A flat file is a plain text file containing one claim per line that is created in 'Notepad' or 'Text Editor'. It can also be created using proprietery software. It can be used to submit claims to eMBS rather than using 'Single Claim Entry'. A flat file must be properly formatted for eMBS to be able to correctly read the information contained on the file. Spaces are an important part of the formatting, as they ensure the date is where eMBS expects it to be. For instance:

Correct:

01160913162999999999999JOHNSJ250000001APC 24	000119	432	01	1609130001
01160913162999999999999JOHNSJ250000002APC 16	000119	432	01	1609130001
01160913162999999999999JOHNSJ250000003APC 28	000119	432	01	1609130001

Incorrect

0116091316299999999999999JOHNSJ250000001APC24000119432011609130001 01160913162999999999999JOHNSJ250000002APC16000119432011609130001 011609131629999999999999JOHNSJ250000003APC28000119432011609130001

This is how that is broken out:

4 bytes	6 bytes	1 byte	12 bytes	5 bytes	1 byte	7 bytes	2 bytes	3 bytes	4 bytes	1 byte	7 bytes	2 bytes	2 bytes	7 bytes	9 bytes	2 bytes
Month																
& Year				Recipient	Recipient				Units	Other	Other			Usual	Optional	
of	Current		Medicaid	Last	First	Contract	Service	Service	of	Source	Source	Group	Service	Customary	Reference	Staff
Service	Date	Form #	Recipient #	Name	Initial	#	Date	Code	Service	Code	Amount	Size	County	Rate	Number	Size
0116	091316	2	99999999999999	JOHNS	J	2500000	01	APC	24			01	19	432		01
0116	091316	2	99999999999999	JOHNS	J	2500000	02	APC	16			01	19	432		01
0116	091316	2	99999999999999	JOHNS	J	2500000	03	APC	28			01	19	432		01

The last 10 digits [1609130001] are a file reference number assigned by eMBS. You would not include that on the file you create.

Field 01: Month and year the service was delivered.

Field 02: Current date.

Field 03: Should always be a '2'.

Field 04: Recipient's 12-digit Medicaid number.

Field 05: First 5 letters of the recipient's last name.

Field 06: First initial of the recipient's first name.

Field 07: Your 7-digit contract number.

Field 08: Date of service delivered. Use a leading '0' if single digit.

Field 09: 3-letter service code.

Field 10: Units of service

Field 11: Usually left blank; could be a '1' for reporting patient liability or an 'S' for reporting third-party liability

Field 12: **Only** used if field 10 is a '1', this is the amount of patient liability being reported.

Field 13: Group size

Field 14: Service County

Field 15: Usual customary rate

Field 16: Usually left blank; if you use it, enter only letters and numbers. Do not use special characters. Note: IF you are billing using the **AQL** code this is the field you will indicate the longevity add-on portion.

Field 17: Staff size

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Upload Flat File Upload TCM(Non-837)			Search				
ubmit Recipient File ttest Files	LIST OF THE FILES	ON THE WEB					
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A window will open that will allow you to search your computer for your file. Select the file and click 'Open'.

MBS	Select Application	eMBS	•	Load Ar
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USER GUIDES				
BILLING SUBMISSIONS	Maximum size of each file: 30,000 KB or 30 MB			
- File Status	File types which cannot be uploaded = .xls.doc.pdf.zip .rtf.done .attest .cfo .b	inary .dat		
- Single Claim Entry				
Submit Flat File	Select the File to Upload: [H:\TEMP\m99999995_test_01_B.txt	Browse	Upload	
Upload Flat File				
Upload TCM(Non-837)	File Name : Search			
- Submit Recipient File	LIST OF THE FILES ON THE WEB			
··· Attest Files				
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	File Name		Delete	View	Download		
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	m9999999_test_01.txt		<u>Delete</u>	View	<u>Download</u>		

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

	Potential errors you may receive when uploading a flat file
eMBS	Select Application MBS Load Applica
HOME USER GUIDES USER GUIDES USER GUIDES File Status Single Claim Entry Submit Flat File Upload Flat File Upload TCM(Non-837) Submit Recipient File Attest Files REPORTS	MBS CLAIM FILE SUBMITTAL ERROR: Upload unsuccessful. The contractor number supplied in the File Name does not match the Security Affidavit. Upload unsuccessful. 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
CONVERSION RESULT FILES	

Either the formatting of the file is wrong, causing the contract number to be in the wrong location in MBS to verify; your sign-on has timed-out, in which case shut down the application and the brows 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.

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Potential errors you may receive when uploading a flat file

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