Billing Feed Specifications

First Community Credit Union

Feed Effective Date: 7/24/2020

The Standard®

Purpose of a Billing Feed

Billing Feeds are used to provide member updates electronically, to update The Standard's billing system. The feed will be presented as a full file and include updates to group life, group disability and supplemental insurance products for list bill customers.

To support updates to a list bill, the feed must supply the necessary data elements that represent member additions, changes, terminations and coverage elections.

Ensuring a Successful Implementation

The most important factor to successfully implementing a feed is engaging with the right people from the customer and file provider. We are most successful when we work with people who:

- Understand what information is available in the source system
- Participate in feed discussions
- Provide business decisions, if needed
- Provide prompt revisions to test files

Implementation Timeline

Activities	Deliverable from Policyholder	Due Date
Feed and Data Specifications		
• Customer confirms desired services and service level • Understand file layout and connectivity requirements	**Part 1** Collaborative discussion to confirm data needed to support the desired services. **Part 2** File layout agreement ensures alignment between all parties regarding the format, layout, structure and expected data. Connectivity is established after file layout agreement is provided.	**5/22/2020** **5/29/2020**
Testing Phase		
• Ensure test file aligns to feed specifications • Ensure successful file transmission	**File Testing** File provider and Customer Integration Analyst review the file based on format requirements, including timely revisions and additional test files[1].	**6/12/2020**
Production Preview File		
• File generated from production system, represents a preview of the initial production file • Ensure successful processing through test systems	**Production File Preview** Final test file sent from production system to confirm the data quality continues to meet requirements. **Member Data Audit** Comparison between customer data and The Standard's systems, using customer system data as source-of-truth to align our systems. Updates will reflect on the customer's bill following the audit.	**7/10/2020**
Initial Production File		
• First production file sent • File loaded into production	Production file delivered through The Standard's production connection to the production environment.	**7/24/2020**

Until this feed is in production, other methods may need to be used to provide member maintenance updates to support the management of the list bill.

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[1] Multiple files will be required during this phase until test file meets The Standard's requirements

Implementation

The Standard / Ultimate Software   **First Community CU**

File Development	
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Email alex.goodwin@ultimatesoftware.com	Email katie.rigby@fccu.org

Connectivity	
Email invitation to a self-directed connectivity setup tool	TBD
	Email TBD

The Standard's Ongoing Contacts

Business Contact[2]	Technical Contact[3]
Jackie Gibson, Account Manager	**File Administration Team**
Phone 281.517.5761 Ext. 761	Email DATSupport@standard.com
Email Jackie.gibson@standard.com	**Billing Administration Team**
	Email BillingFeedSupport@standard.com

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[2] Contact for day-to-day business questions
[3] Contact for data feed processing questions

Revision History

Date and Version		Section	Description of Revision	Author
5/11/2020	1.0	Document	Initial Draft	Jenna Aberg

Outstanding Items

The following items are outstanding and could impact the file feed requirements.

#	Subject Area	Description	Assigned To	Current State of Resolution	Status
1					
2					
3					
4					
5					

Customer Specific Notes

File Delivery Specifications

File Specifications

File Name   firstcommunitycu_10151124_1_EMM_YYYYMMDDHHmm.txt

Delivery Specifications

File Method   SFTP
File Frequency   ☒ Weekly ☐ Bi-Weekly   ☐ Monthly ☐ Other: Click here to enter text.
Schedule Date and Time   Thursdays (time TBD)

Data Extraction   ☒ Automated / Scheduled ☐ Manual
File Delivery   ☒ Automated / Scheduled ☐ Manual

> **Failure to place the file on the server by the expected date/time may affect the services provided; we cannot guarantee a late file will be processed before the billing cut-off date.**

Email Subscriptions - Production

Email Subscriptions

Automated email notification and error reports based on the file status. Options include,

File Received	Sent when we successfully receive a file from you
File Empty	Sent when a 0-byte file is provided
File Not Received	Sent when we do not receive a file by the expected date and time

Providing an email distribution list for subscriptions, rather than individual email addresses, provides the following benefits,

- You retain full control over who receives email notifications
- You may specify multiple email distribution lists and each address may subscribe to different notifications
- Updates can be made immediately as personnel changes occur, updates made by The Standard can take up to two-weeks

☐ Received ☐ Empty ☒ File Not Received Email: TBD
☐ Received ☐ Empty ☐ File Not Received Email: TBD

> **Email notifications are automated and occur on weekends and holidays. If your normal file schedule coincides with a holiday and a file is not received on that day, please send the file on the following business day.**

Source System Information

Name of source system	Ultipro
Who will provide your data in production?	Ultimate Software
Type of system	☐ Enrollment
	☐ HRIS
	☐ Payroll
	☐ Time Tracking
What environment will your test data come from?	Test
Refresh Date	Click here to enter text.

Managing Employee and Coverage Records

The Standard's system does not terminate coverage or employment by omission on a subsequent file; explicit termination dates must be provided. We also prefer not to receive future effective dates due to system processing rules.

Employee Records

Terminating an Employee Record	
How long will terminations be sent on the file (min 2 times or 30 days)	2 times
What is the lookback period based on?	Choose an item.
Are future termination dates stored?	Choose an item.
Can future termination dates be withheld until the date is equal to or past the current system date?	Choose an item.

Coverage Records

Creating Coverage Records	
Effective dates are based on,	Original (Continuous) Coverage
If coverages are stored by plan year, the file should only include a coverage termination date for a true coverage termination. Employees continuing their coverage in the new plan year should not have a coverage termination date at the close of the plan year.	
Are future coverage effective dates stored?	Choose an item.
Can future effective dates be withheld until the date is equal to or past the current system date?	Choose an item.
In the event the individual terminates before coverage is effective, can a termination date equal to the effective date be provided?	Choose an item.
Terminating Coverage Records	
How long will terminations be sent on the file (min 2 times or 30 days)	2 times
What is the lookback period based on?	Choose an item.
Are future termination dates stored?	Choose an item.
Can future termination dates be withheld until the date is equal to or past the current system date?	Choose an item.

Detailed File Layout Specifications

File and Data Rules

Employee Population	All employees with active or recently terminated enrollment of The Standard's products; including employer and employee-paid coverages
File Content	Full File
File Format	Pipe Delimited, |
File Layout	All fields must be represented in the file - Fields marked 'Required' are required for all employees on the file; those marked with an 'x' are expected for all employees with this information in the source system; those marked with an open checkbox should be sent as null fields - If data will not be included for a field, it must be included as a null/empty position (two delimiters next to each other) - No pipe delimiter after the last field in the file
Character Format	All characters in the file should be base ASCII format/mode
Format Rules	When format rules exist they are noted for each field
	If no format/data rule is listed field accepts Alpha or Numbers including other characters within base ASCII format/mode
Domain Values	If listed, values on the inbound files must exactly match one of the values listed including case and spacing

Header Record

Field	Attribute	Format and Data Rule(s)	Max Length	Definition of value and any additional notes	Customer Specific Comments
1	Header Identifier		3		Send: HDR
2	File Date	YYYYMMDD	8	Date of file	
3	SFG Company ID			Internal Company ID	Send: SI
4	Customer Name			Customer Name	Send: firstcommunitycu
5	Group ID		8	Group Identification number assigned by The Standard	Send: 10151124

Trailer Record

Field	Attribute	Format and Data Rule(s)	Max Length	Definition of value and any additional notes	Customer Specific Comments
1	Trailer Identifier		3		Send: TLR
2	Record Count			Total number of records on file, excluding header and trailer record. Used for validation of data file.	

