Mass Claims Submittal
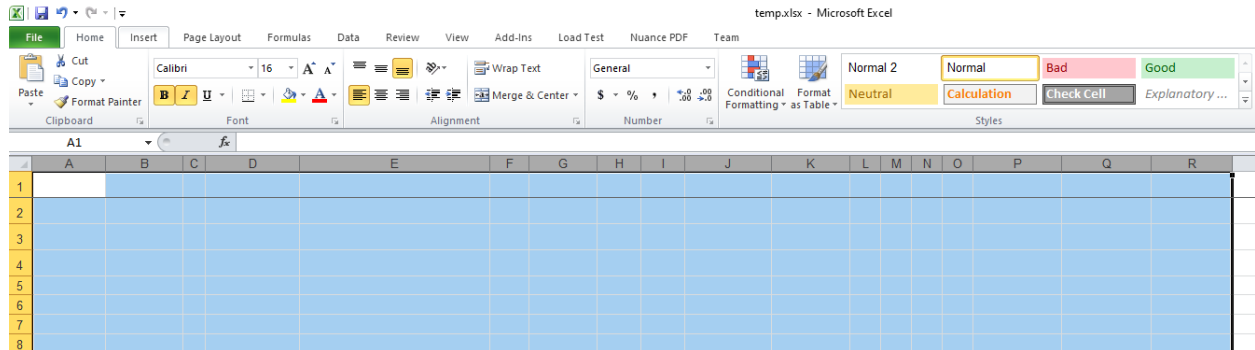
Number of Columns   **18**

Explanation:

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

Spreadsheet Storage Format   **Text**
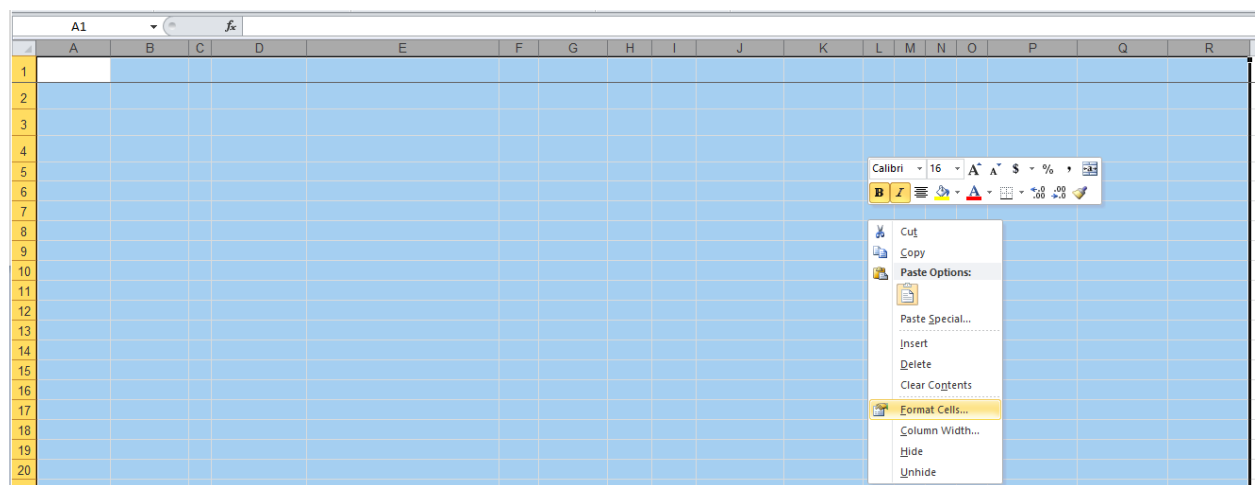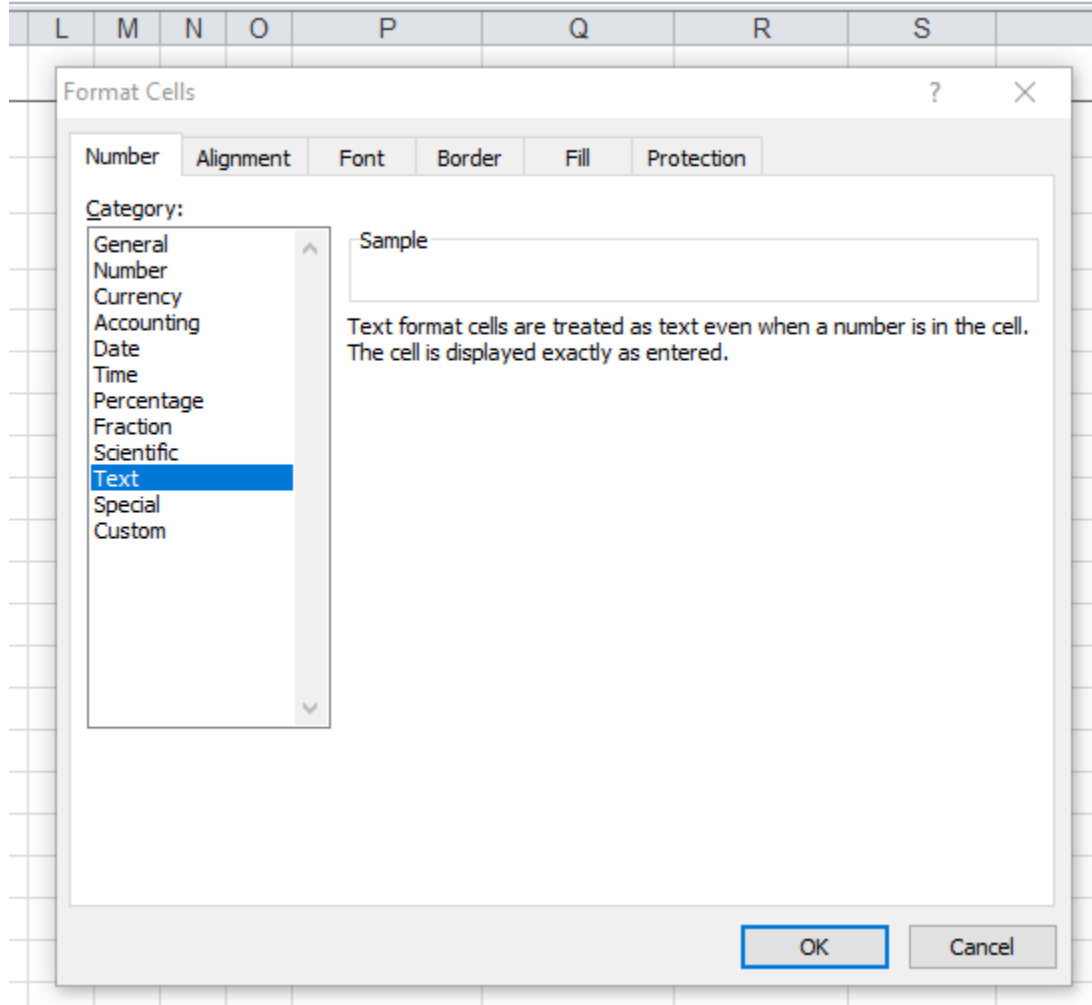
Explanation:

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.

	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.

