

# *Uploading flat files to eMBS*

## Provider Support

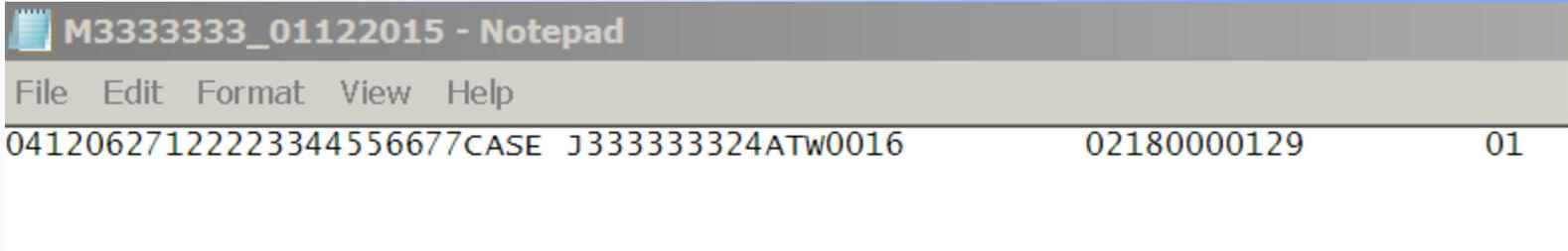
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A 'flat file' is a plain text file containing one claim per line that is created in 'Notepad', WordPad, or 'Text Editor'. It may also originate from the Daily Rate Application feature in the Medicaid Services System or from proprietary software.

You do **not** need to create a flat file in order to submit claims to DODD. The Medicaid Billing System [eMBS] has a 'Single Claim Entry' feature that allows you to submit claims. Below is an example of a correctly formatted file. Note that there cannot be any blank lines in the file.



```
M3333333_01122015 - Notepad
File Edit Format View Help
04120627122223344556677CASE J333333324ATW0016 02180000129 01
```

0412	Service date-month and year [MMYY]
062712	Current date [MMDDYY]
2	Form number [Should always be a '2']
223344556677	Individual's Medicaid number
CASE	1 <sup>st</sup> 5 letters of the individual's last name
J	1 <sup>st</sup> initial of the individual's first name
3333333	Provider's DODD contract number
24	Service date-day [DD]
ATW	Service code
0016	Units of service
02	Group size
18	Service county
0000129	Usual Customary Rate
01	Staff size

Note that the spaces are as important as the date entered. The formatting of the file must be maintained in order for MBS to read the file. The next slide goes over the different fields in more detail.

4	6	1	12	5	1	7	2	3	4	1	7	2	2	7	9	2
bytes	bytes	bytes	bytes	bytes	bytes	bytes	bytes	bytes	bytes	bytes	bytes	bytes	bytes	bytes	bytes	bytes
Month & Year	Current date	Form #	Medicaid recip #	Recip last name	Recip first name	Contract #	Service Date	Service code	Units of service	Other source code	Other source amount	Group size	Service county	UCR	Optional ref. #	Staff size

- Field 1: Month and year of service delivered
- Field 2: Current date
- Field 3: Should always be a '2'
- Field 4: Recipient's 12 digit Medicaid number
- Field 5: First 5 letters of the recipient's last name.
- Field 6: First initial of the recipient's first name
- Field 7: Your 7 digit contract number
- Field 8: Date of service delivered. Use a leading '0' if single digit.
- Field 9: Service code
- Field 10: Units of service delivered
- Field 11: Could be blank, '1' [for reporting patient liability] or 'S' [for reporting third party liability]
- Field 12: Only used for reporting patient liability
- Field 13: Group size
- Field 14: Service county
- Field 15: Usual Customary Rate
- Field 16: Optional
- Field 17: Staff size

**Fields must be the correct number of bytes wide. For instance, a UCR [Field 15] of \$4.11 would be 0000411**



Logout >



Hello Kevin M Bracken. You have 0 new notifications and 0 new announcements.