Basic Employee Information

Field	Attribute	Format and Data Rule(s)	Max Length	Domain Values	Definition of Value	Include in File	Customer Specific Comments
1	Policy	000000	8	XXXXXX	Defined by The Standard	☒	Send: 166888
2	Billing Division	0000	4	000X	Defined by The Standard	☒	Send: 0001
3	Billing Division Effective Date	YYYYMMDD	8		Date the Billing Division took effect.	☐	
4	Billing Category	0000	4	0X00	Defined by The Standard **0100**: All other members electing 40% STD **0200**: All other members electing 50% STD **0300**: All other members electing 60% STD **0400**: Board Members (no STD Plan)	☒	Send: 0100, 0200, 0300, 0400
5	Billing Category Effective Date	YYYYMMDD	8		Date the Billing Category took effect.	☒	
6	Social Security Number	999999999	9		Employee Social Security Number	REQ	
7	Employee ID	Alphanumeric	9		Unique value created by the customer identifying each employee.	☐	
8	First Name		40		Employee First Name	REQ	
9	Last Name		40		Employee Last Name	REQ	
10	Date of Birth	YYYYMMDD	8		Employee Date of Birth	REQ	
11	Gender		1	M F	Employee Gender M ....Male F ....Female	REQ	
12	Occupation Code	0X	2	01-09	Data is used in the renewal by underwriting. 01 Executives and Architect, CPA, Professor 02 White Collar & All Other Professionals 03 Technical Occupations 04 Production Supervision & Retail Sales 05 Select Skilled Labor 06 Skilled Craft Occupations 07 Construction & Manual Labor Occupations 08 Seasonal & Special Risk Occupations 09 Outside Sales	☐	Can be supplied, but is not available in the downstream system.
13	Work State		2	50 states and union territories.	State/Canadian Province where an employee works; this may be different than the State where an employee resides.	REQ	
14	Current Hire Date	YYYYMMDD	8		Most recent hire date of the employee.	REQ	
15	Policy Eligibility Date	YYYYMMDD	8		The date the employee begins any waiting periods for benefit coverage. For many, this will be the same as the hire date.	☒	
16	Policy Effective Date		50		The effective date of benefits, following any waiting periods.	☐	

Field	Attribute	Format and Data Rule(s)	Max Length	Domain Values	Definition of Value	Include in File	Customer Specific Comments
17	Termination Date	YYYYMMDD	8		The date an employee becomes ineligible for benefits. For many, this will be the same as the employee termination date. Coverage would continue through this day.	☒	
18	Employee Tobacco Indicator		3	Y N	Required if premium based on tobacco usage.	☐	
19	Work Hours		3		Hours an employee is scheduled to work per week	☐	
20	Earnings Amount	9999999999.99	13		The amount that will be used when calculating premium. It should be the same number defined by the earnings definition in the customer policies.	☒	
21	Earnings Mode		1	A M W H	Earnings Amount above, is expressed as: A..........Annual M ....Monthly W.........Weekly H..........Hourly	☒	
22	Earnings Amount Effective Date	YYYYMMDD	8		Effective date of the earnings amount. For benefits that are driven by salary, this will be the effective date for the new premium amount.	☒	
23	Payroll frequency		50	Bi-Weekly Undefined Hourly Weekly Monthly Semi-Monthly Annual Irregular	This field identifies how often the member gets paid; it is only needed if there is variation in how frequently members are being paid.	☐	
24	Family Indicator		1	A B C D	Value populated needs to be one of the following values A..........Member and Family B..........Member and Spouse C..........Member only D..........Member and Dependents (not spouse)	☒	
25	Family Indicator Effective Date	YYYYMMDD	8		The date the family indicator changed or took effect. Field tied to Family Indicator and used for non-elective dependent life benefits only.	☒	
26	Qualifying Event Date	YYYYMMDD	8		Date the member's family status changed. This will only be used for elective coverages.	☒	

Additional Employee Fields

Field	Attribute	Format and Data Rule(s)	Max Length	Domain Values	Definition of Value	Include in File	Customer Specific Comments
27	Employer Affiliate		50			☐	
28	Customer Defined Division		50		Billing division definition used by the customer. Please provide instruction on what values should be expected.	☐	
29	Customer Defined Billing Category		50		Billing category definition used by the customer. Please provide instruction on what values should be expected.	☐	
30	Job Category		50			☐	
31	Job Department		50			☐	
32	Job Title		50			☐	
33	Employer Location		50			☐	
34	Full Time or Part Time			Full Time Part Time		☐	
35	Employment Status			Regular Temporary		☐	
36	Exempt Status			Exempt Non-Exempt Y N		☐	
37	Grandfathered Employee			Y N		☐	
38	Union Employee			Y N		☐	
39	Union Name					☐	

Employee Contact Information

Field	Attribute	Format and Data Rule(s)	Max Length	Domain Values	Definition of Value	Include in File	Customer Specific Comments
40	Address 1		50		Employee Address	☐	
41	Address 2		50		Employee Address Line 2	☐	
42	Address 3		50		Employee Address Line 3	☐	
43	City		30		Employee City	☐	
44	State		2	50 states and union territories.	Employee State	☐	
45	Zip		20		Employee Zip Code	☐	
46	Phone	Numeric	15		Employee Phone Number	☐	
47	Email address	Alphanumeric	50		Employee Email Address	☐	

Spouse Information

Field	Attribute	Format and Data Rule(s)	Max Length	Domain Values	Definition of Value	Include in File	Customer Specific Comments
48	Spouse First Name		50		Spouse First Name	☒	
49	Spouse Last Name		50		Spouse Last Name	☒	
50	Spouse DOB	YYYYMMDD	8		Spouse Date of Birth	☒	
51	Address 1		50			☐	
52	Address 2		50			☐	
53	Address 3		50			☐	
54	City		30			☐	
55	State		2	50 states and union territories.	State of Residence	☐	
56	Zip					☐	
57	Phone					☐	
58	Email address	Alphanumeric	50		Spouse Email Address	☐	
59	Relationship to Member		15	Spouse Husband Wife Partner	Relationship of the dependent to the member.	☒	
60	Spouse Gender		1	M F	Spouse Gender M ....Male F ....Female	☒	
61	Spouse Tobacco Indicator		3	Y N	Required if premium is based on spouse's tobacco usage.	☐	