2nd Column: First Name   Entry Format: 12 Character
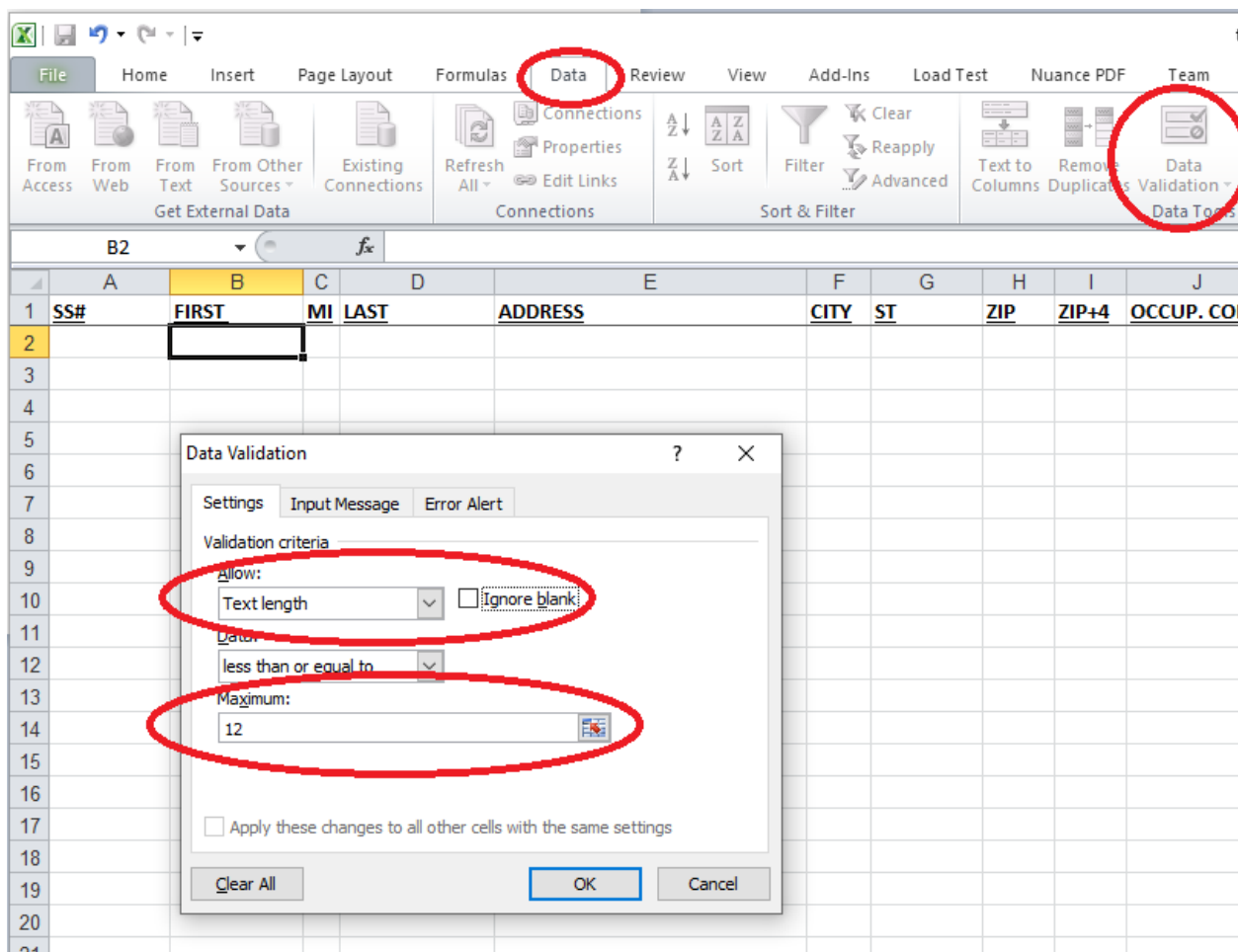
Description:
The First Name is limited to 12 characters.

