



South Carolina

Workers' Compensation Commission

# CLAIMS EDI IMPLEMENTATION GUIDE

*For Reporting of  
First Reports of  
Injury (FROI) and  
Subsequent Reports  
of Injury (SROI)*

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## Introduction

This implementation Guide is designed to assist Insurers, Self-Insurers and Claims Administrators with the implementation for IAIABC Claims EDI Release 3 for reporting First Reports of Injury and Subsequent Reports of Injury to the South Carolina Workers' Compensation Commission. The SCWCC recommends that this Guide be used in conjunction with the IAIABC Claims Release 3.0 Implementation Guide. In addition to this Implementation Guide, SCWCC has published requirement tables and other documents to assist in the implementation of and adherence to the standard. These resources are available on the EDI page of the Commission's website at <http://www.wcc.sc.gov/edi>.

## Acronyms

<b>AKC</b>	Acknowledgement Report
<b>CA</b>	Claim Administrator
<b>DN</b>	Data Element Number
<b>EDI</b>	Electronic Data Interchange
<b>FEIN</b>	Federal Employer Identification Number
<b>FROI</b>	First Report of Injury
<b>IAIABC</b>	International Association of Industrial Accident Boards and Commissions
<b>JCN</b>	Jurisdiction Claim Number
<b>MTC</b>	Maintenance Type Code
<b>MTCC</b>	Maintenance Type Correction Code
<b>SCWCC</b>	South Carolina Workers' Compensation Commission
<b>SFTP</b>	Secure File Transfer Protocol
<b>SROI</b>	Subsequent Report of Injury
<b>TA</b>	Transaction Accepted
<b>TE</b>	Transaction Accepted with Errors
<b>TP</b>	Trading Partner
<b>TPP</b>	Trading Partner Profile
<b>TR</b>	Transaction Rejected

## Resources

The following links will take you to websites that are referred to multiple times within the Implementation Guide.

### SCWCC Website:

<http://www.wcc.sc.gov/edi>

This link will bring you to the SCWCC EDI Release 3 website. You will find links to trading partner documents, information on the EDI Release 3 Event Table, Requirements Table, and Edit Matrix, as well as a link to IAIABC Release 3.0 Implementation Guide.

### IAIABC Website:

<http://www.iaabc.org/i4a/pages/index.cfm?pageid=3338>

This link will bring you directly to the main IAIABC website for EDI. You will find information on Policy and Procedures, Implementation Guides, EDI standard Forms, Code and Resources and more.

## Electronic Data Reporting Format

SCWCC has adopted the IAIABC Claims EDI Release 3.0 standard for the electronic transfer of First Report of Injury (FROI) and Subsequent Report of Injury (SROI) information. The IAIABC Implementation guide can be found on the IAIABC website. The full IAIABC EDI Claims Release 3 Implementation Guide is available online for IAIABC members or for purchase directly from the IAIABC. A link to the IAIABC guide can be found on the SCWCC website.

## SCWCC Forms Replaced by EDI

SCWCC will be focused on the electronic submission of FROI's in place of SCWCC Form 12A and SROI SA transactions replacing the paper Form 18. Electronic submissions of denial or payments forms, or other EDI Subsequent Reports of Injury (SROI) transactions besides the SA, are not currently available.

**Paper Forms Replaced by EDI**

Paper Form	EDI Transaction Type	SCWCC Implementation Date
Form 12A – First Report of Injury	FROI	1/1/2014 - mandatory
Form 18	SROI – SA	3/2/2015 - voluntary

## Information and Data Reported

Each piece of information for the transaction types implemented by SCWCC is defined as a data element. Please refer to Section 6 of the IAIABC Claims release 3 EDI Implementation Guide for definitions of each data element. SCWCC does not require all data elements on that list. To view a complete list of the data elements required by SCWCC, please refer to the [SCWCC Element Requirement table](#).

Information submitted will be edited according to the IAIABC Standards applied by SCWCC as documented in the [Edit Matrix](#).

