

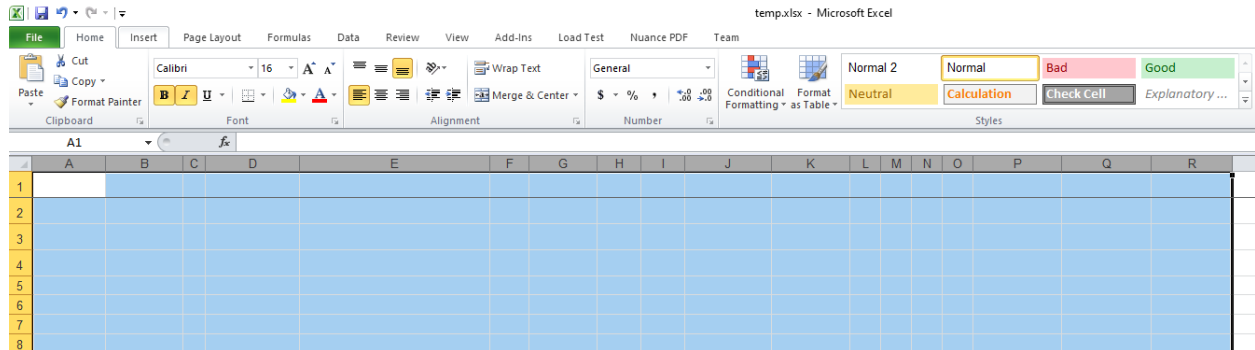
Mass Claims Submittal

Number of Columns

18

Explanation:

There are 18 required fields in the mass claim submittal. The columns will cover from A to R.



Spreadsheet Storage Format

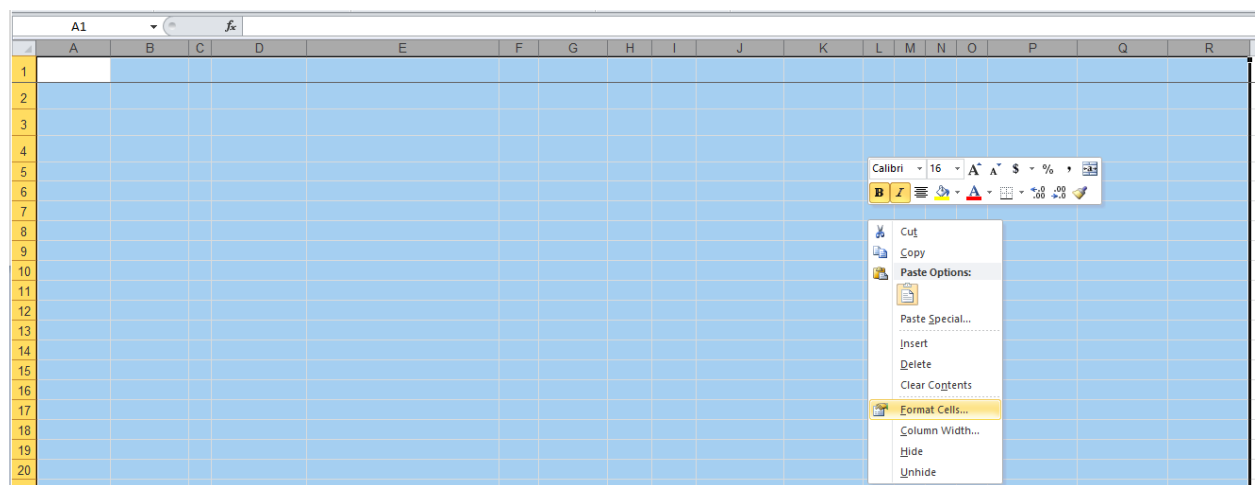
Text

Explanation:

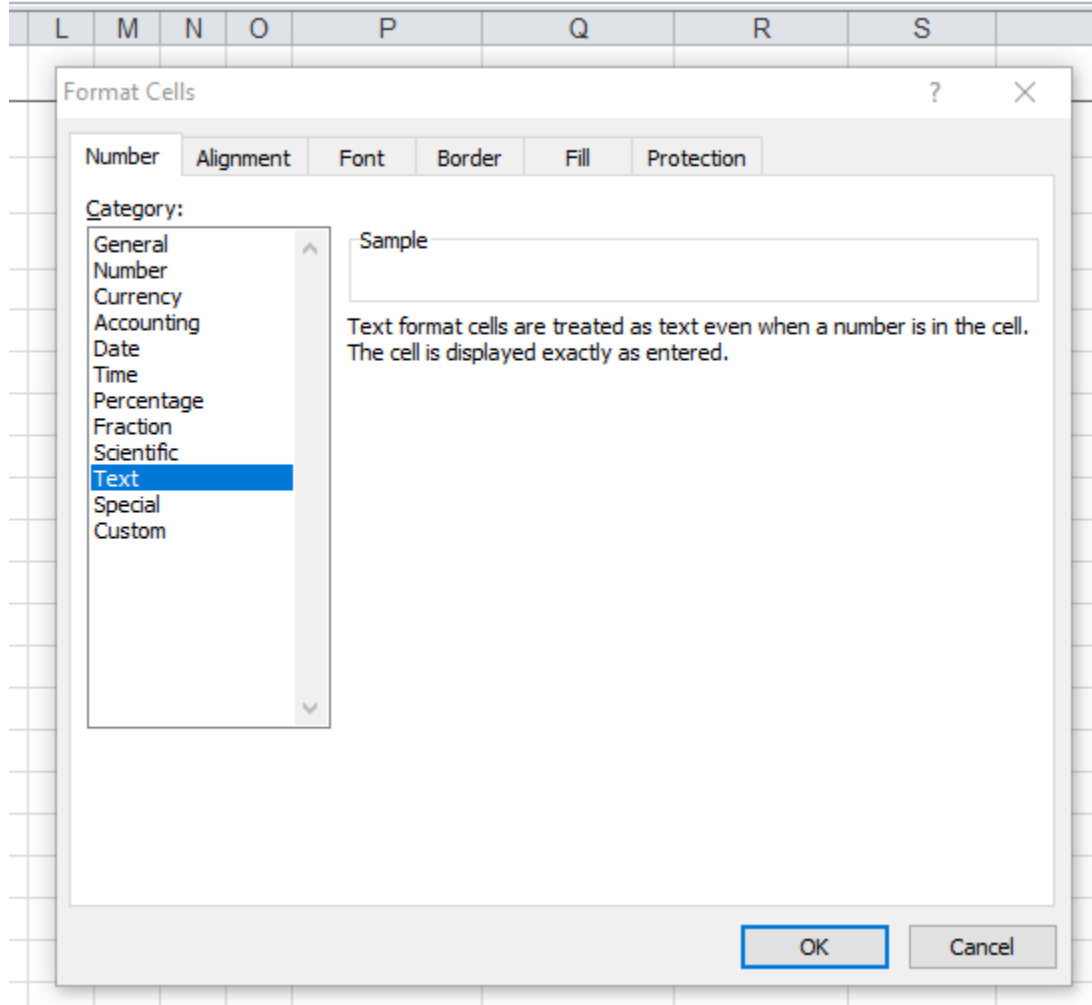
OESC uses the data in the spreadsheet as it is stored and not as it is displayed. Excel has numerous tools to format cells and create display masks to enhance report presentations. These will all cause mistakes and errors in data submission so avoid them. Using Text as a format prevents problems.

