

# The Arkansas All-Payer Claims Database (APCD) File Encryption and Delivery Instructions

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# Introduction

This packet introduces Submitting Entity (SE) to the encryption requirements for file submission to the Arkansas All-Payer Claims Database (APCD).

SEs will work with the Arkansas APCD team in the onboarding process to set up encryption, file packaging and submission steps.

There is additional information in the Technical Reference Guide (TRG) on the [AR APCD website](#) if needed.

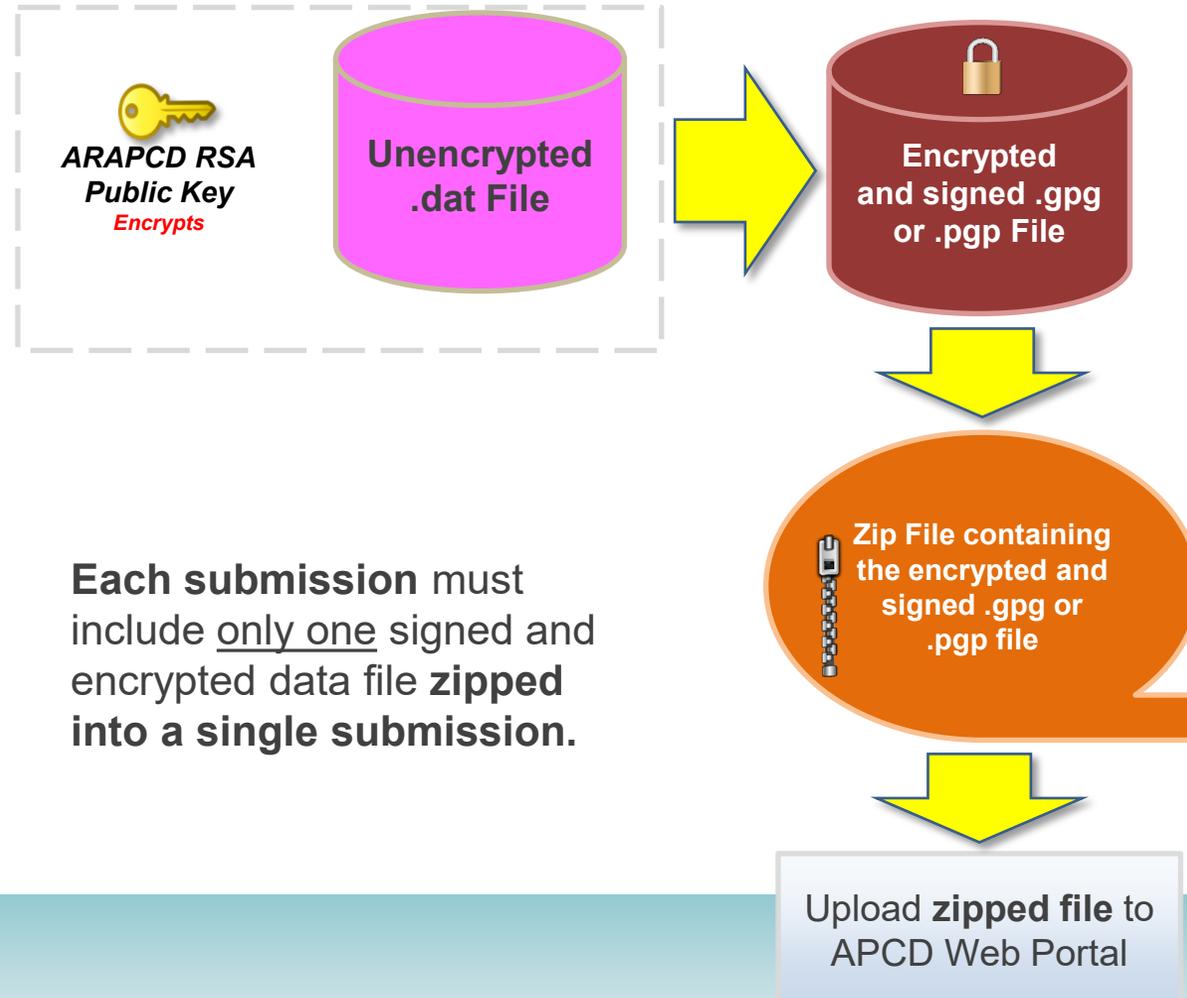
# Topics

1. Data Submission Process Steps
2. Creating and Sharing SE Encryption Key
3. Import AR APCD Public Keys
4. Package and Deliver File

# Data Submission Encryption and Delivery Process

Encrypt and sign data file with **ARAPCD RSA Public Key**, sign using **SE RSA Private Key**.

**Creates .gpg or .pgp file.**



**Each submission must include only one signed and encrypted data file **zipped** into a single submission.**

# Creating/Sharing SE Encryption Key

- Submitting Entities (SEs) are required to provide a public and private key to the AR APCD team for file encryption.
- SEs can use existing public and private keys or create new ones for this process using existing internal preferred file encrypting platforms or one recommended by the AR APCD team.
- The exported **Public Key Certificate file** should be named using this naming convention: **[EntityName]\_RSA\_PublicKey.asc**
- Share the public key certificate with the AR APCD team.

# Import AR APCD Public Keys

- The AR APCD team will provide its **ARAPCD\_RSA** and **ARAPCD\_DSA** public keys to SEs during the onboarding process to enable decryption after file submission.
- SEs should import and trust these keys into their preferred file encrypting platform (e.g. Kleopatra).

