

Exhibit 4

Employees Group Insurance Division

Disability Export Companion Guide

v2021.07.27

For

Business Associates



Prepared by:
OMES-ISD

Disability Export Companion Guide

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A. Export Overview

1. Overview

a. Purpose

The purpose of this document is to record the process on how data is extracted from the Office of Management and Enterprise Services Employees Group Insurance Division ("EGID") for use in exports to third parties.

b. Data Origin

EGID extracts data elements for transmission to business partners from an in-house Oracle database.

c. File type

Disability extracts are comprised of a 650 fixed-width data file which contains a single header line, multiple member details records and a trailer line. Data formats will be left justified with trailing spaces or any alphanumeric field. Columns containing dates will be transmitted in CCYYMMDD format. Any numeric fields should be right justified and padded with leading zeros. Generated files will have a *.txt extension before being PGP encrypted for transmission. Extracts can be delivered in different formats if agreed upon through EGID leadership and the business partner.

d. Quality Assurance

The EGID Member Accounts Department is the data owner and dictates the data elements to be extracted and sent to the vendor. All export processes must be approved by the EGID Member Accounts Department before being placed into production. Changes can only be communicated through the EGID Member Accounts Department to maintain a consistent dialog of success.

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2. Selection Criteria:

Each eligible member will have its own record. Fields with demographic information should be specific to the member. Example, a member record will contain the member name, address, date of birth and gender. There will be no dependent info included on this file.

Variable	Description (include default value)
As of Date	The date the export will be executed on
File Type	Full or incremental extract ('F' or 'I')*
Fund Name	Disability
Plan Name	Disability

* Full file types:

- Must include all ACTIVE members as of the date of the export. ACTIVE is defined as Members whose Enrollment Termination date is > the As of Date or Blank. Future periods will not be included.
- Only members enrolled in Disability plans should be included.

3. Export Sections and Sequence

Records must be sorted in ascending order by SSN, followed by Person code and finally by record type, so that all the records for a single employee are grouped together in chronological order of date

Seq #	Record Type	Description/Selection Logic	Optional / Required
1	Header	Uniquely identifies the export	R
2	Detail	Person eligibility data	R
3	Trailer	Tracking and verification information for the Export	R

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B. Record Layouts

Any line items listed in the header, detail or trailer record sections which are highlighted yellow will not be sent on the export unless prior authorization is established.

1. Header

Start Position	Stop Position	Field Name	Length	Data Type	Required	Format	Value/Default	Description
1	1	Record type		A/N	Y		1	Indicates header file
2	10	Carrier		A/N	Y		9010	Assigned by APCS, Indicates this file is from EGID
11	35	Address1		A/N	N		3545 NW 58th Street	
36	60	Address2		A/N	N		Suite 600	
61	80	City		A/N			Oklahoma City	
81	82	State		A/N	N		OK	
83	92	Zip		A/N	N		73112	
93	102	Phone		A/N	N		405-717-8888	
103	110	Creation Date		N	Y	YYYYMMDD		Creation date of this file.
111	650	Filler						

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2. Detail

Start Position	Stop Position	Field Name	Length	Data Type	Required	Format	Value/Default	Description
1	1	Record type	1	A/N	Y		F for full file	Indicate if the record type is an Add record or a change record.
2	10	Carrier	9	A/N	Y		9010	9010 Hard coded for every record, stands for EGID
11	20	Account	10	A/N	Y		40 = State, 42 = Ed, 43 = Local Government	Indicates Group Association. Leave Blank for dependent records
21	30	Group	10	A/N	Y			Member's employer code
31	39	Member_ID	9	A/N	Y			Unique Identifier for member record. If member has specified to use member code, then member code, else the member's SSN
40	41	Person Code	2	A/N	Y		Default = 00 (member)	Unique identifier for this person record as he/she relates to the member. Member Custom field
42	43	<i>Relationship</i>	2	A/N	N			<i>Not Used</i>
44	93	Last Name	50	A/N	Y			The last name of this person record.
94	143	First Name	50	A/N	Y			The first name of this person record.
144	144	Middle Initial	1	A/N	Y			The middle initial of this person record.
145	145	Sex	1	A/N	Y			The sex of this person record.
146	153	Date of Birth	8	N	Y	YYYYMMDD		The birth date of this person record.



