User Documentation
Machine Readable Files (MRF) Delivery via GlobalScape

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Table of Contents

Change History

Date	Section	Description
02/03/2022	Overview MRF Test Files MRF Folder Name MRF File Name	• Updated SFTP Information • Updated Web-based information • Added MultiPlan's IP Address • Added section describing MRF Test Files • Added section for MRF Folder Names • Added section for MRF File Names
02/24/2022	MRF File Names	• Added the fact that files will have to be zipped

OVERVIEW

MultiPlan's file transfer solution, GlobalScape, is a state-of-the-art solution in terms of security, compliance and stability. For Machine-Readable Files (MRF), MultiPlan does not offer the option to push the files to client hosted FTP site(s). Rather, MRF files can be pulled in one of two ways via GlobalScape:

- Via Secure File Transfer Protocol (SFTP) (Pull only). Clients will go to b2b.multiplan.com to pick them up. Clients use their own SFTP software. MultiPlan's standard SFTP login protocol is to provide a userid and password.
    - We also offer the following optional SFTP login options:
        - userid and public key only
        - userid public key and password
        - userid public key or password

    - SFTP default port is 22

- Via Web-based/hypertext transfer protocol secure /HTTPS. The client uses a web browser to pick up the files. Clients will be provided a userid and password to login.

GlobalScape is structured to allow clients to pick up (manually or via automation) the MRF files for which they are granted access. Along with the FROMMPI directory and the TOMPI directory, clients will be presented with a directory for each MRF product requested.   Unlike the TOMPI directory you will not have the ability to upload to the MFR directories.

MultiPlan does not recommend using the filter option because some browsers can leave these searches populated from a previous session.

If client intends on adding MultiPlan's IP address to their firewall whitelist:

- Firewall-(MultiPlan Source Address)
    - 208.78.22.29 - production
    - 208.78.23.29 - disaster recovery
    - 12.96.87.102 - disaster recovery

- GlobalScape
    - 208.78.22.28 –production
    - 208.78.23.28 - disaster recovery

Delivery

MRF Files will be updated the 1st of each month and will contain the previous reporting month's data. In the event that the 1st falls on a weekend or MultiPlan observed holiday, the files will be updated the next business day. MultiPlan observed holidays (office closed): New Year's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, and Christmas Day.

MRF Test Files

MRF Test files will contain about percentage of a full MRF file. There will be one test file representing In-Network Services (1%) and one representing Out-of-Network Services (10%). The data contained in the test files is representative data only. Clients will be granted access to the applicable test file directory based upon request. Once access is granted, the applicable MRF Test File directory will be visible on the GlobalScape main page and the test files available for download.

It is important that clients are aware of the schedule because GlobalScape does not send a message notifying them the files are available.

MRF_Directory Names

In-Network Rate Files	MRF_Folder Name
PHCS Network	MRF_PHCS
Beech Street Network (when primary)	MRF_BeechStreet
HealthEOS Network and HealthEOS Plus	MRF_HEOS
HMA Networks (AMN, RAN, HMN	MRF_HMA
MultiPlan Network (when primary)	MRF_MultiPlanPrimary
PHCS Practitioner + Ancillary	MRF_PHCSPracAncil
MultiPlan Practitioner + Ancillary	MRF_MultiPlanPracAncil
In-Network Test Files	MRF_InNetwork_Test

Out-of-Network Allowed Files	MRF_Folder Name
Data iSight	MRF_Data_iSight
Viant IPR/OPR	MRF_IPROPR
Negotiation Services (incl. Globals, SRAs)	MRF_Negotiations
HST Medicare-Based Pricing	MRF_HST
MultiPlan Network, Beech Street, IHP	MRF_MultiPlanBeechIHP
Out-of-Network Test Files	MRF_OutOfNetwork_Test

MRF_File Names

Due the size of the files, all files will be zipped.   The file names below represents the names of the files within the zip file.