View All

eMBS

Select Application eMBS

Load Application

- HOME
- USER GUIDES
- BILLING SUBMISSIONS
  - File Status
  - Single Claim Entry
  - Submit Flat File
    - Upload Flat File**
    - Upload TCM(Non-837)
  - Submit Recipient File
  - Attest Files
- REPORTS
- CONVERSION RESULT FILES
- ADMINISTRATION



### MBS CLAIM FILE SUBMITTAL

Maximum size of each file: 30,000 KB or 30 MB  
 Files must begin with the letter... M  
 File types which cannot be uploaded = .xls .doc .pdf .zip .rtf .done .attest .cfo .binary .dat

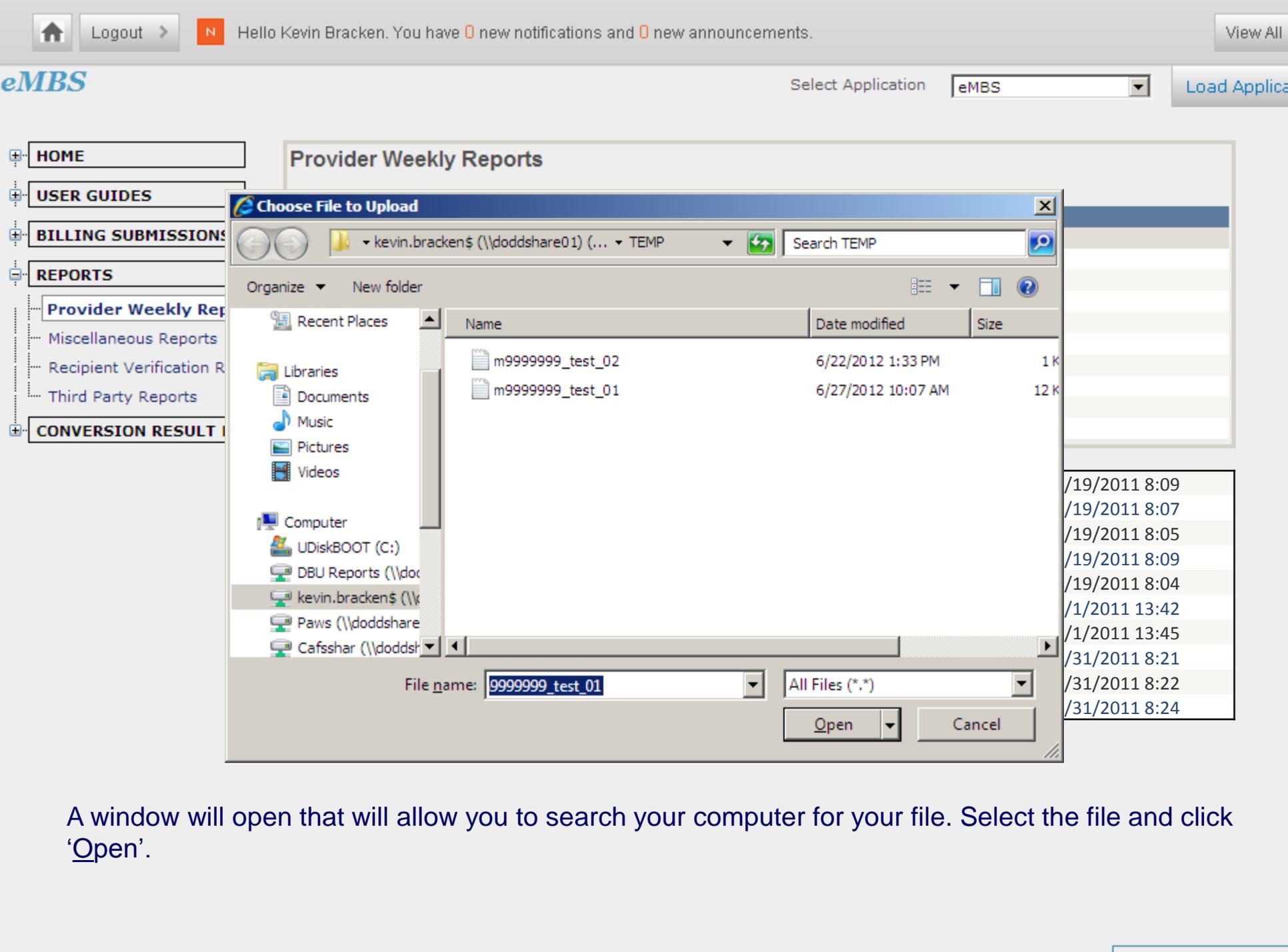
Select the File to Upload:

File Name:

#### LIST OF THE FILES ON THE WEB

File Name	Delete	View	Download
m9999999_test.txt	<a href="#">Delete</a>	<a href="#">View</a>	<a href="#">Download</a>
m9999999_test_01.txt	<a href="#">Delete</a>	<a href="#">View</a>	<a href="#">Download</a>

In eMBS, go to 'BILLING SUBMISSIONS'> 'Submit Flat File'> 'Upload Flat File'. Click on the 'Browse' button to search your computer for the file you wish to upload.



A window will open that will allow you to search your computer for your file. Select the file and click 'Open'.



- HOME**
- USER GUIDES**
- BILLING SUBMISSIONS**
  - File Status
  - Single Claim Entry
  - Submit Flat File**
    - Upload Flat File**
    - Upload TCM(Non-837)
  - Submit Recipient File
  - Attest Files
- REPORTS**
- CONVERSION RESULT FILES**
- ADMINISTRATION**

### MBS CLAIM FILE SUBMITTAL

Maximum size of each file: 30,000 KB or 30 MB

Files must begin with the letter... M

File types which cannot be uploaded = .xls .doc .pdf .zip .rtf .done .attest .cfo .binary .dat

Select the File to Upload:

File Name :

#### LIST OF THE FILES ON THE WEB

File Name	Delete	Delete 1+	View	Download
m9999999_test.txt	<a href="#">Delete</a>	<a href="#">Delete 1+</a>	<a href="#">View</a>	<a href="#">Download</a>
m9999999_test_01.txt	<a href="#">Delete</a>	<a href="#">Delete 1+</a>	<a href="#">View</a>	<a href="#">Download</a>
m9999999_test_02.txt	<a href="#">Delete</a>	<a href="#">Delete 1+</a>	<a href="#">View</a>	<a href="#">Download</a>

Your filename will appear in the box to the left of the 'Browse' button. Click 'Upload' to upload your file.



Logout >



Hello Kevin M Bracken. You have 0 new notifications and 0 new announcements.

View All

eMBS

Select Application

eMBS

Load Applica

- HOME**
- USER GUIDES**
- BILLING SUBMISSIONS**
  - File Status
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  - Submit Flat File**
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### MBS CLAIM FILE SUBMITTAL

File successfully uploaded - File Name: m9999999\_test\_01.txt Reference Number: 1206270003 File Size: 12172 Kb

Maximum size of each file: 30,000 KB or 30 MB

Files must begin with the letter... M

File types which cannot be uploaded = .xls .doc .pdf .zip .rtf .done .attest .cfo .binary .dat

Select the File to Upload:

File Name :

#### LIST OF THE FILES ON THE WEB

File Name	Delete	View	Download
m9999999_test.txt	<a href="#">Delete</a>	<a href="#">View</a>	<a href="#">Download</a>
m9999999_test_01.txt	<a href="#">Delete</a>	<a href="#">View</a>	<a href="#">Download</a>

You should get a message indicating that the upload was successful.

# Potential errors you may receive when uploading a flat file

The screenshot shows the eMBS web application interface. On the left is a navigation menu with categories: HOME, USER GUIDES, BILLING SUBMISSIONS, REPORTS, and CONVERSION RESULT FILES. The 'BILLING SUBMISSIONS' category is expanded, showing options like 'Submit Flat File' and 'Upload Flat File'. A yellow arrow points from the 'Upload Flat File' option to an error message in the main content area. The error message reads: 'ERROR: Upload unsuccessful. Cannot upload a file containing a blank line.' Below the error, it specifies the maximum file size (30,000 KB or 30 MB) and lists disallowed file types (.xls, .doc, .pdf, .zip, .rtf, .done, .attest, .cfo, .binary, .dat). There are also input fields for selecting a file to upload and a search box for file names.

eMBS Select Application eMBS Load Application

**MBS CLAIM FILE SUBMITTAL**

**ERROR: Upload unsuccessful. Cannot upload a file containing a blank line.**

Maximum size of each file: 30,000 KB or 30 MB  
Files must begin with the letter... M  
File types which cannot be uploaded = .xls .doc .pdf .zip .rtf .done .attest .cfo .binary .dat

Select the File to Upload:  Browse... Upload

File Name :  Search

**LIST OF THE FILES ON THE WEB**

Your file cannot contain a blank line, either in the body of the file or at the end.

