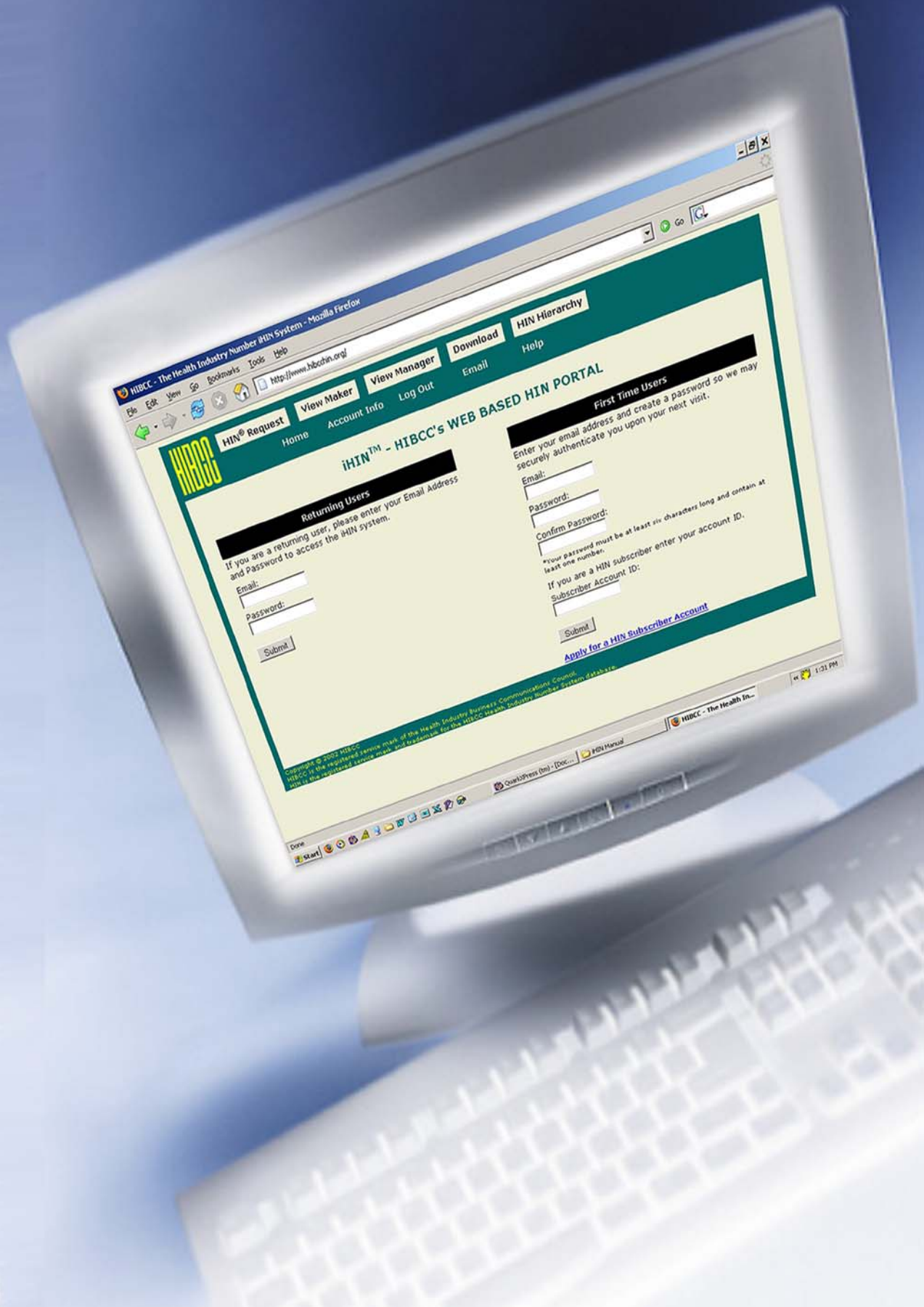


THE HIN[®] SYSTEM: A USER GUIDE

Including the iHIN[®] Application



The HIN[®] System: A User Guide

Including: The iHIN[®] Application



**Prepared by:
The Health Industry Business
Communications Council**

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The HIN[®] System: A User Guide

HIN Background

As part of our on-going effort to provide subscribers with the tools necessary to fully implement the HIN System, HIBCC has prepared this primer. *The HIN System: A User Guide* is a basic review of the fundamental elements of HIN.

What is the HIN?

Health Industry Number (HIN) is a unique identifier for enumerating locations and providers of services and activities throughout the health industry. The HIN enumerates provider establishments and all other entities in the health industry supply chain, as well as prescribers by location.

The HIN is physically represented as a nine-character alphanumeric string comprising six randomly-assigned characters followed by a modulus-based check character in the seventh position, followed by a two-character suffix that identifies all known practice locations of prescribers, or the various services, activities or even administrative programs associated with health care establishments.

What Does the HIN Do?

The HIN is intended to be a “bridge” between a company’s internal account numbers and the account numbers of its trading partners. Instead of sending an internal account number for an end-customer in a business transaction, or sending textual data such as name and address, HINs provide an unambiguous means of identifying the common customers of trading partners without the hindrance of maintaining multiple cross-references. The HIN will:

- streamline the identification of internal customer accounts in inbound messages
- reduce transmission costs in EDI messages
- facilitate sales roll-up and customer account file clean-up

Why Use the HIN?

The HIN was conceived to establish a common reference number for identifying health care entities in electronic transactions between trading partners. The overall objectives of the HIN are to provide:

- Consistency – Use the same number when referring to the same entity or organization
- Accuracy – Increase the accuracy of distributor reporting and manufacturer sales analysis by the use of a consistent number and by the elimination of cross reference files for each distributor
- Efficiency – Reduce the amount of clerical effort needed by manufacturers to research and maintain cross-reference files
- Timeliness – Publish new numbers and updates periodically to subscribing manufacturers and distributors so that they can maintain their files on a timely basis. Reduce the look-up effort and reduce the lag time in rebate payments

What Comprises the HIN System?

The HIN[®] System is currently comprised of three separate databases, each of which is offered under separate subscription. The Databases are:

HIN Facility Database

Includes all healthcare facilities identified by SHIP TO address.

HIN Prescriber Database

Includes physicians, dentists and other individual practitioners. Each record identifies the practice location(s) of each individual.

HIN Animal Health Database

Includes both veterinarians and animal health facilities, identified by practice location and SHIP TO address respectively.

How Does Someone Become a HIN Subscriber?

If one of your trading partners is interested in becoming a HIN subscriber, the HIBCC website has all the information they will need to get started. The application forms can be found at www.hibcc.org/hin/subscribe.htm. There are separate forms for Facilities, Prescribers, and Animal Health. The appropriate application should be downloaded, completed and submitted to the HIBCC office. There is also a Data License Use Agreement that must be signed and submitted with the application. Forms that include a credit card number should be faxed to the HIBCC office at 602.381.1093. If paying the subscription fee by check, the application and check can be mailed to either of the following locations:

HIBCC
2525 E. Arizona Biltmore Circle
Suite 127
Phoenix, AZ 85016

HIBCC
PO Box 53269
Phoenix, AZ 85072-3269

HIN Data Information

HIN Data Elements

The primary data elements associated with providers and establishments in the HIN database include name, physical address, city, state, zip code and telephone number. All establishments are assigned a market segment, while prescriber records include credentials. HIN records also maintain transaction related information to provide a complete audit trail of the actions taken upon the record. The HIN data file layout is as follows:

DESCRIPTION	LENGTH	BEGIN
RECORD TYPE	2	1
BASE HIN	7	3
SUFFIX	2	10
NAME	35	12
ADDRESS1	35	47
ADDRESS2	35	82
CITY	20	117
STATE	2	137
ZIP	9	139
COUNTRY	2	148
TELEPHONE	16	150
CLASS OF TRADE	2	166
DEA	9	168
DATE HIN ASSIGNED	8	177
DATE LAST EDITED	8	185
STATUS	2	193
VERIFIED	2	195
LAST ACTION CODE	2	197
REASON CODE	2	199
REFERBACKCODE	35	201
SUBSET	2	236
UPIN	8	238
SPECIALTY	2	246
FAX	16	248
RECORD LENGTH	263	

Access to HIN Data

Periodic Distribution:

The HIN Database is distributed 3-4 times a year on CD-ROM to all HIN subscribers. The distribution rate varies depending upon the volume of change that occurs throughout the year. Each CD contains a cumulative copy of the database so when loaded will provide a complete refresh of the HIN Database.