## Transaction Types Required

The transaction type is specified by the Transaction Set ID code (Data Element 0001). This code is a technical identification for all records sent. Refer to Section 2 of the IAIABC Claims Release 3 Implementation Guide for more information on each of the transaction types. South Carolina has adopted the following record types:

Records	Transaction Set ID
First Report of Injury	148
First Report of Injury Companion Record	R21
Subsequent Report of Injury	A49
Subsequent Report of Injury Companion Record	R22
Acknowledgment Record	AKC
Header Record	HD1
Trailer Record	TR2

## Maintenance Type Codes

A Maintenance Type Code (MTC) is a code that identifies the type of transaction that is sent to SCWCC. The following MTC's are accepted by SCWCC at this time:

MTC	Description
00	Original FROI
02	Change/Update FROI
CO	Correct FROI TE acknowledgement of previous transaction
AU	Acquired/Unallocated FROI
SA	Periodic Report - SROI

Please refer to the SCWCC [Event Table](#) defining transaction trigger requirements posted on the SCWCC website.

## Transaction Sequencing

Transaction sequencing refers to the order in which the MTC's must be sent. For example, a FROI 02 cannot be sent to SCWCC before an original FROI 00 has been sent. For more detailed information on transaction sequencing, please see pages 4-7.1 through 4-7.6 in Section 4 Business/Technical Process Rules of the IAIABC Implementation Guide.

## **Data Element Conditionals and Business Rules**

Business rules that apply to specific data elements are also required when the data element on the table contains the second indicator of “C” or Conditional. There are two types of conditionals, Mandatory Conditional (MC) and Expected conditional (EC).

Mandatory Conditional (MC) data elements are mandatory data fields if a specified condition exists in the transaction. For example, the Employee Date of Death is a MC Field. If the Claimant is deceased, the Date of Death must be sent. If the Death Result of Injury Code is present, Employee Date of Death must be present. This means the transaction will reject if this element is not filled in.

Expected Conditional (EC) data elements are expected data fields if a specified condition exists in the transaction. For example, if the Insurer is not a Self-Insurer, then the Policy Number Identifier is an expected field. The absence of an expected field or an expected conditional field will not result in a rejection, but the claim will be accepted with errors and a correction will be expected on that claim.

Please refer to the FROI and SROI Conditional sections of the SCWCC Element Requirements posted on the SCWCC [website](#).

## **Legacy Claim Reporting**

SCWCC will accept release 3 transactions for claims originally submitted through release 1. We will accept a FROI 02 change transaction in the release 3 format. The Jurisdiction claim number will remain the same as originally acknowledged in release 1.

If the initial FROI transaction was reported in Release 1 format prior to 1/1/2014 or if the Claim Administrator Claim Number has changed, a FROI 02 or AU transaction may be required prior to submission of SROI transactions.

## **Requirements for becoming and EDI Trading Partner**

Complete the Trading Partner Profile, which includes both the sender’s response and the receiver’s specifications for electronic transmission. The form can be found on the SCWCC website. Please complete the form and send via email to [wccit@wcc.sc.gov](mailto:wccit@wcc.sc.gov).

## **TPP and Electronic Transmission Profile**

SCWCC requires each entity, including those who plan to use a service provider (vendor), to complete the SCWCC Trading Partner Profile (TPP). The TPP provides pertinent information about the receiver, sender and transmission protocol. The TPP is a two part document. The first part of the document contains information pertaining to the sender’s electronic transmission profile. It also identifies the transmission method: SFTP or SCWCC approved vendor. The second part of the TPP contains the SCWCC information. This part of the form contains the information needed in order to send and pick up all electronic transmission to/from SCWCC’s secure FTP server.

## EDI Communication

SCWCC accepts two methods of communication: Approved EDI Service Providers (Vendors) and SFTP. Trading partners are required to indicate on their EDI Trading Partner Profile which method of communication will be used.

## SFTP Procedure to SCWCC

1. Complete the Trading Partner Profile which can be found on the SCWCC website.
2. SFTP/SSL specifications will be provided by SCWCC upon acceptance of the Trading Partner Profile.

## Specification Receiver Requirements

Host URL:	dsitftp.sc.gov (167.7.135.9)
Port:	22
Login Name:	*Provided by SCWCC*
Password:	*Provided by SCWCC*

Once connected, you will have access to a 'Claims' directory. There are 4 subdirectories available:

/Archive – all input files and acknowledgments

/In – where you will drop your files for processing

/Out – where we will drop your acknowledgments for pickup

/Test – replication of the Archive, In and Out directories for Testing

## File Naming Convention

SCWCC has separate file naming conventions for test files and for production files. It is preferred but not required to follow this convention.

Test Files:	T.date.time.whatever you want
Production Files:	P.date.time.whatever you want
Date format:	YYYYMMDD
Time format:	HHMM

**Please note:** The input file name must be 50 characters or less in length. It is also important to remember to change DN104 (Test/Production indicator) located in the header record to a "T" in order for the files to be processed as test files, and a "P" in order for the files to be processed as production files.