In-Network Rate Files	MRF File Name
PHCS Network	MPI_PHCS_innetworkrates_<YYYYMMDD>.json

Beech Street Network (when primary)	MPI_Beech_innetworkrates_<YYYYMMDD>.json
HealthEOS Network and HealthEOS Plus	MPI_HEOS_innetworkrates_<YYYYMMDD>.json
HMA Networks (AMN, RAN, HMN	MPI_HMA_innetworkrates_<YYYYMMDD>.json
MultiPlan Network (when primary)	MPI_MPI_innetworkrates_<YYYYMMDD>.json
PHCS Practitioner + Ancillary	MPI_PHCPA_innetworkrates_<YYYYMMDD>.json
MultiPlan Practitioner + Ancillary	MPI_MPIPA_innetworkrates_<YYYYMMDD>.json
In-Network Test Files	MPI_TEST_innetworkrates_<YYYYMMDD>.json

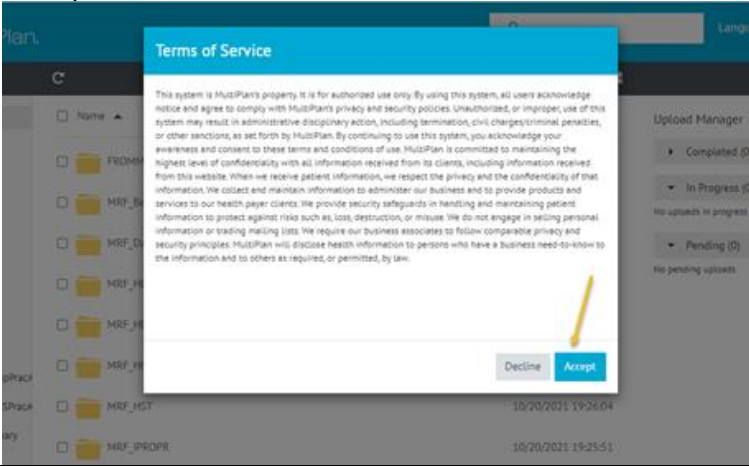| Out-of-Network Allowed Files	MRF File Name
Data iSight	MPI_DiS_allowedamounts_<YYYYMMDD>.json
Viant IPR/OPR	MPI_IPROPR_allowedamounts_<YYYYMMDD>.json
Negotiation Services (incl. Globals, SRAs)	MPI_Negotiations_allowedamounts_<YYYYMMDD>.json
HST Medicare-Based Pricing	MPI_HST_allowedamounts_<YYYYMMDD>.json
MultiPlan Network, Beech Street, IHP	
Out-of-Network Test Files	MPI_TEST_allowedamounts_<YYYYMMDD>.json

LOGIN & DOWNLOAD INSTRUCTIONS: HTTPS

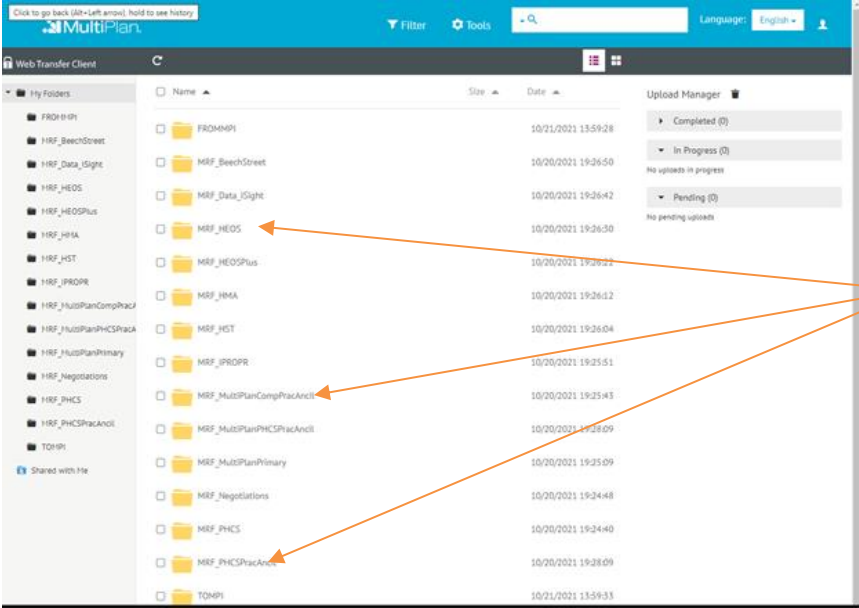*All screenshots acquired while using Microsoft EDGE*

Step	Action
1.	Open a supported web browser.
2.	Type or paste the web address: https://b2b.multiplan.com/.
3.	Logging into the page spawns a dialog box for your user id and password authentication. You will be assigned a user id and password prior to going live to enable access to your files. The password does not expire but can be changed at any time. To change your password, follow the guidelines outlined in the Changing Passwords section of this guide.
4.	Enter your user id and password.

