

# Information Transfer PRO-PM<sup>®</sup> InfoTurn Technical Transmission Instructions

A GUIDE FOR SENDING PATIENT DATA TO PRESS GANEY

# Contents

<b>Introduction</b> .....	<b>3</b>
<b>Who should be reading this guide?</b> .....	<b>3</b>
<b>Information Transfer PRO-PM Criteria – Facility Responsibilities</b> .....	<b>4</b>
<b>CMS Definition of HOPD</b> .....	<b>4</b>
<b>Participation in the Information Transfer PRO-PM Survey</b> .....	<b>4</b>
<b>Information Transfer PRO-PM Eligibility</b> .....	<b>5</b>
<b>Information Transfer PRO-PM Upload Considerations</b> .....	<b>5</b>
<b>Test Files</b> .....	<b>6</b>
<b>Data File Formats</b> .....	<b>7</b>
Fixed File Format .....	7
Comma-Delimited File Format .....	7
Excel CSV Format .....	8
<b>New Setup Test File Checklist</b> .....	<b>9</b>
Determine the frequency of data uploads .....	9
Determine who will send test files.....	10
Upload your test file to Press Ganey via the File Transfer Portal .....	11
Receive feedback from Press Ganey regarding your test file / Send revisions as needed.....	11
Receive approval of test file.....	11
<b>Field Names and Descriptions</b> .....	<b>12</b>
<b>Race and Ethnicity Field Information</b> .....	<b>15</b>
<b>Valid Discharge Status Codes</b> .....	<b>16</b>
<b>Transmitting Patient Data to Press Ganey</b> .....	<b>18</b>
Methods of Transmission.....	18
Press Ganey File Transfer Portal Information .....	18
Receiving your new credentials .....	18
Uploading files to Press Ganey.....	20
Downloading files from Press Ganey .....	20
Using FTP Client Software to Transfer Data .....	21
Update File Requirements .....	22
How the Update Process Works .....	23
Non-Updateable Fields .....	23
<b>Troubleshooting &amp; Technical Support</b> .....	<b>24</b>
Technical Support .....	24
Wrong File Uploaded – Live Data .....	24
Editing & Returning Uploaded Files .....	24
Support for Third Party-Applications .....	24
HIPAA, HITECH, and the FTP Process .....	24
<b>Glossary</b> .....	<b>25</b>

# Introduction

Your facility has partnered with Press Ganey to survey your patients in an effort to evaluate and improve patient care. A major part of the survey process is your ability to upload patient data to Press Ganey so those surveys may be administered. This document explains the steps needed to create and send your data to Press Ganey. It describes how to create and transmit the patient information we will use to prepare and distribute your surveys. Press Ganey’s InfoTurn Division uses automated, state-of-the-art technology to print, fold, insert, and mail your satisfaction surveys and personalized cover letters. When the completed surveys are returned, we scan the responses into our database so that your patients’ feedback is available to you in the shortest time possible.

## Who should be reading this guide?

It is intended for the staff members at your facility who will be involved in the data transmission process. Often, these are members of your Information Technology team. The Press Ganey “primary contact” at your organization—working closely with your Press Ganey Application Specialist—will also play a key role by helping to determine the appropriate data to upload. Members of Press Ganey’s Electronic Data Interchange (EDI) team are dedicated to assist you and provide ongoing support for file transmission and import. You will need to work closely with both your internal contacts and your Application Specialist to ensure all required data is included in your data uploads.

Key Players at Your Facility	Role
<b>IT Contact</b>	<ul style="list-style-type: none"> <li>• Test file creation/data extraction</li> <li>• Data file transmission and monitoring</li> </ul>
<b>Primary Contact</b>	<ul style="list-style-type: none"> <li>• Test file creation – Coordinates internal needs to instruct IT contact on what data points should be included in the files</li> </ul>

Key Players at Press Ganey	Role
<b>Application Specialist</b>	<ul style="list-style-type: none"> <li>• Assists Primary Contact in determining what data to include</li> </ul>
<b>EDI (Electronic Data Interchange) Specialist</b>	<ul style="list-style-type: none"> <li>• Assists IT Contact with data transmission</li> </ul>

**In order for Press Ganey to be able to interpret your patient data files, a test file must be sent prior to sending any live patient data.**

**If you plan on making any changes to your live data files, a new test file will also be needed.**

# Information Transfer PRO-PM Criteria – Facility Responsibilities

Based on current CMS guidance documentation, your responsibilities are listed below.

- Upload patient records within 7 days post procedure
- Provide Category I CPT-4<sup>1</sup> range codes or Category II G-codes (up to 6) for each patient record
  - See further upload instructions in a later section
- In alignment with CMS' definition of HOPDs (described at the end of this section), include all potentially eligible encounters (see below section for eligibility) in your upload, taking steps to ensure correct handling of the following special populations:
  - **Observation**
    - Patients kept for Observation after an outpatient surgical encounter are potentially eligible to receive the Information Transfer PRO-PM survey and therefore must be uploaded.
  - **Cancelled and Discontinued Procedures**
    - These records should not be uploaded.

## CMS Definition of HOPD

An **HOPD** is an outpatient surgery department or specialized department of a hospital that performs outpatient surgeries and procedures.

## Participation in the Information Transfer PRO-PM Survey

Participation in the Hospital OQR Program is required for subsection (d) hospitals (as defined under section 1886(d) (1)(B) of the Social Security Act). Hospitals must participate in and meet the Hospital OQR Program requirements in order to receive their full annual payment update under the Outpatient Prospective Payment System (OPPS). Hospitals that do not participate or do not meet the Hospital OQR Program requirements receive a reduction of two percentage points to their OPPS annual payment update for the applicable calendar year (CY)\*

Under the OQR for HOPDs, CMS has adopted the Information Transfer PRO-PM measure for CY 2026 voluntary reporting and CY 2027 mandatory reporting. CMS will utilize data reported for this measure to calculate quality in the TEAM Model starting with 2028 performance (2027 baseline). This program is mandatory for some hospitals. CMS has **not** adopted this measure for ASCs under the ASCQR Program.

\*Source [Guide to Successful Reporting in the Hospital Outpatient Quality Reporting \(OQR\) Program](#)

---

<sup>1</sup> Current Procedural Terminology (CPT) is a registered trademark of the American Medical Association. CPT only copyright 2024 American Medical Association. All rights Reserved.

## Information Transfer PRO-PM Eligibility

Patients are eligible to participate in the Information Transfer PRO-PM survey if they meet the below eligibility requirements.

- 18 years of age at the time of eligible procedure
- Patient underwent an eligible procedure during their outpatient stay
  - Eligible procedures are those using
    - CPT codes between 10004 and 69990\*
    - G codes G0104, G0105, G0121 or G0260\*
- Patient was discharged from the hospital outpatient department alive
  - Discharge Status codes 20, 40, 41, and 42 will be excluded from surveying

\* Records uploaded without CPT and/or G codes will be treated as eligible. An update file may be provided to populate the missing data elements and update the eligibility status.