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.
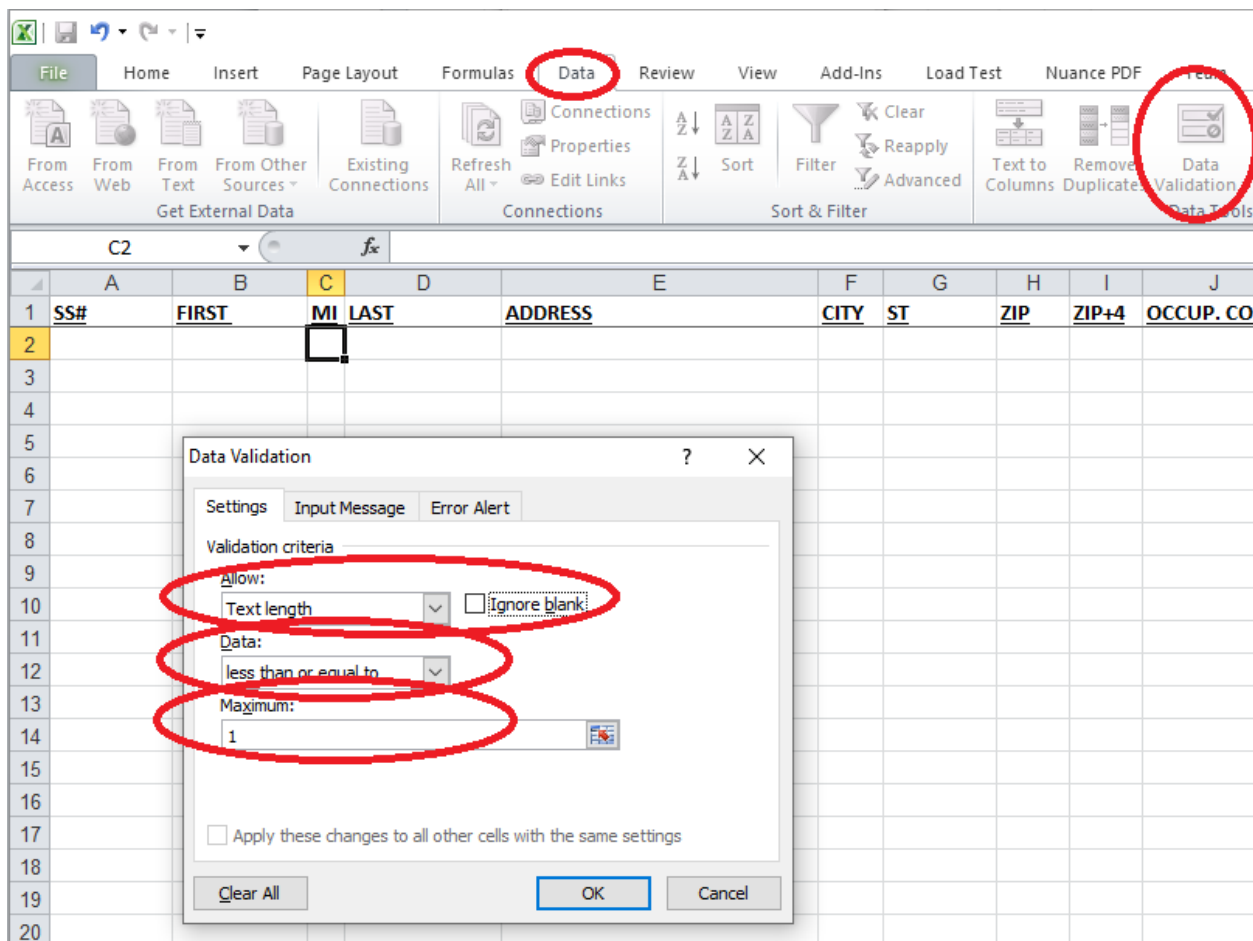