Weekly Updates:

The changes that occur to the Database from Monday to Friday are available as weekly updates to subscribers. Updates are transmitted via EDI and are also available as a text file download from the HIBCC web site (www.hibcc.org, HIN System page). Subscribers can maintain a timely database between distributions by loading these weekly updates. This service is available free of charge to all subscribers, but requires registration with the HIBCC office.

Web Interface:

In June of 2002 HIBCC unveiled a direct user interface to HIN data called iHIN. This web-enabled portal to the HIN database allows subscribers immediate access to HIN information, resulting in faster synchronization with a subscriber's internal system. iHIN also provides users the ability to create and download specific segments of data, customized to meet the needs of their business. Subscribers can download as many as 160,000 HIN records a year from iHIN without charge.

In 2004, HIBCC released the iHIN Hierarchy application. This application adds a parent-child relationship component to iHIN that allows users to build, display, and maintain hierarchical relationship data for providers and provider networks. The iHIN application user guide is available later in this book.

How is HIN Data Maintained?

The HIN Database is *subscriber-driven* so the primary source of information on entities that populate the HIN database comes from HIN subscribers. The prescribers and establishments that constitute the HIN database are essentially the customers of the manufacturers, distributors, buying groups and claims processors that subscribe to HIN.

The data that is submitted by subscribers must undergo three processing steps before it can be incorporated into the HIN database. Our system edit-checks all information fields in the update request for both completeness and conformance to HIBCC name and address standards. Then all requests are verified by our staff who call each entity to confirm the name and address information with the entity in question. Finally, each request is validated against a current image of the HIN database to ensure that it does not duplicate another record already entered into the database.

Update requests can be made for changes or deactivations to existing HIN records and/or additions of new records (see pages 7 & 26).

Are HINs Re-used?

HINs are unique and non-reusable. A prescriber or establishment has only one HIN that is distinct from all other HINs that have been issued. When HIN records are deactivated, HINs are permanently retired; HINs are never re-issued to other entities.

Do HINs Change?

Yes, in some cases. Because the HIN is tied to the ship-to location of a facility, HINs can change when a facility moves. When this occurs, subscribers with knowledge of the facility move should submit a request to update the HIN record. HIBCC will then verify the facility's new address, deactivate their existing HIN and assign a new HIN. The HIN record will indicate the original HIN assignment in the referback field to facilitate an easy update of subscriber's customer files.

Submitting HIN Update Requests

Due to the high volume of HIN requests that HIBCC receives, submission guidelines have been established to insure efficient processing. These guidelines allow HIBCC to deliver a quality product to subscribers in a timely manner. In order to be processed, submissions must meet minimum information standards and conform to the following prescribed format:

Field Name	Length	Begin	Usage*	Notes
HIN	9	1	O	Facility HIN must be included for CHANGE FACILITY, DEACTIVATE FACILITY and ADD LOCATION request types. Location HIN must be included for CHANGE LOCATION and DEACTIVATE LOCATION request types.
NAME	35	10	M	
ADDRESS 1	35	45	M	
ADDRESS 2	35	80	O	
ADDRESS 3	35	115	O	
CITY	20	150	O	Mandatory for ADD FACILITY request type.
STATE/PROVINCE	2	170	O	Mandatory for ADD FACILITY request type.
POSTAL CODE	9	172	O	Mandatory for ADD FACILITY request type.
COUNTRY	2	181	O	US assumed if blank.
MARKET/FUNCTION	2	183	O	Use HIBCC market segment codes.
TELEPHONE	16	185	O	
DEA	9	201	O	
REQUEST TYPE	2	210	M	AF = ADD FACILITY CF = CHANGE FACILITY DF = DEACTIVATE FACILITY AL = ADD LOCATION CL = CHANGE LOCATION DL = DEACTIVATE LOCATION
REASON CODE	2	212	O	See <i>HIN reason codes</i> in HIN Enumeration Guidelines
REFERBACK CODE	35	214	O	
CUSTOMER NUMBER	30	249	M	

* USAGE: M=MANDATORY O=OPTIONAL

Submissions may be made via EDI, e-mail or through iHIN. For information on EDI and/or e-mail specifications, contact the HIBCC office. Instructions for submitting requests via iHIN are available on page 26.

Fees for Requesting HINs

The maintenance of the HIN Database is supported through the licensing fees of HIN subscribers. There is no charge for a HIN update request if it is submitted in the proper format and with complete information.

HIN requests that are incomplete or in a non-prescribed format may be accepted, but will be subject to the following charges:

- \$1.00/record** Cross-referenced records -submissions that are exact matches to records already existing in the HIN Database
- \$1.95/record** Records with incomplete or inaccurate phone numbers requiring directory assistance look-ups
- \$2.00/record** Faxed or other paper-based submissions requiring manual entry

Will HIBCC Cross-reference the HIN Database With My Customer List?

Yes. One of the most important tasks in the implementation of HIN is establishing and maintaining a cross-reference between your internal customer accounts and the HINs. Upon loading the HIN Database subscribers are faced with an initial cross-reference that can be both time and resource consuming. Some HIN subscribers find that it is more economical and efficient to have HIBCC provide this service. Please contact our office for more information.

Resources for Help with HIN Questions

HIBCC is dedicated to providing subscribers with the information necessary to fully utilize the HIN System. As such, a variety of services are available to assist with answering HIN related questions.

HIN User Group:

HIN subscribers are encouraged to attend the HIN User Group meetings that are held three times a year in conjunction with the HIBCC Board and Technical Committee meetings. These meetings provide an opportunity for HIN subscribers to address questions about the HIN System with HIBCC staff as well as other HIN users. The HIN User Group is also responsible for maintaining/updating the HIN database structure, reviewing industry activities related to HIN, and developing marketing and educational strategies. Information about upcoming meetings is mailed to all HIN subscribers and can also be found on the HIBCC web site.

Technical Bulletins:

HIBCC distributes technical bulletins to all HIN subscribers via the United States Postal Service. Bulletins cover a variety of issues including changes to HIBCC policies and procedures, updates to the HIN database structure and notices of upcoming meetings. These bulletins are frequently republished in the corresponding issue of LINES.

Web Site:

HIBCC maintains a page on the main web site dedicated to the HIN System. On this page subscribers can access general information about the HIN, download resource and reference files, and link to iHIN.

Contact Us:

HIBCC staff is available Monday through Friday, 7AM - 4PM local time and can be reached at 602.553.8552 or via e-mail at dba@hibcc.org.

HIN Data Licensing

HIN subscribers share the burden of protecting the Database from unauthorized distribution, thereby maintaining its viability and affordability.

