HCR ManorCare is a leading provider of short- and long-term medical and rehabilitation care. Care is provided through a nationwide network of skilled nursing and rehabilitation centers, assisted living facilities, outpatient rehabilitation clinics, and hospice and home care agencies. The company operates primarily under the respected Heartland, ManorCare Health Services and Arden Courts names.
DOCUMENT DESCRIPTION

This document is intended for HCR ManorCare vendors to develop an Electronic Data Interchange (EDI) format that will allow for the transmission and processing of invoices.

Transmission Preferred Methods

HCR ManorCare has established SFTP as their preferred EDI communication methods. Environments for testing and production are required.
HCR ManorCare prefers the EDI files are transmitted from the vendor to their SFTP location folders. Transmission schedules for vendor invoices can be transmitted from 6AM – 7PM EST or 10PM to 3AM. HCR ManorCare prefers to have the vendor establish a set calendar for transmissions.

Vendors may receive EDI997 acknowledgments on the SFTP folder where the EDI 810 is dropped.

**Vendor Transmitted Fields**

EDI files being processed by HCR ManorCare must pass through an initial edit template. All segments passed must comply with the Published EDI 810 version 4010 standard.

It is recommended that the vendor pass a sample EDI file format to verify they comply with the 4010 template. All EDI invoice transmissions must be approved by the HCR ManorCare Quality Assurance department before they are placed into production.

HCR ManorCare requires line item detail for each product or service purchased for invoice payment approval.

**Fields processed by HCR ManorCare**

**Big Segment**
- Invoice Date
- Invoice Number
- Purchase Order or Contract Date
- Purchase Order or Contract Number

**Ref Segment**
- Vendor ID
- Vendor Name

**IT1 Segment**
- Business Unit Number
- Quantity
- Unit of Measure
- Vendor Cross reference or account number
- GL Account Number
- GL Cost Center
- GL Product Code
- HCR ManorCare Project ID
- GL Asset Profile
- HCR ManorCare Activity ID

**PID Segment**
- Item or Service Description

**DTM Segment**
- Service Dates

**SAC Segment**
- Freight and Miscellaneous Charges

**TDS Segment**
• Total Invoice Amount
• TXI Segment
• Taxes (if taxable)
810 INVOICE

Functional Group=IN

Purpose: This Standard for Use contains the format and establishes the data contents of the Invoice Transaction Set (810) for use within the context of an Electronic Data Interchange (EDI) environment. The transaction set can be used to provide for customary and established business and industry practice relative to the billing for goods and services provided.

Heading:

<table>
<thead>
<tr>
<th>Segment Id</th>
<th>Segment Name</th>
<th>Req</th>
<th>Max Use</th>
<th>Repeat</th>
<th>Notes</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>ST</td>
<td>Transaction Set Header</td>
<td>Mandatory</td>
<td>1</td>
<td>Must use</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIG</td>
<td>Beginning Segment for Invoice</td>
<td>Mandatory</td>
<td>1</td>
<td>Must use</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CUR</td>
<td>Currency</td>
<td>Optional</td>
<td>1</td>
<td>May use</td>
<td></td>
<td></td>
</tr>
<tr>
<td>REF</td>
<td>Reference Identification</td>
<td>Mandatory</td>
<td>1</td>
<td>Must use</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LOOP ID - N1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>N1</td>
<td>Name</td>
<td>Optional</td>
<td>1</td>
<td>May Use</td>
<td></td>
<td></td>
</tr>
<tr>
<td>N3</td>
<td>Address Information</td>
<td>Optional</td>
<td>2</td>
<td>May Use</td>
<td></td>
<td></td>
</tr>
<tr>
<td>N4</td>
<td>Geographic Location</td>
<td>Optional</td>
<td>1</td>
<td>May Use</td>
<td></td>
<td></td>
</tr>
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</table>

Detail:

<table>
<thead>
<tr>
<th>Segment Id</th>
<th>Segment Name</th>
<th>Req</th>
<th>Max Use</th>
<th>Repeat</th>
<th>Notes</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>LOOP ID - IT1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>IT1</td>
<td>Baseline Item Data (Invoice)</td>
<td>Mandatory</td>
<td>Must use</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PID</td>
<td>Product/Item Description</td>
<td>Mandatory</td>
<td>Must use</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>REF</td>
<td>Reference Numbers</td>
<td>Optional</td>
<td>May use</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DTM</td>
<td>Service Dates</td>
<td>Optional</td>
<td>May use</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SAC</td>
<td>Freight and Shipping charges</td>
<td>Optional</td>
<td>May use</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Summary:

