



Data Transfer Options and Requirements

March 2014

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Revision History

Name	Date	Version	Summary of changes
Data Acquisition Team	Jan 2005	1.0	Created document
Data Acquisition Team	Feb 2005	2.0	Updated contact information
Data Acquisition Team	Sept 2007	3.0	Updated requirements
Data Acquisition Team	Nov 2007	4.0	Updated requirements
Data Acquisition Team	Jan 2008	5.0	Updated requirements
Data Acquisition Team	Apr 2008	6.0	Updated requirements
Data Acquisition Team	Jun 2008	7.0	Updated requirements, branding
Data Acquisition Team	Feb 2010	8.0	Updated delivery options
Data Acquisition Team	Dec 2010	9.0	Updated file naming conventions, formatting
Data Acquisition Team	Mar 2011	9.1	Updated requirements
Data Acquisition Team	Nov 2011	10.0	Multiple updates throughout in response to changes made to supported submission methods: SFTP Push and Pull (was Pull only) FTP with PGP Pull only (was Push and Pull) HTTPS Push and Pull (was Pull only) See pages 6 and 7 for updated requirements.
Data Acquisition Team	July 2012	11.0	FTP Push is no longer supported as a method of incoming data transmission. Updated user policy, updated branding, updated company name to Truven Health Analytics.
Data Acquisition Team	September 2012	12.0	Updated branding; removed final reference to FTP Push.
Data Acquisition Team	November 2012	13.0	Updated to remove HTTPS Pull submissions and Connect:Direct transmission options
Data Acquisition Team	July 2013	14.0	Updated requirements, submission form and URLs
Data Acquisition Team	November 2013	14.1	Removed references to receive data from Truven Health via a HTTPS Push.
Data Acquisition Team	January 2014	14.2	Updated IE requirements
Data Acquisition Team	March 2014	15.0	Removed references to FTP inbound

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General Overview

This document is designed to provide data suppliers and data recipients with information about the different data transfer methods supported by Truven Health Analytics as well as their requirements.

Although physical and electronic media submissions are both accepted, Truven Health Analytics encourages electronic data transfers (EDT).

Electronic Data Transfer

Data Suppliers

Several methods can be used to submit data to Truven Health Analytics over the Internet, and this document provides information about each of them. See page 5 for details about method, setup, and requirements for sending data via:

- Secure FTP (SFTP) – Push and Pull
- HTTPS - Push
- Interactive Web Submission

Physical Media Options

Truven Health Analytics accepts data submission in a variety of physical media options. See page 12 for details about format options and requirements for:

- External Hard Drives
- CDs and DVDs
- Data Diskettes

Data Recipients

Truven Health Analytics offers five different setup methods for transmitting data to data recipients. See page 14 for details about methods, setup, and requirements for receiving data from Truven Health Analytics via:

- Standard FTP over VPN – Push only
- FTP Push and Pull
- HTTPS Pull
- SFTP Push and Pull

Data Suppliers: Sending Data to Truven Health Analytics

Introduction

Electronic data transfers (EDT) rely on standard Internet protocols to transfer data to and from Truven Health Analytics for processing. This service has several options you can use to submit data to Truven Health Analytics. Acceptable file types include .txt, .dat, and .csv. Do not send proprietary-format file types (i.e., .xls, .doc, etc.).

Truven Health Analytics adheres to HIPAA (Health Insurance Portability and Accountability Act) standards regarding the transmission of medical data, including authenticating users and encrypting transmissions.

Note All electronic data submission methods require the submission of control information in specified formats, and may require files to be named according to Truven Health Analytics' file naming convention. Please see page 8 for information about file names. **Data will not be processed without control information.** Please see page 10 for information about control totals. For additional information about control information requirements, contact your Truven Health Analytics Account Team Representative.

Methods for Submitting Electronic Data to Truven Health Analytics

The methods listed below can be used to send data to Truven Health Analytics.

- **Secure FTP (SFTP) – Push and Pull**

This option uses an encrypted SSH (Secure Shell) channel to pull data from supplier sites. It also uses Secure FTP on port 22 to accomplish the data transfer. Zipped files may be transmitted using this method. Please see “Supported Compression & Encryption Methods for Submitting Electronic Data to Truven Health Analytics” on page 12 for more information about zipped files. PGP encryption is supported but not required.

Note SSL on port 21 (FTPS) is not supported by Truven Health Analytics.