HIBCC receives frequent inquiries regarding the proper use and distribution of HIN data. To assist our subscribers, we have provided this basic summary of the HIN licensing terms.

1. The HIN Database contains copyrighted, proprietary information. Although it is leased to subscribing organizations, HIBCC maintains ownership of all data.
2. Subscribers are prohibited from disclosing any information contained in the HIN Database to any other individual, association, firm, parent or subsidiary organization that is not also an authorized HIN subscriber.
3. Although the provision of an individual HIN to the specific customer it identifies is permitted, blocks of data or the entire distribution should never be provided in any manner or format unless the trading partner is also an authorized HIN subscriber.
4. A continuing HIN subscription is required for an organization to use the HIN. If an organization elects to cancel their HIN subscription they are required to remove all HIN information from their system and are prohibited from using the HIN in any transaction.
5. HIN subscriptions do not convey between a parent organization and/or its subsidiaries and divisions. Each subsidiary and division must maintain their own, individual subscription to the HIN Database in order to be authorized subscribers. (For large corporations with multiple divisions, HIBCC will execute an “Umbrella Licensing Agreement” to provide HINs to all divisions.)
6. Animal Health Institute (AHI) distributors and manufacturers are not direct subscribers to the HIN database, but rather participants in the AHI Special project. Therefore, AHI participants are prohibited from sharing HIN data with parties outside of the project. Direct subscribers to the Animal Health subset of the HIN database are free to trade HINs with other direct subscribers, but are restricted from trading HIN information with AHI participants. AHI participants that would like to trade HIN information with parties outside of the project should contact HIBCC for a direct subscription.
7. Data reselling organizations, Internet intermediaries and consultants working for HIN subscribers are restricted from releasing any data that contains the HIN to non-HIN subscribers. Companies wanting to acquire data from these parties that includes HIN information must first become authorized subscribers.
8. Violation of the licensing agreement will result in termination of the HIN subscription.

Lists of authorized HIN subscribers are maintained and posted on the HIBCC web site, in the quarterly publication LINES, and are included with each HIN Database distribution. If you have questions about the licensing guidelines or would like to discuss special circumstances related to your organization's use of the HIN, please contact our office at 602.381.1091.

The iHIN[®] Application

iHIN Background

Since its inception, the HIN System has continually evolved to accommodate the changing needs of the industry. The most recent initiative - iHIN[®] - is a result of HIN user requests for expanded methods of communicating and accessing HIN information.

As part of our on-going effort to provide subscribers with the tools necessary to fully use the iHIN System application, HIBCC has prepared this primer, "The iHIN Application", a basic review of the functions provided by iHIN that enables you to maximize your use of the HIN System.

What is iHIN?

iHIN is a web-enabled portal to the HIN System. It allows users to browse the HIN database; construct and download queries; submit HIN requests to HIBCC; and organize, maintain and display hierarchical relationship data.

Purpose of iHIN

The purpose of iHIN is three-fold. One, to enhance the existing HIN System by providing immediate access via the Internet to the HIN database for subscriber inquiries and updates. This direct, one-on-one interaction between the subscriber and the database will result in faster synchronization of the HIN data with the subscriber's internal systems.

Two, iHIN allows a subscriber to navigate between various customized "views" of the system and download the specific portions of the database that they selected. This enhancement streamlines the collection and updating process by segmenting data to meet the specific needs of users.

Finally, the iHIN application provides a system for customizing hierarchical relationship data that expresses the parent/child relationships of given entities. Through this system, multiple parties in the supply chain can communicate data regarding a provider, or provider network and organize hierarchies most effectively. Users can compare hierarchies and reconcile differences between users, multiple parties can collaborate in understanding the who, what, and where of HIN entities and their interrelationships. Users can be organized into levels of control over the hierarchies and the resulting lists.

iHIN Tools

iHIN can be used to query for specific demographics of HIN entities, to identify an individual customer record by its HIN and display relationship data. iHIN is also a useful tool for the efficient submission of HIN requests to HIBCC.

Accessing iHIN

Accessing the iHIN system is done by logging on to www.hibcchin.org or by clicking the "Access iHIN" hyperlink on the HIN System page of HIBCC's web site (www.hibcc.org).

User Privileges

The iHIN system allows you to log-on as a guest user by entering your e-mail address and password. However, user privileges differ depending on if you are a guest or subscriber.

Benefits to HIN Subscribing Users

HIN subscribers can navigate iHIN more efficiently, in that they are able to save the customized views they create, as well as retrieve the HIN information associated with their query results. However, hierarchical relationship data is available to all users.

Becoming a HIN Subscriber

To become a HIN subscriber, contact HIBCC at (602) 381-1091 or log-on to the HIN System page of HIBCC's web site for more information, including application forms.

Logging on to iHIN

First time users will need to enter their e-mail address and create a password in order to be allowed access to iHIN. A password must be at least six characters long and contain at least one number. Current HIN subscribers should also enter their account ID. All log-in information is saved within iHIN so that on subsequent visits users may enter as a "Return User" by simply entering their e-mail address and password (see Figure 1.1). It is important that a user register with their correct e-mail address, as it will be used for notification of updates and system enhancements.

Password Retrieval

Contact the HIN Administration office at HIBCC at (602) 553-8552.

Accessing Account ID Assignments

Your account ID is provided by the HIN Administration office at HIBCC, and can be obtained by calling (602) 553-8552.

Note: A subscriber's account ID is not the same as their HIN.

HIBCC HIN[®] Request View Maker View Manager Download HIN Hierarchy

Home Account Info Log Out Email Help

iHIN™ - HIBCC's WEB BASED HIN PORTAL

Returning Users

If you are a returning user, please enter your Email Address and Password to access the iHIN system.

Email:

Password:

First Time Users

Enter your email address and create a password so we may securely authenticate you upon your next visit.

Email:

Password:

Confirm Password:

*Your password must be at least six characters long and contain at least one number.

If you are a HIN subscriber enter your account ID.

Subscriber Account ID:

[Apply for a HIN Subscriber Account](#)

Figure 1.1 To access iHIN, a user must log in with an email address and password.

iHIN Views

A view is a listing of records resulting from a query constructed in the *Create View* section on the **View Maker** page (see Figure 1.2).

View Components

A view shows the name, city, state/province, Zip code and market segment of selected entities. Views do not show street addresses or HINs. In order to display the address and HIN assignment, simply click on the entity's name. A pop-up window will open to display this information, as well as the phone number and an audit trail of the record. Although all three subsets of the database are accessible through iHIN, users will only be able to view HIN information in the subset to which they subscribe. Guest users will not be able to access HIN information in the pop-up screen.

The screenshot shows the iHIN Views interface. At the top, there are navigation tabs: HIN® Request, View Maker, View Manager, Download, and HIN Hierarchy. Below these are links for Home, Account Info, Log Out, Email, and Help. The main content area is titled "View - (Untitled)" and includes a search bar labeled "Find Hin:". Below the search bar, there are options for "Records 1 to 50 out of 168", "Next", "Modify", "Save", and "Download". The table below lists records with columns for Name, City, Region, Zip, and Market Segment. The records are sorted alphabetically by name.