<table>
<thead>
<tr>
<th>Pos Id</th>
<th>Segment Name</th>
<th>Req</th>
<th>Max Use</th>
<th>Repeat</th>
<th>Notes</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>TDS</td>
<td>Total Invoice Amount</td>
<td>Mandatory</td>
<td>1</td>
<td>Must use</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TXI</td>
<td>Total Taxes</td>
<td>Optional</td>
<td>1</td>
<td>May use</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SE</td>
<td>Transaction Set Trailer</td>
<td>Mandatory</td>
<td>1</td>
<td>Must use</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

EDI Header

ISA Segment – HCR ManorCare Standards

1) Inbound vendor file configuration information
   a. Overall file format - BizTalk will look at the inbound file ISA segment and try to interpret the following however we should define a standard we expect from Vendors:
      i. Data element separators
         1. HCR ManorCare standard: "**"
      ii. Segment terminator
         1. HCR ManorCare standard: "~"
          a. Note: this could optionally include (LF, CR, CR LF)
      iii. ISA 16 Component separator
         1. HCR ManorCare standard "^"
b. ISA segment
   i. ISA 1 and 2 Authorization-
      1. ISA 1 Authorization qualifier
         a. HCR ManorCare standard: “00” to signify no authorization information present
      2. ISA 2 Authorization information
         a. HCR ManorCare standard: blank
   ii. ISA 3 and 4 Security
      1. ISA 3 Security qualifier
         a. HCR ManorCare standard: “00” to signify no security information present
      2. ISA 4 Security information
         a. HCR ManorCare standard: blank
   iii. ISA 5 and 6 Sender
      1. ISA 5 sender qualifier
         a. Vendor Assigned standard ZZ
      2. ISA 6 sender Identifier
         a. Vendor Assigned (Vendor Acronym)
   iv. ISA 7 and 8 Receiver
      1. ISA 7 receiver qualifier
         a. HCR ManorCare provided, standard 01
      2. ISA 8 receiver identifier
         a. HCR ManorCare provided, Vendor Number
   v. ISA 11 Standard Identifier
      1. HCR ManorCare standard: “U”
   vi. ISA 12 Control Version
      1. HCR ManorCare standard: “00401”
   vii. ISA 13 Interchange control number
      1. HCR ManorCare standard: Vendor will increment with each submission
         a. Default: 30 days
      2. By default BizTalk will check for duplicates within X number of days
   viii. ISA 15 Usage Indicator
      1. HCR ManorCare standard: “P” to signify production

c. Validation
   i. Allow for leading and trailing zeros and spaces
      1. Yes / No (Vendor Specified)
         a. Default: No

d. 997 Acknowledgement generation
   i. Yes / No
      1. Default: No

2) Outbound Configuration – Only need to specify if we are sending output EDI or 997 ACK
   a. Overall file format - BizTalk will look at the inbound file ISA segment and try to interpret the following:
      i. Data element separators
         1. Vendor defined or default: “*”
      ii. Segment terminator
         1. Vendor defined or default: “~”
      iii. ISA 16 Component separator
         1. Vendor defined or default: “^”
   b. ISA segment
      i. ISA 1 and 2 Authorization
         1. ISA 1 Authorization qualifier
            a. Default: “00” to signify no authorization information present
2. ISA 2 Authorization information
   a. Default blank
ii. ISA 3 and 4 Security
   1. ISA 3 Security qualifier
      a. Default: “00” to signify no security information present
   2. ISA 4 Security information
      a. Default: blank
iii. ISA 5 and 6 Sender
   1. ISA 5 sender qualifier
      a. HCR ManorCare or Vendor provided, standard?
   2. ISA 6 sender Identifier
      a. HCR ManorCare or Vendor provided, standard?
iv. ISA 7 and 8 Receiver
   1. ISA 7 receiver qualifier
      a. Vendor provided
   2. ISA 8 receiver identifier
      a. Vendor provided
v. ISA 11 Standard Identifier or Repetition separator
   1. Vendor defined or default “U” for Standard Identifier
vi. ISA 12 Control Version
   1. Vendor defined or default “00401”
    vii. ISA 13 Interchange control number
         1. Default: starting with 1, BizTalk will automatically increment with next acknowledgement
viii. ISA 15 Usage Indicator
     1. T (Test) or P (Production)
    c. ST segment
       i. ST1
          1. Set to EDI standard number utilized.
          2. Note, Biztalk will automatically set this to “997” in the case of an acknowledgement
       ii. Version / Release
          1. Set to EDI standard version utilized.
       iii. Target namespace default “http://schemas.microsoft.com/Edi/X12”
          1. This is internal
Invoice Loop

