

Member File Requirements for Notifications

The purpose of this document is to outline the requirements for delivering a member file for Notifications.

Content of Member File: The file should only contain patients or members who have an established relationship with your organization for whom you wish to receive notifications from Contexture.

Format of Member File: Contexture accepts the following formats. Please select one format and maintain a consistent format for every submission.

Pipe-delimited (.txt)

Tab-delimited (.txt)

Tab-delimited (.csv)

Comma-delimited (.csv)

Naming Convention of Member File

Name the file according to the following standards: Practice_YYYYMMDD

- For example: PracticeA_20150801

If the enrollment column cannot be populated, a separate member file **MUST** be submitted per product following the standard naming: Practice Name_YYYYMMDD_Product Name

- For example: PracticeA_20260401_ADT Notifications

Member File Submission Frequency and Timeout

Minimum frequency of member file submission is monthly. After the timeout period for your member file has passed, your organization will no longer receive notifications.

| Frequency | Monthly | Bi-weekly | Weekly $\leq 800,000$ members | Daily $\leq 100,000$ members |
|-----------|---------|-----------|---|--|
| Timeout | 40 days | 18 days | 10 days | 3 days |

Member File Specifications

Columns headers **MUST** match the description as listed on this document, inclusive of underscores. **DO NOT** include spaces in the column headers.

Note: Every line **MUST** be terminated by a carriage return/line feed.

Data Elements

- **(R) Required:** Must be included for every member
- **(RwA) Required when Available:** Must be included if available. Without this data, identity management may fail unless SSN is supplied.
- **(REC) Recommended:** Provide the last 4 or full SSN as it has the greatest weight in patient matching.
- **(R*) Required, if applicable:** Needed for delta files or enrolled in multiple Notifications products.
- **(O) Optional:** For custom columns, keep headers consistent, no spaces, and notify your implementation manager.

Member File Requirements for Notifications

| # | Data Element | Requirement Level | Expected Value |
|-----------------------------|-------------------------------|-------------------|--|
| 1 | Member_ID | R | Unique ID from client systems (medical practice = medical record number) (payer = insurance ID number) |
| 2 | Member_First_Name | R | Patient's first name |
| 3 | Member_Last_Name | R | Patient's last name |
| 4 | Member_Date_of_Birth | R | Recommended format MM/DD/YYYY Any standard format is accepted with or without dashes or slashes, 4-digit year is required |
| 5 | Member_Gender | R | Must be the Code ONLY indicating the patient's gender F (Female) / M (Male) / U (Unknown) |
| 6 | Member_Address_1 | RwA | Patient's primary address |
| 7 | Member_Address_2 | RwA | Patient's secondary address (e.g., apt., PO Box) if applicable |
| 8 | Member_City | RwA | Patient's city of residence |
| 9 | Member_State | RwA | Patient's state of residence |
| 10 | Member_Zip_Code | RwA | Patient's zip code of residence |
| 11 | Member_Phone_Number | RwA | Ten-digit phone number (can include parentheses and/or dashes) |
| 12 | Member_Social_Security_Number | REC | Patient's social security number (may or may not include dashes) 123456789, 123-45-6789 |
| 13 | Enrollment | R* | Header must be sent , but column only needs to be populated if receiving multiple notification products. For a patient enrolled in multiple notification products, those should be separated by a double colon, no spaces. See table below for accepted values. |
| 14 | Transaction_Type | R* | Header must be sent and column must be populated for Delta Files only , A for Additions, D for Deletions |
| Optional Data Fields | | | |
| 15 | | O | <i>Optional data fields allow Contexture to enrich outbound data with provided fields for your organization's data processing needs. For example, if your organization includes headers like Payer_Member_ID or Risk_Score on your membership/patient file, then Contexture can populate that back on your report.</i> |

Member File Requirements for Notifications

Enrollment

| Solution Type | Notification Solution Configuration | Enrollment Column Expected Values |
|-----------------------|--|-----------------------------------|
| Event Notification | Admission, Discharge, Transfer (ADT) Notification | ADT Notifications |
| | Laboratory Notification | Lab Notifications |
| | Pathology Notification | Path Notifications |
| | Transcription Notification | Trans Notifications |
| | Radiology Notification | Rad Notifications |
| | Hospital Transformation Program (HTP) Notification | HTP Notifications |
| Clinical Notification | Mental Health Hospitalization Notification | Mental Health Notifications |
| | Cholesterol Notification | Chol Notifications |
| | Hepatitis Notification | Hep Notifications |
| | Diabetes Notification | DM Notifications |
| | COVID-19 Notification | COVID Notifications |

For example: In a pipe-delimited .txt member file

■ 98765|John Smith|19340102|M|2468 Main Street|Surprise|AZ|85355|(623)622-3030|421-42-1144|ADT Notifications::COVID Notifications

If the **enrollment column** cannot be populated, a separate member file **MUST** be submitted per product following the standard naming: Practice Name_YYYYMMDD_Product Name

■ **For example:** PracticeA_20260401_ADT Notifications

| Solution Type | Notification Solution Configuration | Enrollment Column Expected Values |
|-------------------------------|--|-----------------------------------|
| Member Lookback Smart Summary | Member Lookback Smart Summary | LookBack Smart |
| Real-time Smart Summary | Real-time Smart Summary | RealTime Smart |
| History | History | History |
| Standard Reports | Demographic Report | Demo Report |
| | Contact Report | Contact Report |
| | Encounter Report | Enc Report |
| | Vital Report | Vitals Report |
| | Laboratory Report | Lab Report |
| | Readmission Report | ReAdmit Report |
| | Well-Child Visit Report | WC visit Report |
| Custom Reports | Hospital Transformation Program (HTP) Summary Report | HTP Summary Report |
| | | Custom Report |
| | Opioid Treatment Program | OTP |
| | Identity Management Services | IDM |