## Information Transfer PRO-PM Upload Considerations

Press Ganey understands that patient records may not have finalized CPT coding by day 7 post procedure. Due to this, we've provided the below upload recommendations. Following these guidelines will ensure that all eligible patient records will be considered for surveying, regardless of coding status at the time of upload.

- Records whose CPT coding is not finalized at the time of upload should be uploaded with their procedure code fields left blank
  - Records uploaded with blank procedure code fields are assumed eligible, pending all other eligibility criteria being met
  - Once finalized CPT coding is available for these records, an update file should be provided to update the coding in Press Ganey's system
    - If a record is deemed ineligible due to updated information provided in an update file, our system will update the eligibility flag for the record, and any responses will be excluded for data submission.
- Records whose CPT coding is finalized at the time of upload should be sent with all applicable procedure code fields populated
  - Our system will assess eligibility of these records based on information provided at the time of ingress
  - All eligible records will be considered for surveying
    - If coding for these records updates at any time, please provide an update file to update these records in Press Ganey's system

# Test Files

A test file will inform us of how your data will be organized in your regular patient uploads. This layout will help us identify each piece of patient data in your files so surveys may be administered, and patient demographic information can be identified.

**HINT: Click on any of the items in the below checklist to jump to that section for more detail.**

*The setup process may take some time depending on the complexity of your account and any revisions that may be needed to your test file. Because of this, it is extremely important that test files are created and uploaded to Press Ganey as soon as possible to avoid any potential delays.*

## New Setup Test File Checklist:

- Decide what patient data should be included in the files
- Determine the frequency of data uploads
- Determine who will monitor upload confirmations
- Determine who will transmit test file and send your Application Specialist their name and email address. Login credentials will be sent from MFT system upon creation.
- Determine first procedure date that should be included in the first upload
- Create a test file
- Upload your test file and file layout to your MFT account test folder
- Receive feedback from Press Ganey regarding your test file. Send revisions as needed.
- Receive approval of test file
- Upload first live file to your MFT account Inbox folder
- Review upload confirmation emails on an ongoing basis to ensure successful uploads

## File Revision Checklist:

- Notify your Application Specialist of any planned EMR upgrades or conversions.
- Determine first procedure date that should be included in the first upload
- Decide what changes are needed to your data files
- Create a test file
- Email your file name and layout to your Application Specialist
- Upload your test file and file layout to your MFT account test folder
- Receive feedback from Press Ganey regarding your test file. Send revisions as needed.
- Send all necessary uploads and update files in old layout prior to switch
- Receive approval of test file
- Upload first live file to your MFT account Inbox folder
- Review upload confirmation emails on an ongoing basis to ensure successful uploads

# Data File Formats

Press Ganey can accept standard ASCII text files in either fixed or comma-delimited format. Null characters are not permitted. The maximum record length is 1500 characters, and each record should be terminated by a carriage return line feed (CRLF), which is equivalent to pressing the ENTER key. Each field must be no longer than 50 characters, except for email address which is 60. Each line is considered one record and should not span across multiple lines. Note: Microsoft Excel XLS, Microsoft Word, and Microsoft Access documents are not permitted.

Multiple services (e.g., inpatient and outpatient testing) may be included in the same uploaded file if the approved layout for each service follows an identical format. In this situation, you may upload a field as empty if it does not apply to a particular service. For example, if inpatient records and outpatient testing records were included in the same uploaded file, the room number field would be populated in the inpatient records, but it could be left blank in the outpatient records. In this situation, the appropriate service designator **must** be applied at the record level in order for records to ingress under the correct service line.

\*Special Note – While InfoTransfer PRO-PM and the Ambulatory Surgery/OAS CAHPS service lines have significantly overlapping populations, they are handled as two distinct service lines. If eligibility requirements are met for both InfoTransfer and OAS CAHPS survey measures, the record(s) must be uploaded twice – once under each service designator (PR and AS).

## Pulling Data from Your System

Because we are unfamiliar with your internal information systems, Press Ganey cannot offer advice on the specifics of how to extract your patient data. For assistance, you may contact your EMR vendor, check online forums, consult with other facilities in your system, or contact your IT vendor.

## Fixed File Format

A fixed format file simply means that a particular field in every record always starts in the same column. As shown below, for example, every patient record appears on a separate line and the last name for each patient always begins in column 14, the patient’s middle initial is always listed in column 25, and so on. Fixed format files are left justified and space padded. The records may not be tab delimited.

Survey	C_ID	Last	First	Mid	Addr 1	Addr2	City	St	Zip	Various demographic data...				E.O.R.				
OU0101	1234	SMITH	MARY ANNE		410 N MAINE ST	APT 2	RED VILLAGE	IN	46601	43	052505	052705	3W	0130	LAB	123456S	123456	\$
OU0101	1234	JONES	THOMAS	R.	100 W CIRCLE COURT	APT 16-A	GREENTOWN	IN	46600	27	052605	052905	4N	1620	RAD	987654J	123123	\$
OU0101	1234	BROWN	SHEILA	E.	42 E 63RD		BLUEVILLE	IN	46601	54	052405	052605	16E	4321	MAMMO	889988B	112233	\$

## Comma-Delimited File Format

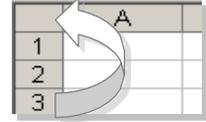
Where fields begin within a comma-delimited file depends on the length of the information in each field. The fields must always be listed in the same order and are separated by commas. The commas indicate where one field ends and the next begins. Some systems add quotation marks to each field automatically, which is permissible. It is recommended that you add quotation marks to ensure that a comma within a field is not misinterpreted as a field separator (e.g., “Stephen, J.” could represent the FIRSTNAME field by enclosing the text in quotation marks).

Survey	ClientID	Lastname	Firstname	Middle	Addr1	Addr2	City	State	Zip	Various demographic data...				E.O.R.				
OU0101	1234	SMITH	MARY ANNE		410 N MAINE ST	APT 2	RED VILLAGE	IN	46601	43	052505	052705	3W	0130	LAB	123456S	123456	\$
OU0101	1234	JONES	THOMAS	R.	100 W CIRCLE COURT	APT 16-A	GREENTOWN	IN	46600	27	052605	052905	4N	1620	RAD	987654J	123123	\$
OU0101	1234	BROWN	SHEILA	E.	42 E 63RD		BLUEVILLE	IN	46601	54	052405	052605	16E	4321	MAMMO	889988B	112233	\$

## Excel CSV Format

We recommend that you send files in standard ASCII text format, but if Microsoft Excel is used the file should be saved as a CSV (comma-delimited) file. Records saved in CSV format can be viewed in text editors separated by commas. These instructions walk you through the process of creating an Excel CSV file. Note: Menu options may vary depending on your version of Microsoft Office. Microsoft Excel XLS, Microsoft Word, and Microsoft Access documents are not permitted.

1. Open a new Excel spreadsheet. Click the empty cell above row heading “1” and left of column heading “A.” This highlights the entire spreadsheet.