Coverage for Basic Life

Field	Attribute	Format and Data Rule(s)	Max Length	Domain Values	Definition of Value	Include in File	Customer Specific Comments
62	Product ID		4	BL	Product Code provided by The Standard	☒	Send: BL
63	Plan ID		1		Defined by The Standard	☐	Send:
64	Schedule ID		50		Defined by The Standard	☐	Send:
65	Coverage Factor		15	Flat Percent Units Unit Amount Multiplier	How the elected amount is measured, provided by The Standard	☐	Send:
66	Coverage Election Date	YYYYMMDD	8		Date when the employee made the election, sometimes known as the signature date.	☐	
67	Coverage Effective Date	YYYYMMDD	8		Date the benefit is effective, usually the first of the month.	☒	
68	Coverage Termination Date	YYYYMMDD	8		The last day the coverage is in effect; the coverage terminates at the end of this day.	☒	
69	Coverage Election Amount	9999999999.99	13		Elected benefit amount, this amount may or may not have been approved.	☐	
70	Coverage Effective Amount	9999999999.99	13		Effective benefit amount	☐	
71	Coverage Takeover Amount	9999999999.99	13		For the initial enrollment census, if amounts from other carriers are being honored by The Standard include the takeover amount.	☐	

Coverage for Basic Accidental Death and Dismemberment

Field	Attribute	Format and Data Rule(s)	Max Length	Domain Values	Definition of Value	Include in File	Customer Specific Comments
72	Product ID		4	BA	Product Code provided by The Standard	☒	Send: BA
73	Plan ID		1		Defined by The Standard	☐	Send:
74	Schedule ID		50		Defined by The Standard	☐	Send:
75	Coverage Factor		15	Flat Percent Units Unit Amount Multiplier	How the elected amount is measured, provided by The Standard	☐	Send:
76	Coverage Election Date	YYYYMMDD	8		Date when the employee made the election, sometimes known as the signature date.	☐	
77	Coverage Effective Date	YYYYMMDD	8		Date the benefit is effective, usually the first of the month.	☒	
78	Coverage Termination Date	YYYYMMDD	8		The last day the coverage is in effect; the coverage terminates at the end of this day.	☒	
79	Coverage Election Amount	9999999999.99	13		Elected benefit amount, this amount may or may not have been approved.	☐	
80	Coverage Effective Amount	9999999999.99	13		Effective benefit amount	☐	
81	Coverage Takeover Amount	9999999999.99	13		For the initial enrollment census, if amounts from other carriers are being honored by The Standard include the takeover amount.	☐	

Coverage for Additional Life

Field	Attribute	Format and Data Rule(s)	Max Length	Domain Values	Definition of Value	Include in File	Customer Specific Comments
82	Product ID		4	AL	Product Code provided by The Standard	☒	Send: AL
83	Plan ID		1		Defined by The Standard	☐	Send:
84	Schedule ID		50		Defined by The Standard	☐	Send:
85	Coverage Factor		15	Flat Percent Units Unit Amount Multiplier	How the elected amount is measured, provided by The Standard	☐	Send:
86	Coverage Election Date	YYYYMMDD	8		Date when the employee made the election, sometimes known as the signature date.	☐	
87	Coverage Effective Date	YYYYMMDD	8		Date the benefit is effective, usually the first of the month.	☒	
88	Coverage Termination Date	YYYYMMDD	8		The last day the coverage is in effect; the coverage terminates at the end of this day.	☒	
89	Coverage Election Amount	9999999999.99	13		Elected benefit amount, this amount may or may not have been approved.	☐	
90	Coverage Effective Amount	9999999999.99	13		Effective benefit amount	☒	
91	Coverage Takeover Amount	9999999999.99	13		For the initial enrollment census, if amounts from other carriers are being honored by The Standard include the takeover amount.	☐	

Coverage for Additional Accidental Death and Dismemberment

Field	Attribute	Format and Data Rule(s)	Max Length	Domain Values	Definition of Value	Include in File	Customer Specific Comments
92	Product ID		4	AA	Product Code provided by The Standard	☐	Send: AA
93	Plan ID		1		Defined by The Standard	☐	Send:
94	Schedule ID		50		Defined by The Standard	☐	Send:
95	Coverage Factor		15	Flat Percent Units Unit Amount Multiplier	How the elected amount is measured, provided by The Standard	☐	Send:
96	Coverage Election Date	YYYYMMDD	8		Date when the employee made the election, sometimes known as the signature date.	☐	
97	Coverage Effective Date	YYYYMMDD	8		Date the benefit is effective, usually the first of the month.	☐	
98	Coverage Termination Date	YYYYMMDD	8		The last day the coverage is in effect; the coverage terminates at the end of this day.	☐	
99	Coverage Election Amount	9999999999.99	13		Elected benefit amount, this amount may or may not have been approved.	☐	
100	Coverage Effective Amount	9999999999.99	13		Effective benefit amount	☐	
101	Coverage Takeover Amount	9999999999.99	13		For the initial enrollment census, if amounts from other carriers are being honored by The Standard include the takeover amount.	☐	

Coverage for Spouse Life

Field	Attribute	Format and Data Rule(s)	Max Length	Domain Values	Definition of Value	Include in File	Customer Specific Comments
102	Product ID		4	XSL	Product Code provided by The Standard	☐	Send: XSL
103	Plan ID		1		Defined by The Standard	☐	Send:
104	Schedule ID		50		Defined by The Standard	☐	Send:
105	Coverage Factor		15	Flat Percent Units Unit Amount Multiplier	How the elected amount is measured, provided by The Standard	☐	Send:
106	Coverage Election Date	YYYYMMDD	8		Date when the employee made the election, sometimes known as the signature date.	☐	
107	Coverage Effective Date	YYYYMMDD	8		Date the benefit is effective, usually the first of the month.	☐	
108	Coverage Termination Date	YYYYMMDD	8		The last day the coverage is in effect; the coverage terminates at the end of this day.	☐	
109	Coverage Election Amount	9999999999.99	13		Elected benefit amount, this amount may or may not have been approved.	☐	
110	Coverage Effective Amount	9999999999.99	13		Effective benefit amount	☐	
111	Coverage Takeover Amount	9999999999.99	13		For the initial enrollment census, if amounts from other carriers are being honored by The Standard include the takeover amount.	☐	

