

Department Of Aging, Passport Project

File Naming Conventions

This document identifies the file naming syntax for the Department of Aging (ODA) Trading Partners file exchange through the Secure Web Mailbox for the State Of Ohio.

Access the Secure Web Mailbox

The URL for ODA's Secure Web Mailbox is:

<https://esssng.ohio.gov/odawebmailbox>

The Username is: **ws\ODA_provider-id**

Uploading 837 Files

ODA trading partners should use the following file naming syntax when uploading 837 files to the Secure Web Mailbox server:

ODAEDI.providerId.TXT

Where, ODAEDI	Identifies the application and purpose of file.
providerId	The trading partner's Provider ID.

Downloading Files

277, 835, and 999 File Naming Syntax From ESS

All files (277s, 835s, and 999s) for ODA trading partners to download from the Secure Web Mailbox server will have the following file name syntax:

ODA_providerID_nnnnn.TXT

Where, providerId	The trading partner's provider ID.
nnnnn	An application-specific unique number assigned by the translator.

Data Retention

Within the web mailbox environment, files are maintained for 15 days. After 15 days, all files available for pickup will be deleted.

For 5010 EDI files, the State of Ohio will maintain six years worth of interchanges internally, and these can be restored to the mailboxes upon request to ODA.