Name	City	Region	Zip	Market Segment
ADELGLASS HOWARD R MD	NEW YORK	NY	10001	MEDICAL DOCTOR
AHN JEFFREY MD OFFICE	NEW YORK	NY	10001	CLINIC
ANESTHESIA PROVIDERS	NEW YORK	NY	10001	CLINIC
ANESTHESIA PROVIDERS	NEW YORK	NY	10001	HEALTH MISCELLANEOUS
AVENUE C PHARMACY	NEW YORK	NY	10001	PHARMACY
B & H PHOTO VIDEO PRO AUDIO	NEW YORK	NY	10001	NON-HEALTH MISCELLANEOUS
BARR & BARR INC	NEW YORK	NY	10001	NON-HEALTH MISCELLANEOUS
BE SMART	NEW YORK	NY	10001	NON-HEALTH MISCELLANEOUS
BECKER PARKIN DENTAL SUPPLY	NEW YORK	NY	10001	DISTRIBUTOR OR WHOLESALER
BECKER PARKIN SUPPLY	NEW YORK	NY	10001	DISTRIBUTOR OR WHOLESALER
Name	City	Region	Zip	Market Segment
BELLEZZA THOMAS J MD	NEW YORK	NY	10001	MEDICAL DOCTOR INTERNAL MEDICINE
BERKMAN IRWIN J MD	NEW YORK	NY	10001	MEDICAL DOCTOR PSYCHIATRY
BIO TECHNOLOGY CORPORATION	NEW YORK	NY	10001	MANUFACTURER
BOGHEN PHARMACY	NEW YORK	NY	10001	PHARMACY
BONIME WALTER R MD	NEW YORK	NY	10001	MEDICAL DOCTOR PSYCHIATRY
BROADWAY PHARMACY	NEW YORK	NY	10001	PHARMACY

Figure 1.2 After submitting the search criteria, the results will appear in alphabetical order by name.

Creating a View

After completing the login process, users will enter the **View Maker** page. The *Create View* section consists of a form containing list boxes for key attributes that describe a HIN entity: name, city, Zip code, state/province, country, market segment and whether a subscriber is active or inactive. The *Create View* section allows you to generate a query (see Figure 1.3).

To Create a View:

1. First, enter or select values for these attributes to construct the query that generates the view. Some traits, such as name, city and Zip code, are represented as text boxes.

QUICK TIP
 When performing a search, use "%" as a wildcard character to return more results. For example, a name of "%Clinic" will return A Clinic, B Clinic and C Clinic.

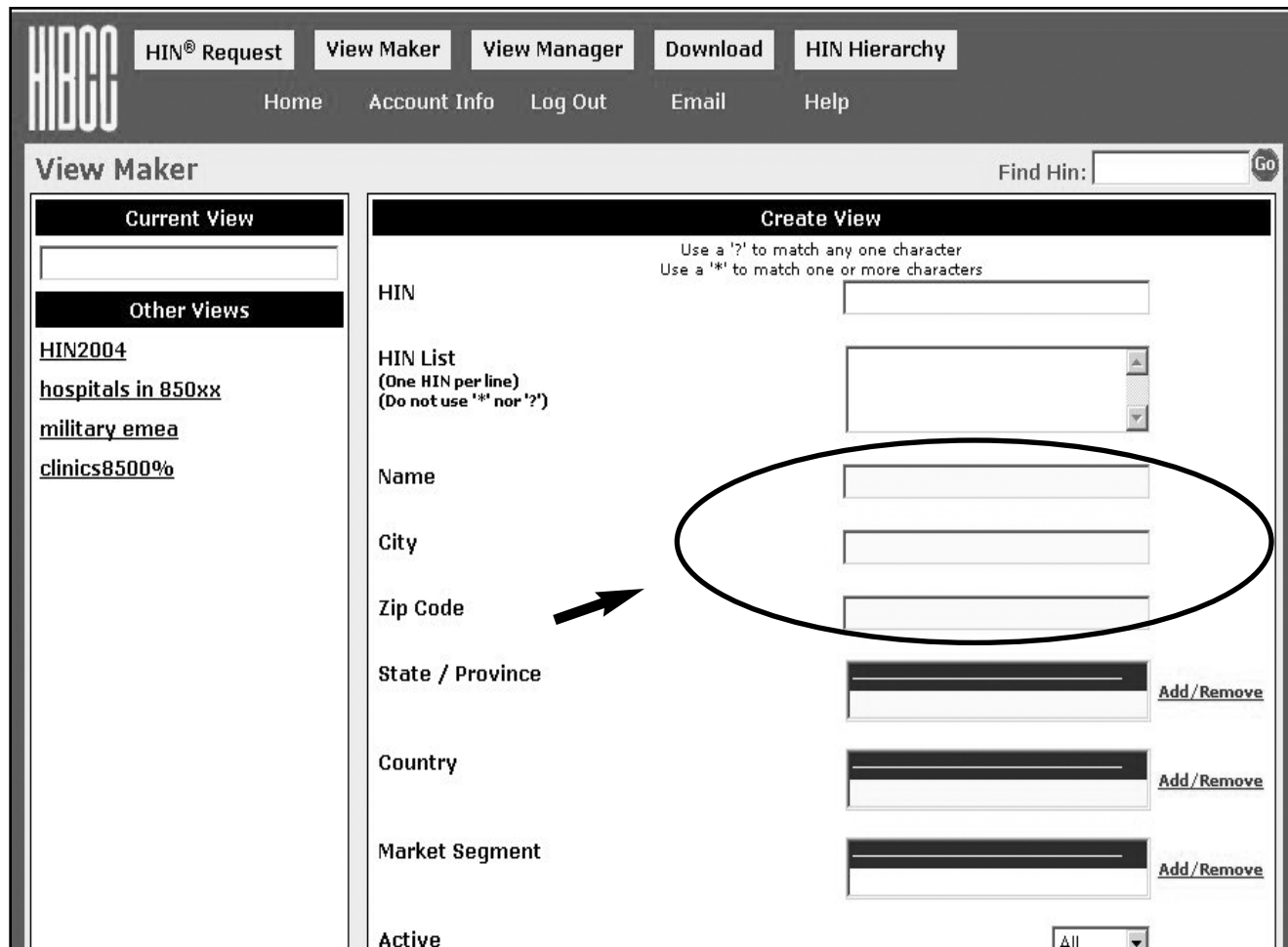


Figure 1.3 Query for HINs by filling in different fields. Results will vary based on search criteria.

2. For state/province, country and market segment, click on the Add/Remove link to the right to select one or more valid entries from a list that is displayed in a pop-up window (see Figure 1.4).
3. Users do not have to fill out the entire *Create View* section to run a query. An empty text box means that you want all of the results from a particular attribute.
4. Click on the "Search" button at the bottom of the page to view the results of your query.
5. The products of your query are revealed on the **View--(Untitled)** screen.