All screenshots acquired while using Microsoft EDGE
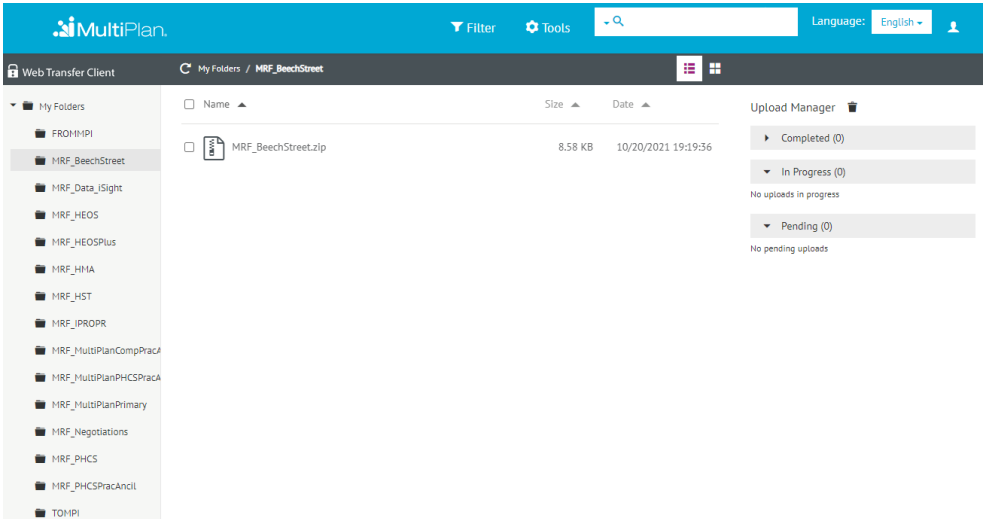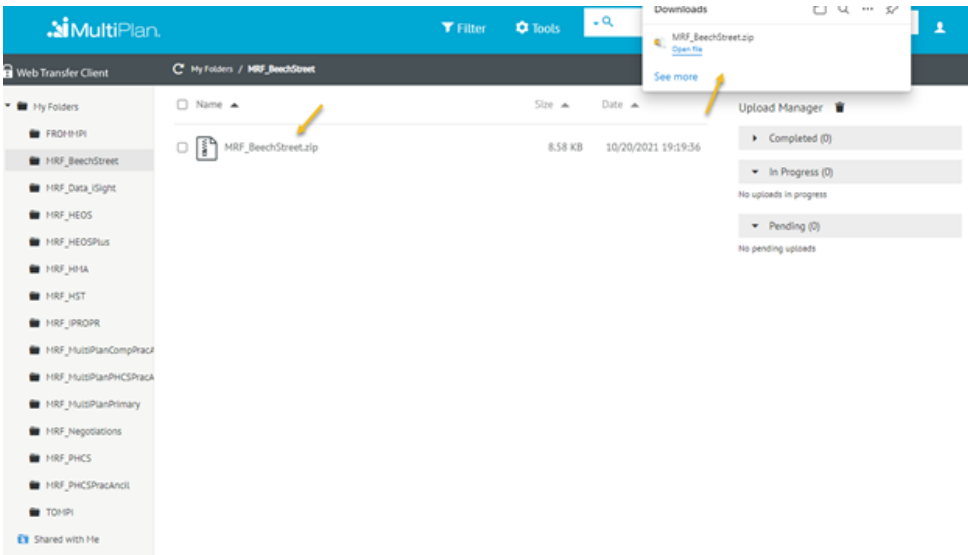
5.	Accept the terms of Service.
6.	Along with the default TOMPI and FROMMPI directories, you will be presented with a listing of other directories depending on the product requested. Each directory will start with "MRF_" and contain the MultiPlan product name. **Note**: *Access will be granted to only those products for which the client has contractual access.*

All screenshots acquired while using Microsoft EDGE

7.	Select the directory of the product you wish to download. By clicking on the directory, the directory will open and present you with the file you need to download.
8.	Click on the file to download and you will be presented with this screen. Depending on what browser you are using, the file will be placed in that directory.