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154	161	Effective Date	8	N	Y	YYYYMMDD		The effective date for this person's coverage
162	169	Termination Date	8	N	N			No term on a Full File – not used
170	229	Address1	60	A/N	Y			Member Address_Line1.
230	259	Address2	30	A/N	Y			Member Address_Line2.
260	309	City	50	A/N	Y			Member City
310	311	State	2	A/N	Y			Member State
312	321	Zip	10	A/N	Y			Member Zip
322	331	Primary Phone	10	A/N	Y			Member Primary Phone
332	332	Alt Ins Indicator	1	A/N	N			From Member Info Tab – Not used
333	342	Alt Ins Code	10	A/N	N			From Member Info Tab – Not used
343	360	Alt Ins ID	18	A/N	N			From Member Info Tab – Not used
361	369	Alt physician Id			N			Provider ID- Not used

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370	379	Status	10	A/N	Y		Always = A (Active)	Member Status – defaulted to A
380	389	Plan Code	10	A/N	Y		Always = 22(Disability)	Defaulted to 22
390	397	Plan Eff Date	8	N	N			From Member Info Tab – Not used
398	398	New card Flag	1	A/N	N			From Member Info Tab – Not used
399	400	Marital Status	2	A/N	Y			The marital status of member
401	410	Alt Phone	10	A/N	N			The Alt phone of member if not populated, should be = 0000000000
411	418	Hire Date	8	N	N	YYYYMMDD		Not used
419	427	Dependent Social	9	A/N	N			Not used
428	428	ID Handicap Code	1	A/N	N			Not used
429	429	Student Code	1	A/N	N			Not used
430	439	Tier code	10	A/N	Y		Default = M (member only)	Code indicating who is enrolled in reported benefit



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440	449	Division	10	A/N	Y			Member's employer-division code
450	457	<i>Alt Ins From Date</i>	8	N	N			<i>Member Info Tab – Not used</i>
458	465	<i>Alt Ins Thru Date</i>	8	N	N			<i>Member Info Tab – Not used.</i>
466	466	<i>Pen Claim</i>	1	A/N	N		Y or N	<i>Member Info Tab – Not used</i>
467	467	<i>Pre Ex</i>	1	A/N	N		Y or N	<i>Member Info Tab – Not used</i>
468	478	<i>HCIN</i>	11	A/N	N			<i>Member Info Tab – Not used</i>
479	488	<i>From Group</i>	10	A/N	N			<i>Member Info Tab – Not used</i>
489	498	<i>From Account</i>	10	A/N	N			<i>Member Info Tab – Not used</i>
499	509	<i>From Member_ID</i>	11	A/N	N			<i>Member Info Tab – Not used</i>
510	517	<i>Original Eff Date</i>	8	N	N	YYYYMMDD		<i>Member Info Tab – Not used</i>
518	525	<i>Dental Penalty</i>	8	N	N	YYYYMMDD		<i>Member Info Tab – Not used</i>
526	533	<i>Life Insurance Amt</i>	8	N	N	999999.99		<i>Elected Amount Of Life Insurance – Not used</i>
534	548	Country	15	A/N	Y			Country of the Address
549	557	SSN	9	N	Y			Member SSN
558	650	Filler	93					



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3. Trailer

Start Position	Stop Position	Field Name	Length	Vitech Length	Data Type	Required	Format	Value/Default	Description
1	1	Record Type	1	1	A/N			9	Indicates trailer record
2	10	Carrier	9	9	A/N				TBD
11	19	Total records	9	9	N				Total number of member records (Do NOT include header and trailer)
20	28	<i>Total Adds</i>	9	9	N				<i>Total Number of Add Records – does not apply</i>
29	37	<i>Total Changes</i>	9	9	N				<i>Total Number of Change Records – does not apply</i>
38	46	<i>Total Move History</i>	9	9	N				<i>Number of Records performing a History Move – does not apply</i>
47	650	Filler							

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C. Additional Information

1. Contact Information

Name	Phone	E-Mail
OMES ISD Service Desk	405-521-2444 or 866-521-2444	ServiceDesk@omes.ok.gov
<i>*Do not send PHI/PII or other sensitive information electronically to the Service Desk. Thank you!</i>		

2. Open Issues

#	Author	Date Opened	Issue	Resolution	Date Closed

3. Assumptions

#	Author	Assumptions

4. Change Log

Date of change	Author	Change Description
2002-06-27	Daisy Shah	Document Created
2002-08-02	Daisy Shah	Updated for layout changes
2002-08-07	Daisy Shah	Update for Tier code logic
2016-08-10	Stacey Felix	Updating entire doc to create a layout for new Disability Full File
2018-05-22	Todd Marney	Updated 'Carrier' field to EGID from OSEEGIB, 'Address2' from Suite 110 to Suite 600 and Contact Information to OMES ISD Service Desk
2018-06-08	Chad Davis	Added member SSN to detail record at position 549
2018-07-02	Todd Marney	Corrected ZIP's Length to 10 & updated FILLER's Stop Position to 650 and Length to 93
2021-07-27	Todd Marney	Updated logo & address



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5. Approvals

Reviewed By: _____

Date: _____

Approved By: _____

Date: _____