Electronic Membership Feed
DN Lite File Specifications

01 Member Record

Field Name	Required	Format	Width	Position	Business Rules
Record Type	Y	XX	2	1-2	Value - '01' Employee (a single record for each employee member)
Group Number	Y	XXXXXXXXXX	10	3-12	Left justify, pad with spaces
Employee SSN	Y	9(9)	9	13-21	Right justify, pad with zeros
New Participant Id	-	9(9)	9	22-30	Not used on 01 Member Record, fill with zeros
Account Number	Y	99999	5	31-35	Right justify, pad with zeros
Dependent SSN	-	9(9)	9	36-44	Not used on 01 Member Record, fill with zeros
Member Effective Date	Y	CCYYMMDD	8	45-52	This field contains the Member's original Effective Date, **must not precede Group Effective Date**
ID Number	-	XXXXXXXXXX	12	53-64	Not available for use on 01 Member Record if there is Dental product(s), fill with spaces
Last Name	Y	X(20)	20	65-84	Left justify, pad with spaces
First Name	Y	X(17)	17	85-101	Left justify, pad with spaces
Middle Initial	N	X	1	102	Fill with spaces if unused or no Middle Initial
Address Line 1	Y	X(30)	30	103-132	Left justify, pad with spaces
Filler	-	X(10)`	10	133-142	Not used, pad with spaces
Address Line 2	N	X(30)	30	143-172	Left justify, pad with spaces
Filler	-	X(10)	10	173-182	Not used, pad with spaces
Address Line 3	-	X(40)	40	183-222	Not used, pad with spaces
City	Y	X(20)	20	223-242	Left justify, pad with spaces
Filler	N	X(9)	9	243-251	Not used, pad with spaces
State	Y	XX	2	252-253	Valid State Codes Required
Zip Code	Y	XXXXXXXXX	9	254-262	Left justify, pad with spaces
Relationship Code	-	X	1	263	Not used on 01 Member Record, fill with spaces
Gender	Y	X	1	264	Value must be either M = Male or F = Female
Date of Birth	Y	CCYYMMDD	8	265-272	Date formatted CCYYMMDD
Smoker Indicator	Y	X	1	273	Valid values: 'Y' or 'N' or ' ' Default value = space (not applicable)
Date of Hire	Y	CCYYMMDD	8	274-281	Date formatted CCYYMMDD
Location Number	Y	9999999	7	282-288	Right justify, pad with zeros Default Location = '0000000'
Location Date	Y	CCYYMMDD	8	289-296	Default Value = 'Member Effective Date' **Must not precede 'Group Effective Date'**

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DN Lite File Specifications

01 Member Record continued

Field Name	Required	Format	Width	Position	Business Rules
Reported Salary	Y	9(9)v99	11	297-307	Right justify, pad with zeros, **decimal point assumed**. Example: $56,789.99 '00005678999' Example: $105,000.00 '00010500000'
Salary Mode	Y	X	1	308	Indicates the frequency with which the reported salary is paid. A - Annual, B - Biweekly, H - Hourly, M - Monthly, S - Semimonthly, W - Weekly
Salary Effective Date	Y	CCYYMMDD	8	309-316	When the salary effective date is before the Member Effective Date' the Default Value = 'Member Effective Date'. *The Salary Effective Date (on the '01' record), and any salary based Product Effective Date (on the '05' record), should be revised effective the 1st of month following member's salary changes/update*. **Must not precede Group or Member Effective Date**
Weekly Hours	N	999v99	5	317-321	Only used when Salary Mode = H, otherwise pad with zeros
Product Id	-	XXXXXXX	7	322-328	Not used on 01 Member Record, fill with spaces
Termination Date	N	CCYYMMDD	8	329-336	Pad with zeros when not sending a Termination. **Termination date and termination reason code are to be provided when the member is no longer covered. (Reinstatements require all 9's term date and reason code)**
Termination Reason Code	N	99	2	337-338	Pad with zeros when not sending a termination. **Termination date and termination reason code are to be provided when the member is no longer covered.** Values on Mapping Page **(Reinstatements require all 9's term date and reason code)**
Coverage Option	-	X	1	339	Not used on 01 Member Record, fill with spaces
Plan Code	-	XXXXXXX	7	340-346	Not used on 01 Member Record, fill with spaces
Units	-	999999v99	9	347-355	Not used on 01 Member Record, fill with zeros
Product Set Id	-	XXXXX	5	356-360	Not used on 01 Member Record, fill with spaces
Underwriting Status Indicator	-	X	1	361	Not used on 01 Member Record, fill with spaces
Application Received Date	-	CCYYMMDD	8	362-369	Not used on 01 Member Record, fill with zeros
Certificate Number	-	X(10)	10	370-379	Left justify, fill with zeros
Dependent Sequence	-	99	2	380-381	Not used on 01 Member Record, fill with zeros
Foreign Address Indicator	N	X	1	382	Valid values 'Y' or blank
Filler	N	X(617)	617	383-999	Reserved for future use, fill with spaces
Delimiting Character	Y	X	1	1000	End Of Line Delimiter (*)
End of Line Character	Y		1	1001	End of Line Character (Line Feed)