How To:

Select columns A to R, right-click on mouse and use Format Cells.



Select Text and click on OK.



Column Headers

Optional

Explanation:

Column headers are optional but usually help in reading the data.

temp.xlsx - Microsoft Excel

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R |
|---|-----|-------|----|------|---------|------|----|-----|-------|-------------|-----|-----|-----|-----|------|------------|-------------|-------|
| 1 | SS# | FIRST | MI | LAST | ADDRESS | CITY | ST | ZIP | ZIP+4 | OCCUP. CODE | DOB | M/F | ETH | SCH | FIPS | WORK BEGAN | LAST WORKED | PHONE |
| 8 | | | | | | | | | | | | | | | | | | |
| 9 | | | | | | | | | | | | | | | | | | |

Column Alignment

Optional

Description:

Column alignment of cell data, left, right or center, may help with readability of the data and is optional.

Data Validation

Optional

All columns should be formatted as Text. If you wish to check if a cell entry follows the proper layout you may use the Excel Data Validation Function. Cell validation works on leaving a cell after entry and works best with hand entered data. It is less useful when data is pasted into a spreadsheet.

1st Column: Social Security Number

Entry Format: 9 Numeric

Description:

The Social Security Number is limited to 9 Numeric characters.

How To:

You may restrict the entries in a cell formatted as Text with the Data Validation Function in Excel. You can restrict the cell entry to 9 numeric characters. Select cell A2. Click on the Data tab. Click on Data Validation. Click on Custom validation. Enter the formula =AND(ISNUMBER(VALUE(A2)), LEN(A2) = 9) in the formula box. Click on OK.

Copy the formula in cell A2 to the other data columns in column A.

Microsoft Excel ribbon showing the **Data** tab. The **Data Validation** icon in the **Data Tools** group is circled in red. The spreadsheet below shows a table with columns: SS#, FIRST, MI, LAST, ADDRESS, CITY, ST, ZIP, ZIP+4, OCCUP. COD. Cell A2 is selected.

| | A | B | C | D | E | F | G | H | I | J |
|----|-----|-------|----|------|---------|------|----|-----|-------|------------|
| 1 | SS# | FIRST | MI | LAST | ADDRESS | CITY | ST | ZIP | ZIP+4 | OCCUP. COD |
| 2 | | | | | | | | | | |
| 3 | | | | | | | | | | |
| 4 | | | | | | | | | | |
| 5 | | | | | | | | | | |
| 6 | | | | | | | | | | |
| 7 | | | | | | | | | | |
| 8 | | | | | | | | | | |
| 9 | | | | | | | | | | |
| 10 | | | | | | | | | | |
| 11 | | | | | | | | | | |
| 12 | | | | | | | | | | |
| 13 | | | | | | | | | | |
| 14 | | | | | | | | | | |
| 15 | | | | | | | | | | |
| 16 | | | | | | | | | | |
| 17 | | | | | | | | | | |
| 18 | | | | | | | | | | |
| 19 | | | | | | | | | | |

Data Validation dialog box (Settings tab):

- Validation criteria: Allow: Custom (circled in red), Ignore blank: ☐
- Data: between
- Formula: =AND(ISNUMBER(VALUE(A2)), LEN(A2) = 9) (circled in red)
- ☐ Apply these changes to all other cells with the same settings
- Buttons: Clear All, OK, Cancel

2nd Column: First Name

Entry Format: 12 Character

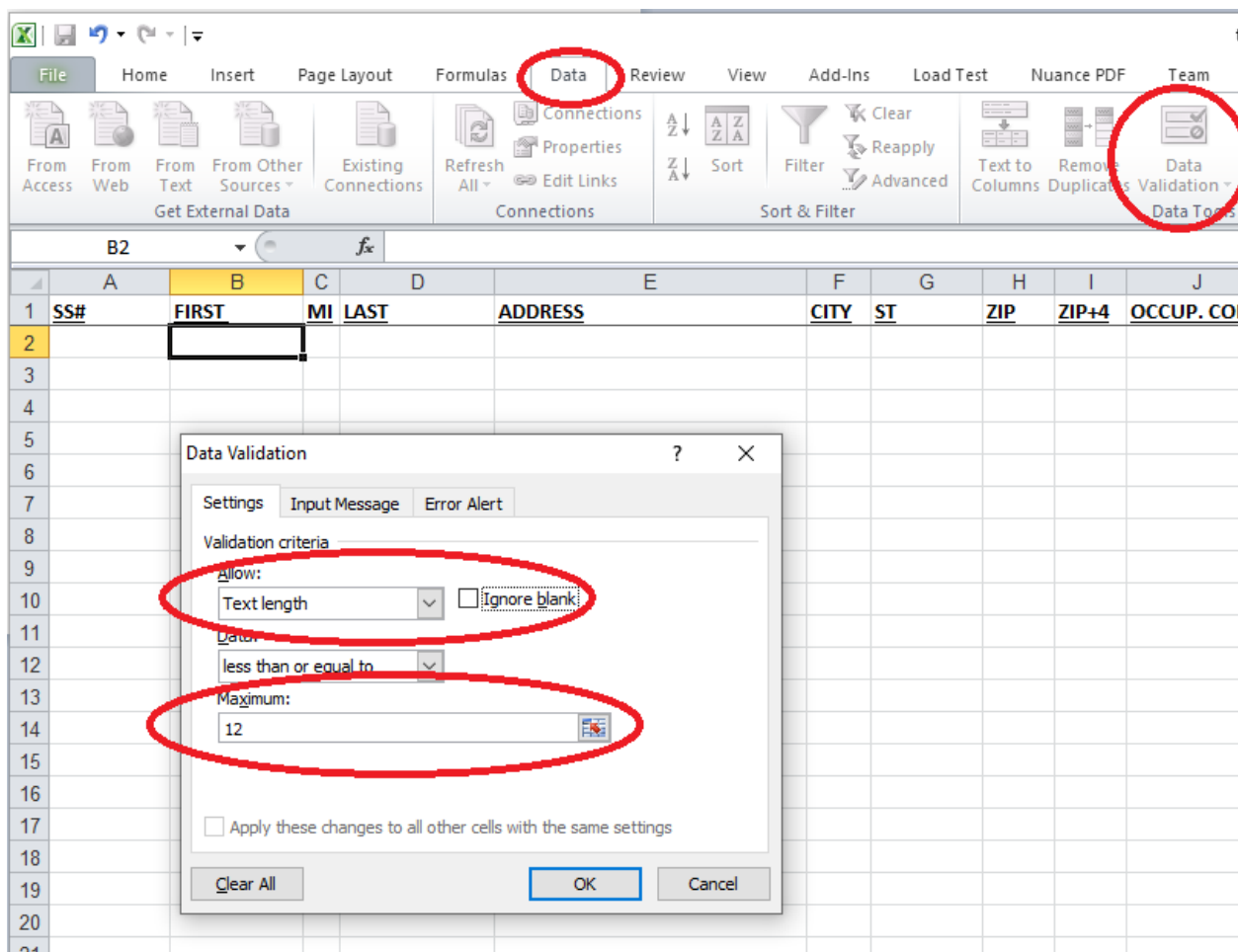
Description:

The First Name is limited to 12 characters.

How To:

You may restrict entries in the cell with the Data Validation function. Select cell B2. Click on the Data tab. Click on Data Validation. Click on Text Length. Use Criteria a less than or equal to. Set Maximum to 12.

Copy the formula in cell B2 to the other data columns in column B.



3rd Column: Middle Initial

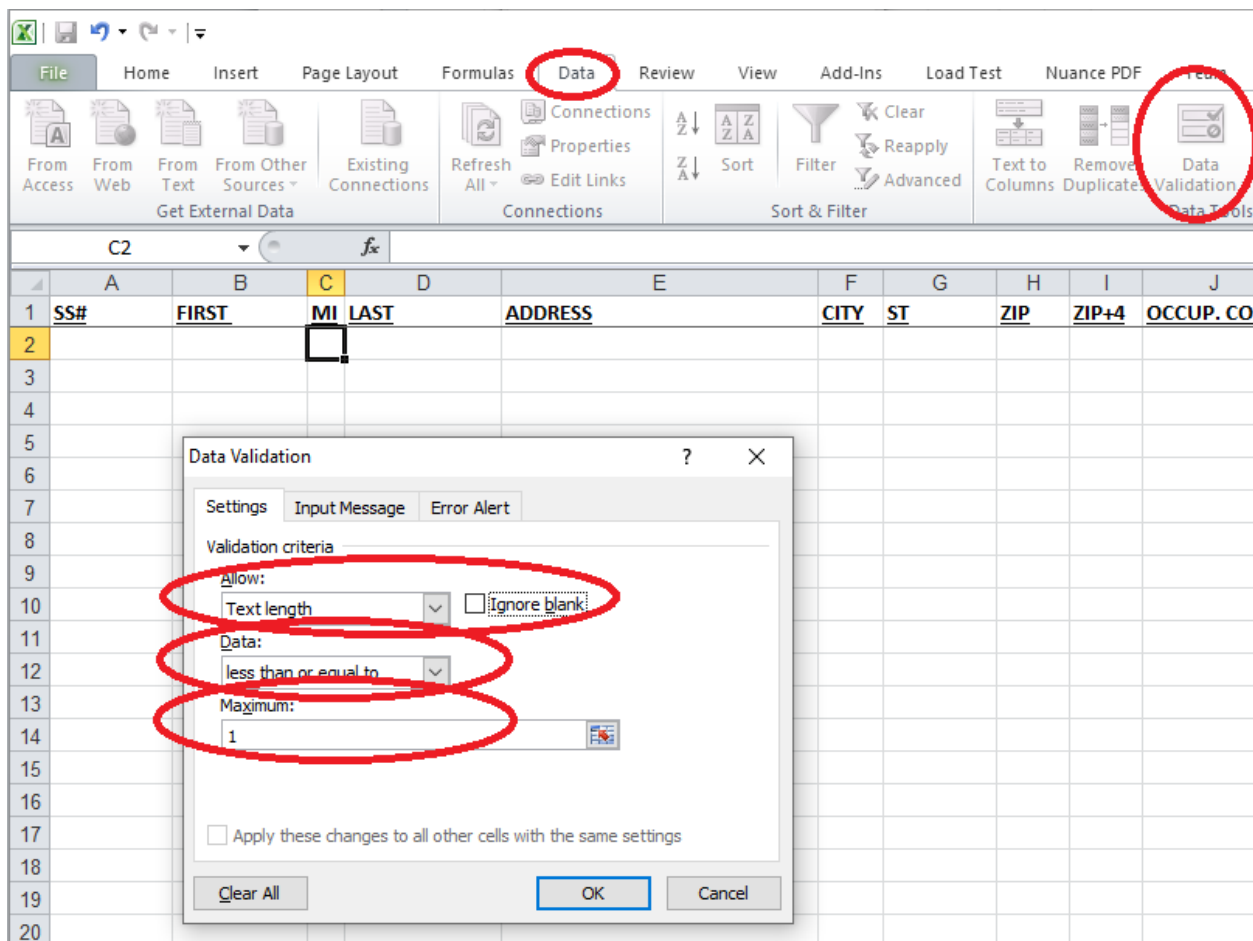
Entry Format: 1 Character

Description:

The Middle Initial is limited to 1 character.

How To:

You may restrict entries in the Middle Initial column with Data Validation. Select cell C2. Click on the Data tab. Click on Data Validation. Click on Text Length. Use Criteria a less than or equal to. Set Maximum to 1. Copy the formula to the data cells in column C.