Coverage for Additional Spouse Life

Field	Attribute	Format and Data Rule(s)	Max Length	Domain Values	Definition of Value	Include in File	Customer Specific Comments
112	Product ID		4	ASL	Product Code provided by The Standard	☒	Send: ASL
113	Plan ID		1		Defined by The Standard	☐	Send:
114	Schedule ID		50		Defined by The Standard	☐	Send:
115	Coverage Factor		15	Flat Percent Units Unit Amount Multiplier	How the elected amount is measured, provided by The Standard	☐	Send:
116	Coverage Election Date	YYYYMMDD	8		Date when the employee made the election, sometimes known as the signature date.	☐	
117	Coverage Effective Date	YYYYMMDD	8		Date the benefit is effective, usually the first of the month.	☒	
118	Coverage Termination Date	YYYYMMDD	8		The last day the coverage is in effect; the coverage terminates at the end of this day.	☒	
119	Coverage Election Amount	9999999999.99	13		Elected benefit amount, this amount may or may not have been approved.	☐	
120	Coverage Effective Amount	9999999999.99	13		Effective benefit amount	☒	
121	Coverage Takeover Amount	9999999999.99	13		For the initial enrollment census, if amounts from other carriers are being honored by The Standard include the takeover amount.	☐	

Coverage for Spouse Accidental Death and Dismemberment

Field	Attribute	Format and Data Rule(s)	Max Length	Domain Values	Definition of Value	Include in File	Customer Specific Comments
122	Product ID		4	XSA	Product Code provided by The Standard	☐	Send: XSA
123	Plan ID		1		Defined by The Standard	☐	Send:
124	Schedule ID		50		Defined by The Standard	☐	Send:
125	Coverage Factor		15	Flat Percent Units Unit Amount Multiplier	How the elected amount is measured, provided by The Standard	☐	Send:
126	Coverage Election Date	YYYYMMDD	8		Date when the employee made the election, sometimes known as the signature date.	☐	
127	Coverage Effective Date	YYYYMMDD	8		Date the benefit is effective, usually the first of the month.	☐	
128	Coverage Termination Date	YYYYMMDD	8		The last day the coverage is in effect; the coverage terminates at the end of this day.	☐	
129	Coverage Election Amount	9999999999.99	13		Elected benefit amount, this amount may or may not have been approved.	☐	
130	Coverage Effective Amount	9999999999.99	13		Effective benefit amount	☐	
131	Coverage Takeover Amount	9999999999.99	13		For the initial enrollment census, if amounts from other carriers are being honored by The Standard include the takeover amount.	☐	

Coverage for Additional Spouse Accidental Death and Dismemberment

Field	Attribute	Format and Data Rule(s)	Max Length	Domain Values	Definition of Value	Include in File	Customer Specific Comments
132	Product ID		4	ASA	Product Code provided by The Standard	☐	Send: ASA
133	Plan ID		1		Defined by The Standard	☐	Send:
134	Schedule ID		50		Defined by The Standard	☐	Send:
135	Coverage Factor		15	Flat Percent Units Unit Amount Multiplier	How the elected amount is measured, provided by The Standard	☐	Send:
136	Coverage Election Date	YYYYMMDD	8		Date when the employee made the election, sometimes known as the signature date.	☐	
137	Coverage Effective Date	YYYYMMDD	8		Date the benefit is effective, usually the first of the month.	☐	
138	Coverage Termination Date	YYYYMMDD	8		The last day the coverage is in effect; the coverage terminates at the end of this day.	☐	

Field	Attribute	Format and Data Rule(s)	Max Length	Domain Values	Definition of Value	Include in File	Customer Specific Comments
139	Coverage Election Amount	9999999999.99	13		Elected benefit amount, this amount may or may not have been approved.	☐	
140	Coverage Effective Amount	9999999999.99	13		Effective benefit amount	☐	
141	Coverage Takeover Amount	9999999999.99	13		For the initial enrollment census, if amounts from other carriers are being honored by The Standard include the takeover amount.	☐	

Coverage for Child Life

Field	Attribute	Format and Data Rule(s)	Max Length	Domain Values	Definition of Value	Include in File	Customer Specific Comments
142	Product ID		4	XCL	Product Code provided by The Standard	☐	Send: XCL
143	Plan ID		1		Defined by The Standard	☐	Send:
144	Schedule ID		50		Defined by The Standard	☐	Send:
145	Coverage Factor		15	Flat Percent Units Unit Amount Multiplier	How the elected amount is measured, provided by The Standard	☐	Send:
146	Coverage Election Date	YYYYMMDD	8		Date when the employee made the election, sometimes known as the signature date.	☐	
147	Coverage Effective Date	YYYYMMDD	8		Date the benefit is effective, usually the first of the month.	☐	
148	Coverage Termination Date	YYYYMMDD	8		The last day the coverage is in effect; the coverage terminates at the end of this day.	☐	
149	Coverage Election Amount	9999999999.99	13		Elected benefit amount, this amount may or may not have been approved.	☐	
150	Coverage Effective Amount	9999999999.99	13		Effective benefit amount	☐	
151	Coverage Takeover Amount	9999999999.99	13		For the initial enrollment census, if amounts from other carriers are being honored by The Standard include the takeover amount.	☐	

Coverage for Additional Child Life

Field	Attribute	Format and Data Rule(s)	Max Length	Domain Values	Definition of Value	Include in File	Customer Specific Comments
152	Product ID		4	ACL	Product Code provided by The Standard	☒	Send: ACL
153	Plan ID		1		Defined by The Standard	☐	Send:
154	Schedule ID		50		Defined by The Standard	☐	Send:
155	Coverage Factor		15	Flat Percent Units Unit Amount Multiplier	How the elected amount is measured, provided by The Standard	☐	Send:
156	Coverage Election Date	YYYYMMDD	8		Date when the employee made the election, sometimes known as the signature date.	☐	
157	Coverage Effective Date	YYYYMMDD	8		Date the benefit is effective, usually the first of the month.	☒	
158	Coverage Termination Date	YYYYMMDD	8		The last day the coverage is in effect; the coverage terminates at the end of this day.	☒	
159	Coverage Election Amount	9999999999.99	13		Elected benefit amount, this amount may or may not have been approved.	☐	
160	Coverage Effective Amount	9999999999.99	13		Effective benefit amount	☒	
161	Coverage Takeover Amount	9999999999.99	13		For the initial enrollment census, if amounts from other carriers are being honored by The Standard include the takeover amount.	☐	

Coverage for Child Accidental Death and Dismemberment

Field	Attribute	Format and Data Rule(s)	Max Length	Domain Values	Definition of Value	Include in File	Customer Specific Comments
162	Product ID		4	XCA	Product Code provided by The Standard	☐	Send: XCA
163	Plan ID		1		Defined by The Standard	☐	Send:
164	Schedule ID		50		Defined by The Standard	☐	Send:
165	Coverage Factor		15	Flat Percent Units Unit Amount Multiplier	How the elected amount is measured, provided by The Standard	☐	Send:
166	Coverage Election Date	YYYYMMDD	8		Date when the employee made the election, sometimes known as the signature date.	☐	
167	Coverage Effective Date	YYYYMMDD	8		Date the benefit is effective, usually the first of the month.	☐	
168	Coverage Termination Date	YYYYMMDD	8		The last day the coverage is in effect; the coverage terminates at the end of this day.	☐	
169	Coverage Election Amount	9999999999.99	13		Elected benefit amount, this amount may or may not have been approved.	☐	
170	Coverage Effective Amount	9999999999.99	13		Effective benefit amount	☐	
171	Coverage Takeover Amount	9999999999.99	13		For the initial enrollment census, if amounts from other carriers are being honored by The Standard include the takeover amount.	☐	

