NYS eClaims EDI Data Entry Conventions – Revised 2/28/13

The following are the recommended NYS eClaims data entry conventions for submitting electronic claim information. We are not validating/enforcing these conventions in flat files nor in Web data entry.

Capitalization

When entering claim information for electronic transmittal, use the following capitalization conventions:

- Use initial caps on names, cities, towns, and other proper nouns. Do not use all caps.
- Use all caps for state abbreviations, acronyms, and abbreviations that are part of the employer name.

For example:

Correct	Incorrect
Mary Smith	MARY SMITH
12 Main St	MAIN ST
Anywhere, NY 11111	ANYWHERE, NY 11111

Punctuation

When entering claim information for electronic transmittal, use the following punctuation conventions:

- Do not use periods after abbreviations.
- Do not use periods after initials.
- Use of comma to separate apartment, suite, or room from the address is acceptable.
- Use of hyphens in names and addresses is acceptable.

Abbreviations

eClaims uses a number of standard abbreviations for name suffixes, street addresses, and company names.

Note: Do not use periods when entering abbreviations.

Name Suffixes (should be entered in DN0255-Employee Last Name Suffix)

When entering names, use the following abbreviations for suffixes that appear in names:

Full word	Abbreviation
Junior	Jr
Senior	Sr
the third	III
Esquire	Esq

Address Information

Use the United States Postal Service abbreviations when entering address information. Abbreviations can be found at https://www.usps.com/send/addressing-tips.htm?

Company Information

When entering an employer's company name, use the following abbreviations as appropriate.

Full Word	Abbreviation
Company	Co
Organization	Org
Incorporated	Inc
Corporation	Corp
Limited	Ltd
Community School District	CSD

Employer Names

The following conventions are specific to employer names:

- Do not use numeric values in the employer name field, unless it is part of the company name. For example: 3M Company, 801 Steak Shop, 7 Flags, etc.
- If you are entering information for an employer who is an individual doing business as (dba) a company, use the company name in the name field, not the person's name. For example, in John Smith, doing business as Smith Construction, use Smith Construction, not John Smith.
- Do not use spaces to separate a sequence of capital letters in a company name. For example, use ABC Co, not A B C Co.