Segment: ST
Required

Level: Header

**DATA ELEMENT SUMMARY**

<table>
<thead>
<tr>
<th>Segment</th>
<th>Data Element</th>
<th>Field Name</th>
<th>Req. Type Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>ST01</td>
<td>143</td>
<td>Transaction Set ID</td>
<td>M ID 3/3</td>
</tr>
<tr>
<td>ST02</td>
<td>329</td>
<td>Transaction Set Control Number</td>
<td>M AN 4/9</td>
</tr>
</tbody>
</table>

Example: ST*810*000000002

Segment: BIG
Required

Level: Header

**DATA ELEMENT SUMMARY**

<table>
<thead>
<tr>
<th>Segment</th>
<th>Data Element</th>
<th>Field Name</th>
<th>Req. Type Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIG01</td>
<td>373</td>
<td>Invoice Date</td>
<td>M DT 8/8</td>
</tr>
<tr>
<td>BIG02</td>
<td>76</td>
<td>Invoice Number</td>
<td>M AN 1/22</td>
</tr>
<tr>
<td>BIG03</td>
<td>373</td>
<td>Purchase Order Date</td>
<td>M DT 8/8</td>
</tr>
<tr>
<td>BIG04</td>
<td>324</td>
<td>Purchase Order Number (PO Number)</td>
<td>M AN 1/22</td>
</tr>
<tr>
<td>BIG05</td>
<td>328</td>
<td>Invoice Origin</td>
<td>M AN 1/30</td>
</tr>
</tbody>
</table>

Example: BIG*20020514*INV63057*20020513*HP63507*DSI*

Segment: REF
Required

Level: Header

**DATA ELEMENT SUMMARY**

<table>
<thead>
<tr>
<th>Segment</th>
<th>Data Element</th>
<th>Field Name</th>
<th>Req. Type Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>REF01</td>
<td>128</td>
<td>Reference Identification Qualifier</td>
<td>M ID 2/3</td>
</tr>
</tbody>
</table>
Segment: N1
Optional

Level: Header

DATA ELEMENT SUMMARY

<table>
<thead>
<tr>
<th>Segment</th>
<th>Data Element</th>
<th>Field Name</th>
<th>Req.</th>
<th>Type</th>
<th>Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>N101</td>
<td>98</td>
<td>Entity ID Code</td>
<td>M</td>
<td>ID</td>
<td>2/3</td>
</tr>
<tr>
<td>N103</td>
<td>66</td>
<td>ID Code Qualifier</td>
<td>M</td>
<td>ID</td>
<td>1/2</td>
</tr>
<tr>
<td>N104</td>
<td>67</td>
<td>ID Code</td>
<td>M</td>
<td>ID</td>
<td>2/80</td>
</tr>
</tbody>
</table>

Example: N1*EN**92*12345

Segment: DTM
Optional

Level: Header

DATA ELEMENT SUMMARY

<table>
<thead>
<tr>
<th>Segment</th>
<th>Data Element</th>
<th>Field Name</th>
<th>Req.</th>
<th>Type</th>
<th>Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>DTM01</td>
<td>374</td>
<td>Date/Time Qualifier</td>
<td>M</td>
<td>ID</td>
<td>3/3</td>
</tr>
<tr>
<td>DTM02</td>
<td>373</td>
<td>Date</td>
<td>M</td>
<td>DT</td>
<td>8/8</td>
</tr>
</tbody>
</table>

Example: DTM*011*20020514

Segment: IT1
Required

Invoice Line Detail

Pos: 010 Max: 1
Detail - Optional
Loop: IT1 Elements: 15
User Option (Usage): Required
Purpose: To specify the basic and most frequently used line item data for the invoice and related transactions

Element Summary:

<table>
<thead>
<tr>
<th>Ref Id</th>
<th>Element Name</th>
<th>Req</th>
<th>Type</th>
<th>Min/Max Usage</th>
</tr>
</thead>
</table>

Example: REF*VI*0000404321*ACME Supply Company*
IT101  350  Invoice line Number  O  AN  1/20  Must Use
IT102  358  Quantity Invoiced ‘1+’  X  R  1/10  Must Use
IT103  355  Unit Code  C  ID  2/2  Must Use
“BG” – Bag  “KT” – Kit
“BX” – Box  “LO” – Lot
“CA” – Case  “PA” – Pail
“RL” – Roll  “EA” – Each
“SH” – Sheet  “FT” – Foot
“ST” – Set  “GA” – Gallon
“DZ” – Dozen  “LF” – Linear Foot

