Import Staff Demo Insurance Data File Layout

Table of Contents

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Sequence	Field	Length	Type	Description/Example
1	Employee Number or Social Security Number	Emp # - 6 or SSN - 9	Numeric	001511 or 123456789
2	Company Code	5	Alphanumeric	Aetna
3	Plan Number	20	Numeric	4566778559
4	Plan Type	1	Alpha	C (Emp and children), E (Employee only), F (Emp and family), S (Emp and spouse)
5	Employee Insurance ID	20	Numeric	12345678910
6	Covered Individual First Name	17	Alphanumeric	William
7	Covered Individual Middle Name	14	Alphanumeric	Michael
8	Covered Individual Last Name	25	Alphanumeric	Anderson
9	Covered Individual Generation Code	Alphanumeric	Ex. JR, SR, II, etc.	
10	Coverage Begin Date	8	Numeric	YYYYMMDD; Ex: 20140901
11	Coverage End Date	8	Numeric	YYYYMMDD; 20150901
12	Relation	1	Alpha	C (Child), E (Employee self), S (Spouse)
13	Social Security Number	9	Numeric	123456789
14	Date of Birth	8	Numeric	YYYYMMDD; Ex: 19691016

Notes:

The uploaded file type must be in the comma-delimited text (.txt) or comma-separated values (.csv) format.

The **Length** field provides the maximum number of allowed characters.

Columns 1-5 contain plan data.

Columns 6-13 contain coverage data.

The employee number, insurance company code, plan number, and plan type are required.

If coverage data (columns 6-13) exists, the covered individual’s first and last name are required.

Back Cover