



BlueCross BlueShield
of Illinois



BCBSIL ASO Account Access Instructions

Version 1.0

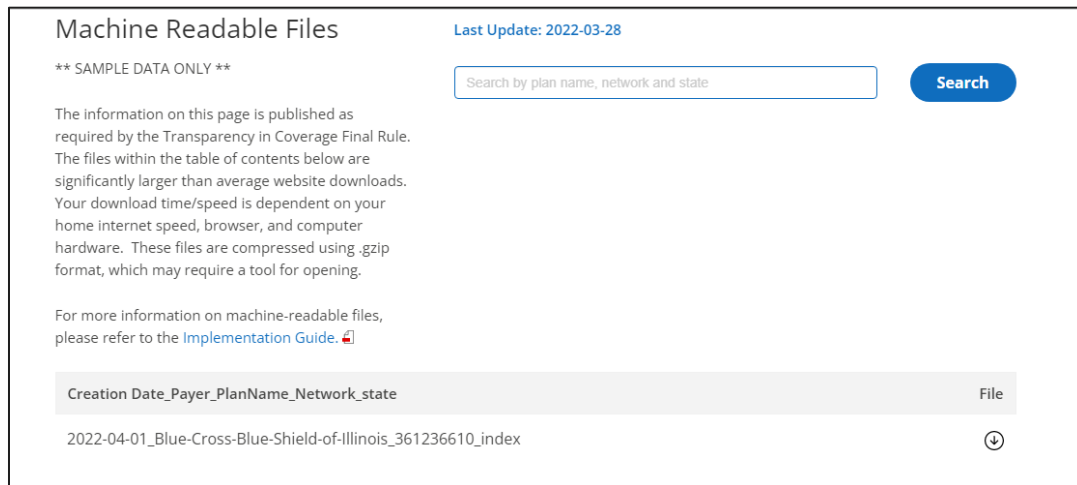
4/19/2022


Instructions for Self-Funded Accounts to Access Staging Links

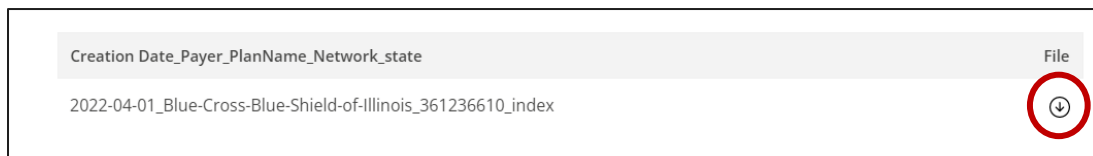
To access the Machine-Readable Files, each account has a unique link to a webpage based on the account's Employer Identification Number (EIN). This webpage is publicly available without needing a log in. The process for accessing the Out-of-Network (Allowed Amounts) and In-Network Machine-Readable Files will be the same.

Accounts will need to use the URL below as a template and replace the “123456789” with their own EIN.

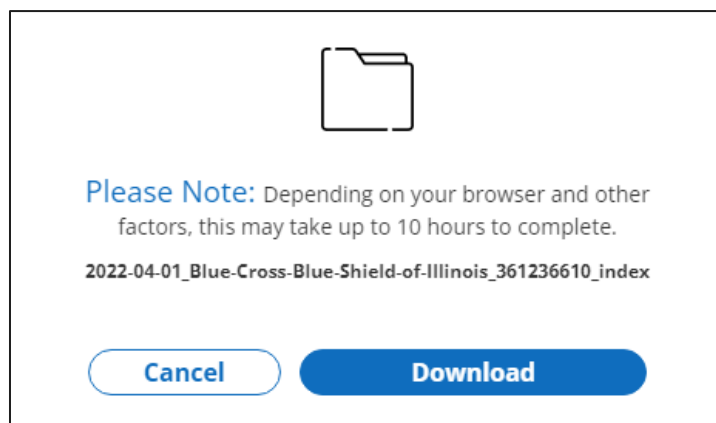
1. Link to access: <https://staging.bcbsil.com/asomrf?EIN=123456789>
 - a. Copy the above URL, paste it into the browser, and replace the language in red with the account specific details to come to the landing page below



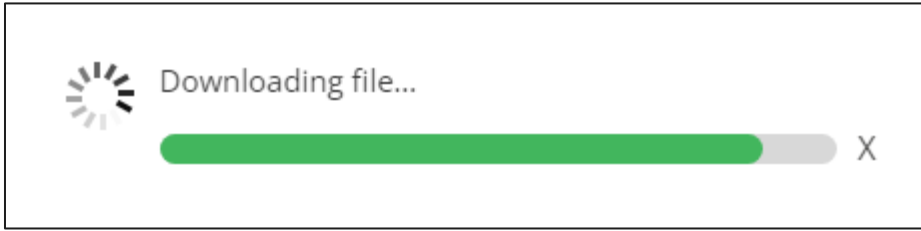
2. Click on the download  button under “File” towards the bottom right-hand side of the screen. Click the button corresponding to the index file the user would like to download