IT104  212  Total Extended Cost  C  R  1/17  Must Use
IT105  639  Unit Price Code  O  ID  2/2  Not Used
IT106  235  Product/Service ID =’VI’  C  ID  2/2  Must Use

<table>
<thead>
<tr>
<th>Code</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>VX</td>
<td>Vendor cross reference number</td>
</tr>
</tbody>
</table>

IT107  234  Item number of product  C  AN  1/48  May Use
IT108  235  Product/Service ID ’GL’  C  ID  2/2  Passed
IT109  234  GL Business Unit  C  AN  1/48  Passed
IT110  235  Product/Service ID ’AC’  C  ID  2/2  Passed
IT111  234  HCR ManorCare Account Number  C  AN  1/48  Passed
IT112  235  Product/Service ID ’CC’  C  ID  2/2  Passed
IT113  234  HCR ManorCare Department  C  AN  1/48  Passed
IT114  235  Product/Service ID ’PN’  C  ID  2/2  Passed
IT115  234  HCR ManorCare Product Number  C  AN  1/48  Passed
IT116  235  Product/Service ID ’PC’  C  ID  2/2  Passed
IT117  234  HCR ManorCare Project ID  C  AN  1/48  Passed
IT118  235  Product/Service ID ’AS’  C  ID  2/2  Passed
IT119  234  HCR ManorCare Asset ID Profile  C  AN  1/48  Passed
IT120  235  Product/Service ID ’AC’  C  ID  2/2  Passed
IT121  234  HCR ManorCare Activity ID  C  AN  1/48  Passed

Syntax Rules:
Only pass Product/Service IDs if the field has a value. Pass all segments to IT125

IT102  Should equal 1 or more for the quantity purchased or credited and always a positive number. If this is just a line charge for an example a tax accrual line still place a 1 in the quantity.
IT104  Should equal total extended amount of the line. This value should be positive for a debit and negative with a proceeding negative sign before the amount ie -20.00 Amounts should always have the decimal point included even with whole numbers. ie. 20.00
IT106-07 is the vendors account /customer number for the HCR ManorCare location – not required
IT108 - IT109 is the HCR ManorCare GL Unit being charged, minimum of 3 position. Ie 4190, 419, 041, 004, place a leading zero(s) in front of a business unit containing less than 3 positions.
IT110 - IT111 is the HCR ManorCare GL Account Number assigned
IT112 - IT113 is the HCR ManorCare Department ID
IT114 - IT115 is the HCR ManorCare Product Code (if assigned)
IT115 - IT117 is the HCR ManorCare Project ID (if assigned)
IT118 - IT119 is the HCR ManorCare Asset Profile (if assigned)
IT120 - IT121 is the HCR ManorCare Activity ID (if assigned)
IT122 - IT125 not currently assigned usage.

Semantics:
IT101 is the Invoice line number. Should only be one IT1 line per business unit cost center combination.
HCR ManorCare is not using fields after IT121. Syntax rules for unused fields can be disregarded.

Comments:
HCR ManorCare will provide the account information based on the purchase.

NOTE: Max use 200,000. The TXI segment can be used in association with each occurrence of this segment.
Example: IT1*1*4*EA*61.80**VI*RX40135*4190*610000*700**********
**Segment: PID**

**Required**

*Level: Detail*

**DATA ELEMENT SUMMARY**

<table>
<thead>
<tr>
<th>Segment</th>
<th>Data Element</th>
<th>Field Name</th>
<th>Req. Type Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>PID01</td>
<td>349</td>
<td>Item Description Type</td>
<td>M ID 1/1</td>
</tr>
<tr>
<td>PID05</td>
<td>352</td>
<td>Description</td>
<td>C AN 1/80</td>
</tr>
</tbody>
</table>

Example: `PID*F****HAND CART 600lbs CAP. TWIN HANDLE`

**Service Detail**

*(if invoice linked to a service contract please use these date segments)*

**Segment: DTM**

**Optional – Pass if service dates required**

*Level: Detail*

**DATA ELEMENT SUMMARY**

<table>
<thead>
<tr>
<th>Segment</th>
<th>Data Element</th>
<th>Field Name</th>
<th>Req. Type Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>DTM01</td>
<td>374</td>
<td>Date/Time Qualifier</td>
<td>M ID 3/3</td>
</tr>
<tr>
<td>DTM02</td>
<td>373</td>
<td>Date</td>
<td>M DT 8/8</td>
</tr>
</tbody>
</table>