## Transmission Times

SCWCC accepts multiple batch transmissions in one day. SCWCC will process EDI batches at approximately 1:30 pm., Monday through Friday.

## Acknowledgement Reports

For every batch that is sent to SCWCC an AKC report confirming receipt of the batch is sent back. The AKC report also contains information regarding each specific filing within the batch indicating whether each transaction is accepted, accepted with errors or rejected completely.

Acknowledgment reports for multiple transmission times will be available in the outbound directory no more than one hour after transmission time.

## **FROI Transaction Testing Requirements**

All potential Trading Partners must pass testing procedures before SCWCC will accept specified EDI Transmissions. Any transmissions received from an unknown electronic sender will not be accepted even if the transmission itself contains valid information.

If a Trading Partner is submitting through an approved vendor, the testing process may be waived at the discretion of SCWCC.

The test process consists of four steps:

1. Pre-testing Approval
  - a. TPP received
  - b. SFTP setup complete including test connections
2. Electronic Format & Event Testing
3. Test Completion and Approval

### **Pre-Testing Approval**

The potential electronic filing trading partner must submit Trading Partner Profile (TPP) before submitting an electronic test file. The form can be found on the SCWCC website at <http://www.wcc.sc.gov/edi>.

### **Electronic Format & Event Testing**

The purpose of electronic format testing is to ensure proper file structure when a batch is sent to SCWCC.

The format test will validate the following items:

- Transmission method sent – SC receipt of input file from partner
- Header (HD1)
- Data Element Format
- Trailer (TR2)
- 148-proper file length (913 bytes)
- R21-proper file length, depending on variable segments
- Transmission method received-trading partner receipt of AKC
- Batch format of files sent is correct
- Valid formatted data for all fields.

For event testing, the sender must initially submit a batch with at least five FROI filings. Each FROI electronic submission must pass all event and data element requirements, which can be found on the



SCWCC website. When a FROI event test is completed the TP/Vendor will be able to file the following MTC's successfully:

Report Type and MTC	Description
FROI 00	Original FROI
FROI 02	Change/Update FROI
FROI CO	Correction to FROI TE acknowledgement of previous transaction
FROI AU	Acquired/Unallocated FROI

Test batches should be placed in the **Claims\Test\In** directory for processing by SCWCC.

SCWCC will return an AKC record for each of the FROI transmission testing files. The AKC record will contain transmission status. These are three statuses that can appear on the AKC record:

1. TA – transaction totally accepted
2. TE – transaction accepted with errors
3. TR – transaction was totally rejected

Test acknowledgements will be placed in the **Claims\Test\Out** directory for TP pick-up. Copies of all test input files and acknowledgment files can be accessed by the TP in the Claims\Test\Archive sub-directory.

### Test Batches

The testing requires a minimum of three test batches.

1. First test batch must include:
  - a. Five or more FROI 00 transactions
  - b. One or more FROI AU transactions

On one of those FROI transactions, an expected field must be left out of the transaction to trigger a TE. A TA must be received on four of the FROI 00 transactions and one TE in order to send the second batch. If any TR's are received in the first test batch, those transactions must be fixed and resent before moving on. **\*\*Note:** For testing purposes, SCWCC may waive the requirement of the TA to move on to the next step in testing.

2. Second batch must include:
  - a. 1 or more FROI 02 (updating any element received in batch 1)
  - b. 1 or more FROI CO (correcting the TE received in batch 1)

All transactions in the second test batch must receive a TA. If any transaction receives a TR or TE, the errors must be corrected and the transactions must be resent before moving on to the final test batch.

**\*\*Note:** For testing purposes, SCWCC may waive the requirement of the TA to move on to the next step in testing.

3. Third batch must include:
  - a. A minimum of 5 SROI SA transactions for claims reported in batch 1.

All transactions in the third test batch must receive a TA. If any transaction receives a TR or TE, the errors must be corrected and the transactions must be resent before SCWCC will promote to production.