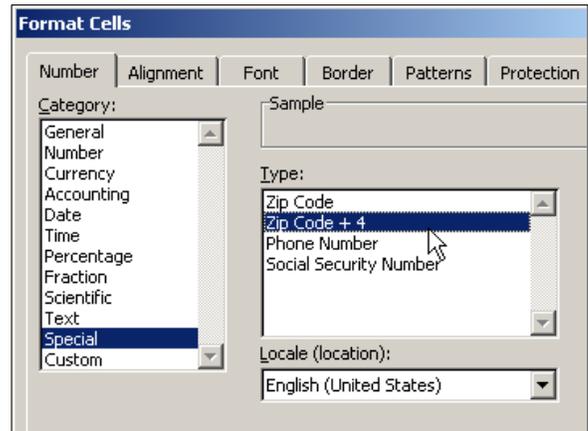


Tip: You may also select the entire spreadsheet by pressing **CTRL + A**.

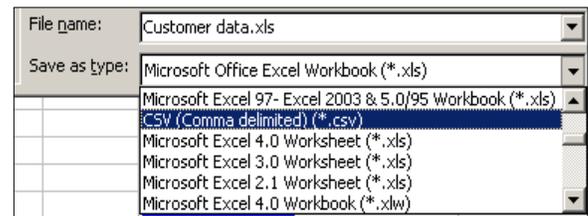
2. From the main menu, select **FORMAT > CELLS > NUMBER > TEXT** and click **OK**. This formats all cells in the spreadsheet as “Text.”

3. To populate your spreadsheet with your patient data, use the main menu to select **DATA > IMPORT EXTERNAL DATA > IMPORT DATA**. Select your source data and follow the prompts to import your text file.

4. Format the ZIP Code field as “ZIP Code.” To do this, highlight the ZIP Code column and select **FORMAT > CELLS > NUMBER > SPECIAL > ZIP CODE** or **ZIP CODE + 4**. This prevents Excel from truncating leading zeros at the beginning of ZIP Codes.



5. Save your file after import by selecting **FILE > SAVE AS**. Choose “CSV (Comma delimited) (\*.csv)” under “Save as type.” This will automatically save your data as a comma-delimited file.



# New Setup Test File Checklist



## Decide what patient data should be included in the files

### Who to include

Each service line has its own unique set of rules regarding what type of patient visits should be included in your upload files. Please reference the separate guide(s) for the service(s) you will be surveying for more specific guidelines.

There may be additional exclusions that your facility would like to have in place. Please work with your internal team and Press Ganey to ensure all necessary exclusions are in place.

### Official Information Transfer PRO-PM Participants:

Please reference [Information Transfer PRO-PM Criteria – Facility Responsibilities](#) for specific information on requirements and responsibilities.

### What to include

**All files need to contain a survey designator (e.g. PR0101), client ID, patient demographics\*, and an end of record marker (\$).** The survey designator is a code defined by Press Ganey that identifies which survey version each patient should receive. The files you build should contain everything that will be necessary to both administer surveys (like name and mailing address) along with information that will help your facility group their returned survey data in a useful way (like rendering provider, room number, or service received).

Please work with your internal team and Press Ganey to ensure all necessary data fields for reporting purposes are included in your file layout.

*\*Note: The required patient demographics vary by service. Please speak with your Application Specialist and see [Field Names and Descriptions](#) for additional details on required data fields.*



## Determine the frequency of data uploads

Per Information Transfer PRO-PM protocols, the administration of surveys to eligible patients must be initiated 2-7 days post-procedure. Patient records uploaded to Press Ganey more than 7 days post procedure will be skipped for official surveying. Upload frequencies must be determined with that protocol in mind. If a patient's record is not fully coded at the time of upload, we can accept update files to fill in missing patient information at a later date. More information on update files is included below.

Please work with your internal and Press Ganey teams to determine what upload schedule is best for your facility with the above information in mind.



## Determine who will monitor upload confirmations

Each time a file is transmitted to Press Ganey via the File Transfer Portal, a confirmation email is sent to recipients at your facility. These emails can be extremely helpful in monitoring the success of your uploads as they indicate how your file processed. Your Application Specialist will provide you with a guide for interpreting upload confirmations, so you and your team are able to help monitor the success of your uploads.

A facility's primary and IT contacts are generally the best equipped to monitor upload confirmations. Although your Application Specialist helps to monitor your uploads and will alert you if any major issues arise, we need your assistance to verify that your data is being transmitted appropriately. For example, Press Ganey may not know about a file that was supposed to be sent on a particular day but did not get transmitted. In these instances, it is important that someone at your facility monitor the upload process and ensure an upload confirmation email is received each time a file is sent.

Please inform your Application Specialist about who you would like to receive your upload confirmation emails.



## Determine first visit/discharge date that should be included in the first upload



## Create a test file

After you've reviewed this guide and have discussed what patient data needs to be included in your upload files, a test file will need to be sent to Press Ganey for review. Real patient data should be used in this test file to help ensure the formatting and layout matches what will appear in the live files.

A file layout (the "map" that tells us which demographic field will appear in each column of your uploaded records) must be provided, either as a header row within the file or in a separate document that is uploaded along with your test file to the MFT Test folder. Files must consistently follow the layout that is tested and approved. Deviations will result in processing failures. If you need to alter the layout, please work with your Application Specialist to coordinate.

**Provide Press Ganey with a file layout, either as a header or separate file.**

Files should be sent in either comma delimited or fixed format. Please see the section on [Data File Formats](#) for additional details.

As we are unfamiliar with your internal information systems, Press Ganey cannot offer advice on the specifics of how to extract your patient data. We recommend that individuals familiar with your databases extract the information or contact the vendor that supports your applications.



## Determine who will send test files

Determine who will transmit test files and send your Application Specialist their name and email address. Login credentials will be sent from the File Transfer Portal system upon creation



## Upload your test file to Press Ganey via the File Transfer Portal

Patient data must be uploaded to Press Ganey via HTTPS or SFTP to ensure patient PHI is protected. You can find more information about transmitting data in the section [Transmitting Patient Data to Press Ganey](#).

The name of your file must include both your client ID and the word “test”. This will help ensure your data is easily identified and placed in the correct queue for testing.

When you send your test file, please be sure to notify your Application Specialist so they may ensure the file is picked up and assigned for testing as quickly as possible. Be sure to include your file name and layout.

Test files must contain the word **TEST** and your client ID as part of the file name.



## Receive feedback from Press Ganey regarding your test file / Send revisions as needed

A Press Ganey EDI will be assigned to review your test file and will provide feedback on any changes needed, if any. When resubmitting a test file, please follow the same process as when sending your initial test file.



## Receive approval of test file

Once your test file has been approved and we are ready to receive live patient data, either a member of the Press Ganey EDI team or your Application Specialist will notify you that we are ready for live patient data.



## Upload first live file via the File Transfer Portal Inbox

The MFT test folder is only for test files, therefore all live files moving forward must be sent to Inbox. **Files uploaded to the test folder will not process or generate surveys.** Before sending your first live file, check with your Application Specialist to verify the first visit/discharge date that should be included.