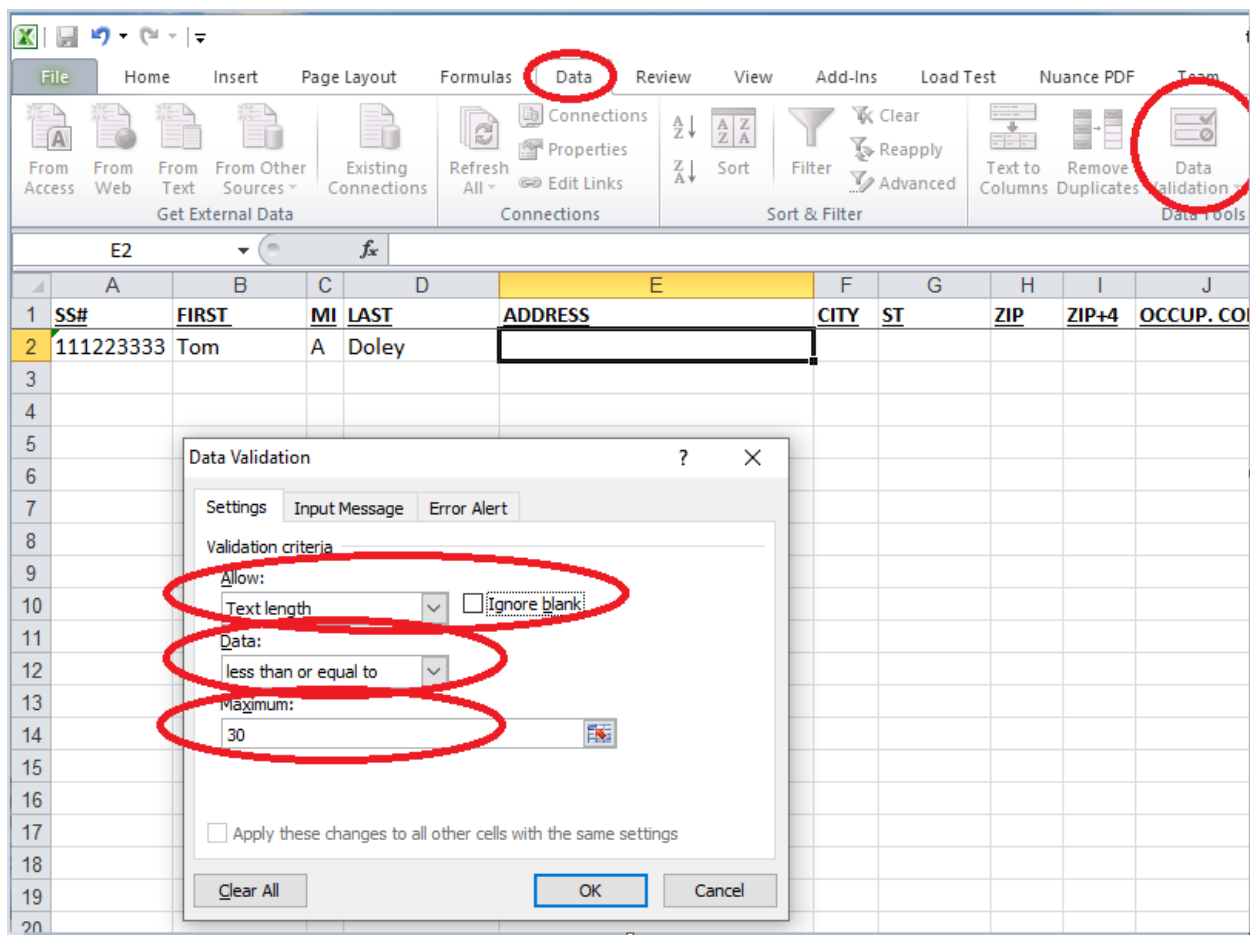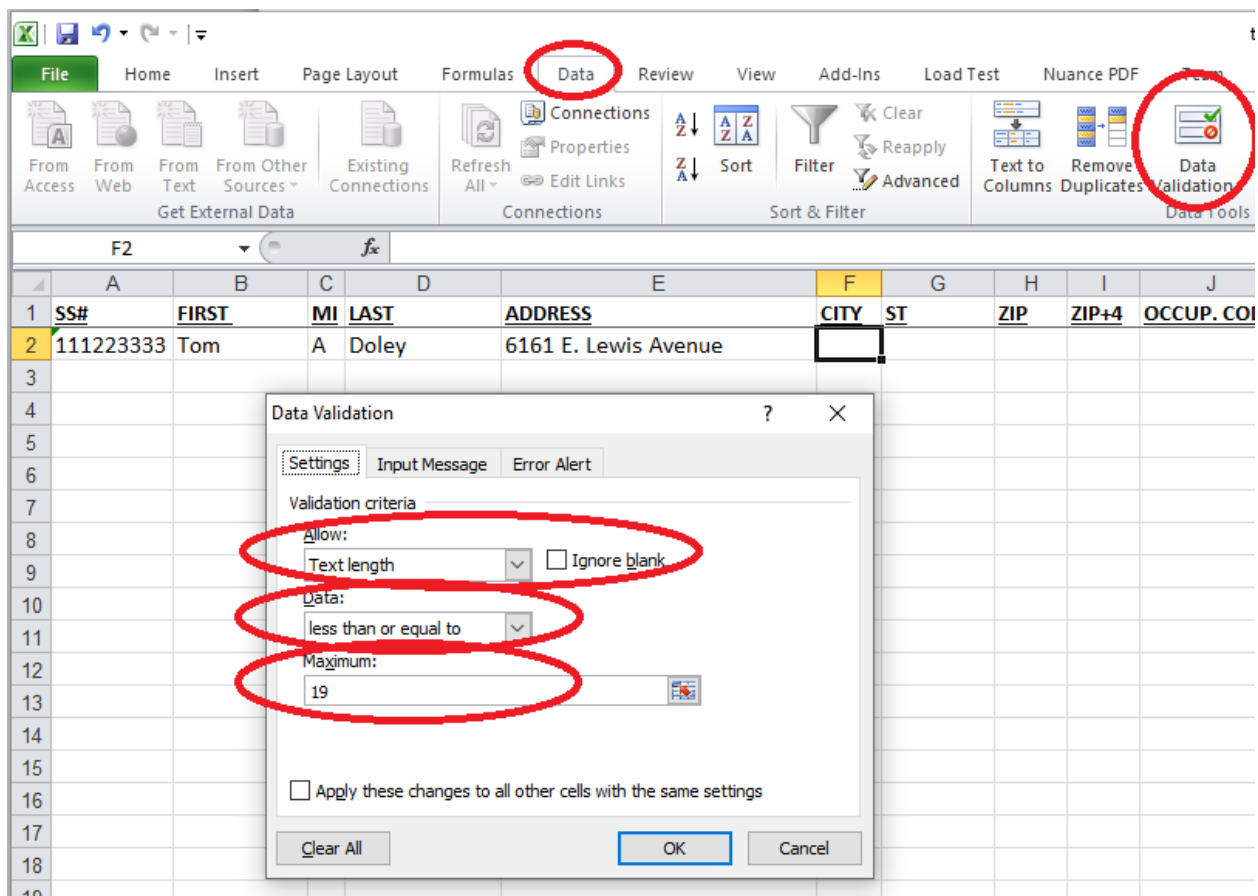
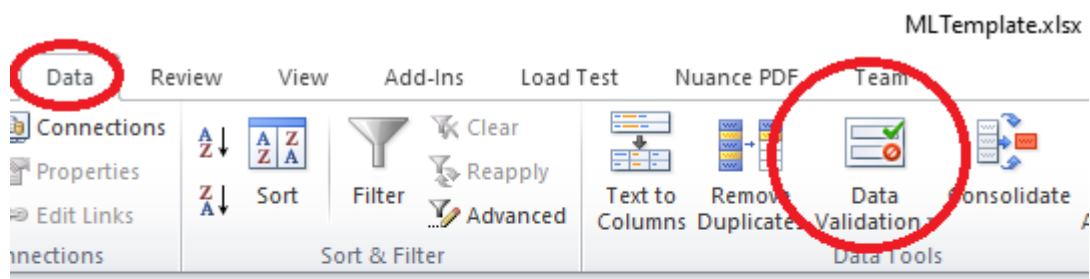4th Column: Last Name   Entry Format: 15 Character

