Rite Aid PI Bulk Data Sheet Submittal
Instructions

Download the Excel **Rite Aid PI Bulk Data Sheet Submittal Template** to submit your claimant inventory. The Bulk Data Sheet Submittal is intended to be used as a **full data upload in lieu of the data sheets for your clients meaning all applicable columns must be completed**. The Excel spreadsheet is formatted to provide predefined columns for all the fields included in the data sheet. The data fields can be populated manually, or data can be copied and pasted from other reports or databases if the information matches the format referenced in row 1 - Ex. Date = MM/DD/YYYY, state = 2 letter abbreviation, SSN = no dashes, etc.

Please review the information that follows closely and in its entirety before utilizing the template. If you have questions regarding the use of the submittal template, please send your questions via email to riteaidpitrust@riteaidpitrust.com (preferred) or call 855-637-5538, and we will be glad to assist.

Header Rows
- Row 1 = Required Data Format
- Row 2 = Field Content/Description

Required Fields

DUE TO THE SHORT CLAIM SUBMITTAL/PROCESSING WINDOW THE TRUST WILL NOT RECEIVE DOCUMENT UPLOADS WITHOUT COMPLETED SUBMITTAL TABLES (i.e. the Trust will not key the submittal tables for the firm). If the firm fails to submit the Bulk Data Sheet Submittal spreadsheet, the Rite Aid PI Trust will flag the submission as deficient, and we **will not** process the claims until we are in receipt of the spreadsheet. This will delay the processing of your claims.

General Notes

Please do not modify the spreadsheet fields in any way as it may delay the processing of your Firm's submitted claims.

Below are guidelines for specific fields:

- Firm Client ID
  - Rite Aid PI Bulk Submittal Template
    - Owner_ClaimantsID
      - If your firm does not have a unique client ID number, then use the SSN *without* dashes.

- **Injured Party** First Name, **Injured Party** Last Name, and **Injured Party** SSN/SIN
  - Rite Aid PI Bulk Submittal Template
    - If the PI **Injured Party is Living**
      - ClaimantFirstName_A
      - ClaimantLastName_A
      - ClaimantSSN_A

- OR -

- If the PI **Injured Party is Deceased**
  - OpioidUserFirstName_B
  - OpioidUserLastName_B
  - OpioidUserSSN_B

Submittal Options

- New Claimant Data – Data for claimants that **have not** been previously uploaded or completed a data sheet independently.
- Claimant Data Updates – Data updates for claimants that have been previously uploaded or completed a data sheet independently. The data provided in the update must be the full data for the claimant and not just the updated portion (ex. address change, data correction, etc.) as all data on the data sheet will be updated to reflect the submittal table.

File Naming Format

- New Claimant Data
  - Rite Aid PI YYYY.MM.DD – New
- Claimant Data Updates
  - Rite Aid PI YYYY.MM.DD – Update

Submittal Process

Due to the sensitivity and regulations around the data being passed, files must be submitted securely; therefore, will be:

- A Dropbox folder **provided by our firm**
  - Setup Requirements – Email the following to riteaidpitrust@riteaidpitrust.com
    - Firm Name
    - Email of those that should have access to the Dropbox
      - Access can be removed/added as needed

When providing the supporting documentation to accompany the Bulk Data Sheet Submittal (see Document Submittal Instructions), the file and related documents will need to be separated into folders by submittal date using the following format for the folder name - YYYY.MM.DD.

Additional Notes

- Injured Party's **full** SSN or SIN is **required** as the unique SSN/SIN is used in multiple validation steps. If you have a claimant that does not have a SSN/SIN, please set up a time to discuss the situation and determine next steps by emailing riteaidpitrust@riteaidpitrust.com.
- The SSN/SIN related columns are formatted as text to ensure that the leading zeros are picked up. If you are copying/pasting from another table, please ensure that the columns are formatted as text and reflect the leading zeros where applicable.