



Lyric Health Broker Census

Batch Broker Upload Instructions

V1.0.3

File Structure

This guide should be accompanied by an example eligibility template (**Lyric Health - Broker Census - Example Template.csv**). This is a CSV (comma separated values) file that can be either opened with Microsoft Excel® or your favorite text editor.

The first row contains the column headers. ***Modifying any of the column names and/or order will invalidate the file.***

This is a **delta file**, meaning only records contained in the file will be added, modified, or removed. If a broker doesn't require any updates, you can leave them out of the file.

Column Descriptions

** indicates column is required to have a value*

Status*

This column is required to have a value

The Status column should be one of the following values:

Value	Description
active	Use this value to add a new broker or update an existing brokers information
inactive	Use this value to disenroll a member. Disenrollment happens immediately

First Name*

This column is required to have a value

Broker's First Name

Last Name *

This column is required to have a value

Broker's Last Name

NPN *

This column is required to have a value.

The Broker's 10-digit National Producer Number.

Business Email *

This column is required to have a value.

Broker's Business Email Address

Business Phone *

This column is required to have a value.

Broker's Business Phone Number

Business (or Agency) Name

This column is optional.

Business or agency the broker is associated with.

Address

This column is optional.

Address Line associated with broker's business or agency.

Address Line 2

This column is optional.

Address Line 2 associated with broker's business or agency. (example: Ste 211)

City

This column is optional.

City associated with broker's business or agency.

State

This column is optional.

Two-letter State Abbreviation associated with broker's business or agency (example: TX)

Zipcode

This column is optional.

Five Digit Zip Code associated with broker's business or agency (example: 75069)