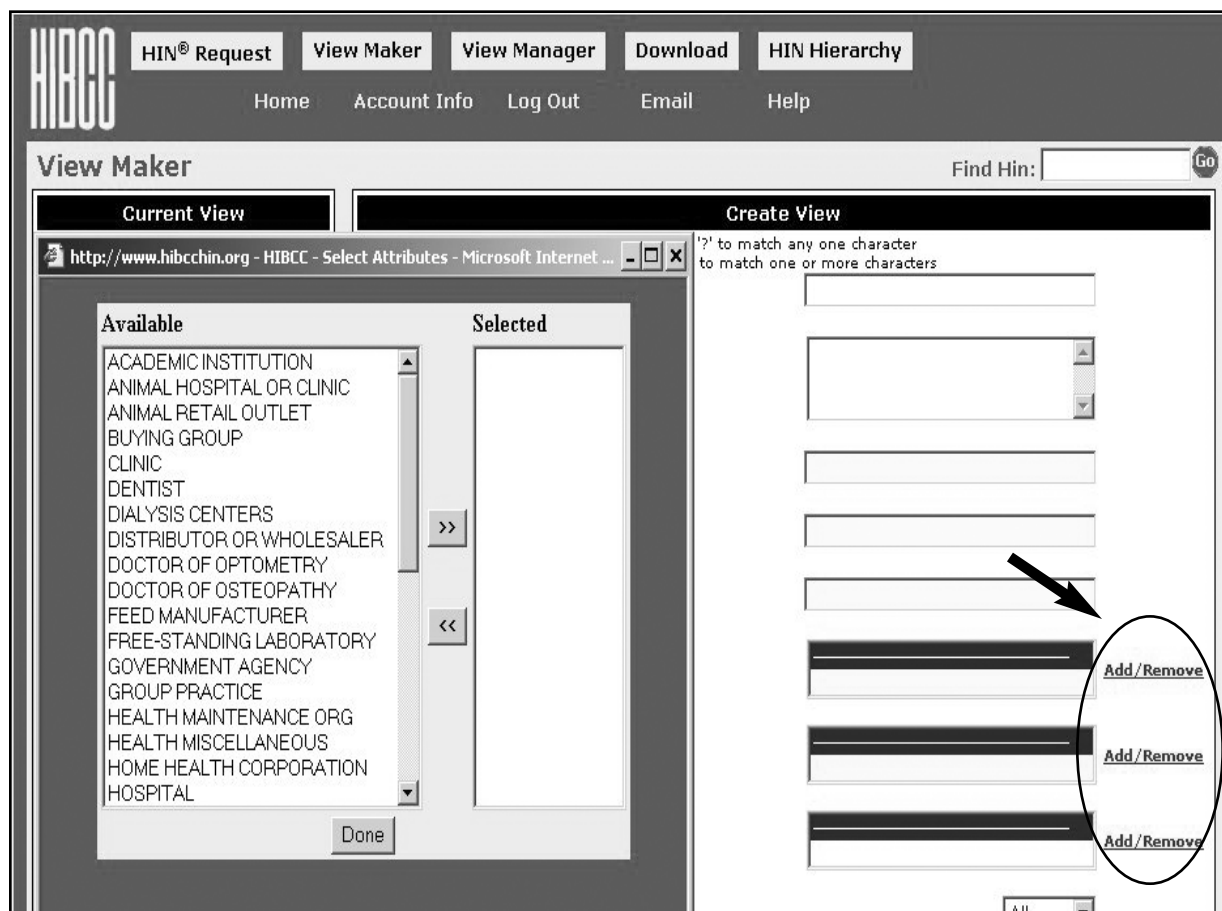


Figure 1.4 Search through a list of options for State, Country, and Market Segment.

Saving a View

Within the iHIN System users can save a view. Saving a view allows the subscriber on subsequent visits to recall that particular view without having to re-enter the search criteria. Only subscribers to the HIN database may use the save function.

To Save a View:

1. To save a view, click on the "Save" icon at the top or bottom of the **View -- (Untitled)** page.
2. When the pop-up window appears, enter a name for your view and click the "OK" button (see Figure 1.5).

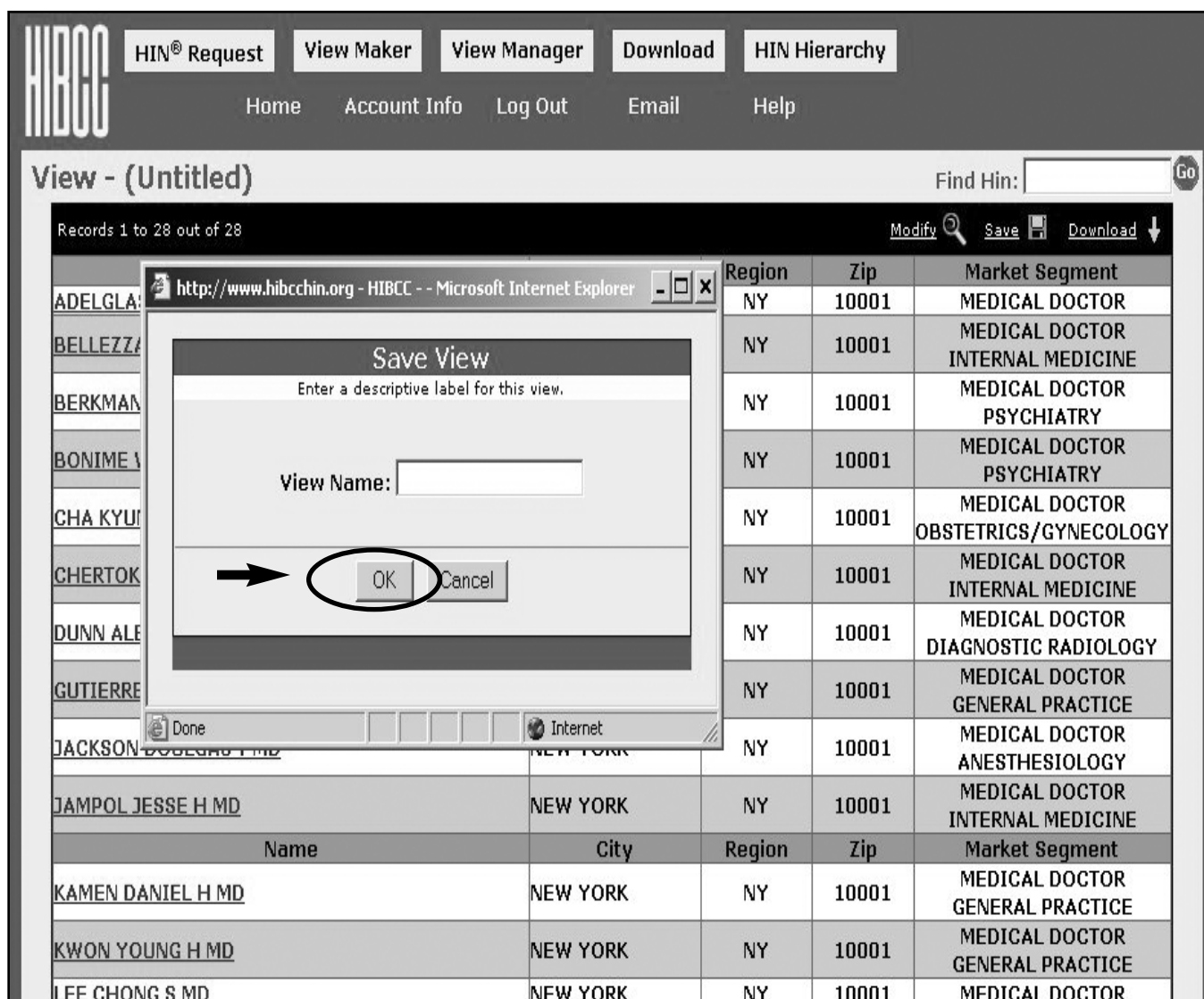


Figure 1.5 Save a view by naming it and clicking "OK."

Modifying a Saved View

QUICK TIP

Once you press the "Search" button, your changes will be saved. Make sure to enter a different name in the "Current View" text box located on the left before you click "Search" if you want to save the original view as well.

Users can modify an existing saved view in order to either broaden or reduce the scope of the query.

To Modify a Saved View:

1. Click on the "Modify" icon at the top or bottom of the *View* page.
2. The *Create View* section will open with the search criteria that define the view shown on the right side of the screen (see Figure 1.6).
3. Enter into the text boxes or select from the lists the attributes to modify the query and click "Search."

The screenshot displays the HIBCC View Maker interface. At the top, there are navigation tabs: HIN® Request, View Maker (selected), View Manager, Download, and HIN Hierarchy. Below these are links for Home, Account Info, Log Out, Email, and Help. A search bar labeled 'Find Hin:' is located in the top right corner.

