

School Import File Layouts October 2011

Overview: School files are uploaded to the CHSN system via a secure web interface:

<https://avillage.web.virginia.edu/CHSN/ExternalLogin/Login>.

The CHSN system only accepts files in comma delimited or pipe delimited formats. Make sure that the files that you are uploading are not open in another application, which can result in the files being converted to “application/octet-stream” format – and that is NOT an acceptable format. If it’s a .csv file, it has to be comma delimited; if pipe delimited then the file needs a .txt extension.

The system expects two files each month from each school: one containing CPT/E&M data and one containing ICD_9 data. Each file must be less than 20 Mbytes. *All data files must contain de-personalized data only, for students (undergraduate and graduate*) ages 15 to 50.* Each user for each participating school has an individual user ID and password. The file format for each file is specified in the tables on the following pages; the first line should always be the column name, and appear exactly as written and in the order specified in the tables (Column Name) **even if there are no entries for that column and if it is not a “Required Field.”**

*Note that the category “graduate student” includes those enrolled in the professional schools (e.g., Medicine, Law, Nursing, etc).

File Naming Convention: Include the label “ICD” or “CPT”, school initials and the month and year in each file name. So, for example, the file of ICD-9 codes from University of Virginia for January 2011 would have a name such as the following: ICD_UVA_JAN_11. How you write the school name, month and year is not constrained (so, for example, ICDvirginia1-11 would also be fine)

Variables and Expected Values: The tables on the following pages detail the file layout for each file, with examples for each variable.

Ethnicity Values: At the end of the tables, there is a list of preferred values for the Ethnicity variable. You do not have to use one of the preferred values; however, all values for Ethnicity will be mapped to one of the preferred values. If an entry does not map to one of the preferred values, Ethnicity will be recorded as missing.

CPT File – one CPT/E&M code per row; EACH ROW MUST HAVE EXACTLY 8 COLUMNS

Column Name	Required Field	Expected Values	Example
Patient ID	Yes	Unique alpha numeric provided by the school to identify the student - up to 50 characters	109079
Date of visit	Yes	Date – format mm/dd/yyyy	1/20/2010
CPT	Yes	CPT Code – number value	99371
Description	No	Description of the procedure	Tetanus, Diphtheria, Pertussis
Age	No	Students age in years	22
Gender	No	F – Female / M – Male / U - Unknown	F
Ethnicity	No	Text description – acceptable values listed on the third page	Caucasian
Student Level	No	U – Undergraduate / G – Graduate or Professional	U

ICD9 File - one ICD9 code per row; EACH ROW MUST HAVE EXACTLY 7 COLUMNS

Column Name	Required Field	Expected Values	Example
Patient ID	Yes	Unique alpha numeric provided by the school to identify the student - up to 50 characters	100281053
Date of service	Yes	Date – format mm/dd/yyyy	1/20/2010
Diagnosis Code	Yes	ICD 9 Code	706.1
Age	No	Students age in years	22
Gender	No	F – Female / M – Male / U - Unknown	F
Ethnicity	No	Text description – acceptable values listed on the third page	Caucasian
Student Level	No	U – Undergraduate / G – Graduate or Professional	U

Ethnicity Values

Values in bold are preferred. Other values will be mapped.

African American

Black

Black or African American

Black/African American

American Indian

Am. Indian

American Indian and Alaska Native

American Indian/Alaskan Native

Asian

Asian American

Caucasion

White

Hispanic

Hispanic or Latino

Hispanic/Latino

Native Hawaiian and Other Pacific Islander

Other

Some other race

Unknown

Two or more races