

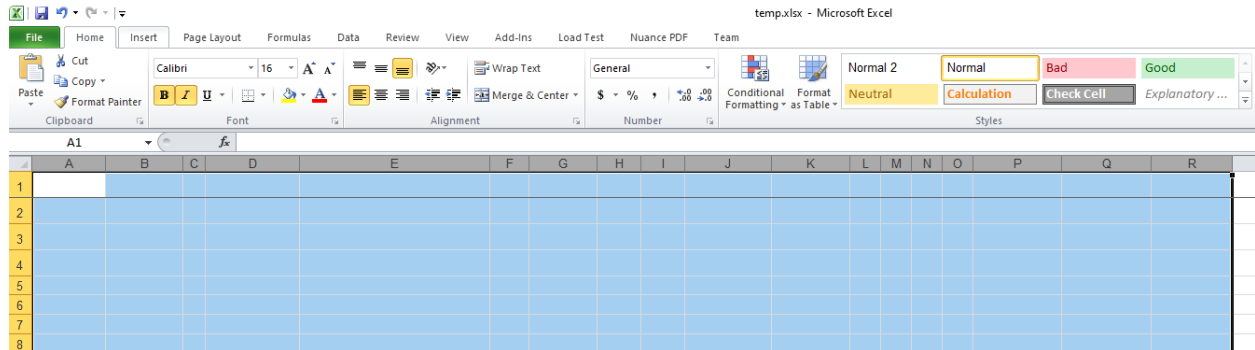
Mass Claims Submittal

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

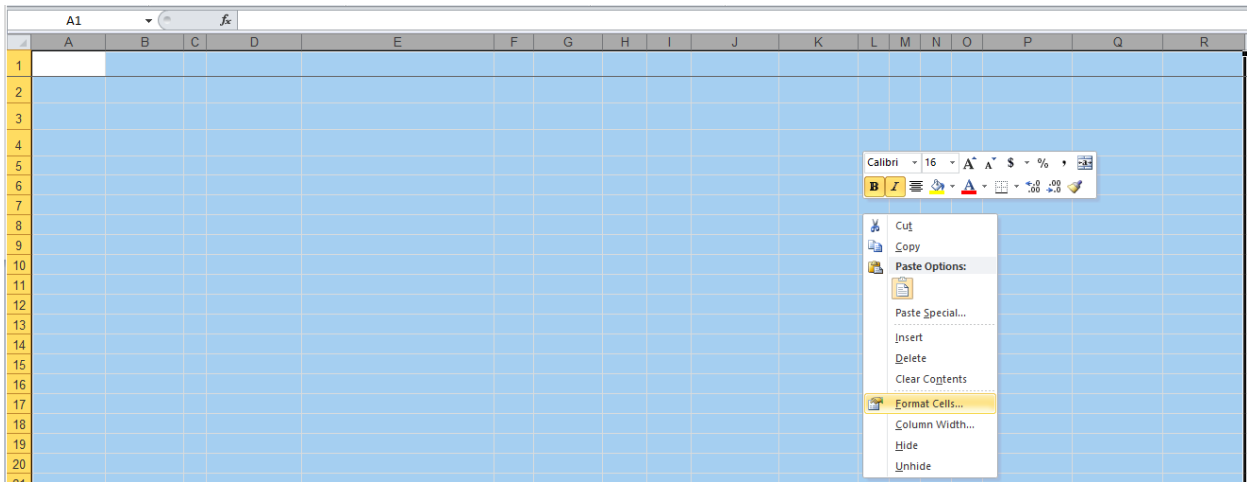
Text

Explanation:

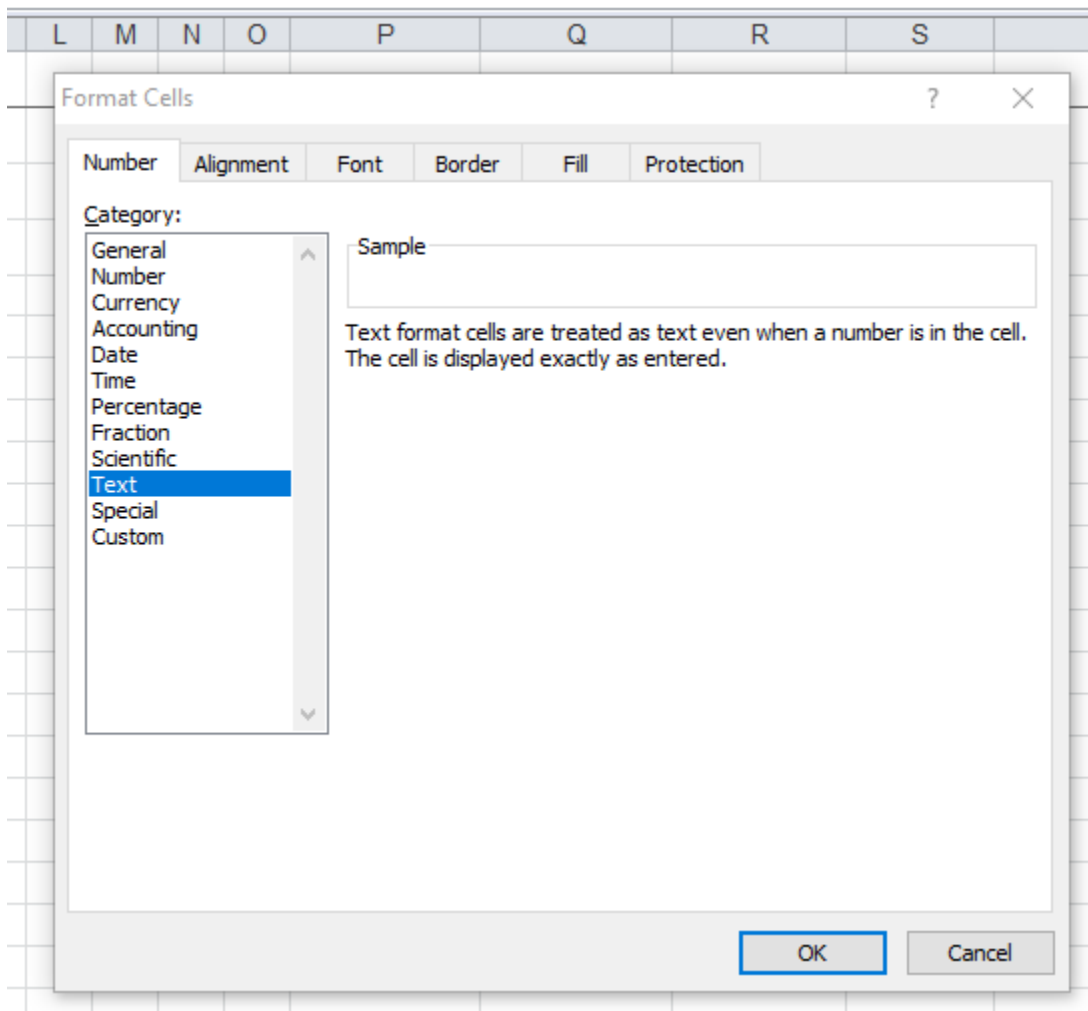
OESC uses the data in the spreadsheet as it is stored and not as it is displayed. Excel has numerous tools to format cells and create display masks to enhance report presentations. These will all cause mistakes and errors in data submission so avoid them. Using Text as a format prevents problems.

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:

Revised 4/6/21

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

The screenshot shows the Microsoft Excel interface with the following elements:

- Ribbon:** File, Home, Insert, Page Layout, Formulas, Data, Review, View, Add-Ins, Load Test, Nuance PDF, Team.
- Font Group:** Calibri, 11, Bold (B), Italic (I), Underline (U), Color, Background Color, Text Color, Text Background Color.
- Paragraph Group:** Bullets, Numbered List, Indentation, Wrap Text, Merge & Center.
- Number Group:** Currency (\$), Percentage (%), Increase/Decrease Decimal, Increase/Decrease Fraction.
- Styles Group:** Normal 2, Normal (yellow), Bad (red), Good (green), Neutral (yellow), Calculation (grey), Check Cell (grey), Explanatory... (grey).
- Worksheet:** W31, columns A-R, rows 1-9.

	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.

The screenshot shows the Microsoft Excel interface with the 'Data' tab selected in the ribbon. The 'Data Validation' icon in the 'Data Tools' group is circled in red. A dialog box titled 'Data Validation' is open, showing the 'Settings' tab. The 'Allow:' dropdown is set to 'Custom', and the 'Ignore blank' checkbox is unchecked. The 'Data:' dropdown is set to 'between'. The 'Formula:' field contains the formula `=AND(ISNUMBER(VALUE(A2)), LEN(A2) = 9)`. The 'Apply these changes to all other cells with the same settings' checkbox is unchecked. The 'OK' button is highlighted in blue. The background spreadsheet shows a table with columns labeled 'SS#', 'FIRST', 'MI', 'LAST', 'ADDRESS', 'CITY', 'ST', 'ZIP', 'ZIP+4', and 'OCCUP. COD'. Row 2, column A is selected.

