" to re-list the files, a "Q" to quit
****          or an asterisk (*) to transfer all files listed
**** Caution: insure your protocol option
**** transfers
ENTER YOUR SELECTION:
```

3. Select the corresponding number for the file you wish to download and press <Enter>. A message similar to the following will appear on your screen:

```
**** Place your PC in zmodem mode to receive the file ****
Press <RETURN> after transfer completion.
```

Note: If your communication software is already set to Z modem protocol, your file will automatically download to your system at this point, to whatever location is set up as the default. Therefore, the following step may not be necessary if your communication software is set to Z modem. However, you may wish to perform the following step prior to accessing Stratus to set your own default file download location.



4. Open the Receive function in your communication software, name the receive file, and choose the location into which you wish the file to download.
5. When the message "Transfer Completed Successfully" appears, press <Enter> to return to the Mailbox Access Facility menu.

Note: To use this file, you will need to use a program specifically written to read and interpret the formatting of the ANSI 997 file, or will need to have at least a cursory understanding of the information in the 997. Contact your software vendor for more information on software designed to read, interpret, and automatically apply the information contained in Functional Acknowledgements.

Section 9: Downloading ANSI Electronic Remittance Notices

In the ANSI world, all transactions may be identified by their transaction set designation through the use of a particular software application known as a translator. The HIPAA version of the Stratus mailboxes will store all outbound ANSI files, with the exception of 997s, in the same area of the mailbox (For information on downloading 997s see Section 8).

The ANSI version of Electronic Remittance Notices (ERNs), also called Paid Files, is also known by the ANSI transaction set designation of 835. 835s can be generated for all claims which have been paid or denied under a particular group/provider number. This file can be downloaded either daily or weekly.

Also available through this area of the Stratus mailbox, if the submitter uses ANSI Claims Status Inquiry, are the Claims Status Inquiry Response files, also known by their ANSI transaction set designation of 277. These files are the paired response to a 276 Claims Status Inquiry mentioned in Section 6.

1. For retrieving ANSI outbound files from Stratus, User Defaults should be set to:

Data Type: RECEIVE_ANSI **File Type:** TEXT

For additional information on setting these defaults, refer to **Section 4: Mailbox Configuration and Default Settings**.

```
***** Mailbox Access Facility *****
                                     User Id: PB####
0. Set User Defaults                   +-----[ Current Settings ]-----+
1. Change Data Type                   | DATA TYPE: RECEIVE_ANSI          |
2. Number of Files                    | MAILBOX: WP_XAPO (OUTBOUND)     |
3. List file names                    |-----+
4. View a file                        |          PROTOCOL: ZMODEM        |
                                     |          FILE TYPE: TEXT         |
6. Upload: Put a file in Mailbox      |          PRINTER_PAUSE: NO      |
7. Display Activity Log               |          INITIAL MENU OPT: NONE  |
                                     +-----+
99. Return to main menu               *** Network 7 ***
ENTER YOUR SELECTION
```

2. From the Mailbox Access Facility menu, type 5 at the prompt and press <Enter> to download your files. (There will be no option 6 when the mailbox is configured to download.) A screen similar to the following will appear:

```
**** Please enter the MASK for the files you wish to download,          *
**** press <RETURN> to list all files or for masking examples.          *

  ENTER YOUR SELECTION:
Your mailbox contains the following files?

1. P008AO_2003-01-21^000001.7 f : 4096 01-21-2003 09:38:45 strm

**** Please enter: the number corresponding to the file you wish to transfer
****           an "R" to re-list the files, a "Q" to quit
****           or an asterisk (*) to transfer all files listed

**** Caution: insure your protocol option
**** transfers

ENTER YOUR SELECTION:
```

3. Select the corresponding number for the file you wish to download and press <Enter>. A message similar to the following will appear on your screen:

```
**** Place your PC in zmodem mode to receive the file ****
Press <RETURN> after transfer completion.
```

Note: If your communication software is already set to Z modem protocol, your file will automatically download to your system at this point, to whatever location is set up as the default. Therefore, the following step may not be necessary if your communication software is set to Z modem. However, you may wish to perform the following step prior to accessing Stratus to set your own default file download location.

4. Open the Receive function in your communication software, name the receive file, and choose the location into which you wish the file to download.
5. When the message "Transfer Completed Successfully" appears, press <Enter> to return to the Mailbox Access Facility menu.

Note: To use these files, you will need to use a program specifically written to read and interpret the formatting of ANSI 835 or 277 files, whichever is pertinent. 835 files are not in the format of the Medicare Summary Notice (MSN), therefore opening this file in a word processor will not provide you with a paper copy of the MSN, nor are 277 files designed to be read by word processor or similar application. Contact your software vendor for more information on software designed to read, interpret, and automatically apply the information contained in ANSI Electronic Remittance Notices or ANSI Claims Status Responses.

Section 10: Downloading ANSI Test Files

ANSI test response files are generated for all ANSI claims test files which are clean enough to receive an error-free 997 Functional Acknowledgement. They contain information designed to help the tester identify where problems are in the ANSI system they are testing. These files are available on the next hour after the file is received during regular business hours.

1. For retrieving ANSI test response files from Stratus, User Defaults should be set to:

Data Type: RECEIVE_ANSITEST **File Type:** TEXT

For additional information on setting these defaults, refer to Section 4: Mailbox Configuration and Default Settings.

```
***** Mailbox Access Facility *****

User Id: PB###

0. Set User Defaults          +-----[ Current Settings ]-----+
1. Change Data Type          | DATA TYPE: RECEIVE_ANSITEST      |
2. Number of Files           | MAILBOX: WP_XAPO (OUTBOUND)     |
3. List file names           |-----|
4. View a file               | PROTOCOL: ZMODEM                |
6. Upload: Put a file in Mailbox | FILE TYPE: TEXT                  |
7. Display Activity Log      | PRINTER_PAUSE: NO               |
                              | INITIAL MENU OPT: NONE          |
                              +-----+

99. Return to main menu      *** Network 7 ***

ENTER YOUR SELECTION
```

- From the Mailbox Access Facility menu, type 5 at the prompt and press <Enter> to download your files. (There will be no option 6 when the mailbox is configured to download.) A screen similar to the following will appear:

```
**** Please enter the MASK for the files you wish to download, *
**** press <RETURN> to list all files or for masking examples. *

ENTER YOUR SELECTION:
Your mailbox contains the following files?
1. P008AO_2003-01-21^000001.7          f : 4096 01-21-2003 09:38:45 strm
**** Please enter: the number corresponding to the file you wish to transfer
**** an "R" to re-list the files, a "Q" to quit
**** or an asterisk (*) to transfer all files listed

**** Caution: insure your protocol option
**** transfers

ENTER YOUR SELECTION:
```

- Select the corresponding number for the file you wish to download and press <Enter>. A message similar to the following will appear on your screen:

```
**** Place your PC in zmodem mode to receive the file ****
Press <RETURN> after transfer completion.
```

Note: If your communication software is already set to Z modem protocol, your file will automatically download to your system at this point, to whatever location is set up as the default. Therefore, the following step may not be necessary if your communication software is set to Z modem. However, you may wish to perform the following step prior to accessing Stratus to set your own default file download location.

- Open the Receive function in your communication software, name the receive file, and choose the location into which you wish the file to download.
- When the message "Transfer Completed Successfully" appears, press <Enter> to return to the Mailbox Access Facility menu.

Note: To view or print this file, you will need to use a word processing program, such as MS Word or WordPerfect, to open the file.



Section 11: Exiting the Stratus Network

1. To log off the Stratus Network, type 99 at the Selection prompt of the Mailbox Access Facility menu and press <Enter>.

```
***** Mailbox Access Facility *****
                                     User Id: PB####
0. Set User Defaults                 +-----[ Current Settings ]-----+
1. Change Data Type                 |                                     |
2. Number of Files                  | DATA TYPE: SEND_ANSI             |
3. List file names                  | MAILBOX: SP_CAPI (INBOUND)       |
4. View a file                      |                                     |
                                     |-----+
6. Upload: Put a file in Mailbox    |          PROTOCOL: ZMODEM         |
7. Display Activity Log             |          FILE TYPE: TEXT          |
                                     | PRINTER_PAUSE: NO                |
                                     | INITIAL MENU OPT: NONE           |
                                     +-----+
99. Return to main menu             *** Network 7 ***
ENTER YOUR SELECTION
```

2. Type 3 at the Choice prompt of the Main Menu and press <Enter>. This will disconnect you from the Stratus Network.

```
          CIGNA Gateway Service
          Tying in Customer's
          From Multiple Systems
1. Mailboax Access Facility
2. Download Activity Log
3. Log off the System
4. **NEWS as of 01/19/01**
Please Enter Choice _
```

3. You should receive a message on your screen similar to the following:

```
[Connection to 159.252.6.2 closed by foreign host]
```

At this point you may close your communication software.