Coverage for Additional Child Accidental Death and Dismemberment

Field	Attribute	Format and Data Rule(s)	Max Length	Domain Values	Definition of Value	Include in File	Customer Specific Comments
172	Product ID		4	ACA	Product Code provided by The Standard	☐	Send: ACA
173	Plan ID		1		Defined by The Standard	☐	Send:
174	Schedule ID		50		Defined by The Standard	☐	Send:
175	Coverage Factor		15	Flat Percent Units Unit Amount Multiplier	How the elected amount is measured, provided by The Standard	☐	Send:
176	Coverage Election Date	YYYYMMDD	8		Date when the employee made the election, sometimes known as the signature date.	☐	
177	Coverage Effective Date	YYYYMMDD	8		Date the benefit is effective, usually the first of the month.	☐	
178	Coverage Termination Date	YYYYMMDD	8		The last day the coverage is in effect; the coverage terminates at the end of this day.	☐	
179	Coverage Election Amount	9999999999.99	13		Elected benefit amount, this amount may or may not have been approved.	☐	
180	Coverage Effective Amount	9999999999.99	13		Effective benefit amount	☐	
181	Coverage Takeover Amount	9999999999.99	13		For the initial enrollment census, if amounts from other carriers are being honored by The Standard include the takeover amount.	☐	

Coverage for Dependent Life

Field	Attribute	Format and Data Rule(s)	Max Length	Domain Values	Definition of Value	Include in File	Customer Specific Comments
182	Product ID		4	XDL	Product Code provided by The Standard	☒	Send: XDL
183	Plan ID		1		Defined by The Standard	☐	Send:
184	Schedule ID		50		Defined by The Standard	☐	Send:
185	Coverage Factor		15	Flat Percent Units Unit Amount Multiplier	How the elected amount is measured, provided by The Standard	☐	Send:
186	Coverage Election Date	YYYYMMDD	8		Date when the employee made the election, sometimes known as the signature date.	☐	
187	Coverage Effective Date	YYYYMMDD	8		Date the benefit is effective, usually the first of the month.	☒	
188	Coverage Termination Date	YYYYMMDD	8		The last day the coverage is in effect; the coverage terminates at the end of this day.	☒	
189	Family Election Indicator		50	Spouse Child Family		☒	
190	Coverage Election Amount	9999999999.99	13		Elected benefit amount, this amount may or may not have been approved.	☐	
191	Coverage Effective Amount	9999999999.99	13		Effective benefit amount	☐	
192	Coverage Takeover Amount	9999999999.99	13		For the initial enrollment census, if amounts from other carriers are being honored by The Standard include the takeover amount.	☐	

Coverage for Dependent Accidental Death and Dismemberment

Field	Attribute	Format and Data Rule(s)	Max Length	Domain Values	Definition of Value	Include in File	Customer Specific Comments
193	Product ID		4	XDA	Product Code provided by The Standard	☐	Send: XDA
194	Plan ID		1		Defined by The Standard	☐	Send:
195	Schedule ID		50		Defined by The Standard	☐	Send:
196	Coverage Factor		15	Flat Percent Units Unit Amount Multiplier	How the elected amount is measured, provided by The Standard	☐	Send:
197	Coverage Election Date	YYYYMMDD	8		Date when the employee made the election, sometimes known as the signature date.	☐	
198	Coverage Effective Date	YYYYMMDD	8		Date the benefit is effective, usually the first of the month.	☐	
199	Coverage Termination Date	YYYYMMDD	8		The last day the coverage is in effect; the coverage terminates at the end of this day.	☐	
200	Family Election Indicator		50	Spouse Child Family		☐	
201	Coverage Election Amount	9999999999.99	13		Elected benefit amount, this amount may or may not have been approved.	☐	
202	Coverage Effective Amount	9999999999.99	13		Effective benefit amount	☐	
203	Coverage Takeover Amount	9999999999.99	13		For the initial enrollment census, if amounts from other carriers are being honored by The Standard include the takeover amount.	☐	

Coverage for Supplemental Life

Field	Attribute	Format and Data Rule(s)	Max Length	Domain Values	Definition of Value	Include in File	Customer Specific Comments
204	Product ID		4	SL	Product Code provided by The Standard	☐	Send: SL
205	Plan ID		1		Defined by The Standard	☐	Send:
206	Schedule ID		50		Defined by The Standard	☐	Send:
207	Coverage Factor		15	Flat Percent Units Unit Amount Multiplier	How the elected amount is measured, provided by The Standard	☐	Send:
208	Coverage Election Date	YYYYMMDD	8		Date when the employee made the election, sometimes known as the signature date.	☐	
209	Coverage Effective Date	YYYYMMDD	8		Date the benefit is effective, usually the first of the month.	☐	

210	Coverage Termination Date	YYYYMMDD	8		The last day the coverage is in effect; the coverage terminates at the end of this day.	☐	
211	Coverage Election Amount	9999999999.99	13		Elected benefit amount, this amount may or may not have been approved.	☐	
212	Coverage Effective Amount	9999999999.99	13		Effective benefit amount	☐	
213	Coverage Takeover Amount	9999999999.99	13		For the initial enrollment census, if amounts from other carriers are being honored by The Standard include the takeover amount.	☐	
214	Spouse Factor		15	Flat Percent Units Unit Amount Multiplier	How the elected amount is measured, provided by The Standard	☐	Send:
215	Spouse Amount	9999999999.99	13		Spouse elected benefit amount	☐	

Coverage for Voluntary Accidental Death and Dismemberment

Field	Attribute	Format and Data Rule(s)	Max Length	Domain Values	Definition of Value	Include in File	Customer Specific Comments
216	Product ID		4	SA	Product Code provided by The Standard	☐	Send: SA
217	Plan ID		1		Defined by The Standard	☐	Send:
218	Schedule ID		50		Defined by The Standard	☐	Send:
219	Coverage Factor		15	Flat Percent Units Unit Amount Multiplier	How the elected amount is measured, provided by The Standard	☐	Send:
220	Coverage Election Date	YYYYMMDD	8		Date when the employee made the election, sometimes known as the signature date.	☐	
221	Coverage Effective Date	YYYYMMDD	8		Date the benefit is effective, usually the first of the month.	☐	
222	Coverage Termination Date	YYYYMMDD	8		The last day the coverage is in effect; the coverage terminates at the end of this day.	☐	
223	Coverage Election Amount	9999999999.99	13		Elected benefit amount, this amount may or may not have been approved.	☐	
224	Coverage Effective Amount	9999999999.99	13		Effective benefit amount	☐	
225	Coverage Takeover Amount	9999999999.99	13		For the initial enrollment census, if amounts from other carriers are being honored by The Standard include the takeover amount.	☐	