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.

The screenshot shows the Microsoft Excel interface with the 'Data' tab selected in the ribbon. The 'Data Validation' icon is circled in red. Below the ribbon, the spreadsheet shows column B selected, with cell B2 highlighted. A 'Data Validation' dialog box is open, showing the 'Settings' tab. The 'Validation criteria' section has 'Text length' selected in the 'Allow:' dropdown, 'less than or equal to' in the 'Data:' dropdown, and '12' in the 'Maximum:' field. The 'Ignore blank' checkbox is checked. The 'OK' button is highlighted with a blue border.

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.

The screenshot shows the Microsoft Excel interface with the Data tab selected in the ribbon. The 'Data Validation' icon in the 'Data Tools' group is circled in red. In the worksheet, cell C2 is selected. The 'Data Validation' dialog box is open, showing the 'Settings' tab. The 'Validation criteria' section is circled in red, with the following settings: 'Allow:' set to 'Text length', 'Data:' set to 'less than or equal to', and 'Maximum:' set to '1'. The 'Ignore blank' checkbox is also visible. The 'OK' button is highlighted with a blue border.

	A	B	C	D	E	F	G	H	I	J
1	SS#	FIRST	MI	LAST	ADDRESS	CITY	ST	ZIP	ZIP+4	OCCUP. CO
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										
19										
20										

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.

The screenshot displays the Microsoft Excel interface. The ribbon is set to the 'Data' tab, which is circled in red. Within the 'Data' tab, the 'Data Validation' icon is also circled in red. The spreadsheet shows a table with columns labeled A through J. The headers are: A: SS#, B: FIRST, C: MI, D: LAST, E: ADDRESS, F: CITY, G: ST, H: ZIP, I: ZIP+4, J: OCCUP. COI. Cell D2 is selected and highlighted in yellow. A 'Data Validation' dialog box is open over cell D2. The dialog box has three tabs: 'Settings', 'Input Message', and 'Error Alert'. The 'Settings' tab is active. Under 'Validation criteria', the 'Allow:' dropdown is set to 'Text length', and the 'Data:' dropdown is set to 'less than or equal to'. The 'Maximum:' field is set to '15'. The 'Ignore blank' checkbox is unchecked. The 'Apply these changes to all other cells with the same settings' checkbox is also unchecked. The 'OK' button is highlighted with a blue border.

