BCBSRI/HCL Tech
Data Transfer Worksheet (version 1.4)

Note: This document uses the 'forms' feature of Microsoft Word.

If you have any questions, you can reach us using the contact information in Section 6

Section 1 Client Contact Information	Date:

Company/Firm Name:

Address (Street, City, State, Zip Code):

Main Phone: Website/URL:

Business Hours and Time Zone: ☐ **EST/EDT**   ☐ **CST/CDT**   ☐ **MST/MDT**   ☐ **PST/PDT**

Project Mgr/Business Contact Name: Title: Dept:

Phone: E-Mail Address

Alternate Contact Name: Title: Dept:

Phone: E-Mail Address:

Section 2   Vendor Technical Contact Information

Primary Technical Contact Name: Title: Dept:

Phone: Fax: E-Mail Address:

After hours contact procedure (if applicable):

Technical Contact Company Name (if different from section I):

Alternate Technical Contact Name: Title: Dept:

Phone: E-Mail Address:

After hours contact procedure (if applicable):

Technical Contact Company Name (if different from section I):

Section 3   Direction of Flow

☐   Inbound To BCBSRI

☐   Outbound from BCBSRI

Section 4   Data Information

Please check all that apply:

- ☐ Recurring   Frequency (if recurring): Monthly, Weekly, Daily
- ☐ Contains sensitive data (PHI, passwords, etc)
- ☐ Client/Vendor will transfer data to BCBSRI
- ☐ Client/Vendor will retrieve data from BCBSRI
- ☐ BCBSRI will transfer data to Client/Vendor
- ☐ PGP will be used to encrypt the data prior to transmission **(N/A for 837 x12 Files)**
- ☐ One time only

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Approximate size of file in MB: N/A
Additional Information:

Section 5 Select Connectivity Mode	
Secure FTP	**HTTPS**
Production/Partner System	**Production/Partner System**
SFTP Preferred ☐	HTTPS Preferred ☐
DNS name: bluegateway.bcbsri.com	**DNS name:** https://bluegateway.bcbsri.com
IP Address: 20.62.86.171	**IP Address:** 20.62.86.171
Port/Protocol: SSH (TCP-22)	**Port/Protocol**: (TCP-443)

Additional Information

For Inbound SFTP file transfers the vendor is required to provide BCBSRI the public key that will be used with the login provided by BCBSRI.

For Inbound web browser access BCBSRI will provide the vendor a certificate that they will need to import into their web browser.

Preferred Algorithm SSH Public Key – RSA/2048

52.177.166.114 and 40.65.245.201 are the BCBSRI outbound IP addresses which must be whitelisted by vendors who only allow known IP addresses to connect.

BCBSRI prefers to have the following naming convention for all files.

Region_OriginatorDescripton_SubmitterId_834_YYYYMMDD_HHMMSS

Section 6	HCL Tech Contact Information
Group Name:	SI Admin
E-Mail Address:	si-admin-team@bcbsri.org
After hours contact procedure:	BCBSRI Service Desk, 401-751-1673 or 1-855-721-4211
NOTE: The normal change control window for implementing firewall changes is Tuesday and Thursday after 5:30pm. Minimum two days advanced notice for scheduling/approval is required.	

Section 7	BCBSRI Internal information for Setup (Should be provided by department at BCBSRI sponsoring this transfer)

- Department sponsoring this transfer
- From where to pick the outbound files to move to mailbox or to send to user (Example: Datastage server, JCAPs server, H Drive etc)
- Will this include TEST or PROD or both files
- Interested party email id's who will be receiving notifications for file transfer success or failure
- Any other special request.