The main content area is divided into two sections:

- Current View:** A text box containing 'MD's in 10001 Zip Code'.
- Other Views:** A list of saved views: HIN2004, hospitals in 850xx, military_emea, and clinics8500%.
- Create View:** A section for defining search criteria. It includes:
 - HIN:** An empty text box.
 - HIN List:** A dropdown menu with the text '(One HIN per line) (Do not use "*" nor "?')'.
 - Name:** An empty text box.
 - City:** An empty text box.
 - Zip Code:** A text box containing '10001'.
 - State / Province:** A dropdown menu showing 'new.york' with an 'Add/Remove' button.
 - Country:** A dropdown menu showing 'us' with an 'Add/Remove' button.
 - Market Segment:** A dropdown menu showing 'MEDICAL DOCTOR' with an 'Add/Remove' button.
 - Active:** A dropdown menu showing 'All'.

A 'Search' button is located at the bottom right of the 'Create View' section.

Figure 1.6 Modify a saved view by changing the scope of the query.

Deleting or Renaming a Saved View

To Delete or Rename a View:

1. Click the icon for "View Manager" at the top of the screen.
2. Select the View to be altered.
3. Users can then choose either the rename or delete button (see Figure 1.7).
4. A pop-up window will appear, prompting you through the rest of the process.

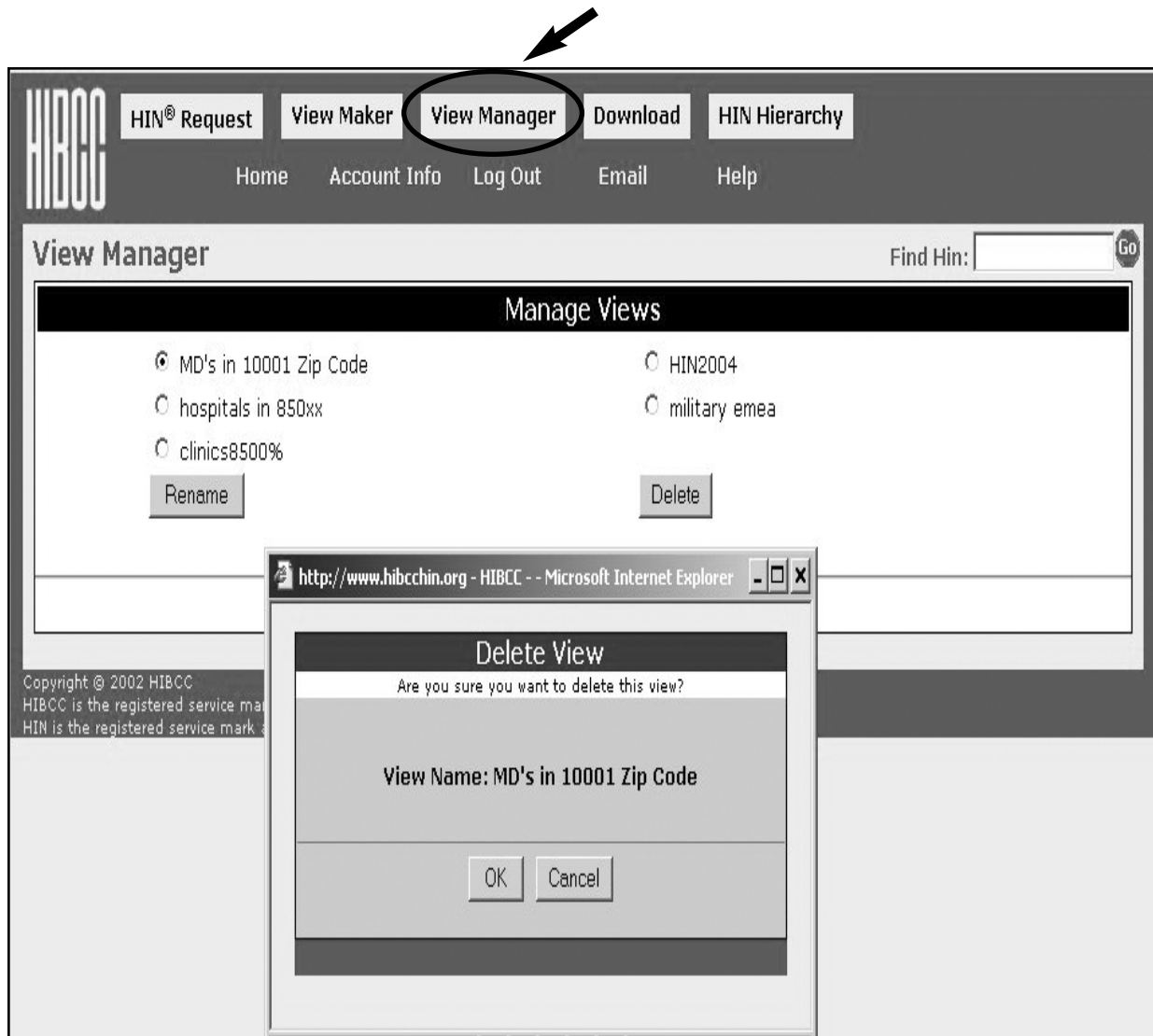


Figure 1.7 Manage saved views by renaming or deleting them.

Recalling a Saved View

Subscriber users can recall a view from the **View Maker** page, where the left side of the screen contains a list of the views, shown as links, that have already been saved. A view is 'owned' by the user who created it. Owners can display, rename, change or delete views. All other users who share the subscriber account ID will be able to see the views, but will not be able to modify them.

To Recall a Saved View:

1. Select a view by clicking on it.
2. The search criteria that define the view will appear on the right side under the *Create View* section (see Figure 1.8).

The screenshot shows the 'View Maker' interface. On the left, there is a list of views under 'Other Views'. The view 'clinics8500%' is selected, indicated by a black circle and an arrow. On the right, the 'Create View' section displays the search criteria for the selected view. The criteria include: HIN (empty), HIN List (empty), Name (empty), City (empty), Zip Code (10001), State / Province (new york), Country (us), Market Segment (MEDICAL DOCTOR), and Active (All). The 'Add/Remove' buttons are visible next to the State, Country, and Market Segment fields. A 'Search' button is at the bottom right.

Field	Value
HIN	
HIN List (One HIN per line) (Do not use '*' nor '?')	
Name	
City	
Zip Code	10001
State / Province	new york
Country	us
Market Segment	MEDICAL DOCTOR
Active	All

Figure 1.8 Selecting a view on the left will display the query criteria on the right.

Querying by Individual HIN

Subscriber users can use the “Find HIN” function to query by HIN assignment. This will allow a user to retrieve information for a specific entity.

To Query by Individual HIN:

1. Enter the HIN of the entity you are requesting into the box located on the right-hand side of the **View Maker** page (see Figure 1.8).
2. Click the "Go" button.
3. A pop-up window that contains the entity's name, street address, phone number, status, as well as any update activity on their account will appear.

The screenshot shows the 'View Maker' interface. At the top, there are navigation tabs: 'HIN® Request', 'View Maker', 'View Manager', 'Download', and 'HIN Hierarchy'. Below these are links for 'Home', 'Account Info', 'Log Out', 'Email', and 'Help'. The main content area is titled 'View Maker' and is divided into two sections: 'Current View' and 'Create View'. The 'Current View' section has a search box and a list of 'Other Views' including 'HIN2004', 'hospitals in 850xx', 'military emea', and 'clinics8500%'. The 'Create View' section has a 'Find Hin:' search box and a 'Go' button, both of which are circled in red. Below the search box, there are several input fields for 'HIN', 'HIN List', 'Name', 'City', 'Zip Code', 'State / Province', 'Country', and 'Market Segment'. Each of these fields has an 'Add/Remove' button next to it. At the bottom right, there is a 'Search' button and a dropdown menu for 'Active' set to 'All'.