Truven Health Analytics supports SSH key authentication as well as username/password authentication. SFTP Push users with username/password authentication will be issued a temporary password, which must be changed upon successful login. Data suppliers using key authentication are required to provide IP addresses for filtering purposes. If you are using SSH key authentication, you will not be prompted for a password.

Note Passwords will expire every 90 days; users will receive a reminder **only** if they have requested an automated e-mail to notify them when their password is about to expire.

- **HTTPS – Push**

This option uses an encrypted SSL channel to push data to Truven Health Analytics. It utilizes Internet standard port 443 to accomplish the data transfer. Zipped files may be transmitted using this method. Please see “Supported Compression & Encryption Methods for Submitting Electronic Data to Truven Health Analytics” on page 12 for more information about Zipped files.

Note HTTPS Push users will be issued a temporary password, which must be changed upon successful login. Passwords will expire every 90 days; users will receive a reminder **only** if they have requested an automated e-mail to notify them when their password is about to expire.

- **Interactive Web Submission**

The Medstat Data Submission System (MDSS) is a web-based software application that allows a data supplier to validate the structure of a file and send it electronically to Truven Health Analytics over the Internet. A small Java applet guides the user through the data submission process. In this process, data is

validated against the agreed-upon data format. This method cannot be automated. Zipped files may not be sent using this method.

Table 1: Electronic data submission method features

Feature	Interactive Web	HTTPS	SFTP
Compression	✓		
File encryption			✓ Supported
Transfer method encryption	✓	✓	✓
User Authentication	✓	✓	✓ Supported
Key Authentication		✓	✓ Supported
Data pushed to Truven Health Analytics	✓	✓	✓ Supported
Data pulled by Truven Health Analytics			✓ Supported
Can be automated		✓	✓

Table 2: Electronic data submission method requirements

Requirement	Submitting data via Interactive Web	Submitting data via HTTPS	Submitting data via SFTP
Software	Java Run-time 1.5 or greater (installed during first MDSS login, if not present)	SSH client or web browser	Pull SSH Server responding on port 22 Push SSH client or web browser
Hardware	PC with Windows 2000 or Windows XP workstation, with latest Windows updates 56Kb modem or better (broadband Internet connection preferred) 128MB RAM or better Pentium 200Mh processor or better	N/A	N/A
Web Browser	Internet Explorer 6 or Internet Explorer 7	IE 6 or IE 7	Pull N/A Push IE 6 or IE 7
File Size Limit	2GB	15GB	Pull 15GB Push 10GB (file or batch)
Control Information	Entered on Web Interface	Header/Trailer or Tag File	Header/Trailer or Tag File

Requirement	Submitting data via Interactive Web	Submitting data via HTTPS	Submitting data via SFTP
File Names	N/A	File names supplied by Truven Health Analytics unless otherwise specified by supplier.	File names supplied by Truven Health Analytics unless otherwise specified by supplier.
Permissions	Administrator access on workstation to install Java Run-time		Permission to delete files from remote server

File Naming Conventions for Submitting Electronic Data to Truven Health Analytics

When submitting files by FTP Pull or SFTP, the file names should follow the Truven Health Analytics naming convention, unless otherwise specified by the data supplier.

Truven Health Analytics File Naming Requirements

SFTP and HTTPS Push with PGP-encrypted files

Format ONLY for 4-digit customer/data supplier identification numbers with 5-digit layout identification numbers

This format is to be used **only** when both the customer and the data supplier have a 4-digit identification number and when the layout has a 5-digit identification number. It cannot be used if either the customer or the data supplier has a 5-digit identification number or if the layout identification number is longer than 5 digits.

In the template shown below, the italicized text represents variable information. The angle brackets (< >) must **not** be included in the file name; they are used only for clarity's sake.

In this file-naming format, the customer number is 4 bytes, the data supplier number is 4 bytes, the header/trailer identifier is 1 byte, and the layout group number is 5 bytes, for a 14-byte length. Starting at byte 15 and before the file extension, an underscore followed by optional text may be entered in the file name. Although the underscore is optional, Truven Health Analytics suggests that it be included before the optional text. See “Control Information for Submitting Electronic Data to Truven Health Analytics” on page 10 for additional details about the header/trailer identifier located at byte 9.

Note	PGP is optional. If using PGP, the file extension must be added at the end of the file name, as shown in the example below.
-------------	---

*<CustomerNumber><SupplierNumber><Header/TrailerID><LayoutGroupNumber>_<OptionalText>.<FileExtension>*pgp

Optional

If you send the control information in a separate tag file, the file name for the tag file and **must** match the file name for the data file up to the file extension. In the example below, the two file names match except for the .txt and .mms file extensions.