4th Column: Last Name

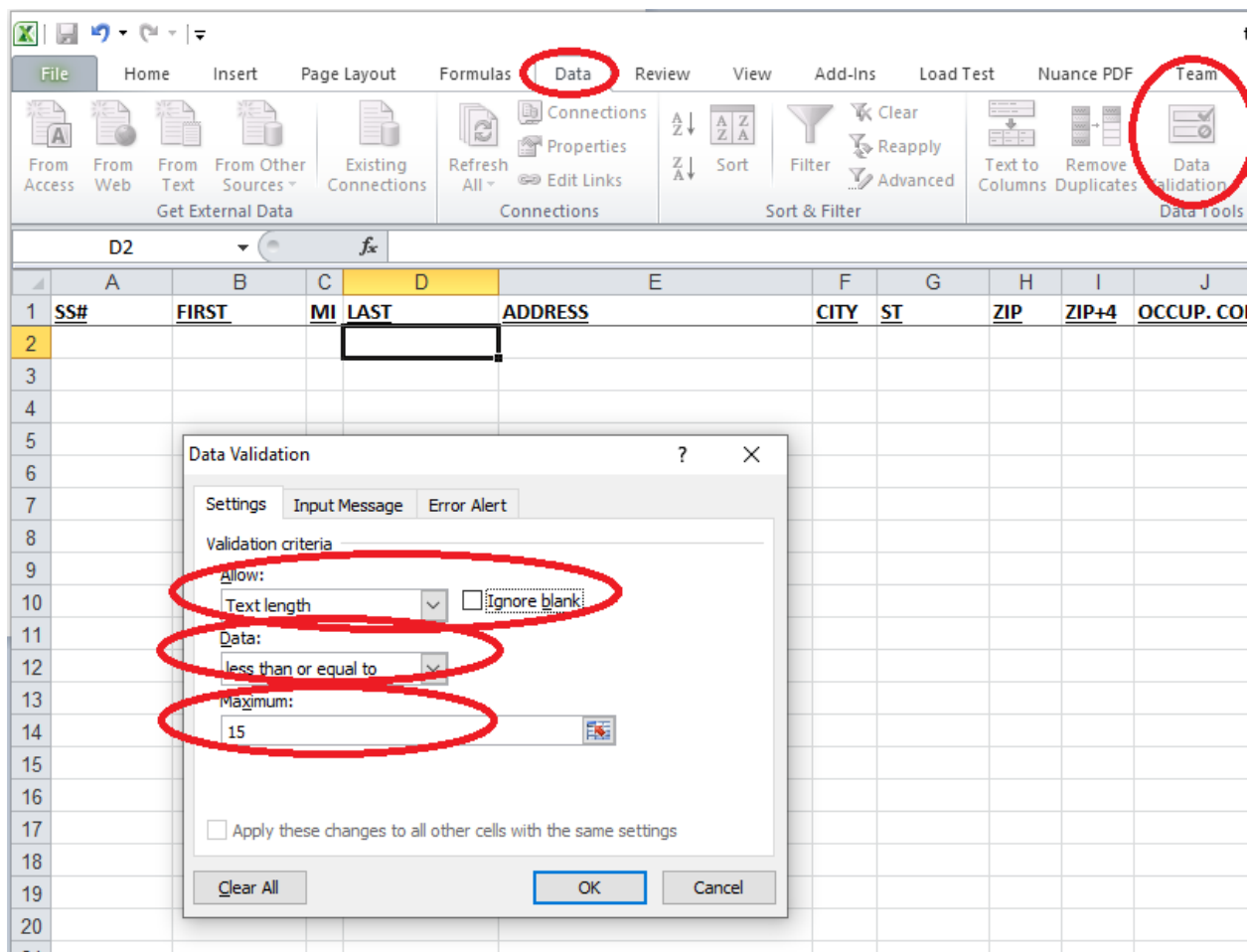
Entry Format: 15 Character

Description:

The Last Name column is limited to 15 characters.

How To:

You may restrict entries in the Last Name column with Data Validation. .Select cell D2. Click on the Data tab. Click on Data Validation. Click on Text Length. Use Criteria a less than or equal to. Set Maximum to 15. Copy the formula to the data cells in column D.