04120627122445566778899CASEJS999999924ATB0002	050001873	01
04120627122445566778899CASEJS999999927ATB0002	050001873	01
05120627122445566778899CASEJS999999901ATB0002	050001873	01
05120627122445566778899CASEJS999999903ATB0002	050001873	01

# Potential errors you may receive when uploading a flat file

The screenshot shows the eMBS web application interface. On the left is a navigation menu with items: HOME, USER GUIDES, BILLING SUBMISSIONS (highlighted with a yellow arrow), Submit Flat File (with sub-items: Upload Flat File, Upload TCM(Non-837), Submit Recipient File, Attest Files), REPORTS, and CONVERSION RESULT FILES. The main content area is titled 'MBS CLAIM FILE SUBMITTAL' and displays an error message in red text: 'ERROR: Upload unsuccessful. The contractor number supplied in the File Name does not match the Security Affidavit. Upload unsuccessful. File Not Uploaded!'. Below the error, it specifies 'Maximum size of each file: 30,000 KB or 30 MB' and 'Files must begin with the letter... M'. It also lists file types that cannot be uploaded: '.xls .doc .pdf .zip .rtf .done .attest .cfo .binary .dat'. There are input fields for 'Select the File to Upload:' (with a 'Browse...' button), 'File Name:' (with a 'Search' button), and an 'Upload' button. At the bottom of the main area, it says 'LIST OF THE FILES ON THE WEB'.

**Either the formatting of the file is wrong, causing the contract number to be in the wrong location for MBS to verify; your sign-on has timed-out, in which case shut down the application and the browser and sign back in; or your sign-on has not been associated with the contract number, in which case call security at 1.800.671.6733, option 4 .**

4	6	1	12	5	1	7	2	3	4	1	7	2	2	7	9	2
bytes	bytes	bytes	bytes	bytes	bytes	bytes	bytes	bytes	bytes	bytes	bytes	bytes	bytes	bytes	bytes	bytes
Month & Year	Current date	Form #	Medicaid recip #	Recip last name	Recip first name	Contract #	Service Date	Service code	Units of service	Other source code	Other source amount	Group size	Service county	UCR	Optional Contractor reference #	Staff size

# Potential errors you may receive when uploading a flat file

- HOME
- USER GUIDES
- BILLING SUBMISSIONS
  - File Status
  - Single Claim Entry
  - Submit Flat File
    - Upload Flat File
    - Upload TCM(Non-837)
  - Submit Recipient File
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- REPORTS
- CONVERSION RESULT FILES

### MBS CLAIM FILE SUBMITTAL

**ERROR: Upload unsuccessful. The File being uploaded appears to have at least 1 record longer than 115 characters. The last 10 characters are reserved for an DODD assigned File Reference Number.**

Maximum size of each file: 30,000 KB or 30 MB  
 Files must begin with the letter... M  
 File types which cannot be uploaded = .xls .doc .pdf .zip .rtf .done .attest .cfo .binary .dat

Select the File to Upload:

File Name :

#### LIST OF THE FILES ON THE WEB

4 bytes	6 bytes	1 bytes	12 bytes	5 bytes	1 bytes	7 bytes	2 bytes	3 bytes	4 bytes	1 bytes	7 bytes	2 bytes	2 bytes	7 bytes	9 bytes	2 bytes
Month & Year	Current date	Form #	Medicaid recip #	Recip last name	Recip first name	Contract #	Service Date	Service code	Units of service	Other source code	Other source amount	Group size	Service county	UCR	Optional Contractor reference #	Staff size

**The total width of the data cannot exceed 75 bytes, including spaces.**

04120627122445566778899CASEJS999999924ATB0002	050001873	01
04120627122445566778899CASEJS999999925ATB0002	050001873	01
04120627122445566778899CASEJS999999927ATB0002	050001873	01
05120627122445566778899CASEJS999999901ATB0002	050001873	01
05120627122445566778899CASEJS999999903ATB0002	050001873	01
05120627122445566778899CASEJS999999904ATB0002	050001873	01