Figure 1.9 The simplest way to search for a specific entity's information is by entering the HIN assignment.

Downloading HIN “View” Data

The HIN data for the view created is available as a fixed-length text file, which is produced in the HIBCC prescribed distribution layout.

There are two types of downloads available (see Figure 1.10):

1. A full report from a saved view or a view you just created (full downloads contain all records in a view), or
2. Updates containing the records in a view that have changed since the last time you downloaded that view.

If you have not downloaded a particular view before, the update and full download will have the same content.

The screenshot shows the HIBCC web application interface. At the top, there is a navigation bar with the HIBCC logo and several menu items: HIN[®] Request, View Maker, View Manager, Download (circled with an arrow), and HIN Hierarchy. Below this is a secondary navigation bar with Home, Account Info, Log Out, Email, and Help. The main content area is titled 'Downloads' and features a search box labeled 'Find Hin:' with a 'Go' button. The data is presented in a table with the following structure:

hibcchin@hibcc.org Lists	Last Download	View Update	Download Update	Download Report
MD's in 10001 Zip Code	4-29-05			
HIN2004	9-15-04			
hospitals in 850xx	9-15-04			
military_emea	8-25-04			
clinics8500%				
michelle.conlon@ddi-phx.com Lists	Last Download	View Update	Download Update	Download Report
glendale Animals	7-9-03			
anne@hotmail.com Lists	Last Download	View Update	Download Update	Download Report
SAMPLE VIEW2	2-11-05			
VETERINARIAN IN 85XXX ZIP CODE				

Figure 1.10 Views can be downloaded as a full report or an update report.

To download HIN data:

1. Selecting the "Download" icon at the top right corner of the screen displays all your saved views and the last time you downloaded them. From this page, you can elect to run a full download or just the update.
2. When displaying a view, click the "Download" link at the top or bottom of the screen to begin the download process.
3. Guest users will have to read and accept the *Data Use License Agreement* in order to proceed (see Figure 1.11).



Annual HIN Download Data Use License Agreement

For the selected download

Please read the following Data Use License Agreement. Use the scroll bar to the right of the text to see the entire agreement.

By downloading this data (hereafter called "HINs"), I (the Licensee) hereby agree that I am licensing from the Health Industry Business Communications Council (hereinafter referred to as HIBCC or the Licensor) the use of these HINs for a period of one year for a license fee as calculated as a consequence of this download.

I further agree to the following terms:

HINs and any compilation of HINs remain the sole property of HIBCC. Licensee will take no action to infringe on the rights of the Licensor therein.

1. Licensee acknowledges that the HIN data constitutes valuable copyrighted and proprietary information of Licensor.

Licensee agrees not to sell or release data to any

Do you accept the terms of the Data Use License Agreement?

If you choose Don't Accept, the Download window will close. To download HINs, you must accept this agreement.

Figure 1.11 Accepting the Data Use License Agreement will allow access to downloading the files.

Cost for Downloading Views:

There is no fee for HIN subscribers to download a view. For non-subscribers, the cost to download a record is two and a half cents without a HIN, and \$10 per record with a HIN. There is a minimum transaction fee of \$10.

To purchase a download, non-subscribers must fill out the credit card and billing information on the **Download Purchase** page and click "Submit" (see Figure 1.12).

Download Purchase

You are about to download **28** records.

If your total purchase exceeds \$1000 you may want to consider applying for a [HIN Subscriber Account](#)

Change the download type if you want the HIN for each record, otherwise the HIN will not be included in the download.

Download Type: ▼

Please enter your credit card billing information to complete the download process.

Fields marked with a ***** are required.

<p>Credit Card Number*</p> <input type="text"/>	<p>Billing Address*</p> <input type="text"/>
<p>Expiration Month*</p> <input type="text" value="January"/> ▼	<p>Year*</p> <input type="text" value="2002"/> ▼
<p>Name on Card*</p> <input type="text"/>	<p>City*</p> <input type="text"/>
<p>Phone*</p> <input type="text"/>	<p>State/Region*</p> <input type="text"/>
	<p>Zip*</p> <input type="text"/>
	<p>Country*</p> <input type="text"/>

Figure 1.12 To purchase a download, complete the credit card form.

HIN Requests

Submitting HIN Requests

HIN subscribers can submit HIN processing requests via the iHIN system.

To Submit a HIN Request:

1. Click the "HIN Requests" icon located at the top of the screen (see Figure 2.1).
2. Next, enter the file containing HIN requests into the text box provided.
3. Alternately, you can select the "Browse" button to find the file on your computer.
4. Click "Upload."

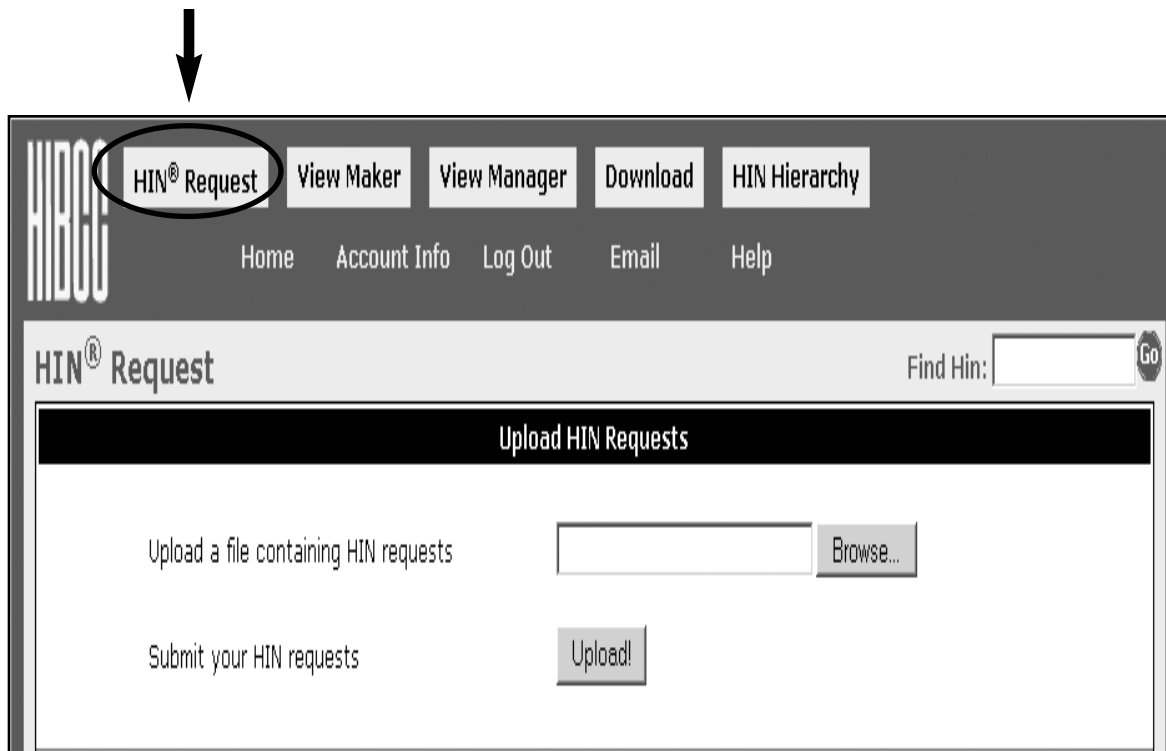


Figure 2.1 To upload a HIN Request file, select "Browse" to search through computer files.

