# Rite Aid PI Bulk Document Submittal Instructions

Bulk Document Submittal should be used to submit all supporting documentation for your Firm's group of claimants.

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

## Content/Use Options

**DUE TO THE SHORT CLAIM SUBMITTAL/PROCESSING WINDOW THE TRUST WILL NOT RECEIVE DOCUMENT UPLOADS WITHOUT IMPORT TABLES** (i.e. the Trust will not key the import tables for the firm). Bulk Document Submittal must be utilized by the firm to provide the required forms and supporting documentation.

## Submittal Process

Due to the sensitivity/privacy of the information being passed, documents must be submitted securely; therefore, the following must be used:

- 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

## Submittal Folder Naming Format

Document Submittals should be grouped by the date submitted and the following format should be used for the folder name - YYYY.MM.DD.

The data file (see Bulk Data Sheet Submittal Instructions) being submitted with the documents should be uploaded in the folder with the related documents.

## File and Sub Folder Naming Format

Documents can be submitted in a single pdf file for each claimant using the file naming format of **Last, First** name **of the Injured Party** (middle initials or suffixes can be used if there are clients with the same name). If this process is used, please ensure that the documents are provided in the following order within the pdf file: HIPAA, Death Certificate (if applicable), Heirship Declaration (if applicable) and then proof of Rite Aid prescription.

OR

Multiple documents for an individual can be submitted in a folder for each individual. The folders should have the same **Last, First** name **of the Injured Party** format (middle initials or suffixes can be used if there are clients with the same name).

**After** the required Last, First naming format, you can use other "add-ons" to the file name as needed to identify the document type (ex. HIPAA, Death Cert, Heirship, Rx information, etc.). File names **CANNOT** exceed 100 characters and spaces combined.