### **Test Completion and Approval**

When the event testing has been successfully completed and all transactions have received a TA, SCWCC will approve the trading partner for production. After being approved, the following changes should be applied by the trading partner:

1. The file naming convention will change slightly, the file name for production claims files starts with "P" rather than "T". The rest of the file name structure will remain the same.
2. DN104 (Test/Production indicator) located in the header record changes to "P" in order for the files to be processed as production files.
3. Production files will use the SFTP Claims root directory:
  - a. \In– where you will drop your files for processing
  - b. \Out– where we will drop your acknowledgments for pickup
  - c. \Archive– all input files and acknowledgments

### **On-going Maintenance**

All acknowledgments generated by SCWCC will be available in the SFTP Claims\Archive directory for retrieval at any time after the input file has been processed. Trading Partners and Service Providers are free to access this directory directly on the SFTP site if research for a specific Acknowledgement is required.

Please contact SCWCC's Production EDI team at [edi@wcc.sc.gov](mailto:edi@wcc.sc.gov) with any questions regarding production issues or questions.

Trading Partners are responsible to keep the Trading Partner Profile (TPP) up to date. The SCWCC must be notified of any changes. If the transmission mode or specifications are changed, re-testing some or all transaction types may be required. The Trading Partner Profile is available on the SCWCC [website](#).

If a Trading Partner has elected to transmit to SCWCC using a vendor, SCWCC expects the Trading Partner to include the vendor in any research request for a particular transaction.

### **SCWCC Approved Service Providers (Vendors)**

SCWCC has authorized the following service providers to submit claims data on behalf of Trading Partners:

<b>Vendor Name</b>	<b>Contact</b>
CS Stars	claimsregulatory@marshclearsight.com
Ebix	Shayne.garner@ebix.com
Health Tech	mhughes@htedi.com
ISO Work Comp Solutions	wcPrism_sales_group@iso.com
Mitchell International	kyle.devereaux@mitchell.com

\*If you are a vendor with Claims EDI Release 3 experience and would like to have your company added or removed, please contact [wccit@wcc.sc.gov](mailto:wccit@wcc.sc.gov).

Additional information regarding the use of vendors is available through the IAIABC at <http://www.iaabc.org>.

## SCWCC Contact Information

If there are any questions about any of the information in provided in this guide, please contact:

[edi@wcc.sc.gov](mailto:edi@wcc.sc.gov)

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## Glossary

**148:** A record sent to the jurisdiction to complete the jurisdictions' FROI requirements. The FROI is identified by the transaction set ID of "R21" and has a specific record layout. This record must be paired with its companion record, R21 to complete the FROI transaction requirements. Population of the record is dependent on the jurisdictions element table.

**Acknowledgement Record:** A transaction returned by the jurisdiction as a result of a report sent. It contains enough data elements to identify the original transaction and any technical and business issues found with it.

**Acquired Claim:** A claim previously administered by a different claim administrator.

**Batch:** A set of records containing one header record, one or more detail transactions and one trailer record.

**Edit Matrix:** A table identifying edits to be applied to each data element. Senders will apply before submitting a transaction and receivers will confirm during processing.

**Element Requirement Table:** A specific list of requirement codes for each data element depending on transaction type and jurisdiction.

**Format:** A technical method used to exchange information.

**Header:** precedes each batch of data. It is the first record in every batch. It uniquely identifies the sender, receiver, the date and time the batch was prepared, whether the batch contains test or production data and the transaction types/IAIABC Release contained within the batch.

**IAIABC:** International Association of Industrial Accident Boards and Commissions is a group comprised of jurisdictions, insurance carriers, and vendors who are involved in workers' compensation.

**MTC:** a code defining the specific purpose of individual records within the transaction being transmitted.

**MTCC:** a code defining which transaction is being corrected. This code should be the same value as the MTC in the transaction that is being corrected.

**Production:** A trading partner is sending production data, or real claims. The data is loaded into the jurisdiction production system.

**R21:** FROI companion record. A record sent to the jurisdiction to complete the jurisdiction's FROI requirements. The FROI companion record is identified by a Transaction set of "R21" and has a specific record layout. Population of the record is dependent on the jurisdictions element requirement table.

**Trading Partner:** An entity that has entered into an agreement with another entity to exchange data electronically.

**Trading Partner Profile:** A set of expectations and responses between two entities exchanging data electronically. These expectations include, but are not limited to, what transactions to send, what

format to use, what data elements to include, when and when data elements are to be send, and testing to be performed.

**Trailer:** Designates the end of a batch of transactions. It provides a count of records and/or transactions within a batch. The trailer record is used to ensure that the entire batch is complete and valid.

**Transaction:** The communication of data that represents a single business event. A transaction consists of at least one record.

**Transmission:** Consists of one or more batches sent or received during a communication session.