5th Column: Street Address

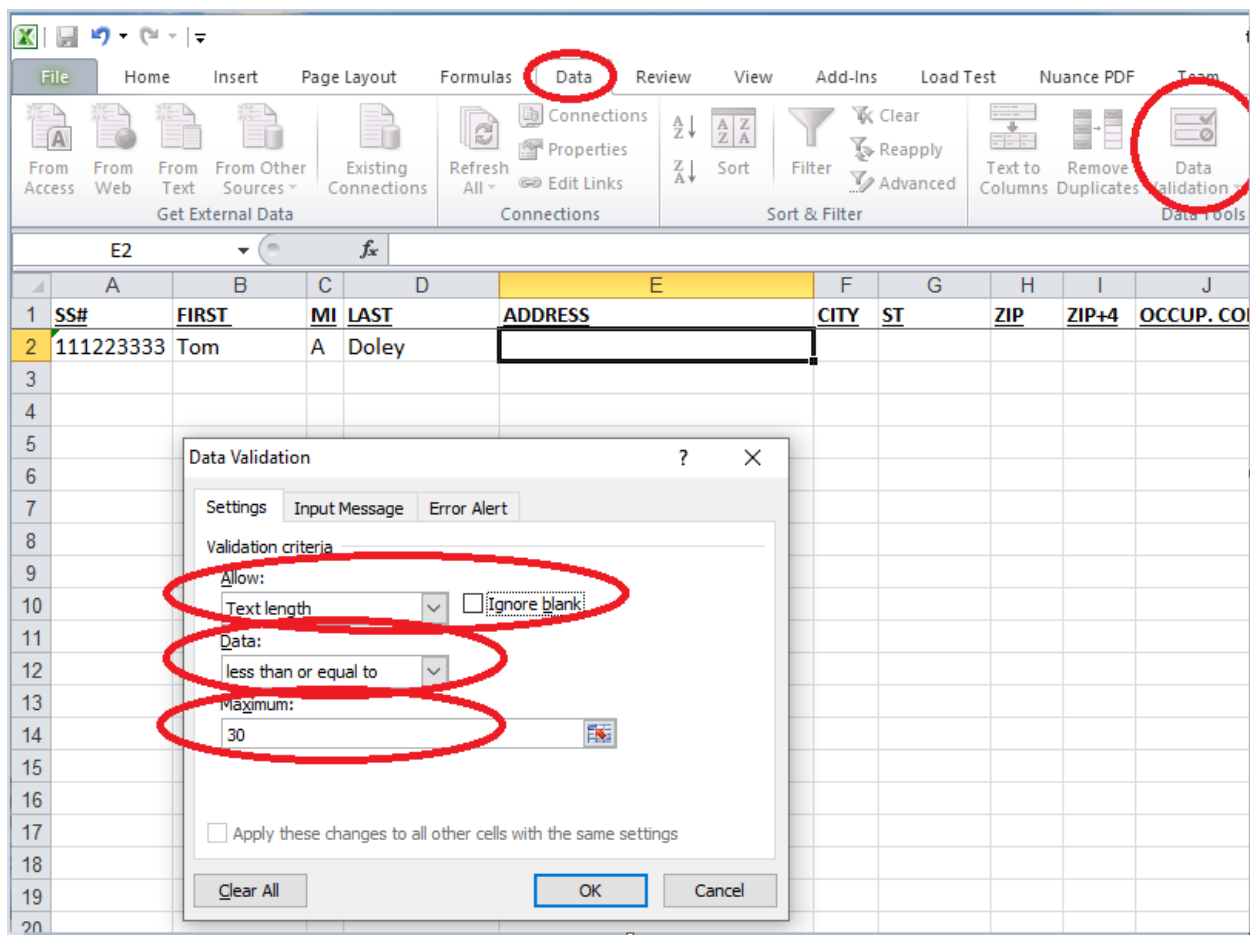
Entry Format: 30 Character

Description:

The Street Address column is limited to 30 characters.

How To:

You may restrict entries in the Street Address column with Data Validation. .Select cell E2. Click on the Data tab. Click on Data Validation. Click on Text Length. Use Criteria a less than or equal to. Set Maximum to 30. Copy the formula to the data cells in column E.



6th Column: City

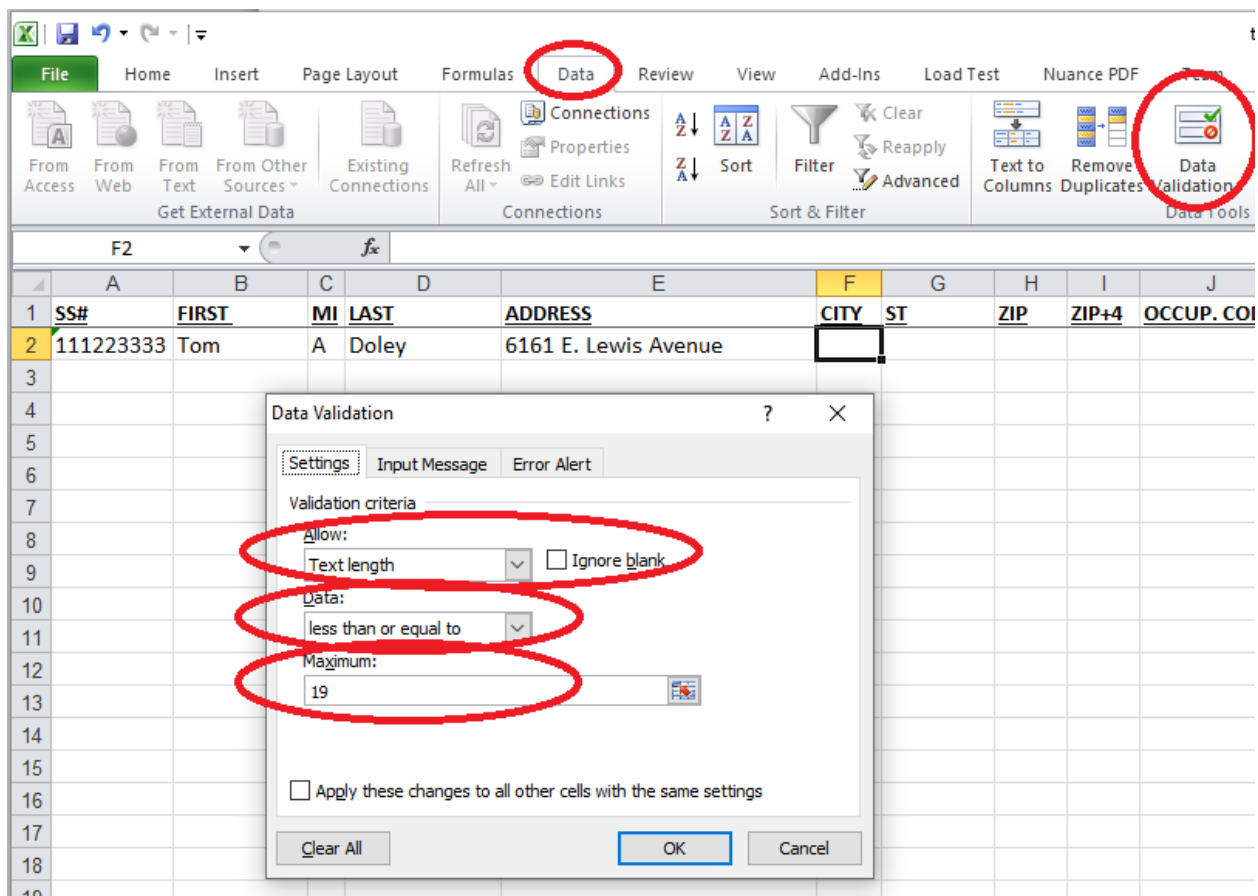
Entry Format: 19 Character

Description:

The City column is limited to 19 characters.

How To:

You may restrict entries in the City column with Data Validation. .Select cell F2. Click on the Data tab. Click on Data Validation. Click on Text Length. Use Criteria a less than or equal to. Set Maximum to 19. Copy the formula to the data cells in column F.



7th Column: State

Entry Format: 2 Character

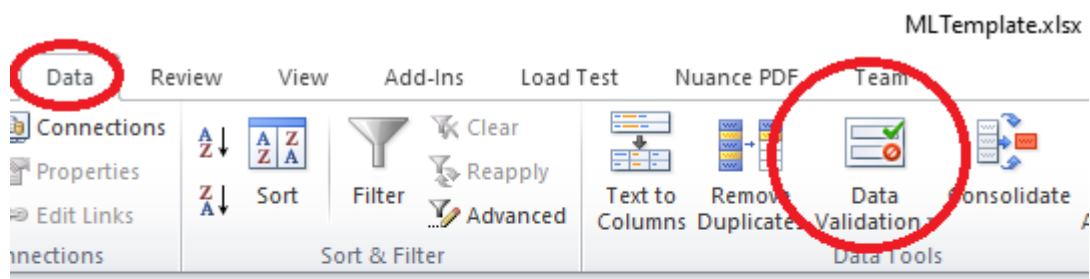
Description:

The State column is limited to the 2 characters of the Post Office Postal Codes.

