

HIN WORK ORDER EXPORT FILE LAYOUT

DESCRIPTION	LENGTH	BEGIN
HIN	9	1
NAME	35	10
ADDRESS1	35	45
ADDRESS2	35	80
CITY	20	115
STATE	2	135
ZIP	9	137
COUNTRY	2	146
TELEPHONE	16	148
CLASS OF TRADE	2	164
REQUEST TYPE	2	166
REASON CODE	2	168
REFERBACK	35	170
REFERENCE NUMBER	39	205
SUBSET	2	244
VERIFIED	1	246
REMARKS	80	247
HIN ASSIGN	8	327
LAST EDIT	8	335
RECORD LENGTH	343	

WORK ORDER FIELD DEFINITIONS

FIELD NAME	DESCRIPTION
HIN	If requesting a new HIN, field will reflect newly assigned or cross-referenced HIN. Otherwise, please refer to the REASON, REFERBACK and/or REMARKS fields.
NAME	If requesting a new HIN or updating an existing HIN, field may reflect new NAME information. Otherwise, information should remain as submitted by subscriber.
ADDRESS1	If requesting a new HIN or updating an existing HIN, field may reflect new ADDRESS1 information. Otherwise, information should remain as submitted by subscriber.
ADDRESS2	If requesting a new HIN or updating an existing HIN, field may reflect new ADDRESS2 information. Otherwise, information should remain as submitted by subscriber.
CITY	If requesting a new HIN or updating an existing HIN, field may reflect new CITY information. Otherwise, information should remain as submitted by subscriber.
STATE	If requesting a new HIN or updating an existing HIN, field may reflect new STATE information. Otherwise, information should remain as submitted by subscriber.
ZIP	If requesting a new HIN or updating an existing HIN, field may reflect new POSTAL CODE information. Otherwise, information should remain as submitted by subscriber.
COUNTRY	If requesting a new HIN or updating an existing HIN, field may reflect new COUNTRY CODE information. Otherwise, information should remain as submitted by subscriber.
TELEPHONE	If requesting a new HIN or updating an existing HIN, field may reflect new TELEPHONE information. Otherwise, information should remain as submitted by subscriber.
CLASS OF TRADE	If requesting a new HIN or updating an existing HIN, field may reflect new CLASS OF TRADE CODE information. Otherwise, information should remain as submitted by subscriber.
REQUEST TYPE	AF = Add Facility AL = Add Location CF = Change Facility CL = Changed Location DF = Deactivate Facility DL = Deactivate Location
REASON CODE	Field will reflect the last action taken for this record; e.g. HA = HIN Assigned CN = Name Correction

FM = Facility Moved
LC = Location Closed

REFERBACK CODE	<p>If request results in the deactivation of an old HIN and the creation of a new HIN, this field will reflect the new HIN. Use in combination with HIN and REASON CODE fields.</p> <p>If requesting a CHANGE (CF or CL), REFERBACK may contain information previously saved as part of the HIN record; e.g. if requesting a telephone number update, the TELEPHONE field will contain the new telephone number and the REFERBACK field will contain the old telephone number.</p>
REFERENCE NUMBER	<p>Your customer's internal account number.</p>
SUBSET	<p>If request results in a new HIN or a cross-reference to an existing HIN, field will reflect the SUBSET CODE to which HIN is assigned.</p>
VERIFIED	<p>Y = Yes N = No</p>
REMARKS	<p>If the request was rejected, this field will reflect HIBCC's brief explanation. Otherwise, field will remain blank.</p>
HIN ASSIGN	<p>Field will reflect the date the HIN was assigned, if applicable.</p>
LAST EDIT	<p>Field will reflect the date the HIN was last updated, if applicable.</p>