Electronic Membership Feed

DN Lite File Specifications

02 Dependent Record (Required only for Vision or Dental Cov)

Field Name	Required	Format	Width	Position	Business Rules
Record Type	Y	XX	2	1-2	Value - '02' Dependent (one record for each dependent). Only Required member has dependents
Group Number	Y	XXXXXXXXXX	10	3-12	Left justify, pad with spaces
Employee SSN	Y	9(9)	9	13-21	Right justify, pad with zeros
New Participant Id	-	9(9)	9	22-30	Not used on 02 Dependent Record, fill with zeros
Account Number	Y	99999	5	31-35	Right justify, pad with zeros
Dependent SSN	Y	9(9)	9	36-44	Right justify, pad with zeros
Dependent Effective Date	Y	CCYYMMDD	8	45-52	Dependent Effective Date cannot precede Member Effective Date
ID Number	-	XXXXXXXXXX	12	53-64	Not used on 02 Dependent Record, fill with spaces
Last Name	Y	X(20)	20	65-84	Left justify, pad with spaces
First Name	Y	X(17)	17	85-101	Left justify, pad with spaces
Middle Initial	N	X	1	102	Fill with spaces if unused or no Middle Initial
Address Line 1	N	X(30)	30	103-132	Not used on 02 Dependent Record, fill with spaces
Filler	-	X(10)	10	133-142	Not used on 02 Dependent Record, fill with spaces
Address Line 2	-	X(30)	30	143-172	Not used on 02 Dependent Record, fill with spaces
Filler	-	X(10)	10	173-182	Not used on 02 Dependent Record, fill with spaces
Address Line 3	-	X(40)	40	183-222	Not used on 02 Dependent Record, fill with spaces
City	-	X(20)	20	223-242	Not used on 02 Dependent Record, fill with spaces
Filler	-	X(9)	9	243-251	Not used on 02 Dependent Record, fill with spaces
State	-	XX	2	252-253	Not used on 02 Dependent Record, fill with spaces
Zip Code	-	XXXXXXXXX	9	254-262	Not used on 02 Dependent Record, fill with spaces
Relationship Code	Y	X	1	263	Must use a valid code: C - Child, S - Spouse, O - Other
Gender	Y	X	1	264	Value must be either M = Male or F = Female
Date of Birth	Y	CCYYMMDD	8	265-272	Date formatted CCYYMMDD
Smoker Indicator	Y	X	1	273	Valid values: 'Y' or 'N' or ' ' Default value = space (not applicable)
Date of Hire	-	CCYYMMDD	8	274-281	Not used on 02 Dependent Record, fill with zeros
Location Number	-	9999999	7	282-288	Not used on 02 Dependent Record, fill with zeros
Location Date	-	CCYYMMDD	8	289-296	Not used on 02 Dependent Record, fill with zeros
Reported Salary	-	9(9)v99	11	297-307	Not used on 02 Dependent Record, fill with zeros
Salary Mode	-	X	1	308	Not used on 02 Dependent Record, fill with spaces
Salary Effective Date	-	CCYYMMDD	8	309-316	Not used on 02 Dependent Record, fill with zeros
Weekly Hours	-	999v99	5	317-321	Not used on 02 Dependent Record, fill with zeros
Product Id	-	XXXXXXX	7	322-328	Not used on 02 Dependent Record, fill with spaces