Live data file specifications:

- Files should be named **XXXXXmmddyyyy.csv**. The XXXXX represents your unique client ID assigned by Press Ganey and mmddyyyy represents the month, day, and year the file is transmitted.
- Avoid using special characters in the file name as it may cause your file to be rejected.
- If you are sending multiple client IDs in one file, just use one client ID as part of the naming convention. If you send multiple files daily, file names must be unique (i.e., XXXXXMMDDYYYY\_1, XXXXXMMDDYYYY\_2).
- Files should not be any larger than 2GB



## Review Upload Confirmation emails on an ongoing basis to ensure successful uploads

Your Application Specialist will provide you with a guide to help interpret Upload Confirmation emails.



## Notify your Application Specialist of any planned EMR upgrades or conversions

Any changes made to your EMR will likely affect the patient data you are uploading to Press Ganey. Things that are often changed with these upgrades/conversions, like coding, can affect your extract queries and cause patients to be excluded or included from your upload files inappropriately. If your facility plans on upgrading or changing their EMR, please check with your internal data extraction team to determine whether the proposed upgrade will affect the data. If the data will change, please contact your Application Specialist as soon as possible to discuss how it may change the way your patient data is being uploaded.

## Field Names and Descriptions

The required (highlighted) and recommended fields for Information Transfer PRO-PM client layouts are listed below.

It is important that these fields are populated accurately and in the correct format as some of the values from these fields will drop on the survey the patient receives and are used for reporting purposes.

Field Name	Description	Max Field Length
Survey Designator	Alphanumeric code that indicates the survey version a patient should receive. Assigned to you by Press Ganey.	8
Client ID	Client identification number assigned to you by Press Ganey	7
Last Name	Patient last name	25
Middle Initial	Patient middle initial	1
First Name	Patient first name	20
Address 1	Address survey should be mailed to. Abbreviations may be rejected	40
Address 2	Apartment, Suite, etc.	40
City	City spelled out. Abbreviations may be rejected	25
State	Standard U.S.P.S. two-letter state abbreviation	2
ZIP Code	Five digits. Four-digit extension is acceptable	10
Telephone Number	Patient telephone number (standard 10-digit numeric value, no extensions or parenthesis – xxx-xxx-xxxx).	12
Mobile Number *	Patient mobile phone number (standard 10-digit numeric value, no extensions or parenthesis – xxx-xxx-xxxx). Used for administering survey invitations via text message.	12
Email*	Patient’s email address	320
Gender	1 = Male; 2 = Female; M = Unknown/Missing (UB-04, field 11)	1
Race	Patient’s race	50
Ethnicity	Patient’s ethnicity	50

Field Name	Description	Max Field Length
Date of Birth	Patient's date of birth (mmdyyy)	10
Language	Primary language -see Survey Language Codes. Will trigger a foreign language survey to mail if a survey is set up in that language.	50
Medical Record Number	Number unique to patient.	20
Unique ID	Number unique to patient's <b>visit or record</b> . Billing # is preferred (other acceptable codes include account #, visit #, encounter # etc.). Do not use SSN. If unique ID is anything other than billing code ID, then a separate field is required that contains the billing code ID (e.g. UB-04).	50
Location Code	Distinguish between multiple sites, clinics, or provider practices	50
Location Name	Distinguish between multiple sites, clinics, or provider practices as it should appear on survey materials (if used)	50
Attending Physician NPI	National Provider Identifier, unique to each physician	50
Attending Physician Name	Provider's name as it should appear on survey materials (e.g. Dr. John Smith)	50
Provider type	Physician, Nurse Practitioner, Physician Assistant, etc.	50
Provider specialty	ABMS approved specialty for provider if applicable	50
Site address 1	Physical address of site. Abbreviations may be rejected	40
Site address 2	Site's apartment, Suite number, etc.	40
Site city	Site's city spelled out. Abbreviations may be rejected	25
Site state	Site's state; standard U.S.P.S. two-letter state abbreviation	2
Site zip	Site's zip; five digits. Four-digit extension is acceptable	10
Patient Admission Source	UB-04 data, field 15 – see Valid Admission Source and Discharge Status Codes	1
Patient Discharge Status	UB-04 data, field 17 – see Valid Admission Source and Discharge Status Codes	2
Procedure Date	Date of procedure (mmdyyy)	10
Procedure Time	Time of procedure (military time)	5
Service	Last service patient received (x-ray, lab, radiology, etc.) as it should appear on survey materials (if used)	50
Unit	Nursing unit or area within facility, if applicable. Generally used to group data in reports	50
Specialty	Identifies the service type/specialty of the patient's visit. This field is used for reporting purposes to provide specialty level benchmarking	50
Procedure Code 1	CPT or G Codes UB-04 data, field 44	10
Procedure Code 2	Category I: Codes for Surgery: 10004-69990  Category II: 4 Eligible G Codes: G0104, G0105, G0121, G0260	10
Procedure Code 3	Please include up to 6 Category I CPT codes or the eligible Category II G codes and PG will determine eligibility. Each code must be in a separate field. The primary procedure code should appear in Procedure Code 1	10

Procedure Code 4		10
Procedure Code 5		10
Procedure Code 6		10
Deceased Flag	Identifies patients who are deceased. Must use Y or N	1
E.O.R Indicator	End-of-record marker (i.e., \$)	1

\* Patient telephone number and email address are required information for Information Transfer PRO-PM layouts, as the modality for the measure is SMS>EMAIL>EMAIL. Please ensure you are collecting this patient information for surveying purposes.

**Exclusion flag fields:** Values of “Y” or “Yes” in the Deceased field will exclude a patient record from being sampled. Values of “N” or “No” will allow the patient record to be sampled.

# Race and Ethnicity Field Information

- Organizations **should** upload fields for Race and Ethnicity for all PX services.
  - Organizations should upload separate fields for Race and Ethnicity rather than combining into a single field.
- When organizations send data about Race and Ethnicity, they should minimize sending blank fields or fields that indicate an unknown (e.g., unknown, missing, not available).
- The values for the Race and Ethnicity fields should be text based and interpretable to any user. That is, they should be words like 'Asian' not be a list of codes (e.g., 1, A, AS, R1) that need a key to define them.
  - Note that if your organization is already using FHIR code standards within HL7 to code for Race and Ethnicity, Press Ganey can accept that national standard of codes in lieu of text based value labels.
- The values being sent to define Race and Ethnicity should be consistent across locations and survey populations within the system. That is, the same group should be represented with the same spelling and abbreviations, rather than several different formats, spellings or abbreviations to denote the same group.
- At minimum, the values being sent should define the broad racial groups for Race and denote membership within the Hispanic/Latino identify for Ethnicity. In addition, there should be options to denote 'Prefer not to answer' as well as 'Other' and 'Two or more races' (for the Race variable).
  - Below is the minimum set of categories that should be provided – note that your spelling/abbreviations may vary but each of the below should be represented.
    - RACE
      - American Indian or Alaskan Native
      - Asian
      - Black or African American
      - Native Hawaiian or other Pacific Islander
      - White or Caucasian
      - Other
      - Two or more races
      - Prefer not to answer
    - ETHNICITY
      - Hispanic/Latino
      - Not Hispanic/Latino
      - Prefer not to answer
  - It is also possible to provide additional values that provide more specific information about an individual's background such as 'Chinese' as a value for Race or 'Cuban' as a value for Ethnicity.