How To:

You may restrict entries in the State column with Data Validation. .Select cell G2. Click on the Data tab. Click on Data Validation. Click on Text Length. Use Criteria a less than or equal to. Set Equal to 2. Copy the formula to the data cells in column G.

MLTemplate.xlsx



The screenshot shows the Excel ribbon with the 'Data' tab selected. The 'Data Validation' button in the 'Data Tools' group is circled in red. Below the ribbon, a portion of the spreadsheet is visible, showing columns E, F, G, H, and I. Column E is labeled 'ADDRESS', column F is labeled 'CITY', column G is labeled 'ST', column H is labeled 'ZIP', and column I is labeled 'ZI'. The first row of data shows '6161 South Lewis Ave' in column E and 'Oklahoma City' in column F.

| | E | F | G | H | I |
|---|----------------------|---------------|-----------|------------|-----------|
| | ADDRESS | CITY | ST | ZIP | ZI |
| y | 6161 South Lewis Ave | Oklahoma City | | | |

Data Validation

Settings Input Message Error Alert

Validation criteria

Allow: Text length ☐ Ignore blank

Data: equal to

Length: 2

☐ Apply these changes to all other cells with the same settings

Clear All OK Cancel

8th Column: ZIP

Entry Format: 5 Numeric

Description:

The ZIP column is a 5 digit Post Office ZIP code.

How To:

You may restrict entries in the ZIP column with Data Validation. .Select cell H2. Click on the Data tab. Click on Data Validation. Click on Custom validation. Enter the formula =AND(ISNUMBER(VALUE(H2)), LEN(H2) = 5) in the formula box. Click on OK.

MLTemplate.xlsx - Microsoft Excel

The screenshot shows the Microsoft Excel interface with the Data tab selected on the ribbon. The Data Validation icon is circled in red. Below the ribbon, a table is visible with columns labeled ADDRESS, CITY, ST, ZIP, and ZIP+4. The ZIP column is highlighted in yellow. The Data Validation dialog box is open, showing the Settings tab. The 'Allow' dropdown is set to 'Custom', and the 'Formula' field contains the formula '=AND(ISNUMBER(VALUE(H2)), LEN(H2) = 5)'. The 'Data' dropdown is set to 'between'. The 'Ignore blank' checkbox is unchecked. The 'Apply these changes to all other cells with the same settings' checkbox is unchecked. The 'OK' button is highlighted.

| | E | F | G | H | I |
|----|----------------------|---------------|----|-----|-------|
| | ADDRESS | CITY | ST | ZIP | ZIP+4 |
| ly | 6161 South Lewis Ave | Oklahoma City | OK | | |

Data Validation dialog box settings:

- Settings tab selected
- Validation criteria: Allow: Custom, Ignore blank: ☐
- Data: between
- Formula: =AND(ISNUMBER(VALUE(H2)), LEN(H2) = 5)
- Apply these changes to all other cells with the same settings: ☐
- Buttons: Clear All, OK, Cancel

9th Column: ZIP Suffix

Entry Format: 4 Numeric

Description:

The ZIP Suffix is a 4 digit number. Field is left all zeroes if unknown.

How To:

You may restrict entries in the ZIP Suffix column with Data Validation. .Select cell I2. Click on the Data tab. Click on Data Validation. Click on Custom validation. Enter the formula =AND(ISNUMBER(VALUE(I2)), LEN(I2) = 4) in the formula box. Click on OK.

MLTemplate.xlsx - Microsoft Ex

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Connections Properties Edit Links Sort Filter Reapply Advanced Text to Columns Remove Duplicates Data Validation Consolidate What-If Analysis

| | E | F | G | H | I | |
|---|----------------------|---------------|----|-------|-------|-------|
| | ADDRESS | CITY | ST | ZIP | ZIP+4 | OCCUP |
| y | 6161 South Lewis Ave | Oklahoma City | OK | 74122 | 1234 | |

Data Validation

Settings Input Message Error Alert

Validation criteria

Allow: Custom ☐ Ignore blank

Data: between

Formula: =AND(ISNUMBER(VALUE(I2)), LEN(I2) = 4)

☐ Apply these changes to all other cells with the same settings

Clear All OK Cancel

10TH Column: Occupational Title Code

Entry Format: 9 Numeric

Description:

The Occupational Title Code is a 9 digit number.

- The occupational code is selected from the Dictionary of Occupational Titles:
 - <https://www.onetonline.org/>. The code will have to be corrected to leave out any punctuation and add a zero at the end (there must be 9 characters in this column). For example, code 25-1011.00 would become 251011000.

How To:

You may restrict entries in the Occupational Title Code column with Data Validation. .Select cell J2. Click on the Data tab. Click on Data Validation. Click on Custom validation. Enter the formula =AND(ISNUMBER(VALUE(J2)), LEN(J2) = 9) in the formula box. Click on OK.

MLTemplate.xlsx - Microsoft Excel

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Connections Properties Edit Links Sort Filter Sort & Filter Text to Columns Remove Duplicates Data Validation Data Tools Consolidate What-If Analysis Group Ungroup

| | E | F | G | H | I | J |
|---|----------------------|---------------|----|-------|-------|-------------|
| | ADDRESS | CITY | ST | ZIP | ZIP+4 | OCCUP. CODE |
| y | 6161 South Lewis Ave | Oklahoma City | OK | 74122 | 1234 | 272301000 |

Data Validation

Settings Input Message Error Alert

Validation criteria

Allow: Custom ☐ Ignore blank

Data: between

Formula: =AND(ISNUMBER(VALUE(J2)), LEN(J2) = 9)