Formatting HIN Requests

Due to the high volume of requests that HIBCC receives, all HIN requests must conform to the HIBCC prescribed file layout in order to ensure efficient and timely processing. A template of the file structure, as well as the file specifications, can be downloaded from the **HIN Request** page.

The file specifications are as follows:

- HIN Requests should be constructed in an Excel spreadsheet. A pre-formatted spreadsheet can be found on the **HIN Request** page. Files must be saved as a fixed-length text.
- The naming convention should be: CompanyNameMMDDYY (please use the company name that is on your Data License Agreement). The file name can be no longer than 20 characters.
- The following chart shows all the mandatory fields and their maximum character length.

Field Name	Max Char. Length	Begin	Usage	Notes
HIN	9	1	O	Facility HIN must be included for CHANGE FACILITY, DEACTIVATE FACILITY and ADD LOCATION request types. Location HIN must be included for CHANGE LOCATION and DEACTIVATE LOCATION request types.
NAME	35	10	M	
ADDRESS1	35	45	M	
ADDRESS2	35	80	O	
ADDRESS3	35	115	O	
CITY	20	150	O	Mandatory for ADD FACILITY request type.
STATE/PROVINCE	2	170	O	Mandatory for ADD FACILITY request type.
POSTAL CODE	9	172	M	Mandatory for ADD FACILITY request type.
COUNTRY	2	181	O	US assumed if blank.
MARKET/FUNCTION	2	183	M	Use HIBCC market segment codes.
TELEPHONE	16	185	O	
DEA	9	201	O	
REQUEST TYPE	2	210	M	AF = ADD FACILITY CF = CHANGE FACILITY DF = DEACTIVATE FACILITY AL = ADD LOCATION CL = CHANGE LOCATION DL = DEACTIVATE LOCATION
REASON CODE	2	212	O	See <i>HIN reason codes</i> in HIN Enumeration Guidelines
REFERBACK CODE	35	214	O	
CUSTOMER NUMBER	30	249	M	This can be your internal customer number

O = optional, M = mandatory

Retrieving Completed HIN Requests

After HIBCC has processed your HIN requests, a text file containing the responses will be posted to the **HIN Requests** page under the *Download HIN Requests* section (see Figure 2.2).

Simply click on the file name to download the response. The file is returned in the HIBCC prescribed format.

From this page you can also view a summary of recent HIN processing activity. Information includes dates submitted and completed, total records processed, number of records cross-referenced, and number cancelled.

HIBCC HIN[®] Request View Maker View Manager Download HIN Hierarchy

Home Account Info Log Out Email Help

HIN[®] Request Find Hin:

Upload HIN Requests

Upload a file containing HIN requests Browse...

Submit your HIN requests

[Click here to download import file specifications](#)

[Click here to download an Excel file template](#)

Request #	Status	Submitted	Last Update	Total Records	Processed	Cross-Referenced	Cancelled
43231	Closed 6-24-05	6/24/2005 2:49:02 PM	6-24-05	2	0	1	1
43230	Closed 6-27-05	6/24/2005 1:23:00 PM	6-27-05	64	32	30	2
43195	Closed 6-23-05	6/23/2005 1:42:11 PM	6-23-05	3	1	1	1
43110	Closed 6-20-05	6/20/2005 2:31:13 PM	6-20-05	4	0	4	0
43104	Closed 6-22-05	6/20/2005 1:53:37 PM	6-22-05	63	47	15	1
43102	Closed 6-23-05	6/20/2005 12:52:29 PM	6-23-05	153	122	16	15
43101	Closed 6-27-05	6/20/2005 12:51:47 PM	6-27-05	48	21	18	9
43100	Closed 6-22-05	6/20/2005 12:50:48 PM	6-22-05	166	53	105	8
43031	Closed 6-16-05	6/16/2005 11:31:42 AM	6-16-05	5	0	5	0
42723	Closed 6-1-05	6/1/2005 8:08:17 AM	6-1-05	69	64	5	0
42554	Closed 5-24-05	5/24/2005 7:43:14 AM	5-24-05	1	1	0	0
42530	Closed 5-23-05	5/23/2005 1:51:14 PM	5-23-05	2	2	0	0
Queued	Open	5/19/2005 10:50:21 AM					
42336	Closed 5-16-05	5/16/2005 12:33:09 PM	5-16-05	1	0	1	0
Queued	Open	5/2/2005 11:44:17 AM					
Queued	Open	5/2/2005 11:41:57 AM					
Queued	Open	5/2/2005 11:38:49 AM					
Queued	Open	5/2/2005 11:28:13 AM					

Download HIN Responses

Submission ID	File Name	Total Records	File Size
6	0000000006.txt	15	5160
7	0000000007.txt	25	8600
8	0000000008.txt	5	1720
9	0000000009.txt	26	8944
15	0000000015.txt	30	10320
16	0000000016.txt	20	6880

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Figure 2.2 The HIN responses will appear under “Download HIN Responses;” if there are no responses, it will say “You have no new responses.”

NOTES

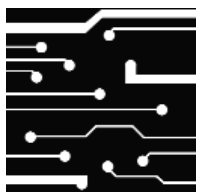
About HIBCC

The Health Industry Business Communications Council (HIBCC) is an industry-sponsored and supported non-profit organization. As an ANSI-accredited organization, our primary function is to facilitate electronic communications by developing appropriate standards for information exchange among all health care trading partners.

Our broad mission has involved HIBCC in a number of critical areas, including electronic data interchange message formats, bar code labeling data standards, universal numbering systems and the provision of databases which assure common identifiers.

The HIN[®] System was established in 1988 to provide a common location identifier for identifying trading partners in electronic transactions. Through standardized identification, trading partners are able to improve efficiency by reducing error and clerical effort and are able to reduce the cost of EDI messaging by substituting HIN for extraneous textual data. The HIN System has been administered by HIBCC since its inception and has grown to over one and one-half million records.

HIN has been endorsed by the Efficient Healthcare Consumer Response (EHCR) initiative as a key tactical enabler for reducing supply chain costs, and is also endorsed by the Healthcare Distribution Management Association (HDMA) and the Health Industry Distributors Association (HIDA) for customer identification in their contract administration guidelines.



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HIBCC GOVERNANCE

HIBCC is an industry-sponsored nonprofit council, which was organized by major health care associations in 1983, initially to develop a standard for data transfer using uniform bar code labeling, and later as the focal point for many other electronic data interchange standards. The HIBCC Board of Directors, which oversees HIBCC operations and sets policy, is composed of individuals appointed from the ranks of our Member Organizations.

PERMANENT SEATS

Advanced Medical Technology Association (AdvaMed)
American Hospital Association (AHA)
Federation of American Hospitals (FAH)
Healthcare Distribution and Management Association (HDMA)
Health Industry Distributors Association (HIDA)
Pharmaceutical Research and Manufacturers of America (PhRMA)

AT LARGE SEATS - Appointed on a rotating basis by the HIBCC Board to provide a balance of industry representation. Current and previous appointments have included:

American Society for Automation in Pharmacy (ASAP)
American Veterinary Distributors Association (AVDA)
Association for Healthcare Resources and Materials Management (AHRMM)
Healthcare Information and Management Systems Society (HIMSS)
US Department of Defense (DoD)
Web Exchanges



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