DOWNLOAD INSTRUCTIONS: SECURE FTP – SFTP with SSH

Step	Action
1.	Initiate an SFTP session with b2b.multiplan.com.
2.	You will be assigned a user id and password prior to going live to enable access to your files. The password does not expire but can be changed at any time. To change your password, follow the guidelines outlined in the Changing GlobalScape Passwords section of this guide.
3.	The SFTP session should begin automatically: • The user will be prompted for logon. • The user will enter their **logon ID.** • The user will then be prompted to enter their **password.** • The user will enter their password. • Upon login, the user will be in the home folder.
4.	To retrieve files, the user should cd into the applicable folder: *cd MRF_PHCS*
5.	1. In applicable folder, type: *get [file name]* or *mget [multiple file names]* wildcards are acceptable. For example: *mget *1234** *Please note: The 'dir' command can be used to view the files that are available for download:* *dir*

SYSTEM REQUIREMENTS FOR THE WEB TRANSFER CLIENT - HTTPS

The browser running the client must have cookies enabled. (Note that cookies work on IP addresses (e.g., 127.0.0.0) or full domain names (e.g., yourcompany.org, not *Localhost*).

The Web Transfer Client has been tested for use with the following browsers (their current versions at the time of testing):
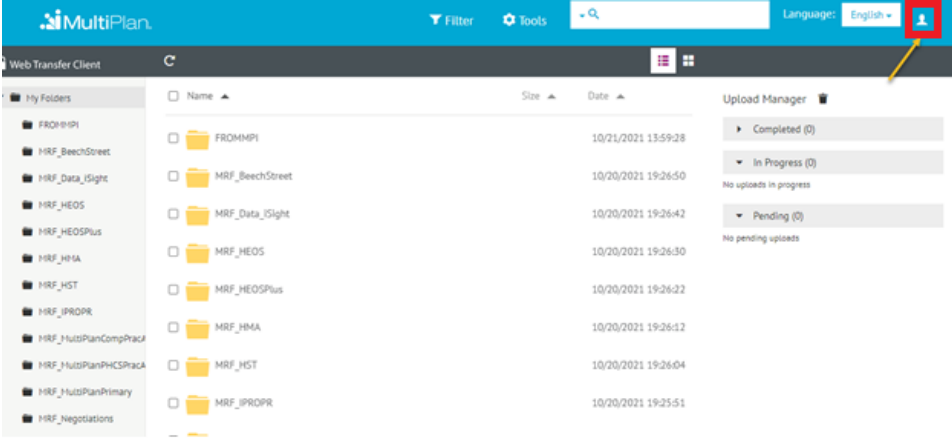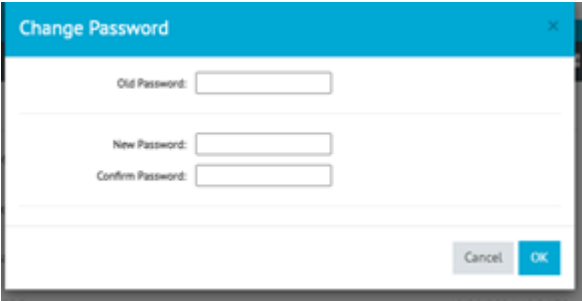
- o Internet Explorer - v11 or later
- o Firefox - v39 or later
- o Safari - Mac, v8 or later
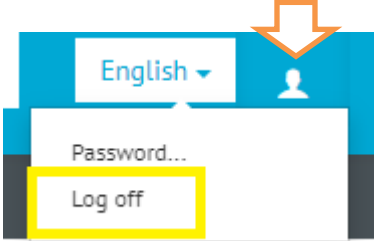- o Chrome - v44 or later

CHANGING GLOBALSCAPE PASSWORDS

You will be assigned a user id and password prior to going live to enable access to your files. The password does not expire but can be changed at any time. The following are guidelines for setting up a password:

- Must be a minimum of eight (8) characters long.
- Must contain at least one (1) numeric digit.
- Must have at least one (1) upper case letter (A-Z).
- Must have at least one (1) special character.
- Is case-sensitive.
- Cannot contain the user ID of the user account.
- Cannot contain the first name or last name of the user account.
- Cannot contain the word "password."

To change your GlobalScape password, select the Account Menu then select "Password."   Then follow the prompts to change your password.

Step	Action
1.	In the upper-right corner, click **Account Icon**, then click **Password**. The **Change Password** dialog box appears.
2.	Provide your **Old Password** and **New Password**, and then **Confirm Password**. Then click **OK**.
3.	If Password is successfully changed. the user will get the following confirmation.

LOGGING OUT OF THE APPLICATION

Step	Action
1.	In the upper-right corner, click **Account Icon**, then click **Logout**.

HELP SCREENS

Step	Action
1.	If you need help with the application, select **Help** from the Tools menu.