☐ Apply these changes to all other cells with the same settings

Clear All OK Cancel

11th Column: Date of Birth

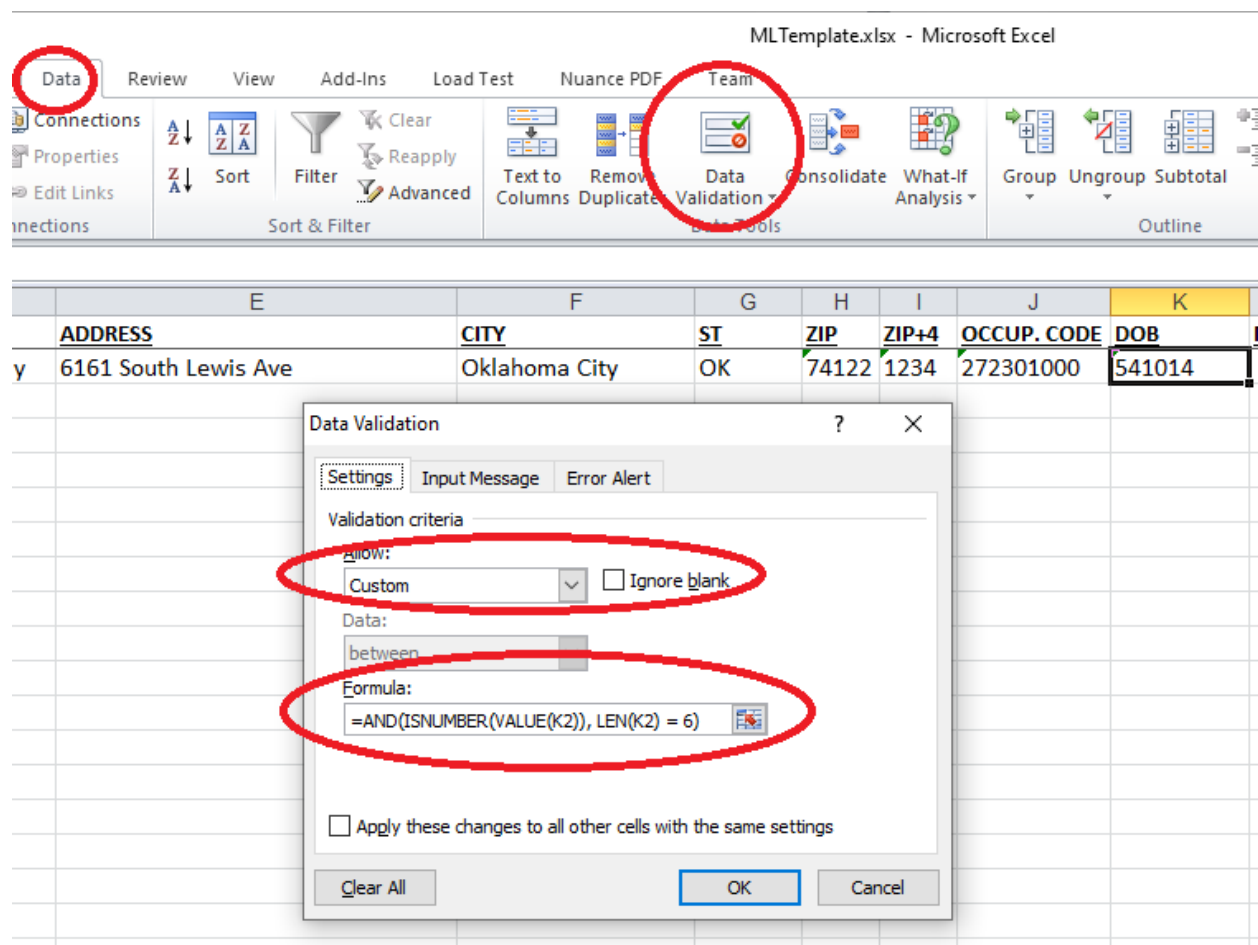
Entry Format: 6 Numeric

Description:

The Date of Birth column is a 6 digit number in YYMMDD format.

How To:

You may restrict entries in the Date of Birth column with Data Validation. .Select cell K2. Click on the Data tab. Click on Data Validation. Click on Custom validation. Enter the formula =AND(ISNUMBER(VALUE(K2)), LEN(K2) = 6) in the formula box. Click on OK.



12th Column: Sex Code

Entry Format:1 Number

Description:

The Sex Code is a one digit number using 1 for male, 2 for female and 3 for unknown.

How To:

You may restrict entries in the Sex Code column with Data Validation. .Select cell L2. Click on the Data tab. Click on Data Validation. Click on List validation. Enter list 1,2,3. Click on OK.

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Connections Properties Edit Links Sort Filter Reapply Advanced Text to Columns Duplicate Data Validation Consolidate What-If Analysis Group Ungroup Subtotal Show Details Hide Data

| | E | F | G | H | I | J | K | L | M |
|----|----------------------|---------------|----|-------|-------|-------------|--------|-----|-----|
| | ADDRESS | CITY | ST | ZIP | ZIP+4 | OCCUP. CODE | DOB | M/F | ETH |
| ly | 6161 South Lewis Ave | Oklahoma City | OK | 74122 | 1234 | 272301000 | 721212 | 1 | |

Data Validation

Settings Input Message Error Alert

Validation criteria

Allow: List ☐ Ignore blank ☐ In-cell dropdown

Data: between

Source: 1, 2, 3

☐ Apply these changes to all other cells with the same settings

Clear All OK Cancel

13th Column: Ethnic Code

1 Number

Description:

The Ethnic Code is a one digit number between 1 and 6.

1. White, Non-Hispanic
2. Black, Non-Hispanic
3. Hispanic
4. American Indian and Alaskan native
5. Asian and Pacific islander
6. Unknown

How To:

You may restrict entries in the Ethnic Code column with Data Validation. .Select cell M2. Click on the Data tab. Click on Data Validation. Click on List validation. Enter list 1, 2, 3, 4, 5,6. Click on OK.

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Connections Properties Edit Links Sort Filter Reapply Advanced Text to Columns Remove Duplicates Data Validation Consolidate What-If Analysis Group Ungroup Subtotal Show Detail Hide Detail

| | E | F | G | H | I | J | K | L | M |
|---|----------------------|---------------|----|-------|-------|-------------|--------|-----|-----|
| | ADDRESS | CITY | ST | ZIP | ZIP+4 | OCCUP. CODE | DOB | M/F | ETH |
| y | 6161 South Lewis Ave | Oklahoma City | OK | 74122 | 1234 | 272301000 | 721212 | 1 | 5 |

Data Validation

Settings Input Message Error Alert

Validation criteria

Allow: List ☐ Ignore blank ☐ In-cell dropdown

Data: between

Source: 1,2,3,4,5,6

☐ Apply these changes to all other cells with the same settings

Clear All OK Cancel

14th Column: Grade

2 Numeric

Description:

The Grade column is a 2 digit number.

How To:

You may restrict entries in the Grade column with Data Validation. .Select cell N2. Click on the Data tab. Click on Data Validation. Click on Custom validation. Enter the formula =AND(ISNUMBER(VALUE(N2)), LEN(N2) = 2) in the formula box. Click on OK.