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.
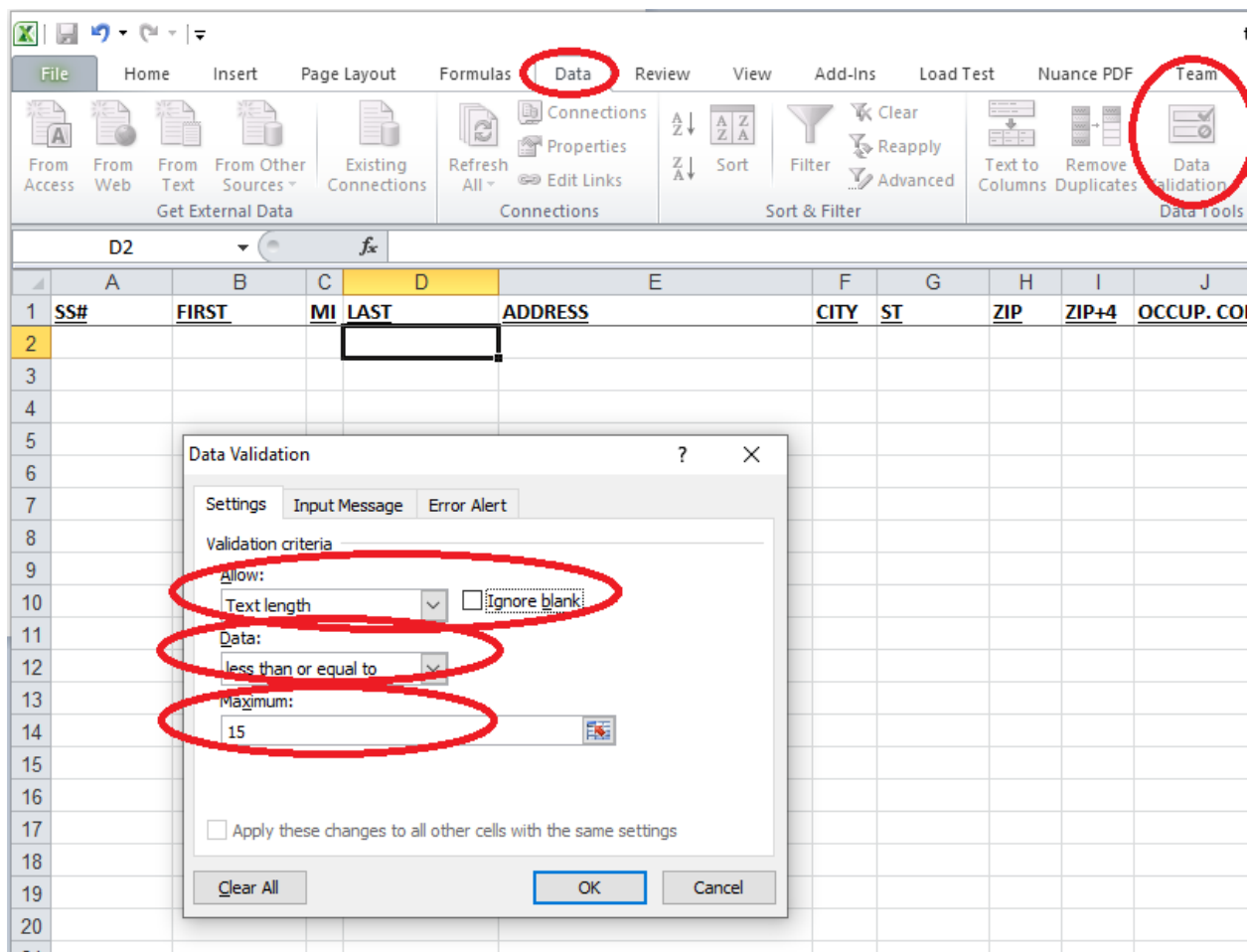
5th Column: Street Address   Entry Format: 30 Character