02 Dependent Record continued

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DN Lite File Specifications

Field Name	Required	Format	Width	Position	Business Rules
Termination Date	N	CCYYMMDD	8	329-336	Pad with zeros when not sending a Termination. **Termination date and termination reason code are to be provided when the member is no longer covered.**
Termination Reason Code	N	99	2	337-338	Pad with zeros when not sending a termination. **Termination date and termination reason code are to be provided when the member is no longer covered.** Values on Mapping Page
Coverage Option	-	X	1	339	Not used on 02 Dependent Record, fill with spaces
Plan Code	-	XXXXXXX	7	340-346	Not used on 02 Dependent Record, fill with spaces
Units	-	999999v99	9	347-355	Not used on 02 Dependent Record, fill with zeros
Product Set Id	-	XXXXX	5	356-360	Not used on 02 Dependent Record, fill with spaces
Underwriting Status Indicator	-	X	1	361	Not used on 02 Dependent Record, fill with spaces
Application Received Date	-	CCYYMMDD	8	362-369	Not used on 02 Dependent Record, fill with zeros
Certificate Number	-	X(10)	10	370-379	Not used on 02 Dependent Record, fill with zeros
Dependent Sequence	Y	99	2	380-381	Fill with zeros. Required
Foreign Address Indicator	N	X	1	382	Not used on 02 Dependent Record, fill with spaces
Filler	N	X(617)	617	383-999	Reserved for future use, fill with spaces
Delimiting Character	Y	X	1	1000	End Of Line Delimiter (*)
End of Line Character	Y		1	1001	End of Line Character (Line Feed)

Electronic Membership Feed

DN Lite File Specifications

05 Product Record

Field Name	Required	Format	Width	Position	Business Rules
Record Type	Y	XX	2	1-2	Value - '05' Product History (multiple products per employee member) All members must have at least one '05' Product History Record
Group Number	Y	XXXXXXXXXX	10	3-12	Left justify, pad with spaces
Employee SSN	Y	9(9)	9	13-21	Right justify, pad with zeros
New Participant Id	-	9(9)	9	22-30	Not used on 05 Product Record, fill with zeros
Account Number	Y	99999	5	31-35	Right justify, pad with zeros
Dependent SSN	-	9(9)	9	36-44	Not used on 05 Product Record, fill with zeros
Product Effective Date	Y	CCYYMMDD	8	45-52	Cannot precede Member Effective Date
ID Number	-	XXXXXXXXXX	12	53-64	Not used on 05 Product Record, fill with spaces
Last Name	-	X(20)	20	65-84	Not used on 05 Product Record, fill with spaces
First Name	-	X(17)	17	85-101	Not used on 05 Product Record, fill with spaces
Middle Initial	-	X	1	102	Not used on 05 Product Record, fill with spaces
Address Line 1	-	X(30)	30	103-132	Not used on 05 Product Record, fill with spaces
Filler	-	X(10)	10	133-142	Not used on 05 Product Record, fill with spaces
Address Line 2	-	X(30)	30	143-172	Not used on 05 Product Record, fill with spaces
Filler	-	X(10)	10	174-182	Not used on 05 Product Record, fill with spaces
Address Line 3	-	X(40)	40	183-222	Not used on 05 Product Record, fill with spaces
City	-	X(20)	20	223-242	Not used on 05 Product Record, fill with spaces
Filler	-	X(9)	9	243-251	Not used on 05 Product Record, fill with spaces
State	-	XX	2	252-253	Not used on 05 Product Record, fill with spaces
Zip Code	-	XXXXXXXXX	9	254-262	Not used on 05 Product Record, fill with spaces
Relationship Code	-	X	1	263	Not used on 05 Product Record, fill with spaces
Gender	-	X	1	264	Not used on 05 Product Record, fill with spaces
Date of Birth	-	CCYYMMDD	8	265-272	Not used on 05 Product Record, fill with zeros
Smoker Indicator	-	X	1	273	Not used on 05 Product Record, fill with spaces
Date of Hire	-	CCYYMMDD	8	274-281	Not used on 05 Product Record, fill with zeros
Location Number	-	9999999	7	282-288	Not used on 05 Product Record, fill with zeros
Location Date	-	CCYYMMDD	8	289-296	Not used on 05 Product Record, fill with zeros
Reported Salary	-	9(9)v99	11	297-307	Not used on 05 Product Record, fill with zeros
Salary Mode	-	X	1	308	Not used on 05 Product Record, fill with spaces
Salary Effective Date	-	CCYYMMDD	8	309-316	Not used on 05 Product Record, fill with zeros
Weekly Hours	-	999v99	5	317-321	Not used on 05 Product Record, fill with zeros
Product Id	Y	XXXXXXX	7	322-328	Left justify, pad with spaces. Default Values: See Mapping Page within this document