Example: 17460770E10356_1Q11.txt.pgp and 17460770E10356_1Q11.mms.pgp

Format for 4- or 5-digit customer/data supplier identification numbers

This format includes a delimiter, so it can be used for all customers and data suppliers and with all layouts.

In the template shown below, the italicized text represents variable information. The delimiter we use between sections takes the form of a hyphen-underscore-hyphen (-_), and it must be inserted where indicated. The angle brackets (> <) must **not** be included in the file name; they are used only for clarity's sake.

Note	PGP is optional. If using PGP, the file extension must be added at the end of the file name, as shown in the example below.
-------------	---

*<CustomerNumber>_<SupplierNumber><Header/TrailerID><LayoutGroupNumber>_<OptionalText>.<FileExtension>*pgp

Optional

See “Control Information for Submitting Electronic Data to Truven Health Analytics” on page 10 for additional details about the header/trailer identifier.

Examples:

1746-_-0770E10356-_-Nov2010.txt.pgp and 1746-_-0770E10356-_-Nov2010.mms.pgp
 14325-_-0631T5113.txt
 09989-_-16723T22048-_-3Q2010.txt

Note If you send the control information in a separate tag file, the file name for the tag file and **must** match the file name for the data file up to the file extension. In the first example above, the two file names match except for the .txt and .mms file extensions.

Header/trailer and tag identifier character

The header/trailer and tag identifier character indicates the location of the control information.

- **E** indicates a separate tag file with an .mms extension
- **T** indicates an embedded header/trailer record

Examples:

7705-_-0770E10356.TXT.PGP and 7705-_-0770E10356.MMS.PGP
 7705-_-0770T10356.TXT.PGP

See “Control Information for Submitting Electronic Data to Truven Health Analytics” on page 10 for additional details about the header/trailer identifier.

Multiple files

To push multiple files at one time, a unique identifier can be inserted into the file name after the layout group number and before the .txt or .mms extension.

Examples:

7705-_-0770E10356-_-**4Q10**.TXT.PGP and 7705-_-0770E10356-_-**4Q10**.MMS.PGP
 7705-_-0770E10356-_-**1Q11**.TXT.PGP and 7705-_-0770E10356-_-**1Q11**.MMS.PGP

Supplier-selected File Naming Requirements

SFTP Pulls/Pushes and HTTPS Push

In almost all cases, Truven Health Analytics requires the use of our file naming conventions when submitting via FTP with PGP encryption, FTP over VPN, or SFTP. If you are unable to comply with this requirement, then the file names you use **must** contain a static component from submission to submission.

Examples: Customer_medclaims_Jun2011.txt (Data file name)
 Customer_medclaims_Jun2011.mms (Tag file name)

In the examples above, **Customer_medclaims_** remains the same for each submission, but the time period is updated with each submission. File names for data and tag files should be identical with the exception of the file extension. Remember that our file system is case sensitive.

Note Do not use any of the following in file names:

- periods (.) except immediately before the txt and pgp extensions (if applicable)
- spaces
- special characters: !, #, or @

Control Information for Submitting Electronic Data to Truven Health Analytics

Files submitted electronically to Truven Health Analytics must contain information about the data contents. This information can be provided in one of two ways:

- Embedded header or trailer record
- Tag file

Embedded Header or Trailer Record

If the data format contains layouts for a header or trailer record that contain control total information about the file, these records can be appended to the data detail.

Note If you are adding headers and/or trailers that have not been previously discussed, contact your Truven Health Analytics Account Team Representative first.

The header/trailer record must be the same length as other layout(s) in the group when using fixed-width formats.

At a minimum, the header/trailer record must contain the following information:

- Total file record count including header and/or trailer
- Dollar totals (e.g. net payments), if applicable
- Start time period (dates must be in the same format as dates in the data detail)
- End time period (dates must be in the same format as dates in the data detail)

Tag File

A tag file, in the context of the automated EDT process developed by Truven Health Analytics, is a small text file that contains information about a specific data file. Each data file transmitted to Truven Health Analytics must be accompanied by a tag file or must have a header/trailer. A tag file or a header/trailer is required with each file submitted so that Truven Health Analytics can properly catalogue and process the data content included in the submission.

