



Dispensary File Layout (NOT FOR PHARMACY)

File Specifications

The file should be a tab or pipe “|” delimited file text file that includes a header row which consists of field names. Other electronic format (e.g., Excel, Access) may be acceptable subject to approval by MHLA and Ventegra.

File must be provided to Ventegra within 24 hours of dispensing. If the next day is a holiday or weekend, data must be transmitted the next business day. To maintain integrity of the MHLA membership, dispensing database and transmitted to Ventegra by uploading via two ways: (1) Secure website or (2) SFTP1. Ventegra may also be able to retrieve from an MHLA Clinic SFTP site upon approval by MHLA and Ventegra. It is recommended that the file transfer process be automated for consistency in daily reporting.

Notes

Numeric fields should explicitly contain a decimal character if there is data past the decimal point.

Text fields can be any length of characters less than and equal to the number in parentheses of the field format.

Date fields should be provided in some standard format such as MM/DD/YYYY.

File Layout - Final

Field	Format	Detail (“M” = Mandatory, “O” = Optional)
Patient Last Name	Text	M
Patient First Name	Text	M
Patient Date-of-Birth	MM/DD/YYYY	M
MHLA ID Number	Text	M - Unique Patient Identifier will need all 17 digits to be accurate (Note: the first 6 digits will always be 319002)
Visit Date (Rx Written Date)	MM/DD/YYYY	M- Visit Date during which prescription was written
Prescription/Dispense Number	Text	O - Prescription/Dispense claim/record number
NDC	Text (11)	M – Need all 11 digits to be accurate
Drug Name/ Strength	Text	M – Helps to validate the NDC
Physician NPI	Text	M - National Provider Identifier – 10 digits to be accurate
Physician Name	Text	O
Fill Date (Dispensing Date/DOS)	MM/DD/YYYY	O – (Mandatory if the Fill Date is different than the Visit Date)
Quantity	Numeric	M – Amount of drug dispensed (tablets, capsules, etc.). Precision of 18 and scale of 5 Ex. 1234567891123.45678
Days Supply	Numeric	M – How long is dispensed amount expected to last (days) - maximum of 5 digits.
Directions for use/ SIG	Text	O – need at least SIG or Days Supply (SIG is mandatory if unable to supply Days Supply – <u>Days supply is preferred</u>)
Co-payment	Numeric	O - Precision of 12 and scale of 4 Ex: 12345678.1234 (Optional) – important placeholder for possible future use

Clinic Tax ID and Suffix	Text	M – Agency’s Tax ID and 1 character if Agency (PPG) has multiple sites
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Obtaining Your Credentials for Secure Website Setup or SFTP (One time only)

1. Contact Ventegra to establish the credentials for connecting to our file server.
2. A password reset is required for the first login, which must be changed from the secure website.
3. Access the website by using a web browser. Please enter the following URL: <https://mhla-sftp.ventegra.com> or copy and paste.
4. Enter your Username and Password and sign in.
5. On the Change Password screen, re-enter the password we originally provided and you used in step 4. Enter your new password and confirm it. Passwords must be 8+ characters with at least 1 letter, number, and special character.
6. You will be returned to the login screen again upon a successful password change, with a notification indicating that your account’s password has been updated.

Uploading via the Secure Website

1. Access the website by using a web browser. Please enter the following URL: <https://mhla-sftp.ventegra.com> or copy and paste.
2. Enter your Username and Password and sign in.
3. Navigate to the ‘Upload’ folder by clicking on the directory link.
4. Designate the file to be uploaded by clicking on the ‘Add Files...’ button.
5. Browse for the file you wish to import select file then click the ‘Open’ button.
Tip: Try to be consistent when naming and saving your files.
6. Click on the ‘Start Upload’ button.
7. Upon successful completion of your file upload, a confirmation notification will be at the top of the webpage.

Uploading via SFTP

1. Connect to our SFTP server by logging in with the following SFTP connection settings.
Host: mhl-sftp.ventegra.com
Port: 22
Protocol: SFTP
The Username and Password are available from the ‘Obtaining Your Credentials’ steps.
2. Files being uploaded should be saved to the Upload directory off of your root, ‘/Upload/’.

Questions?

If you have questions or system issues preventing you from submitting this data, please contact Ventegra at MHLAdata@ventegra.com.