Example: `DTM*150*20020514`

**Segment: DTM**

**Optional – Pass if Service dates required.**

*Level: Detail*

**DATA ELEMENT SUMMARY**

<table>
<thead>
<tr>
<th>Segment</th>
<th>Data Element</th>
<th>Field Name</th>
<th>Req. Type Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>DTM01</td>
<td>374</td>
<td>Date/Time Qualifier</td>
<td>M ID 3/3</td>
</tr>
<tr>
<td>DTM02</td>
<td>373</td>
<td>Date</td>
<td>M DT 8/8</td>
</tr>
</tbody>
</table>

Example: `DTM*151*20020521`
Segment: TDS
Required

Total invoice amount should include all tax, freight, and other charges.

Level: Summary

DATA ELEMENT SUMMARY

<table>
<thead>
<tr>
<th>Segment</th>
<th>Data Element</th>
<th>Field Name</th>
<th>Req.</th>
<th>Type</th>
<th>Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>TDS01</td>
<td>610</td>
<td>Total Invoice Amount</td>
<td>M</td>
<td>N2</td>
<td>1/15</td>
</tr>
</tbody>
</table>

Note: Implicit decimal, precision two

Example: TDS*1059

Segment: SAC
Optional – pass if other charges apply

Level: Summary

DATA ELEMENT SUMMARY

<table>
<thead>
<tr>
<th>Segment</th>
<th>Data Element</th>
<th>Field Name</th>
<th>Req.</th>
<th>Type</th>
<th>Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAC01</td>
<td>248</td>
<td>Allowance Charge Ind.</td>
<td>M</td>
<td>ID</td>
<td>1/1</td>
</tr>
<tr>
<td>SAC02</td>
<td>1300</td>
<td>Special Service Code</td>
<td>M</td>
<td>ID</td>
<td>4/4</td>
</tr>
<tr>
<td>SAC05</td>
<td>610</td>
<td>Allowance or Charge Amt.</td>
<td>M</td>
<td>N2</td>
<td>1/15</td>
</tr>
</tbody>
</table>

Note: Totals or Freight Charge

Example: SAC*C*H200***51.40

Note: Freight and Miscellaneous charges should be placed in separate SAC segments if multiple charges are being assigned.

Segment: TXI
Optional Pass if Taxes exist

Level: Detail

DATA ELEMENT SUMMARY

<table>
<thead>
<tr>
<th>Segment</th>
<th>Data Element</th>
<th>Field Name</th>
<th>Req.</th>
<th>Type</th>
<th>Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>TXI01</td>
<td>963</td>
<td>Tax Type Code</td>
<td>M</td>
<td>ID</td>
<td>2/2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>“ST” – State Sales Tax or</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Any other applicable code</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TXI02</td>
<td>782</td>
<td>Monetary Amount</td>
<td>M</td>
<td>R</td>
<td>1/18</td>
</tr>
</tbody>
</table>
Line Tax Amount

Note: Explicit decimal needed

Percent

Tax Percentage

Example: TXI*ST*12.36*5

NOTE: Tax must be included in the total invoice amount.

NOTE: Include Tax on freight or charges if apply.

Segment: CTT

Level: Summary

DATA ELEMENT SUMMARY

<table>
<thead>
<tr>
<th>Segment</th>
<th>Data Element</th>
<th>Field Name</th>
<th>Req.</th>
<th>Type</th>
<th>Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTT01</td>
<td>354</td>
<td>Number of Line Items</td>
<td>M</td>
<td>N0</td>
<td>1/6</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total Number of Invoice Lines (Segment IT1 occurrences)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Example: CTT*1

EDI Summary

Segment: SE

Level: Summary

DATA ELEMENT SUMMARY

<table>
<thead>
<tr>
<th>Segment</th>
<th>Data Element</th>
<th>Field Name</th>
<th>Req.</th>
<th>Type</th>
<th>Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>SE01</td>
<td>96</td>
<td>Number of Included Segments</td>
<td>M</td>
<td>N0</td>
<td>1/10</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total Segments in Transaction, including ST and SE</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SE02</td>
<td>329</td>
<td>Transaction Set Control Number</td>
<td>M</td>
<td>AN</td>
<td>4/9</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Internally Assigned Number</td>
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</tr>
</tbody>
</table>

Example: SE*9*000000002