Truven Health Analytics only processes data files and tag files in pairs. Orphaned data files or tag files will not be processed. With the exception of the file extensions, data file and tag file pairs must also have identical file names in order to process:

Example:

Customer_medclaims_Jun2006.txt (Data file name)
Customer_medclaims_Jun2006.mms (Tag file name)

The first 25 bytes of each required line (or record) will comprise the literal label used in the example below. The data corresponding to the label will begin in column 26 and end in column 80 for that respective line (or record).

The data supplier should provide in the tag files the content shown in the table below.

Table 3: Tag file fields

Label	Format	Description
Number of Records	Numeric, left justified, no commas	Identifies the number of records included in the data content file.
Record Length	Numeric, In bytes at source, left justified, no commas	Identifies the number of bytes per record (excluding the record terminator).
Start Paid Date	Date: MM/DD/CCYY with "/" delimiter and leading zero(s) as needed for single-digit months and days	Identifies the starting date for the period included in the data submission.

Label	Format	Description
End Paid Date	Date: MM/DD/CCYY with "/" delimiter and leading zero(s) as needed for single-digit months and days	Identifies the ending date for the period included in the data submission.
Dollar Totals	Numeric, left justified, no commas or dollar sign (\$), negatives should be signed on the far left, 2 explicit decimal places to the right of the included decimal point	Provides a control total for dollar amounts for files that include dollar amounts in the record layout. Note If a record layout does not include a dollar amount, the label must remain in place, while the remainder of the line is left blank.
Contact Name and Phone	Text, First (space " ") Last ###.###.#### (X##### for extension)	Provides contact information that can be used for follow up in the event of problems reading or interpreting the data content file.
Comments	Text, columns 26 through 80, one (1) comment per line with a maximum of four (4) lines.	Provides space for comments regarding the data content, such as data type, or special instructions, etc.

Example tag file

```

1-----26-----40-----60-----80
Number of Records:      105623
Record Length:         450
Start Paid Date:       01/01/2010
End Paid Date:        01/31/2010
Dollar Totals:        2356497.88
Contact Name and Phone: Joyce Welch-Smith 734.555.9876X4321
Comments:              Claims Data
Comments:              Replacement file

```

Note The dashed line with numbers in the example above indicates the relative positions in the record layout – it must not be included in the text of the tag file.

Example tag file

```

1-----26-----40-----60-----80
Number of Records:      265884
Record Length:         353
Start Paid Date:       03/01/2010
End Paid Date:        03/31/2010
Dollar Totals:
Contact Name and Phone: Franklin Haskel 734.555.9876X4321
Comments:              Eligibility Data
Comments:              Replacement file

```

Note If you are submitting a tag file for data that has no financial information included, the “Dollar Totals:” label must remain in place, but leave the rest of the line blank.

Note The dashed line with numbers in the example above indicates the relative positions in the record layout – it must not be included in the text of the tag file.

Supported Compression & Encryption Methods for Submitting Electronic Data to Truven Health Analytics

The only encryption method supported by Truven Health Analytics is PGP. Files sent to Truven Health Analytics using the PGP encryption method should be encrypted using the Truven Health Analytics Public Key (Truven Health Analytics.asc). The public key will be provided during the data transmission setup process.

Truven Health Analytics can accept zipped files via most electronic transmission methods. However, specific naming conventions must be followed:

- Files may be zipped using Winzip, pkzip, or gzip.
- Files may have either a .zip or a .gz extension.
- Files with .tar, .tgz and .rar extensions will not be processed.
- If files are to be PGP encrypted, zipping should be done before encryption.
- All zipped files must be named according to the transmission method's file naming requirements, with the .txt or .mms extension replaced by the .zip or .gz extension.
- All files in archives must follow the file naming convention set by Truven Health Analytics, regardless of transmission method. See page 8 for file naming requirements for each data transfer method.

Examples:

1055-_-0770E12345.ZIP (Contains 1055-_-0770E12345.TXT and 1055-_-0770E12345.MMS)
Customer_claims.zip (Contains 10550770T12345.TXT)

Note Zipped files are not supported for Interactive Web Submission

Physical Media Submission

Although Truven Health Analytics encourages the use of electronic data submission, physical media submission is also available. The media format options, which are described in section 3A below, pertain to media to be received by Truven Health Analytics. However, the same media formats and requirements are also used to send data files externally (originating from Truven Health Analytics). If you receive data files on physical media from Truven Health Analytics and have other requirements, please notify your Truven Health Analytics account representative.

Physical Media Format Options

Media types

- CD-ROM – 700MB
- DVD – 4.3GB single layer or 8.5GB dual layer
- External Hard Drive with USB 2.0 or USB 3.0 connection formatted for Windows
- Tape – LTO-3

Compression

Data files may be compressed using WinZip or PGP (using the Truven Health Analytics public key, EDTFTP <edtftp@medstat.com>, or Self-Decrypting Archive format).

