

Eligibility File

Overview

The following specification outlines the format and requirements for the Navigate Wellness standard data import functionality for an Eligibility File.

File Format and Technical Specifications

- Tab-delimited file
- TXT or TSV file extension
- Encoded with UTF-8
- File must be less than 8mb
- Tab (\t), Char Return (\n), and Caret (^), are reserved for formatting the file and must not be included as part of the data
- Column headers are case sensitive
- Char Return (\n) must be used for end of line indicator

Naming Convention

- The standard file naming convention for the file is: yourcompanyname_<YYYYMMDD>.txt
 - Example: navigatewell_20180105.txt
- The date/time stamp in the file name should reflect the date and time the file is run
- If a file is resubmitted, the date/time stamp should be updated

Matching

- Users are matched on the employee_id

Delivery

- Sent via secure FTP or processed by a system admin

Headers

The platform will validate the presence of the following headers.

Column Name	Required/Optional	Data Type	Format	Notes
first_name	Required	String		
last_name	Required	String		
address_1	Optional	String		Will not be saved unless the following are present: address_1, city, state, postal_code, and country
address_2	Optional	String		
city	Optional	String		Will not be saved unless the following are present: address_1, city, state, postal_code, and country
state	Optional	String		<ul style="list-style-type: none">Will not be saved unless the following are present: address_1, city, state, postal_code, and countryTwo letter state code is expected
country	Optional	String		<ul style="list-style-type: none">Will not be saved unless the following are present: address_1, city, state, postal_code, and country

				<ul style="list-style-type: none"> Two letter country code is expected
postal_code	Optional	String		Will not be saved unless the following are present: address_1, city, state, postal_code, and country
email	Optional	String		Will accept any valid email address
employee_id	Required	String		Needs to be unique among client
client_id	Optional	String		This value is ignored
division	Optional	String		
location	Optional	String		
position	Optional	String		
related_employee_id	Optional	String		
related_relationship	Optional	String		
effective_date	Optional	String	MM/DD/YYYY	
termination_date	Optional	String	MM/DD/YYYY	
birthday	Optional	String	MM/DD/YYYY	
gender	Optional	String		Acceptable inputs: Male, Female, Other
custom_data_1	Optional	String		
custom_data_2	Optional	String		
custom_data_3	Optional	String		
custom_data_4	Optional	String		

custom_data_5	Optional	String		
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