

Service Codes Secure File Transfer Protocol (sFTP) User Guide

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Introduction sFTP of Service Codes

To ensure data integrity and security Alberta Health Services (AHS) utilizes sFTP to share files. Service code extracts from AHS will deploy secure file transfer to approved¹ sites via Secure Shell Protocol (SSH2). SSH2 provides an encrypted channel for transferring files between two computers utilizing public key encryption. AHS will connect to the destination server utilizing SSH2 public key exchange and authentication via login credentials.

Purpose

The purpose of this document is to provide a guide for receiving service code extracts. This document will outline what is required from the receiving site as well as supporting the file transfer.

Out of scope of this document is the content and processing of the service code extract.

Set Up required to receive Service Codes

Server or Host

A server supporting the sFTP protocol will be required to receive the service code extracts. The server name or IP address, open sFTP port, and account credentials (username + password) must be shared with AHS.

i.e.

Host: 10.0.0.1 or vendor.ca

Port: 22

Username (PROD): Username 1

Username (TEST): Username 2

SSH Public Keys

AHS Technology Services will generate separate public keys for each “Accredited Submitter” receiving service codes. The public key will be shared and must be authorized with the account on the receiving server. Accounts will use the provided SSH public key and pass phrase and may or may not be configured to require a password, securing the account will be the responsibility of the receiving company.

Responsibilities

To receive service codes the following will be your responsibilities.

Security

Test and Production accounts must be created on the server receiving files. The account credentials must be shared with AHS. If account passwords will be used, the password must be modifiable by AHS.

¹ For approvals and the approval process see:

Account credentials, pass phrases and public key must be kept confidential at all times, between AHS and receiving company only.

All data must be kept secured and adhere to Alberta Government privacy regulations.

Archival and Purging

Maintaining adequate storage to receive the service code extracts is the responsibility of the receiving company. Archival and/or purging strategy will be the responsibility of the receiver.

Connectivity to Server

Ensuring that the server and connections to the server are consistent and available.

AHS Responsibilities

AHS will be responsible for generating public keys, maintaining and securing account credentials. AHS will schedule and transmit files according to the agreed upon schedule.

Support

AHS Technical Support

The Information Technology support team for Resolute Professional Billing contact can be found on the [Alberta Health Services web page](#).