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.

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.

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.

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.

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.
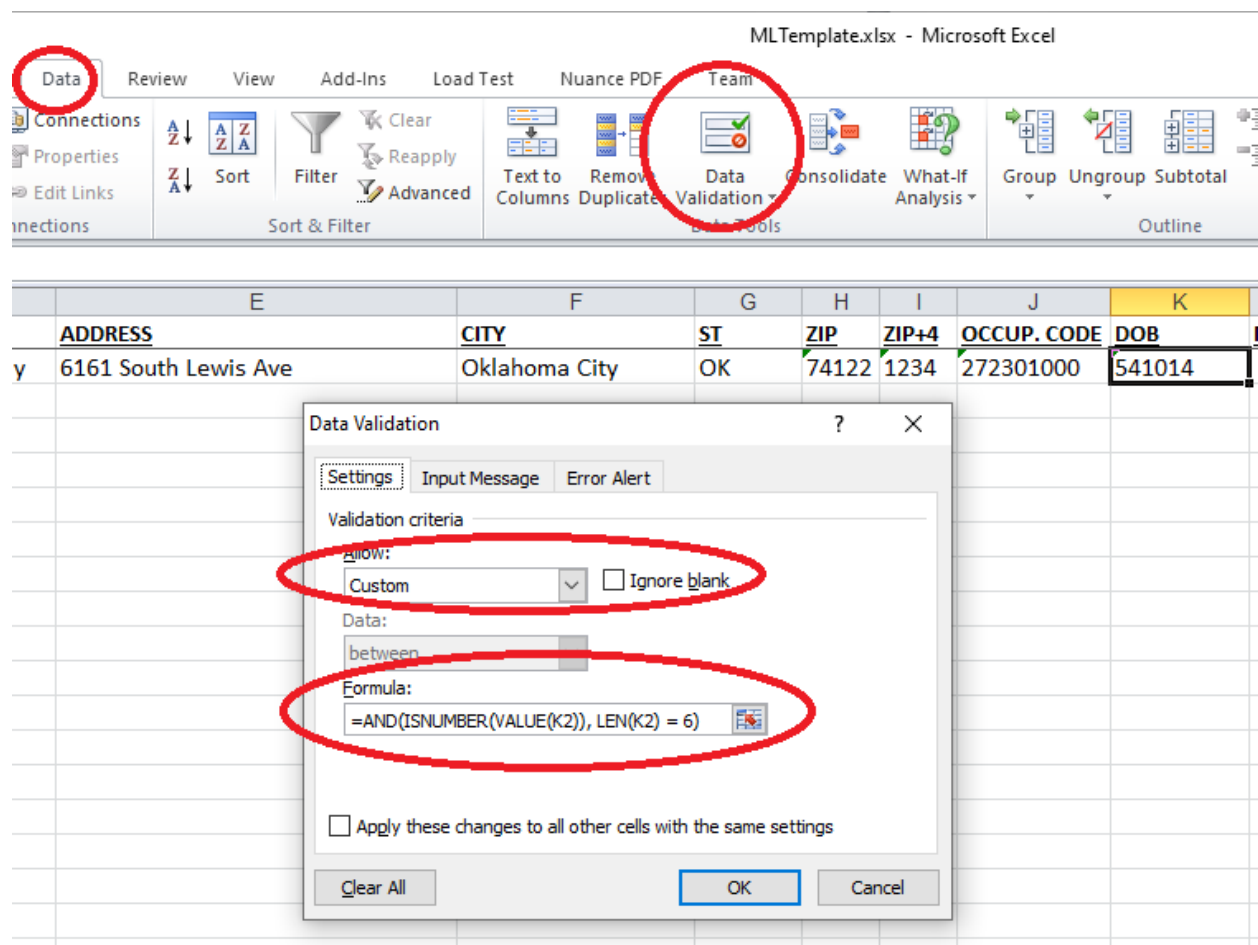
12th Column: Sex Code   Entry Format:1 Number

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.

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.

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.

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.

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.

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.

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.