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Connections Properties Edit Links Sort Filter Advanced Text to Columns Remove Duplicates Data Validation Consolidate What-If Analysis Group Ungroup Subtotal Show Detail Hide Detail Outline

| | E | F | G | H | I | J | K | L | M | N |
|---|----------------------|---------------|----|-------|-------|-------------|--------|-----|-----|-----|
| | ADDRESS | CITY | ST | ZIP | ZIP+4 | OCCUP. CODE | DOB | M/F | ETH | SCH |
| 1 | 6161 South Lewis Ave | Oklahoma City | OK | 74122 | 1234 | 272301000 | 721212 | 1 | 5 | 12 |

Data Validation

Settings Input Message Error Alert

Validation criteria

Allow: Custom ☐ Ignore blank

Data: greater than or equal to

Formula: =AND(ISNUMBER(VALUE(J2)), LEN(N2) = 2)

☐ Apply these changes to all other cells with the same settings

Clear All OK Cancel

15th Column: FIPS County Code

3 Numeric

Description:

The FIPS County Code is a 3 digit number.

- The State FIPS code is the county in which the employer is located:

https://unicede.air-worldwide.com/unicede/unicede_oklahoma_fips_3.html

How To:

You may restrict entries in the FIPS County Code column with Data Validation. .Select cell O2. Click on the Data tab. Click on Data Validation. Click on Custom validation. Enter the formula =AND(ISNUMBER(VALUE(O2)), LEN(O2) = 2) in the formula box. Click on OK.

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Connections Properties Edit Links Sort Filter Advanced Text to Columns Remove Duplicates Data Validation Consolidate What-If Analysis Group Ungroup Subtotal Show Detail Hide Detail Outline

| | E | F | G | H | I | J | K | L | M | N | O |
|---|----------------------|---------------|----|-------|-------|-------------|--------|-----|-----|-----|--------|
| | ADDRESS | CITY | ST | ZIP | ZIP+4 | OCCUP. CODE | DOB | M/F | ETH | SCH | FIPS V |
| y | 6161 South Lewis Ave | Oklahoma City | OK | 74122 | 1234 | 272301000 | 721212 | 1 | 5 | 12 | 101 |

Data Validation

Settings Input Message Error Alert

Validation criteria

Allow: Custom ☐ Ignore blank

Data: greater than or equal to

Formula: =AND(ISNUMBER(VALUE(O2)), LEN(O2) = 3)

☐ Apply these changes to all other cells with the same settings

Clear All OK Cancel

16th Column: Date Work Began

6 Numeric

Description:

The Date Work Began column is a 6 digit number in YYMMDD format.

How To:

You may restrict entries in the FIPS County Code column with Data Validation. .Select cell P2. Click on the Data tab. Click on Data Validation. Click on Custom validation. Enter the formula =AND(ISNUMBER(VALUE(P2)), LEN(P2) = 6) in the formula box. Click on OK.

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Connections Properties Edit Links inctions Sort & Filter Sort Filter Reapply Advanced Text to Columns Remove Duplicates Data Validation Consolidate What-If Analysis Group Ungroup Subtotal Outline

| | E | F | G | H | I | J | K | L | M | N | O | P |
|---|----------------------|---------------|----|-------|-------|-------------|--------|-----|-----|-----|------|------------|
| | ADDRESS | CITY | ST | ZIP | ZIP+4 | OCCUP. CODE | DOB | M/F | ETH | SCH | FIPS | WORK BEGAN |
| y | 6161 South Lewis Ave | Oklahoma City | OK | 74122 | 1234 | 272301000 | 721212 | 1 | 5 | 12 | 101 | 801225 |

Data Validation

Settings Input Message Error Alert

Validation criteria

Allow: Custom ☐ Ignore blank

Data: between

Formula: =AND(ISNUMBER(VALUE(P2)), LEN(P2) = 6)

☐ Apply these changes to all other cells with the same settings

Clear All OK Cancel

17th Column:

6 Numeric

Description:

The Date Work Ended column is a 6 digit number in YYMMDD format.

How To:

You may restrict entries in the FIPS County Code column with Data Validation. .Select cell Q2. Click on the Data tab. Click on Data Validation. Click on Custom validation. Enter the formula =AND(ISNUMBER(VALUE(Q2)), LEN(Q2) = 6) in the formula box. Click on OK.

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Connections Properties Edit Links Sort Filter Reapply Advanced Text to Columns Remove Duplicates Data Validation Consolidate What-If Analysis Group Ungroup Subtotal Show Detail Hide Detail Outline

| | E | F | G | H | I | J | K | L | M | N | O | P | Q |
|---|----------------------|---------------|----|-------|-------|-------------|--------|-----|-----|-----|------|------------|-------------|
| | ADDRESS | CITY | ST | ZIP | ZIP+4 | OCCUP. CODE | DOB | M/F | ETH | SCH | FIPS | WORK BEGAN | LAST WORKED |
| 1 | 6161 South Lewis Ave | Oklahoma City | OK | 74122 | 1234 | 272301000 | 721212 | 1 | 5 | 12 | 101 | 801225 | 191211 |

Data Validation

Settings Input Message Error Alert

Validation criteria

Allow: Custom ☐ Ignore blank

Data: Between

Formula: =AND(ISNUMBER(VALUE(Q2)), LEN(Q2) = 6)

☐ Apply these changes to all other cells with the same settings

Clear All OK Cancel

18th Column: Phone

10 Numeric

Description:

- The Phone number is a 10-digit number and must be populated. Telephone numbers must have 10 characters, any made up numbers such as 999's, 555's etc. will trigger the claim for fraud.

How To:

You may restrict entries in the FIPS County Code column with Data Validation. Select cell R2. Click on the Data tab. Click on Data Validation. Click on Custom validation. Enter the formula =AND(ISNUMBER(VALUE(R2)), LEN(R2) = 6) in the formula box. Click on OK.

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Data Validation dialog box settings:

- Validation criteria: Allow: Custom, Ignore blank: ☐
- Data: between
- Formula: =AND(ISNUMBER(VALUE(R2)), LEN(R2) = 10)
- Apply these changes to all other cells with the same settings: ☐

| | E | F | G | H | I | J | K | L | M | N | O | P | Q |
|---|----------------------|---------------|----|-------|-------|-------------|--------|-----|-----|-----|------|------------|-------------|
| | ADDRESS | CITY | ST | ZIP | ZIP+4 | OCCUP. CODE | DOB | M/F | ETH | SCH | FIPS | WORK BEGAN | LAST WORKED |
| y | 6161 South Lewis Ave | Oklahoma City | OK | 74122 | 1234 | 272301000 | 721212 | 1 | 5 | 12 | 101 | 801225 | 191211 |