# Valid Discharge Status Codes

**Note:** For reference, below are listed all valid discharge codes.

<p>Patient Discharge Status (UB-04, field 17)</p>	<p><b><u>Information Transfer PRO-PM Eligible Codes</u></b>            01 = Home care or self-care            02 = Another short-term general hospital            03 = Skilled nursing facility (SNF)            04 = Intermediate care facility (ICF)            05 = Cancer center or children’s hospital            06 = Home with home health services            07 = Left against medical advice            09 = Admitted as an inpatient to this hospital            21 = Discharged to court/law enforcement            43 = Discharged to federal health care facility            50 = Hospice – home            51 = Hospice – medical facility            61 = SNF swing bed within hospital            62 = Inpatient rehabilitation facility            63 = Long-term care hospital            64 = Certified Medicaid nursing facility            65 = Psychiatric hospital or psychiatric unit            66 = Transfer to critical access hospital            69 = Discharged to designated disaster alternative care site            70 = Other type of health care institution            81 = Discharged to home with planned acute care hospital inpatient readmission            82 = Discharged to a short-term general hospital for inpatient care with planned AC hospital inpatient readmission            83 = Discharged to SNF with planned AC hospital inpatient readmission            84 = Discharged to custodial or supportive care facility with planned AC hospital inpatient readmission            85 = Discharged to cancer center or children’s hospital with planned AC hospital inpatient readmission            86 = Discharged to home under HH organization with planned AC hospital inpatient readmission            87 = Discharged to court/law enforcement with planned AC hospital inpatient readmission            88 = Discharged to federal health care facility with planned AC hospital inpatient readmission</p>	<p>89 = Discharged to hospital-based Medicare approved swing bed with planned AC hospital inpatient readmission            90 = Discharged to IRF with planned AC hospital inpatient readmission            91 = Discharged to a Medicare certified LTCH with planned AC hospital inpatient readmission            92 = Discharged to nursing facility certified under Medicaid but not Medicare with planned AC hospital inpatient readmission            93 = Discharged to psychiatric unit with planned AC hospital inpatient readmission            94 = Discharged to CAH with planned AC hospital inpatient readmission            95 = Discharged to another type of health care institution not defined elsewhere in this code list with planned AC hospital inpatient readmission            M = Missing</p> <p><b><u>Information Transfer PRO-PM Ineligible codes</u></b>            20 = Expired            40 = Expired at home            41 = Expired in a medical facility            42 = Expired, place unknown</p>
---	--	---

# Survey Language Codes

For initial implementation, only English and Spanish will be supported. Over time, we anticipate additional languages will be supported; below is our full list of language codes.

Language	Code
Albanian	57
Arabic	22
Armenian	31
Bengali	60
Bosnian	50
Bosnian-Croatian	49
Bosnian-Muslim	48
Bosnian-Serbian	32
Cambodian	34
Chao-Chou	41
Chinese-Simplified	12
Chinese-Traditional	10
Chuukese	23
Creole	21
Croatian	52
English	0
English/Spanish	33
Farsi	59
French-Canadian	35

Language	Code
French-France	20
German	4
Greek	7
Haitian-Creole	36
Hakha Chin	66
Hebrew	37
Hindi	38
Hmong	26
Ilocano	56
Indonesian	42
Italian	5
Japanese	28
Korean	29
Laotian	43
Malayan	44
Malayalam	58
Marshallese	24
Polish	6
Portuguese-Brazilian	8

Language	Code
Portuguese-Continental	47
Punjabi	54
Romanian	55
Russian	3
Samoan	25
Serbian	51
Somali	27
Spanish	1
Swahili	45
Tagalog	30
Tamil	64
Telugu	65
Thai	46
Turkish	53
Urdu	39
Vietnamese	13
Yiddish	40

# Transmitting Patient Data to Press Ganey

In our role as your Business Associate under the HIPAA Security Rule, Press Ganey is responsible for protecting your patient data once we receive it. We also want to make sure you transmit the data to us in the most secure way possible. We support several methods for file transfer, and some are more secure than others. You should consult with your own security and privacy resources if you have concerns about which of these transmission methods is appropriate for you.

## Methods of Transmission

Press Ganey accepts files via **SFTP** (SSH File Transfer Protocol), **FTPS** (FTP Over SSL) and **HTTPS** (Hyper Text Transfer Protocol Secure).

The EDI Specialist will create an account for your data transmissions. This account will contain an Inbox, Outbox and Test folder. Only the test folder will be available during the onboarding phase. Once we are ready to begin survey administration, your Inbox and Outbox will be activated. Regular patient data uploads used for survey administration will be sent to the Inbox. The Outbox will be used to send files back to you. These may include raw data files (xml), bad address and upload results files, to mention a few.

Because email is not secure, we **DO NOT** accept Protected Health Information (PHI) via email.

## Press Ganey File Transfer Portal Information

File Transfer Portal can be accessed through a standard web browser. From there, you will be able to connect and transfer data to and from the available folders. A master account will be created, and individual users will be given their own login credentials. These credentials will follow standard Press Ganey security procedures for password changing and reset. You will find the Press Ganey File Transfer Portal here: <https://pgds.pressganey.com>.

## Receiving your new credentials

You will receive a pair of emails from Press Ganey MFT. The first will have your new Username. The second will contain the password for this account. If you are also maintaining an automated upload account, there will be a pair of emails that go with the automated (SERVICE) account.

Individual accounts will have passwords that expire every 90 days. To change your password, go to the web portal and type in your user id. Then click on the Forgot Password button.

Automated (SERVICE) account passwords do not expire. However, you can change the password on these accounts as well.



There are several secure methods of transferring files to or from Press Ganey. You can transfer data using our File Transfer Portal website, <https://pgds.pressganey.com> or an FTP Client software application (there are several free options, such as FileZilla, or Core FTP Lite). The address is the same for both the File Transfer Portal and FTP Client Software Applications.

The connection will be encrypted using HTTPS, SFTP or FTPS. This makes it unnecessary to encrypt files before sending them to Press Ganey. However, you may do so if you wish. If you choose to encrypt your files, they must be encrypted with the Press Ganey PGP Public key.