Coverage for Voluntary Spouse Accidental Death and Dismemberment

Field	Attribute	Format and Data Rule(s)	Max Length	Domain Values	Definition of Value	Include in File	Customer Specific Comments
226	Product ID		4	SAS	Product Code provided by The Standard	☐	Send: SAS
227	Plan ID		1		Defined by The Standard	☐	Send:
228	Schedule ID		50		Defined by The Standard	☐	Send:
229	Coverage Factor		15	Flat Percent Units Unit Amount Multiplier	How the elected amount is measured, provided by The Standard	☐	Send:
230	Coverage Election Date	YYYYMMDD	8		Date when the employee made the election, sometimes known as the signature date.	☐	
231	Coverage Effective Date	YYYYMMDD	8		Date the benefit is effective, usually the first of the month.	☐	
232	Coverage Termination Date	YYYYMMDD	8		The last day the coverage is in effect; the coverage terminates at the end of this day.	☐	
233	Coverage Election Amount	9999999999.99	13		Elected benefit amount, this amount may or may not have been approved.	☐	
234	Coverage Effective Amount	9999999999.99	13		Effective benefit amount	☐	
235	Coverage Takeover Amount	9999999999.99	13		For the initial enrollment census, if amounts from other carriers are being honored by The Standard include the takeover amount.	☐	

Coverage for Voluntary Child Accidental Death and Dismemberment

Field	Attribute	Format and Data Rule(s)	Max Length	Domain Values	Definition of Value	Include in File	Customer Specific Comments
236	Product ID		4	SAC	Product Code provided by The Standard	☐	Send: SAC
237	Plan ID		1		Defined by The Standard	☐	Send:
238	Schedule ID		50		Defined by The Standard	☐	Send:
239	Coverage Factor		15	Flat Percent Units Unit Amount Multiplier	How the elected amount is measured, provided by The Standard	☐	Send:
240	Coverage Election Date	YYYYMMDD	8		Date when the employee made the election, sometimes known as the signature date.	☐	
241	Coverage Effective Date	YYYYMMDD	8		Date the benefit is effective, usually the first of the month.	☐	
242	Coverage Termination Date	YYYYMMDD	8		The last day the coverage is in effect; the coverage terminates at the end of this day.	☐	

243	Coverage Election Amount	9999999999.99	13		Elected benefit amount, this amount may or may not have been approved.	☐	
244	Coverage Effective Amount	9999999999.99	13		Effective benefit amount	☐	
245	Coverage Takeover Amount	9999999999.99	13		For the initial enrollment census, if amounts from other carriers are being honored by The Standard include the takeover amount.	☐	

Coverage for Voluntary Family Accidental Death and Dismemberment

Field	Attribute	Format and Data Rule(s)	Max Length	Domain Values	Definition of Value	Include in File	Customer Specific Comments
246	Product ID		4	SAF	Product Code provided by The Standard	☐	Send: SAF
247	Plan ID		1		Defined by The Standard	☐	Send:
248	Schedule ID		50		Defined by The Standard	☐	Send:
249	Coverage Factor		15	Flat Percent Units Unit Amount Multiplier	How the elected amount is measured, provided by The Standard	☐	Send:
250	Coverage Election Date	YYYYMMDD	8		Date when the employee made the election, sometimes known as the signature date.	☐	
251	Coverage Effective Date	YYYYMMDD	8		Date the benefit is effective, usually the first of the month.	☐	
252	Coverage Termination Date	YYYYMMDD	8		The last day the coverage is in effect; the coverage terminates at the end of this day.	☐	
253	Coverage Election Amount	9999999999.99	13		Elected benefit amount, this amount may or may not have been approved.	☐	
254	Coverage Effective Amount	9999999999.99	13		Effective benefit amount	☐	
255	Coverage Takeover Amount	9999999999.99	13		For the initial enrollment census, if amounts from other carriers are being honored by The Standard include the takeover amount.	☐	

Coverage for Short Term Disability

Field	Attribute	Format and Data Rule(s)	Max Length	Domain Values	Definition of Value	Include in File	Customer Specific Comments
256	Product ID		4	ST	Product Code provided by The Standard	☒	Send: ST
257	Plan ID		1		Defined by The Standard	☐	Send:
258	Schedule ID		50		Defined by The Standard	☐	Send:
259	Coverage Factor		15	Flat Percent Units Unit Amount Multiplier	How the elected amount is measured, provided by The Standard	☐	Send:
260	Coverage Election Date	YYYYMMDD	8		Date when the employee made the election, sometimes known as the signature date.	☐	
261	Coverage Effective Date	YYYYMMDD	8		Date the benefit is effective, usually the first of the month.	☒	
262	Coverage Termination Date	YYYYMMDD	8		The last day the coverage is in effect; the coverage terminates at the end of this day.	☒	
263	Coverage Election Amount	9999999999.99	13		Elected benefit amount, this amount may or may not have been approved.	☐	
264	Coverage Effective Amount	9999999999.99	13		Effective benefit amount	☐	
265	Coverage Takeover Amount	9999999999.99	13		For the initial enrollment census, if amounts from other carriers are being honored by The Standard include the takeover amount.	☐	
266	Benefit Waiting Period		3		When an employee has a choice of different benefit waiting periods.	☐	
267	Maximum Benefit Period		5		When an employee has a choice of different max benefit periods	☐	

Coverage for Buy Up Short Term Disability

Field	Attribute	Format and Data Rule(s)	Max Length	Domain Values	Definition of Value	Include in File	Customer Specific Comments
268	Product ID		4	BST	Product Code provided by The Standard	☐	Send: BST
269	Plan ID		1		Defined by The Standard	☐	Send:
270	Schedule ID		50		Defined by The Standard	☐	Send:
271	Coverage Factor		15	Flat Percent Units Unit Amount Multiplier	How the elected amount is measured, provided by The Standard	☐	Send:
272	Coverage Election Date	YYYYMMDD	8		Date when the employee made the election, sometimes known as the signature date.	☐	
273	Coverage Effective Date	YYYYMMDD	8		Date the benefit is effective, usually the first of the month.	☐	
274	Coverage Termination Date	YYYYMMDD	8		The last day the coverage is in effect; the coverage terminates at the end of this day.	☐	
275	Coverage Election Amount	9999999999.99	13		Elected benefit amount, this amount may or may not have been approved.	☐	
276	Coverage Effective Amount	9999999999.99	13		Effective benefit amount	☐	
277	Coverage Takeover Amount	9999999999.99	13		For the initial enrollment census, if amounts from other carriers are being honored by The Standard include the takeover amount.	☐	