3. A pop-up box will come up asking if the user would like to cancel or download.
 - a. Click on the download button



4. A note showing the file being downloaded will pop up



5. After the index file is downloaded, open the file
a. The file should look like this

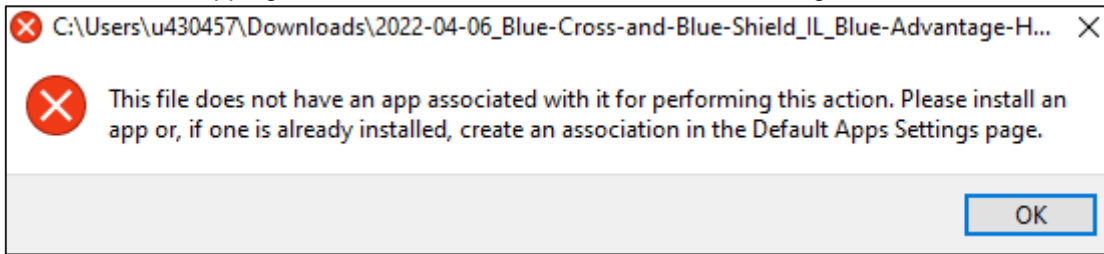
```
{
  "reporting_entity_name": "Blue Cross Blue Shield of Texas",
  "reporting_entity_type": "third-party administrator",
  "reporting_structure": [{
    "reporting_plans": [{
      "plan_name": "PPO",
      "plan_id_type": "EIN",
      "plan_id": "123456789",
      "plan_market_type": "group"
    }],
    "in_network_files": [{
      "description": "in-network file",
      "location": "https://app0047021tpotstnc135.blob.core.windows.net/output/2022-04-10_Blue-Cross-and-Blue-Shield-Of-Texas_Federal-Employee-Program_in-network-rates.json.gz"
    }],
    "allowed_amount_file": {
      "description": "allowed amount file",
      "location": "https://app0047021tpotstnc135.blob.core.windows.net/output/2022-04-06_Blue-Cross-and-Blue-Shield-Of-Texas_Blue-Advantage-HMO_allowed-amounts.json.gz"
    }
  ]
}
```

6. The index file will contain the account's benefit plans and In-Network and Out-of-Network Machine-Readable Files. Copy the location URL(s) as highlighted in the screenshot below
a. The In Network file is listed under the first 'location' link, with the out of network, or 'allowed amount file' will be indicated with the 2nd 'location reference'.
b. The URL will be in a .gz (gzip) format
1. *Note: The URL being copied in this step is the link to the actual MRF file*

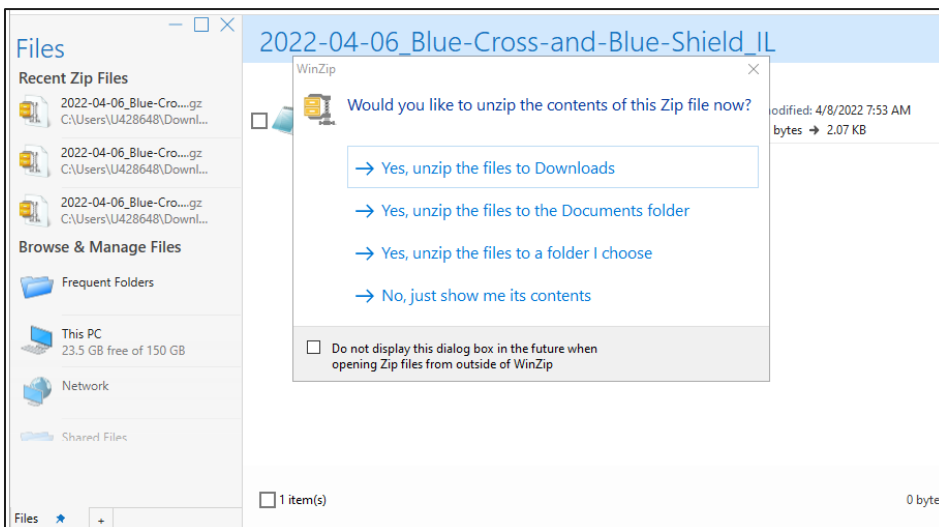
```
{
  "reporting_entity_name": "Blue Cross Blue Shield of Texas",
  "reporting_entity_type": "third-party administrator",
  "reporting_structure": [{
    "reporting_plans": [{
      "plan_name": "PPO",
      "plan_id_type": "EIN",
      "plan_id": "123456789",
      "plan_market_type": "group"
    }],
    "in_network_files": [{
      "description": "in-network file",
      "location": "https://app0047021tpotstnc135.blob.core.windows.net/output/2022-04-10_Blue-Cross-and-Blue-Shield-Of-Texas_Federal-Employee-Program_in-network-rates.json.gz"
    }],
    "allowed_amount_file": {
      "description": "allowed amount file",
      "location": "https://app0047021tpotstnc135.blob.core.windows.net/output/2022-04-06_Blue-Cross-and-Blue-Shield-Of-Texas_Blue-Advantage-HMO_allowed-amounts.json.gz"
    }
  ]
}
```

7. Users might need to download an unzipping software (e.g. WinZip) to unzip the .gz file
8. To check if the machine being used has built-in unzipping capabilities, paste the copied URL in the browser (e.g. Google Chrome)

9. If the machine does not have unzipping capabilities, the following error message will pop up. Download an unzipping software, and install it onto the machine being used



10. If using WinZip, the application will automatically open
- Winzip will open to machine's downloaded files folder for user to select gzip file that needs to be unzipped
 - User will then have the option to save or open the unzipped file



11. Once the unzipped MRF file is opened, Users will see the machine-readable file in JSON format