Parsing Files Prohibited

Data files should not span multiple media. Please choose a type of media that will accommodate the entire data volume or limit the file size appropriately.

Media Contents

Media should only contain data files. No other files should be present on the disk, including third party software (e.g. applications that can be used to view/edit data files).

Data Security

Due to HIPAA privacy and security regulations and increased data breach sanctions under the American Recovery and Reinvestment Act of 2009 (ARRA), Truven Health Analytics strongly recommends protecting data containing PHI that is placed on physical media and shipped to Truven Health Analytics. Protection can be done through PGP encryption or WinZip (preferably using 256 bit AES encryption) or any WinZip compatible application. In addition, passwords should not be shipped in the same package as the media. This will help protect the data from unauthorized access.

Physical Media Labeling and Documentation Requirements

External media label and documentation requirements apply to all physical media types.

Physical media identification

Truven Health Analytics can provide Media Submission Forms that contain self-adhesive labels to data suppliers that submit data via physical media. An electronic version of this form can also be provided. These forms provide data security and privacy while expediting processing upon receipt at the Truven Health Analytics data center. Appendix A contains a sample of the Media Submission Form and label. Please notify your contact at Truven Health Analytics if you require Media Submission Forms.

Proper identification of the media

1. Complete the label and affix to the media or CD/DVD case. If using an electronic form create a unique id/serial number and write it on both the form and media so they can be matched together at our data center.
2. To protect the media from unauthorized access package and ship the media separately from the Media Submission Form. (See Appendix A: Sample Media Submission Form).
3. Complete the rest of the form, and ship, fax, or e-mail to the Truven Health Analytics data center.
4. Send the Media Submission Form to Truven Health Analytics as follows:
 - Fax to Truven Health Analytics at (651) 687-6943, or
 - E-mail to Truven Health Analytics at MediaManagement@truvenhealth.com.
5. If you place multiple files on the same media, list the files on the Media Submission Form by file name or volume serial number. For each file, indicate the record count, net payments (if applicable), and time period.

Note Never combine files for multiple customers on a single item of media. For example, if you use CDs and you have files for three customers, you would send three CDs (there would be one set of customer files per CD).

Unidentified physical media retention policy

Physical media sent to Truven Health Analytics for processing, but which doesn't have supporting documentation (that is, there is no password, no identifiable customer or supplier, etc.), will be retained for a period of two weeks while we work to obtain the necessary information needed to process the media. If, after two weeks, we are still unable to identify or process the media, it will be destroyed unless we have been specifically requested to return the physical media.

Data Recipients: Receiving Data from Truven Health Analytics

Introduction

Electronic data transfers (EDT) rely on standard Internet protocols to transfer data to and from Truven Health Analytics for processing. This service has several options by which you can receive data from Truven Health Analytics.

Truven Health Analytics adheres to HIPAA (Health Insurance Portability and Accountability Act) standards regarding the transmission of medical data, including authenticating users and encrypting transmissions.

Methods for Receiving Electronic Data Transmissions from Truven Health Analytics

The methods listed below are used by Truven Health Analytics to transmit data to a data recipient:

- **FTP Pull**
The FTP Pull option allows data recipients to pull PGP Encrypted data from an external Truven Health Analytics server. Data recipients can retrieve files non-interactively through automated scripts via FTP, SFTP (SSH), and HTTPS. This process requires a data recipient user name and password to access ftp2.medstat.com. User accounts on ftp2.medstat.com have passwords that expire every 90 days.
- **FTP Push**
The FTP Push option transmits unencrypted and PGP-encrypted data from an internal Truven Health Analytics server to the data recipient server. FTP Push uses Rebex on port 21 to accomplish the data transfer. This process may require changing the settings for the data recipient's firewall.
- **HTTPS Pull**
The HTTPS Pull option transmits data to a Truven Health Analytics external server. This process requires a data recipient user name and password to access ftp2.medstat.com to retrieve the data via HTTPS through a web browser or a client. Truven Health Analytics can supply MOVEit® Xfer to complete non-interactive HTTPS transfers. User accounts on ftp2.medstat.com have passwords that expire every 90 days.
- **SFTP Push**
The SFTP Push option transmits data from an internal Truven Health Analytics server to the data recipient server. SFTP Push transfers use Rebex on port 22 to accomplish the data transfer (data recipient specific ports can also be specified). This process requires access to the recipient server for the Truven Health Analytics internal FTP server.
- **SFTP Pull**
The SFTP Pull option allows data recipients to pull data from an external Truven Health Analytics server. Data recipients can retrieve files non-interactively through automated scripts. This process requires a data recipient user name and password to access ftp2.medstat.com through a web browser or a client. Truven Health Analytics supports SSH key authentication as well as username/password authentication. SFTP Push users with username/password authentication will be issued a temporary password, which must be changed upon successful login. Data suppliers using key authentication are required to provide IP addresses for filtering purposes, and they will **not** have passwords associated with their accounts.