5th Column: Street Address

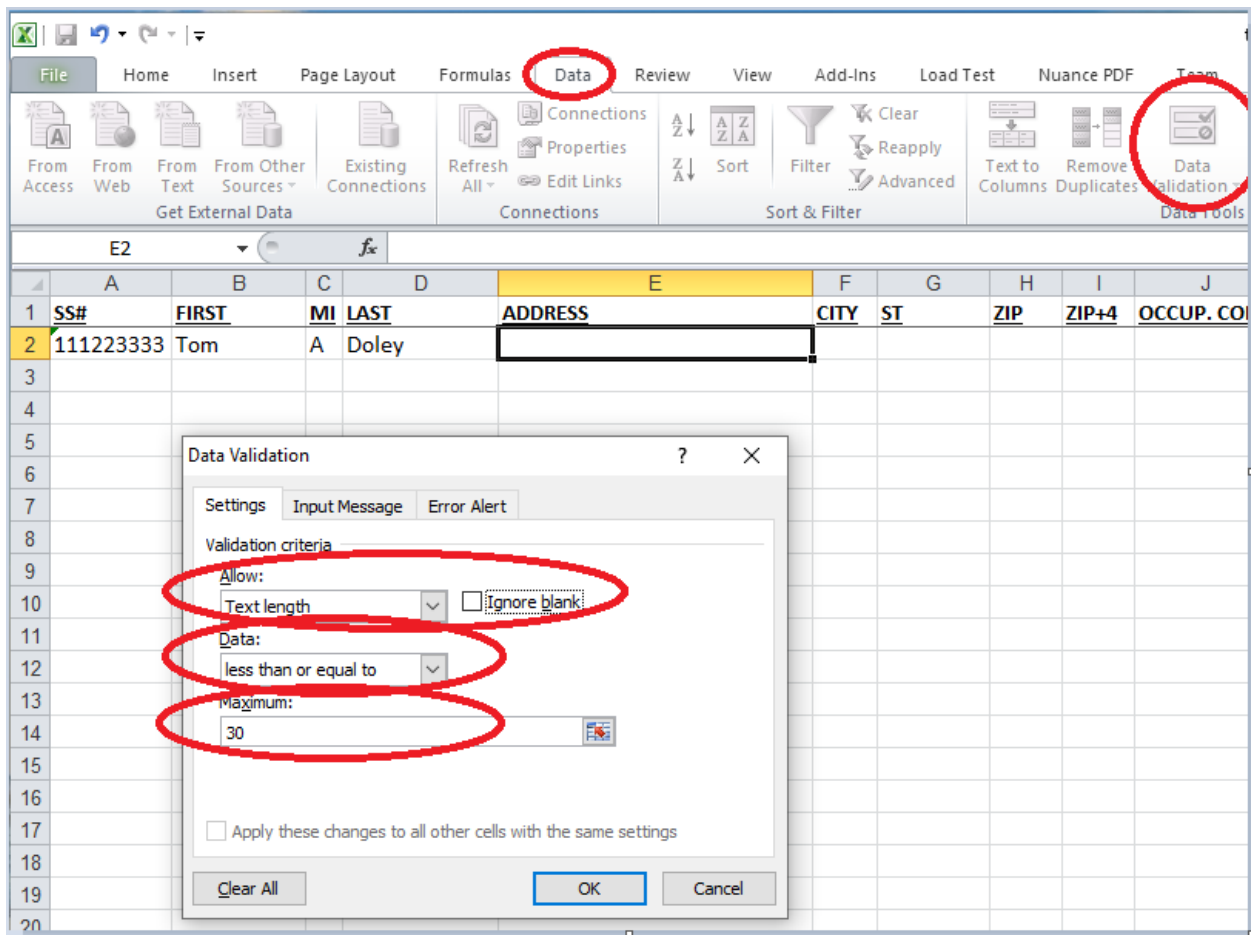
Entry Format: 30 Character

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

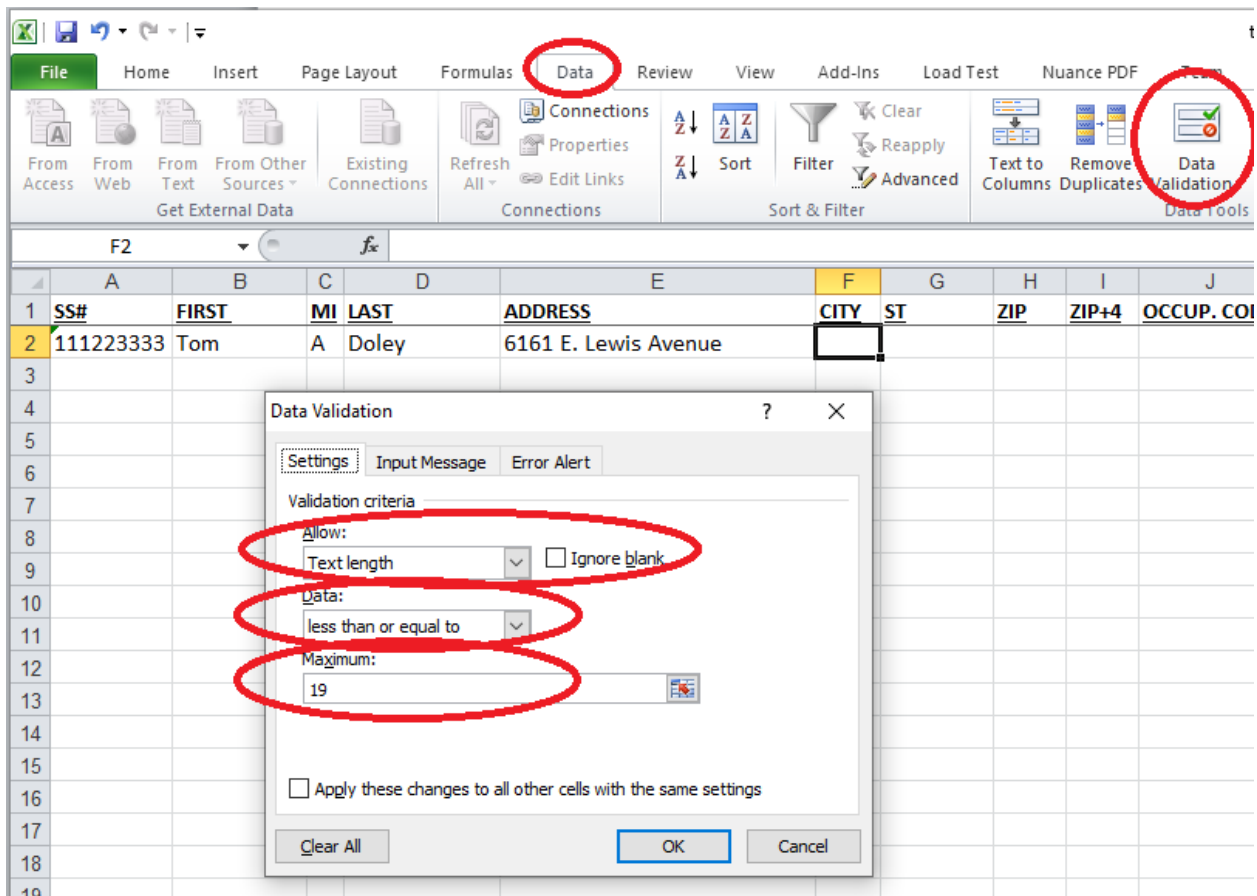
Entry Format: 19 Character

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

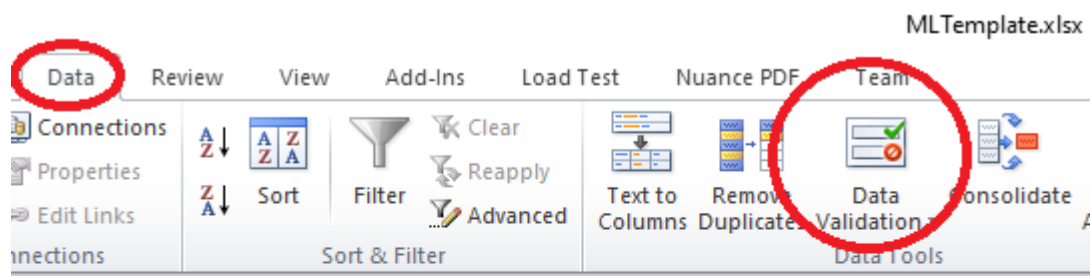
Entry Format: 2 Character

Description:

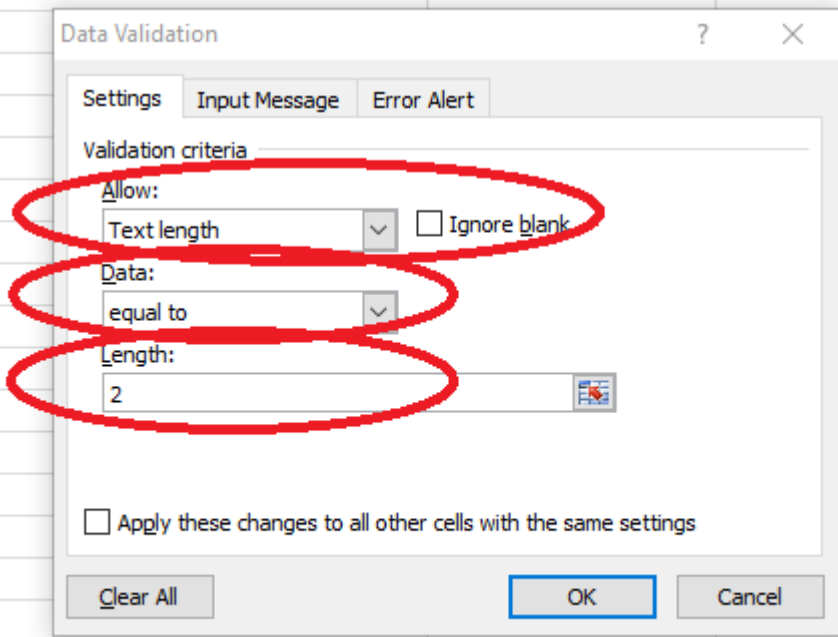
The State column is limited to the 2 characters of the Post Office Postal Codes.

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.



	E	F	G	H	I
	<u>ADDRESS</u>	<u>CITY</u>	<u>ST</u>	<u>ZIP</u>	<u>ZI</u>
y	6161 South Lewis Ave	Oklahoma City			



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 - Micro

Data Review View Add-Ins Load Test Nuance PDF Team

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

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

Data Validation

Settings Input Message Error Alert

Validation criteria

Allow: Custom [v] Ignore blank

Data: between [v]

Formula: =AND(ISNUMBER(VALUE(H2)), LEN(H2) = 5) [fx]

Apply these changes to all other cells with the same settings

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.