([https://helpandtraining.pressganey.com/pg\\_public\\_04162024](https://helpandtraining.pressganey.com/pg_public_04162024))

After logging in, you will see a number of folders like this:

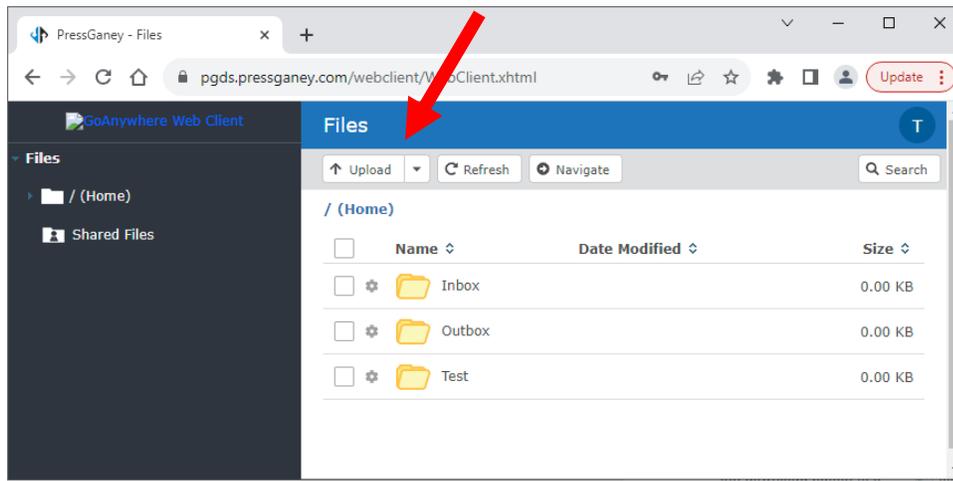
	Name ↕	Date Modified ↕
<input type="checkbox"/>	Inbox	2023-06-22 11:10:21
<input type="checkbox"/>	Test	2023-06-22 14:18:23
<input type="checkbox"/>	Outbox	

- **Inbox** - live uploads
- **Test** - test files
- **Outbox** or **XML Outbox** - files downloaded from Press Ganey

You may see more than one Inbox if you upload to more than one client number and these will be clearly marked. The same is true for the Outbox if you download information from more than one client number.

## Uploading files to Press Ganey

To upload a file, click into the appropriate folder. Click the upload button and navigate to the file you wish to upload to Press Ganey.

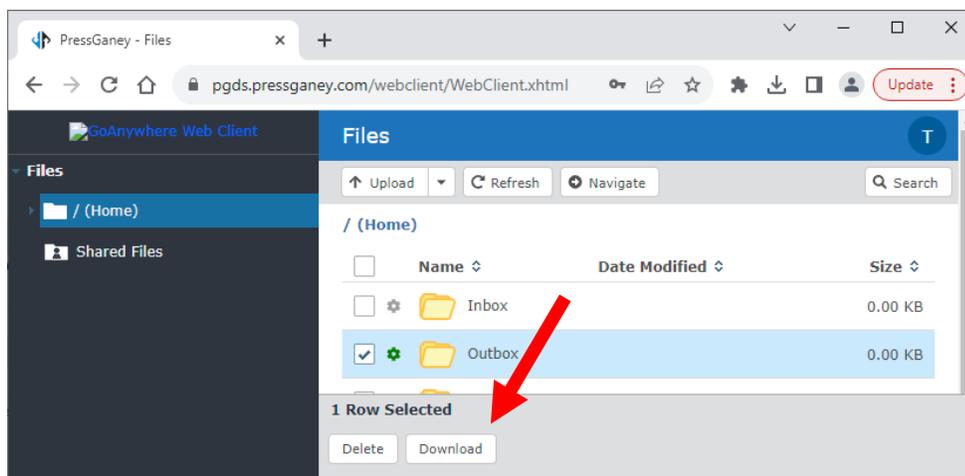


Files placed in the test folder will be moved by the Press Ganey system to an internal staging folder that is monitored by the EDI team. This happens rather quickly, so don't be surprised if the files disappear from your folder after just a few seconds.

Files placed in the inbox folder will be picked up and placed in the queue for processing. If you receive email confirmations with upload results, these will continue as they have in the past.

## Downloading files from Press Ganey

If you received reports from Press Ganey, you will be able to access those reports from your MFT account instead of having a separate username and password. The Outbox or XML Outbox folder will be linked to the folders where your reports are stored. Click on the appropriate folder and you will see the reports listed and the download button to assist you in downloading these reports. If you access more than one download folder for your organization, you may have multiple outboxes, and these will be clearly marked.



It's that simple. The File Transfer Portal provides a secure and easy way to send and receive your data files to and from Press Ganey.

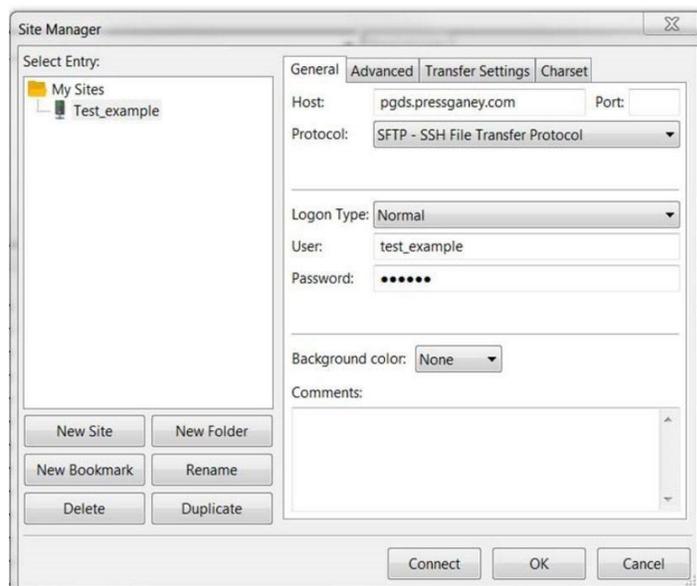
If you encounter any issues logging into the FTP System, please contact Press Ganey at **1-574-401-8862** and ask for the EDI team. If you have any questions about the creation or contents of your patient data files, please contact your IT administrator or EMR Vendor for assistance.

## Using FTP Client Software to Transfer Data

You may also access your file transfer account via commonly used FTP client software such as FileZilla, WS\_FTP & WinSCP. You may also use your own script to automate the transfer process. Please inform the EDI Specialist that you will be automating your transfer and they will setup a server/service user account that follows a separate security procedure (less frequent required password changes).

- Data uploaded to the InfoTurn server is automatically imported into the system. The next production run processed by InfoTurn will include the data.
- Do not ZIP files.
- All files must be uploaded in BINARY MODE.
- FTP site = [pgds.pressganey.com](https://pgds.pressganey.com)
- The IP address for [pgds.pressganey.com](https://pgds.pressganey.com) is 20.186.49.115 (subject to change).
- Please notify your Application Specialist when a test file has been transmitted. Be sure to include your Client ID, the test file name and the file layout that describes the content and order of the fields in your file.
- ***Press Ganey does not provide support for automating the transfer process. Please contact your software vendor for assistance.***

Within your FTP Client software, enter [pgds.pressganey.com](https://pgds.pressganey.com) as the host and the system generated Username and Password you received via email. After your initial login, you can create a new password. Your login credentials are the same for the File Transfer Portal and FTP Client software.