Coverage for Long Term Disability

Field	Attribute	Format and Data Rule(s)	Max Length	Domain Values	Definition of Value	Include in File	Customer Specific Comments
278	Product ID		4	LT	Product Code provided by The Standard	☒	Send: LT
279	Plan ID		1		Defined by The Standard	☐	Send:
280	Schedule ID		50		Defined by The Standard	☐	Send:
281	Coverage Factor		15	Flat Percent Units Unit Amount Multiplier	How the elected amount is measured, provided by The Standard	☐	Send:
282	Coverage Election Date	YYYYMMDD	8		Date when the employee made the election, sometimes known as the signature date.	☐	
283	Coverage Effective Date	YYYYMMDD	8		Date the benefit is effective, usually the first of the month.	☒	
284	Coverage Termination Date	YYYYMMDD	8		The last day the coverage is in effect; the coverage terminates at the end of this day.	☒	
285	Coverage Election Amount	9999999999.99	13		Elected benefit amount, this amount may or may not have been approved.	☐	
286	Coverage Effective Amount	9999999999.99	13		Effective benefit amount	☐	
287	Coverage Takeover Amount	9999999999.99	13		For the initial enrollment census, if amounts from other carriers are being honored by The Standard include the takeover amount.	☐	
288	Benefit Waiting Period		8		When an employee has a choice of different benefit waiting periods.	☐	
289	Maximum Benefit Period	Numeric	3		When an employee has a choice of different max benefit periods	☐	

Coverage for Buy Up Long Term Disability

Field	Attribute	Format and Data Rule(s)	Max Length	Domain Values	Definition of Value	Include in File	Customer Specific Comments
290	Product ID		4	BLT	Product Code provided by The Standard	☐	Send: BLT
291	Plan ID		1		Defined by The Standard	☐	Send:
292	Schedule ID		50		Defined by The Standard	☐	Send:
293	Coverage Factor		15	Flat Percent Units Unit Amount Multiplier	How the elected amount is measured, provided by The Standard	☐	Send:
294	Coverage Election Date	YYYYMMDD	8		Date when the employee made the election, sometimes known as the signature date.	☐	
295	Coverage Effective Date	YYYYMMDD	8		Date the benefit is effective, usually the first of the month.	☐	
296	Coverage Termination Date	YYYYMMDD	8		The last day the coverage is in effect; the coverage terminates at the end of this day.	☐	
297	Coverage Election Amount	9999999999.99	13		Elected benefit amount, this amount may or may not have been approved.	☐	
298	Coverage Effective Amount	9999999999.99	13		Effective benefit amount	☐	
299	Coverage Takeover Amount	9999999999.99	13		For the initial enrollment census, if amounts from other carriers are being honored by The Standard include the takeover amount.	☐	

Coverage for Statutory Disability

Field	Attribute	Format and Data Rule(s)	Max Length	Domain Values	Definition of Value	Include in File	Customer Specific Comments
300	Product ID					☐	Send: SD
301	Plan ID		1		Defined by The Standard	☐	Send:
302	Schedule ID		50		Defined by The Standard	☐	Send:
303	Coverage Factor		15	Flat Percent Units Unit Amount Multiplier	How the elected amount is measured, provided by The Standard	☐	Send:
304	Coverage Election Date	YYYYMMDD	8		Date when the employee made the election, sometimes known as the signature date.	☐	
305	Coverage Effective Date	YYYYMMDD	8		Date the benefit is effective, usually the first of the month.	☐	
306	Coverage Termination Date	YYYYMMDD	8		The last day the coverage is in effect; the coverage terminates at the end of this day.	☐	

Field	Attribute	Format and Data Rule(s)	Max Length	Domain Values	Definition of Value	Include in File	Customer Specific Comments
307	Coverage Election Amount	9999999999.99	13		Elected benefit amount, this amount may or may not have been approved.	☐	
308	Coverage Effective Amount	9999999999.99	13		Effective benefit amount	☐	
309	Coverage Takeover Amount	9999999999.99	13		For the initial enrollment census, if amounts from other carriers are being honored by The Standard include the takeover amount.	☐	

Coverage for Voluntary Accidental Death and Dismemberment

Field	Attribute	Format and Data Rule(s)	Max Length	Domain Values	Definition of Value	Include in File	Customer Specific Comments
310	Product ID					☐	Send: SU
311	Plan ID		1		Defined by The Standard	☐	Send:
312	Schedule ID		50		Defined by The Standard	☐	Send:
313	Coverage Factor		15	Flat Percent Units Unit Amount Multiplier	How the elected amount is measured, provided by The Standard	☐	Send:
314	Coverage Election Date	YYYYMMDD	8		Date when the employee made the election, sometimes known as the signature date.	☐	
315	Coverage Effective Date	YYYYMMDD	8		Date the benefit is effective, usually the first of the month.	☐	
316	Coverage Termination Date	YYYYMMDD	8		The last day the coverage is in effect; the coverage terminates at the end of this day.	☐	
317	Coverage Election Amount	9999999999.99	13		Elected benefit amount, this amount may or may not have been approved.	☐	
318	Coverage Effective Amount	9999999999.99	13		Effective benefit amount	☐	
319	Coverage Takeover Amount	9999999999.99	13		For the initial enrollment census, if amounts from other carriers are being honored by The Standard include the takeover amount.	☐	

Coverage for Accident Insurance

Field	Attribute	Format and Data Rule(s)	Max Length	Domain Values	Definition of Value	Include in File	Customer Specific Comments
320	Product ID		4	AI	Provided by The Standard	☐	Send: AI
321	Application Date	YYYYMMDD	8		The date the employee enrolled for a coverage amount that requires medical underwriting.	☐	
322	Effective Date	YYYYMMDD	8		The date the coverage begins or changes. Required when employee has coverage and when coverage ends.	☐	
323	Termination Date	YYYYMMDD	8		The last day this coverage is in effect; the coverage terminates at the end of this day. If coverage was never in force, the termination date needs to be the same as the coverage effective date.	☐	
324	Family Election Indicator		50	A B C D	Family benefit for which the employee is insured for *Do not include a family status subject to medical underwriting until that status is approved.* A.......Family B.......Spouse C.......Member D.......Child	☐	
325	Health Maintenance Screening Benefit		1	Y N	Provide when Health Maintenance Screening Benefit is electable	☐	
326	Automobile Accident Benefit		1	Y N	Provide when Automobile Accident Benefit is electable	☐	
327	Question 1		1	Y N	Answer to Medical Underwriting question on the Enrollment Form, may vary by policy.	☐	