# Potential errors you may receive when uploading a flat file

The screenshot shows the eMBS web application interface. On the left is a navigation menu with categories: HOME, USER GUIDES, BILLING SUBMISSIONS, REPORTS, CONVERSION RESULT FILES, and ADMINISTRATION. The 'Submit Flat File' option is expanded, showing 'Upload Flat File' as the selected item. A yellow arrow points from the 'USER GUIDES' category to the error message. The main content area is titled 'MBS CLAIM FILE SUBMITTAL' and displays the following error: 'ERROR: Upload unsuccessful. Cannot upload a file having more than 40 characters in file name. File Not Uploaded!'. Below the error, it specifies: 'Maximum size of each file: 30,000 KB or 30 MB', 'Files must begin with the letter... M', and 'File types which cannot be uploaded = .xls .doc .pdf .zip .rtf .done .attest .cfo .binary .dat'. There are input fields for 'Select the File to Upload:' with a 'Browse...' button and 'Upload' button, and a 'File Name:' field with a 'Search' button. At the bottom, there is a table titled 'LIST OF THE FILES ON THE WEB'.

Select Application: eMBS Load Application

## MBS CLAIM FILE SUBMITTAL

**ERROR: Upload unsuccessful. Cannot upload a file having more than 40 characters in file name. File Not Uploaded!**

Maximum size of each file: 30,000 KB or 30 MB  
Files must begin with the letter... M  
File types which cannot be uploaded = .xls .doc .pdf .zip .rtf .done .attest .cfo .binary .dat

Select the File to Upload:  Browse... Upload

File Name :  Search

### LIST OF THE FILES ON THE WEB

File Name	Delete	Delete 1+	View	Download
m9999999_test.txt	<a href="#">Delete</a>	<a href="#">Delete 1+</a>	<a href="#">View</a>	<a href="#">Download</a>
m9999999_test_01.txt	<a href="#">Delete</a>	<a href="#">Delete 1+</a>	<a href="#">View</a>	<a href="#">Download</a>
m9999999_test_02.txt	<a href="#">Delete</a>	<a href="#">Delete 1+</a>	<a href="#">View</a>	<a href="#">Download</a>

Your file name must be no more than 40 characters long. The first 8 characters must be 'm' plus your contract number, which leaves 28 spaces [plus 4 at the end for the file extension]. Do not use special characters other than the underscore \_.

# Potential errors you may receive when uploading a flat file

eMBS Select Application

**HOME**

**USER GUIDES**

**BILLING SUBMISSIONS**

- File Status
- Single Claim Entry
- Submit Flat File**
- Upload Flat File
- Upload TCM(Non-837)
- Submit Recipient File
- Attest Files

**REPORTS**

**CONVERSION RESULT FILES**

**ADMINISTRATION**

## MBS CLAIM FILE SUBMITTAL

**m9999999\_test\_01.txt has already been uploaded by : Kevin M Bracken on the 6/27/2012 3:29:00 PM with reference Number : 1206270003**

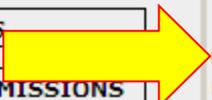
Maximum size of each file: 30,000 KB or 30 MB  
Files must begin with the letter... M  
File types which cannot be uploaded = .xls .doc .pdf .zip .rtf .done .attest .cfo .binary .dat

Select the File to Upload:

File Name :

### LIST OF THE FILES ON THE WEB

File Name	Delete	Delete 1+	View	Download
m9999999_test.txt	<a href="#">Delete</a>	<a href="#">Delete 1+</a>	<a href="#">View</a>	<a href="#">Download</a>
m9999999_test_01.txt	<a href="#">Delete</a>	<a href="#">Delete 1+</a>	<a href="#">View</a>	<a href="#">Download</a>
m9999999_test_02.txt	<a href="#">Delete</a>	<a href="#">Delete 1+</a>	<a href="#">View</a>	<a href="#">Download</a>



You cannot use the same file name twice, even if the first time the upload was unsuccessful.

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# Provider Support

## Ohio Department of Developmental Disabilities

Phone: (800) 617-6733

Fax: (614) 466-7359

Email: [dodd.support@dodd.ohio.gov](mailto:dodd.support@dodd.ohio.gov)