# Update Files

In some cases, it might not be possible to have a patient's record fully coded by the time an upload file is scheduled to be sent. Update files may be sent to fill in this missing information after patient data has been uploaded to Press Ganey.

For official CAHPS programs, there are certain required pieces of patient data that are needed within specific timeframes that Press Ganey audits monthly. Your Application Specialist will work with you to define how the review and update process will take place.

Update files may be sent with the same FTP process as live files. However, update files need to include the word "update" as part of the file name for our system to identify these as records that have already been imported into our system as opposed to brand new records.

Update files must include the word "UPDATE" as part of the file name.

Press Ganey has developed a process to allow update files to initiate mailings under very specific circumstances when the original contact information was unusable. To initiate administration from an Update File, the record must meet these criteria:

- Record is associated with a regulated service (e.g., Inpatient, Home Health, or Dialysis)
- Identified at the time of import as having either:
  - a missing or bad address, and/or
  - a missing or invalid patient name
- Update file is processed within the survey administration window based on the CAHPS program associated with the service

Records that can be updated via this process are identified as part of the Invalid Contact report. Note that if these records are corrected via Update File late in the administration window, it is possible that the first contact will not occur by the administration deadline (i.e. day 42 for HCAHPS). We recommend that update files with corrected contact information be provided based on our preferred upload window for each service.

*FTP confirmation emails will be sent out for both live and update files. It is important to note that although you may receive confirmation that an update file processed, it does not necessarily mean that any data was changed. It is only a confirmation that our system was able to locate the record in our database.*

## Update File Requirements

- **Every original and updated patient record sent to Press Ganey must include the Survey Designator, Client ID, and Unique Identifier.** The Survey Designator, Client ID, and Unique Identifier in the original file and the update file must be identical and specific to a particular patient's visit. Social security number or medical record number cannot be used to differentiate multiple visits for the same patient.
- The update file must be named UPDATE or the word "update" must appear in the file name of every update file you send to Press Ganey (e.g., UPDATEIN.txt or UPDATE1.txt).

Your update file must match the current layout and include the word **UPDATE** as part of the file name so that the records are not processed and mailed.

- A unique ID field also must be included in your file layout. Both original and updated records must follow the file layout that was approved by the Press Ganey Electronic Data Interchange (EDI) Specialist during the upload testing phase.

## How the Update Process Works

Our system uses Survey Designator, Client ID, and Unique ID to match up the updated patient record with the original that had been previously uploaded.

Once the original and updated patient records are matched, the system compares the data in the two records.

- A blank field in the update record will not overwrite the corresponding field in the original record (as in the “Discharge Status” column below).
- A populated field in the update record will overwrite the corresponding field in the original record (as in the “Gender” column below).

File Layout	Designator	Client ID	Last Name	First Name	Middle Initial	Address	City	State	Zip	Gender	Admit Source	Discharge Status	MS-DRG	Unique ID	Admit Date
Original Record	IN0101	1234	Smith	John	R	123 Main	Towne	IN	46601	F		01		644435434	10252015
Update Record	IN0101	1234	Smith	Jon	R	123 Main	Towne	IN	46601	M	6		905	644435434	10252015
Result	IN0101	1234	Smith	John	R	123 Main	Towne	IN	46601	M	6	01	905	644435434	10252015

*The Unique ID must appear in every record. The Unique ID for a particular patient and visit must be identical in the original record and the update record.*

## Non-Updateable Fields

*\*Official CAHPS includes: HCAHPS, HHCAHPS, HPCAHPs and OASCAHPS*

Field Description	Press Ganey Field Name	Notes
First Name	FIRST_NAME*	<i>*These fields may be updateable for official CAHPS only, when the original record was submitted with invalid contact information.</i>
Last Name	LAST_NAME*	
Address 1	ADDR1*	
Address 2	ADDR2*	
City	CITY*	
State	STATE*	
Zip Code	ZIP*	
Discharge/Visit Date	DISDATE*	<i>*Can be updated for official HHCAHPS only</i>
Medical Record #	MEDREC	
Unique ID	UNIQUE_ID	
Email Address	EMAIL*	<i>*Can be updated for OAS CAHPS and Information Transfer PRO-PM when the original record was submitted with invalid contact information.</i>

# Troubleshooting & Technical Support

## Technical Support

For questions or concerns about file requirements, data transmission, encryption, or general questions about getting started with InfoTurn, please contact a member of the EDI team at **1-574-401-8862**.

## Wrong File Uploaded – Live Data

If you have uploaded a file or record that should not be processed, immediately contact your Press Ganey Application Specialist or any member of the EDI team at **1-574-401-8862**. Please be ready to provide the filename or information about a specific record, such as medical record number, first and last name, or mailing information for that patient spelled exactly as it appears in your files. We will not stop individual records from processing; the entire file will need to be removed.

## Editing & Returning Uploaded Files

To be HIPAA compliant, Press Ganey's EDI staff **cannot edit** files sent in for processing or testing. Your staff must perform any needed changes. Additionally, we **cannot return** uploaded files. We strongly encourage you to keep a copy of all files that you transmit to Press Ganey.

To see detailed results of your uploads (which records processed, skipped, errored, etc.), you need to request InfoTurn Results File be posted to your My Files account in the online tools. These files will post after each upload and will include the full patient record uploaded along with a note about how each record processed.

*Note: These files are not available for some official CAHPS services due to CMS guidelines. Please consult your Application Specialist for further details.*

For other questions or concerns regarding Press Ganey's handling of HIPAA-related issues, please contact your Press Ganey Application Specialist.

## Support for Third Party-Applications

Because we are unfamiliar with your internal information systems, Press Ganey cannot offer advice on the specifics of how to extract your patient data. We recommend that individuals familiar with your databases extract the information or contact the vendor that supports your applications.

Press Ganey cannot provide technical support for the third-party encryption products discussed in this guide. For help with PGP encryption, please contact [www.pgp.com](http://www.pgp.com) or [www.mcafee.com](http://www.mcafee.com), as appropriate. For GnuPG, please contact [www.gnupg.org](http://www.gnupg.org).

## HIPAA, HITECH, and the FTP Process

File transfers between business partners are permitted under HIPAA/HITECH, but those transfers must protect the data being transmitted. While Press Ganey cannot directly control the methods you use to transmit data, we will only process files sent via one of our approved transmission methods. Other approaches (paper files, emails, unencrypted FTP files) will not be processed by Press Ganey and will be deleted as soon as they are detected.

# Glossary

## Application Specialist

Your Press Ganey point of contact for implementation and account maintenance. Expert on survey setup & process management, sampling, data quality, etc.

## Client ID

The unique identifier that is assigned by Press Ganey which is included in each patient record and indicates which facility each patient record belongs to.

## CPT

The Current Procedural Terminology (CPT) code set is a medical code set which describes medical, surgical, and diagnostic services and is designed to communicate uniform information about medical services and procedures among physicians, coders, patients, accreditation organizations, and payers for administrative, financial, and analytical purposes.