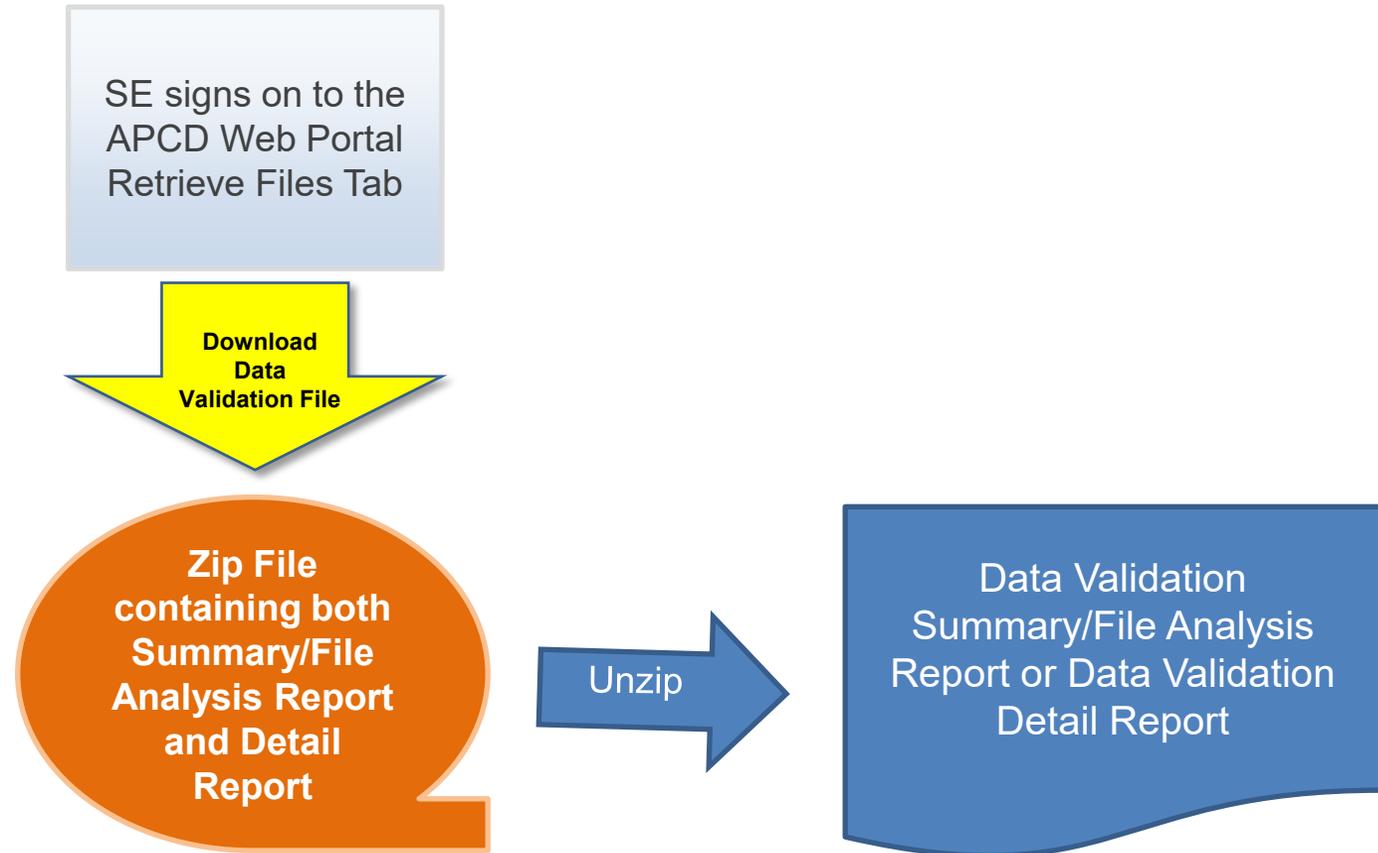
# Package and Deliver Encrypted File(s)

- Using preferred zipping application, SEs will create the **.zip** file package containing the encrypted **.gpg** file.
- The **archive/zipped** file name must be the same as the **unencrypted .dat file** name plus the **.zip** extension. *This must end in .dat.zip.* For example:

ARAPCD\_[EntityCode]\_[Test or Prod]\_[SubmissionDate]\_[CoveragePeriodDate]\_[FileNo]\_[FileCount]\_[EntityAbbreviation].dat.zip

- Upload the **.zip file** to the APCD via the Web Portal.

# Data Validation Report Delivery – APCD to SE



# Helpful Tips

- Arkansas APCD **requires** the RSA key to provide an extra layer of security to protect both the SE and the Arkansas APCD.
- The Arkansas APCD team can provide instructions for creating keys using a free application called GPG4Win with Kleopatra.
- If the SE already has an OpenPGP RSA key, this key may be used for the Arkansas APCD file submission process. However, the userid field in this key cannot contain special characters such as commas or other standard delimiters. Examples: comma (,), pipe (|), semicolon (;), colon (:), double quote (“), single quote (’), tilde (~), tab, back slash (\), etc.

# Helpful Tips

- PGP/GPG encryption can be used for ARAPCD file submission.
- Detached signatures on file submissions are **optional**.
- Keys published to a key server cannot be removed, only revoked
- If new keys are created, users must create a unique passphrase. Passphrases **are not** recoverable.
- Users should create keys on a centrally focused email address.  
–*Example: techsupport@.... instead of KMoney@...*

# Additional Support

- Several instructional videos are available online. One has been included here for reference.
  - <https://www.youtube.com/watch?v=t4clHf4r9IA>

# Arkansas APCD Technical Support

- Arkansas APCD Technical Support team can be reached at this email address:  
[support@achiapcd.atlassian.net](mailto:support@achiapcd.atlassian.net)

# Call to Action

- Sign up for ACHI Newsletter
- Follow on social media: ACHI and the Arkansas Healthcare Transparency Initiative featuring the Arkansas APCD



- Check out blog posts on ACHI.net

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