Note	Passwords will expire every 90 days; users will receive a reminder only if they have requested an automated e-mail to notify them when their password is about to expire.
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Table 4: Electronic data transmission method features

Feature	FTP Pull	FTP Push	HTTPS Pull	SFTP Push	SFTP Pull
File Encryption	✓ Required if protected health information is being transmitted	✓ Required if protected health information is being transmitted	✓ Supported	✓ Supported	✓ Supported
Transfer Method Encryption			✓	✓	✓
User Authentication	✓	✓	✓	✓	✓ Supported
Key Authentication					✓ Supported

Table 5: Electronic data transmission requirements

Requirement	Receiving data via FTP Pull	Receiving data via FTP Push	Receiving data via HTTPS Pull	Receiving data via SFTP Push	Receiving Data via SFTP Pull
Software	Standard FTP Client or Web Browser	Standard FTP Server	Web Browser or MOVEit® Xfer* with any HTTPS Client	Standard SFTP Server	Standard SFTP Client Browser
Hardware	N/A	N/A		N/A	N/A
Web Browser	Internet Explorer 6 or greater	N/A	Internet Explorer 6 or greater	N/A	N/A
File Size Limit	40 GB	40 GB	40 GB	40 GB	40 GB
Permissions	Truven Health Analytics user account	Truven Health Analytics write permissions on recipient server	Truven Health Analytics user account	Truven Health Analytics write permissions on recipient server	Truven Health Analytics user account

* Truven Health Analytics can supply MOVEit® Xfer to complete non-interactive HTTPS transfers.

Appendix A: Sample Media Submission Form



Media Submission Form

No.

ID1 (Customer)

ID2 (Data Supplier)

Date Created

Tape # of

No.

Type of Media (select one or specify)

Select one... Specify:

This form can be e-mailed. See instructions below.

Please ship media separate from submission form.

Senders Name:

Senders Phone:

Senders Email:

Truven Health Contact:

Your Company Name:

Who Data Belongs to:

Date Created:

Courier:

Tracking #:

File Information	File #1	File #2	File #3
Character Set (Select one)	Select one... <input type="text"/>	Select one... <input type="text"/>	Select one... <input type="text"/>
Encryption (Select one)	Select one... <input type="text"/>	Select one... <input type="text"/>	Select one... <input type="text"/>
	Method: Select one... <input type="text"/> Other <input type="text"/>	Method: Select one... <input type="text"/> Other <input type="text"/>	Method: Select one... <input type="text"/> Other <input type="text"/>
*Password	<input type="text"/>	<input type="text"/>	<input type="text"/>
Dataset Name	<input type="text"/>	<input type="text"/>	<input type="text"/>
VOL-SER Number	<input type="text"/>	<input type="text"/>	<input type="text"/>
*Type of Media (select one, or specify)	Select one... <input type="text"/>	Select one... <input type="text"/>	Select one... <input type="text"/>
	Other <input type="text"/>	Other <input type="text"/>	Other <input type="text"/>
Record Length	Select one... <input type="text"/>	Select one... <input type="text"/>	Select one... <input type="text"/>
Record Count	<input type="text"/>	<input type="text"/>	<input type="text"/>
Transfer Payments	<input type="text"/>	<input type="text"/>	<input type="text"/>
*Time Period	<input type="text"/>	<input type="text"/>	<input type="text"/>

- Instructions:**
1. Use one form per media (Only one customer's data per media)
 2. Use additional forms if media contains more than three files
 3. Fill in information inside dotted line, cut out, and affix to media.
 4. Address packaging and ship separate from media submission form
 5. Complete remainder of media submission form
 6. e-mail media submission form to:
Email: MediaManagement@TruvenHealth.com

Ship Media to:
 Savvis, A CenturyLink Company
 Attn. Truven Health Analytics – MMT
 14901 FAA Blvd
 Fort Worth, TX 76155

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