## Designator

The unique identifier that is assigned by Press Ganey which is included in each patient record and indicates which survey version that patient should receive.

## EDI Specialist

The EDI (Electronic Data Interchange) Specialist is a member of the Press Ganey team that works on the IT portion of your setup. This team accepts and reviews test files, provides feedback for revisions to those files, diagnoses upload errors, and creates/manages FTP accounts.

## Encryption

The process of encoding messages or information in such a way that only authorized parties can read it. Sending patient data that has been encrypted ensures that all PHI remains secure.

## EMR

Electronic Medical Record

## EOR

An indicator, represented by a dollar sign (\$), that tells Press Ganey's systems where an individual patient record ends.

## Ethnicity

The Ethnicity field should be reserved for identifying persons within the Hispanic/Latino community.

## Field

A field is a piece of the upload file. Each field carries a different piece of information about the patient (e.g., name, mailing address, medical record number) and encounter (e.g., visit date, nursing unit).

## FTP

File Transfer Protocol. FTP is a method of transmitting data over the internet. A standard FTP connection is not encrypted. Therefore, files containing Protected Health Information must be encrypted before they are transmitted. Press Ganey is phasing out the use of standard FTP with file encryption and moving solely to HTTPS, SFTP or FTPS.

## File Transfer Portal

The web portal used to transfer data files to and from Press Ganey using the secure HTTPS protocol. The File Transfer Portal is part of Press Ganey's Managed File Transfer (MFT) application.

## FTPS

FTPS is a protocol that encrypts the connection rather than the data file itself using the FTP over SSL (Secure Sockets Layer) protocol.

## HCAHPS

The Hospital Consumer Assessment of Healthcare Providers and Systems survey, better known as HCAHPS (pronounced "H-caps"), is part of a larger Consumer Assessment of Healthcare Providers and Systems (CAHPS) program sponsored by the Agency for Healthcare Research and Quality (AHRQ). HCAHPS was developed by AHRQ in response to the Centers for Medicare & Medicaid Services' (CMS) request for a survey that supports the assessment of patients' perspectives on hospital care. The purpose of HCAHPS is to uniformly measure and publicly report patients' perspectives on their inpatient care. National implementation of the HCAHPS survey began with July 2007 discharges.

## ICD-10

ICD-10 is the 10th revision of the International Statistical Classification of Diseases and Related Health Problems (ICD), a medical classification list by the World Health Organization (WHO). It contains codes for diseases, signs and symptoms, abnormal findings, complaints, social circumstances, and external causes of injury or diseases.

## InfoTurn

Press Ganey's InfoTurn Division uses automated, state-of-the-art technology to print, fold, insert, and mail your satisfaction surveys and personalized cover letters. When the completed surveys are returned, we scan the responses into our database so that your patients' feedback is available to you in the shortest time possible.

## InfoTurn Results File

A file that can be posted to a facility's My Files account within the Improvement Portal that details how each patient record processed from an upload (processed, skipped, etc.). Please contact your Application Specialist to activate these files if you would like them posted after each of your uploads. Due to CAHPS guidelines, these files may not be available for all of your services.

## Invalid Contact Report

For CAHPS records only, if the record is found to have a bad address but is sampled for CAHPS, it will appear in the Invalid Contact Report that is posted to My Files. The CAHPS records that were originally marked as invalid addresses and were sampled can be updated via an update file correcting the invalid address and surveyed within the administrative window.

The Invalid Contact Report was developed to meet the CMS requirement of notifying clients of CAHPS records that have bad addresses/bad phone numbers. After Press Ganey attempts to correct the address/phone number through Pitney Bowes' Finalist, NCOA and PacificEast for phone numbers, if the record still has invalid contact information, then CMS wants survey vendors to contact the client to look for updated information. For HCAHPS, the scheduled task runs on a weekly basis (Wednesdays) and pulls in data from the previous seven days. The scheduled task for HHCAHPS runs daily.

If the client chooses to correct the information and send an update file within the allotted timeframe, Press Ganey will be able to send a survey or start calling.

*Note: This update process will only work for CAHPS services.*

## IT Contact

A contact at your facility that develops and submits upload files of patient records. He/she becomes the "in-house" Press Ganey technical expert.

## MFT

Managed File Transfer. Software that manages the secure transmission of patient data to Press Ganey. This software utilizes HTTPS, SFTP and FTPS encryption protocols for the secure transfer of data.

## MS-DRG

Medicare Severity Diagnosis Related Groups. MS-DRGs are codes used to classify hospital cases into groups that are expected to have similar hospital resource use. They are required for all patient records uploaded as inpatients for hospitals participating in HCAHPS.

## Patient Record

Patient demographics and visit information extracted from a facility's EMR and placed in a data file that is then uploaded to Press Ganey. Each patient encounter is included as one patient record (i.e. row) in the data file.

## PGP

PGP (from the PGP Corporation) is a third-party software application that must be purchased and installed. PGP provides encryption for secure messaging, file transmission, and information storage. It also ensures a very high level of data security through 4096-bit encryption, compression, and authentication. Data encrypted using this software should comply with current HIPAA guidelines.

## Primary Contact

A contact at your facility that is responsible for facilitating implementation and managing the account. He/she understands organizational needs and is the primary point of contact for training and improvement plan.

## Race

Other elements of background (besides ethnicity) including broad racial categories as well as more specific nationalities of descent that relate to racial groupings (e.g., Chinese as a subset of Asian, Somali as a subset of Black or African American, Middle Eastern North African as a subset of White) should be included only in the Race field.

## SFTP

SFTP is a protocol that encrypts the connection rather than the data file itself using the SSH (Secure Shell) FTP protocol.

## Test File

In order to accept your electronic patient data and administer surveys, Press Ganey first needs to know how this data will be uploaded. A test file is an example of how your live upload files will be formatted.

## Update File

Not all patient data are available at the time of upload. This data may be added later via an update file.

## Upload Confirmation

An automated email that is sent to contacts at a client facility after patient data files are uploaded. The report details the number of records processed, duplicate records, records failed due to address or file errors, and records skipped due to sampling. Your Application Specialist can provide you with detailed information on how to interpret these confirmation emails.

## Upload File

The Upload file is a file containing fields with patient demographic and mailing information which you transmit to Press Ganey and in turn is used to distribute surveys. In order to survey your patients, you will need to transmit your patient information to us electronically. We use the information to prepare the surveys and cover letters that are sent to your patients and prepare the reports that your organization can use for performance improvement. Each data file that you upload to Press Ganey includes multiple records. Each record, which represents a unique patient and encounter, is comprised of many fields. Each field carries a different piece of information about the patient (e.g., name, mailing address, medical record number) and encounter (e.g., visit date, nursing unit). It's important that you upload these patient files on a regular basis—as soon as possible after a completed encounter or discharge. This increases the likelihood that the patient will return the survey (better response rates) while the experience is fresh in their minds (more accurate feedback).