Electronic Membership Feed

DN Lite File Specifications

05 Product Record continued

Field Name	Required	Format	Width	Position	Business Rules
Termination Date	N	CCYYMMDD	8	329-336	Pad with zeros when not sending a Termination. **Termination date and termination reason code are to be provided when the member is no longer covered. (Reinstatements require all 9's term date and reason code)**
Termination Reason Code	N	99	2	337-338	Pad with zeros when not sending a Termination. **Termination date and termination reason code are to be provided when the member is no longer covered.** Values on Mapping Page of this document **(Reinstatements require all 9's term date and reason code)**
Coverage Option	N	X	1	339	Pad with spaces See Mapping Page within this document
Plan Code	N	XXXXXXX	7	340-346	**Left justify, pad with spaces for alpha or alpha/numeric plan codes. Right Justify and pre fill with zeros if plan code is completely numeric.** Default Values: See Mapping Page within this document
Units	Y	999999v99	9	347-355	Right justify, pad with zeros. Fill with zeros Example: LIFE Unit Value = 1000 $65,000.00 in Life insurance is 65.00 units and represented as: '000006500' **Only send Approved in Play benefit amount for each product**
Product Set Id	Y	XXXXX	5	356-360	Left justify, pad with spaces. Value: See Mapping Page within this document
Underwriting Status Indicator	Y	X	1	361	Indicates the Underwriting Status of the Coverage Amount Requested Values: '0' = No underwriting required for this coverage <u>or</u> amount does not exceed Guarantee Issue Amount '2' = Coverage Amount exceeds Guarantee Issue and has been **approved** by Medical Underwriting
Application Received Date	N	CCYYMMDD	8	362-369	Pad with zeros when not sending Application Received Date
Certificate Number	-	X(10)	10	370-379	Not used on 05 Product Record, fill with zeros
Dependent Sequence	-	99	2	380-381	Not used on 05 Product Record, fill with zeros
Foreign Address Indicator	N	X	1	382	Not used on 05 Product Record, fill with spaces
Filler	N	X(617)	617	383-999	Reserved for future use, fill with spaces
Delimiting Character	Y	X	1	1000	End Of Line Delimiter (*)
End of Line Character	Y		1	1001	End of Line Character (Line Feed)

Electronic Membership Feed

DN Lite File Specifications

Mapping

Field Name	Code
Group Number	**To be provided once the client is built**
Account Number	**To be provided once the client is built**
Relationship Code	C = Child S = Spouse O = Other
Gender Code	M = Male F = Female
Location Number	**To be provided once the client is**
Term Reason Code	08 = Laid Off 10 = Retired 22 = Deceased 25 = Leave of Absence 32 = Left Employment 35 = Reduction In Hours 36 = Termination - Involuntary 80 = Marriage 81 = Birth 82 = Adoption 83 = Disability 84 = Legal Separation 85 = Divorce
Product ID	**To be provided once the client is built**
Plan Code	**To be provided once the client is built**
Coverage Option	**To be provided once the client is built**
Product Set ID	**To be provided once the client is built**
Units	**To be provided once the client is built**
Naming Convention	OPER.EDI.FTP.**GROUP#**.CCYYMMDD.1.dat *Note the file name is case sensitive. Use upper case for all characters except for the ".dat" portion, which should be lower case Be sure to use Group number supplied in file naming convention versus **Group#**. EXAMPLE FILE NAME: OPER.EDI.FTP.VF999999.20181024.1.dat

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