Coverage for Critical Illness Insurance

Field	Attribute	Format and Data Rule(s)	Max Length	Domain Values	Definition of Value	Include in File	Customer Specific Comments
328	Product ID		4	CI	Provided by The Standard	☐	Send: CI
329	Employee Amount	9999999999.99	13		Amount for which the employee is insured for. *Do not include amounts subject to medical underwriting until that amount is approved.*	☐	
330	Employee Amount with Cancer Coverage	9999999999.99	13		Amount for which the employee is insured for. *Do not include amounts subject to medical underwriting until that amount is approved.*	☐	
331	Application Date	YYYYMMDD	8		The date the employee enrolled for a coverage amount that requires medical underwriting.	☐	
332	Employee Effective Date	YYYYMMDD	8		The date the coverage begins or changes. Required when employee has coverage and when coverage ends	☐	
333	Employee Termination Date	YYYYMMDD	8		The last day this coverage is in effect; the coverage terminates at the end of this day. If coverage was never in force, the termination date needs to be the same as the coverage effective date.	☐	
334	Spouse Amount	9999999999.99	13		Amount for which the spouse is insured for. *Do not include amounts subject to medical underwriting until that amount is approved.*	☐	
335	Spouse Amount with Cancer Coverage	9999999999.99	13		Amount for which the spouse is insured for. *Do not include amounts subject to medical underwriting until that amount is approved.*	☐	
336	Spouse Percent		20		Percent for which the spouse is insured for. *Do not include amounts subject to medical underwriting until that amount is approved.*	☐	
337	Spouse Percent with Cancer Coverage		20		Percent for which the spouse is insured for. *Do not include amounts subject to medical underwriting until that amount is approved.*	☐	
338	Spouse Gainfully Employed		1	Y N	Critical Illness related eligibility question.	☐	
339	Spouse Effective Date	YYYYMMDD	8		The date the spouse coverage begins or changes. Required when employee has coverage and when coverage ends.	☐	
340	Spouse Termination Date	YYYYMMDD	8		The last day the spouse coverage is in effect; the coverage terminates at the end of this day. If coverage was never in force, the termination date needs to be the same as the coverage effective date.	☐	
341	Health Maintenance Screening Benefit		1	Y N	Provide when Health Maintenance Screening Benefit is electable	☐	
342	All questions answered favorably for **employee** benefit		1	Y N	Benefits Administration evaluation of all the questions for employee enrollment that can be used instead of specific questions.	☐	
343	All questions answered favorably for **spouse** benefit		1	Y N	Benefits Administration evaluation of all the questions for spouse enrollment that can be used instead of specific questions.	☐	
344	Question 1		1	Y		☐	

Field	Attribute	Format and Data Rule(s)	Max Length	Domain Values	Definition of Value	Include in File	Customer Specific Comments
345	Question 2		1	N	Answer to Medical Underwriting question on the Enrollment Form, may vary by policy.	☐	
346	Question 3		1			☐	
347	Question 4		1			☐	
348	Question 5		1			☐	
349	Question 6		1			☐	
350	Question 7		1			☐	
351	Question 8		1			☐	
352	Question 9		1			☐	
353	Question 10		1			☐	
354	Question 11		1			☐	
355	Question 12		1			☐	
356	Question 13		1			☐	
357	Question 14		1			☐	
358	Spouse Question 1		1	Y N	Answer to Medical Underwriting question on the Enrollment Form, may vary by policy.	☐	
359	Spouse Question 2		1			☐	
360	Spouse Question 3		1			☐	
361	Spouse Question 4		1			☐	
362	Spouse Question 5		1			☐	
363	Spouse Question 6		1			☐	
364	Spouse Question 7		1			☐	
365	Spouse Question 8		1			☐	
366	Spouse Question 9		1			☐	
367	Spouse Question 10		1			☐	

Coverage for Hospital Indemnity Insurance

Field	Attribute	Format and Data Rule(s)	Max Length	Domain Values	Definition of Value	Include in File	Customer Specific Comments
368	Product ID		4	HI	Product Code provided by The Standard	☐	Send: HI
369	Application Date	YYYYMMDD	8		The date the employee enrolled for a coverage amount that requires medical underwriting.	☐	
370	Effective Date	YYYYMMDD	8		The date the coverage begins or changes. Required when employee has coverage and when coverage ends.	☐	
371	Termination Date	YYYYMMDD	8		The last day this coverage is in effect; the coverage terminates at the end of this day. If coverage was never in force, the termination date needs to be the same as the coverage effective date.	☐	
372	Family Election Indicator		50	A B C D	Family benefit for which the employee is insured for *Do not include a family status subject to medical underwriting until that status is approved.* A.......Family B.......Spouse C ......Member D ......Child	☐	
373	Health Maintenance Screening Benefit		1	Y N	Provide when Health Maintenance Screening Benefit is electable	☐	
374	Spouse Gainfully Employed		1	Y N	Hospital Insurance related eligibility question	☐	
375	All questions answered favorably for **employee** benefit		1	Y N	Benefits Administration evaluation of all the questions for employee enrollment that can be used instead of specific questions.	☐	
376	All questions answered favorably for **spouse** benefit		1	Y N	Benefits Administration evaluation of all the questions for spouse enrollment that can be used instead of specific questions.	☐	
377	All questions answered favorably for **child** benefit		1	Y N	Benefits Administration evaluation of all the questions for child enrollment that can be used instead of specific questions.	☐	
378	Question 1		1	Y N	Answer to Medical Underwriting question on the Enrollment Form, may vary by policy.	☐	
379	Question 2		1			☐	
380	Question 3		1			☐	
381	Question 4		1			☐	
382	Question 5		1			☐	
383	Question 6		1			☐	
384	Question 7		1			☐	
385	Question 8		1			☐	
386	Question 9		1			☐	
387	Question 10		1			☐	
388	Question 11		1			☐	

Field	Attribute	Format and Data Rule(s)	Max Length	Domain Values	Definition of Value	Include in File	Customer Specific Comments
389	Spouse Question 1		1	Y N	Answer to Medical Underwriting question on the Enrollment Form related to spouse, may vary by policy.	☐	
390	Spouse Question 2		1			☐	
391	Spouse Question 3		1			☐	
392	Spouse Question 4		1			☐	
393	Spouse Question 5		1			☐	
394	Spouse Question 6		1			☐	
395	Spouse Question 7		1			☐	
396	Spouse Question 8		1			☐	
397	Spouse Question 9		1			☐	
398	Spouse Question 10		1			☐	
399	Child Question 1		1	Y N	Answer to Medical Underwriting question on the Enrollment Form related to child, may vary by policy.	☐	
400	Child Question 2		1			☐	
401	Child Question 3		1			☐	
402	Child Question 4		1			☐	
403	Child Question 5		1			☐	
404	Child Question 6		1			☐	
405	Child Question 7		1			☐	
406	Child Question 8		1			☐	
407	Child Question 9		1			☐	
408	Child Question 10		1			☐	