

Section II.4 Transmit File Naming Conventions

Transmitted Data Files

All electronic files must be sent in a secure manner as instructed by the Central and Regional Registries. File names must conform to the following schema:

- A three-letter abbreviation assigned by the CCR regional registry to the hospital (the case file suffix).
- Plus, the four-digit year (YYYY) showing the year the file was created.
- Plus, the three-digit day of the year (001 through 366) showing the day the file was created.
- Plus, a single letter (A-Z) showing the sequence within one day the file was created. (Different file types can have the same sequence letter.)
- For XML new case and modified record files, the record type initial/code must be included in the file name as well.
- Plus, a standard suffix/extension according to the record type (see below).

For example, the first file of new cases created on February 1 at hospital abbreviated STJ would be named STJ2021032AA.XML and the second file of new cases created that day would be STJ2021032BA.XML.

The following table shows the record type initials/codes, suffixes/extensions, and record lengths, where appropriate.

Table 1. Data File Types

Record Type	Initial	File Suffix	Record Length
New Case (Abstract)	A	.XML	Not applicable
Modified Record	M	.XML	Not applicable
Shared Follow-Up	S	.XSH	795 plus CR/LF
Deletion	D	.XDL	365 plus CR/LF