The screenshot shows the Microsoft Excel interface with the 'Data' tab selected. The 'Data Validation' button in the 'Data Tools' group is highlighted. Below the ribbon, a spreadsheet is visible with columns labeled ADDRESS, CITY, ST, ZIP, ZIP+4, and OCCUP. The cell I2, containing '1234', is selected. 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(I2)), LEN(I2) = 4). The 'Ignore blank' checkbox is unchecked. The 'Apply these changes to all other cells with the same settings' checkbox is also unchecked. The 'OK' button is highlighted.

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

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.

The screenshot shows the Microsoft Excel interface with the Data tab selected. The ribbon includes options like Sort, Filter, Text to Columns, Remove Duplicates, Data Validation, Consolidate, What-If Analysis, Group, and Ungroup. A spreadsheet is visible with columns labeled ADDRESS, CITY, ST, ZIP, ZIP+4, and OCCUP. CODE. The OCCUP. CODE column is highlighted in yellow. Cell J2 contains the value 272301000. A Data Validation dialog box is open over cell J2, showing the following settings:

- 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:

Buttons at the bottom of the dialog box are Clear All, OK, and 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.

MLTemplate.xlsx - Microsoft Excel

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

	E	F	G	H	I	J	K
	ADDRESS	CITY	ST	ZIP	ZIP+4	OCCUP. CODE	DOB
y	6161 South Lewis Ave	Oklahoma City	OK	74122	1234	272301000	541014

Data Validation

Settings Input Message Error Alert

Validation criteria

Allow: Custom Ignore blank

Data: between

Formula: =AND(ISNUMBER(VALUE(K2)), LEN(K2) = 6)

Apply these changes to all other cells with the same settings

Clear All OK Cancel

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.

The screenshot shows the Microsoft Excel interface with the Data tab selected. The Data Validation dialog box is open, showing the 'Settings' tab. The 'Allow' dropdown is set to 'List', and the 'Source' field contains '1, 2, 3'. The 'Ignore blank' checkbox is checked. The dialog box is overlaid on a spreadsheet with the following 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	

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.

MLTemplate.xlsx - Microsoft Excel

Data Validation dialog box settings:

- Validation criteria: List
- Source: 1,2,3,4,5,6

	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

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.

MLTemplate.xlsx - Microsoft Excel

Data Validation dialog box settings:

- Settings tab selected
- Validation criteria: Allow: Custom
- 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:

	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

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:
<http://www.epa.gov/envirofw/html/codes/ok.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.

The screenshot shows the Microsoft Excel interface with the 'Data' tab selected. The 'Data Validation' button in the ribbon is circled in red. Below the ribbon, the spreadsheet shows columns E through O. The 'FIPS V' column (O) contains the value '101' in cell O2. A 'Data Validation' dialog box is open, showing the 'Settings' tab. The 'Allow' dropdown is set to 'Custom', and the 'Data' dropdown is set to 'greater than or equal to'. The 'Formula' field contains the formula '=AND(ISNUMBER(VALUE(O2)), LEN(O2) = 3)'. The 'Ignore blank' checkbox is unchecked. The 'Apply these changes to all other cells with the same settings' checkbox is also unchecked. The 'OK' button is highlighted.

	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

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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Data Validation dialog box settings:

- Settings tab selected
- Validation criteria: Allow: Custom (circled in red)
- Ignore blank:
- Formula: =AND(ISNUMBER(VALUE(P2)), LEN(P2) = 6) (circled in red)
- Apply these changes to all other cells with the same settings:
- Buttons: Clear All, OK, Cancel

	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

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.

The screenshot shows the Microsoft Excel interface with the Data Validation dialog box open for cell Q2. The dialog box has three tabs: Settings, Input Message, and Error Alert. The Settings tab is active, showing the following options:

- Validation criteria: Allow: Custom (dropdown), Ignore blank:
- Data: Between (dropdown)
- Formula: =AND(ISNUMBER(VALUE(Q2)), LEN(Q2) = 6) (text box)
- Apply these changes to all other cells with the same settings:

The background shows the Excel spreadsheet with the following data in row 2:

	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
ly	6161 South Lewis Ave	Oklahoma City	OK	74122	1234	272301000	721212	1	5	12	101	801225	191211

18th Column: Phone

10 Numeric

Description:

- The Phone number is a 10 digit number. Telephone numbers must have 10 characters, if the claimant has no telephone; we would suggest using the business telephone number. Any made up numbers such as 999's, 555's excreta 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.

