

UB04 Data Submission Instructions

All licensed Nevada hospitals and ambulatory surgical centers (ASCs) are required to submit patient level billing data monthly, per NRS 449.485. The State of Nevada, Department of Health and Human Services, Division of Healthcare Financing and Policy (DHCFP) has contracted with Comagine Health to collect and report this data. Submit data to Comagine Health using the Nevada Compare Care [Data Submission Portal](#).

Initial Set Up for Data Submissions

Submit data in a fixed format text file. Fixed Format files contain fields within fixed column positions. For example, the name of the facility is in columns 1-25. The exact position and requirements for each field can be found in the data dictionaries for [hospitals](#) and for [ASCs](#). Example data files for [hospitals](#) and for [ASCs](#) show what the data should look like after the output is created. Comagine Health is not able to accept data in formats other than the ones specified. It is critical to adhere to the data dictionary for the automated ingestion process. Non-compliance to the data dictionary will result in your file being rejected.

Data Privacy and Security

Comagine Health takes compliance, privacy, and security of Protected Health Information (PHI) and Personally Identifiable Information (PII) seriously. Data is encrypted throughout the submission process. HTTPS uses an encryption protocol to encrypt communications (in transit) called Transport Layer Security (TLS). This protocol secures communications by using what is known as an asymmetric public key infrastructure. AES-256 encryption is used when the data is at rest on Comagine Health's web server, S3 bucket, and database. It uses the 256-bit key length to encrypt and decrypt a block of messages. DHCFP has approved this data security method. Contact nhdr@comagine.org if your organization has specific security requirements.

Preparing to Submit Data

[Register](#) to create an account on the data submission portal. Provide your name, email, password, organization, job title, phone number (for 2-factor authentication), and type of data (select "UB04 Billing").

Your facility must have a BAA (Business Associate Agreement) in place to submit data. Comagine Health is legally required to use BAAs per the Health Insurance Portability and Accountability Act (HIPAA), HIPAA Privacy Rule and Security Rule. This requires us to partner with you in a commitment to protect PHI/PII. Email nhdr@comagine.org for more information and to initiate a BAA if you do not already have one in place.

Submitting Data

Follow the steps below to submit data within the portal:

1. [Log into the portal](#) using your email address and password.
2. Click the "UB04 Billing" hyperlink on the Welcome page.
3. Select a facility from the drop-down list if you submit data for multiple facilities. If you only submit data for one facility, your facility will auto-populate.
4. Indicate the file type (Inpatient, Outpatient, or ASC).
5. Indicate the file period you are submitting data for (Format: 01-12 for monthly data, Q1-4 for quarterly data).
6. Indicate the year (Format: yyyy).
7. Drag and drop your file into the upload box or click "Chose file" to upload a file from your file server.

What to Expect After Submitting Data

A confirmation message is shown once a file is uploaded to our secure FTP server. You will receive a confirmation email once the file has been ingested into our database. If the file has a data error and is unable to be ingested, you will receive an email requesting correction and resubmission.

Email nhdr@comagine.org with any questions.