Idaho Industrial Commission (IIC)
EDI Claims Release 3.1

Implementation Guide

For the reporting of First Report of Injury (FROI) and

Subsequent Reports of Injury (SROI)

Version 1.0

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PREFACE

The Idaho Industrial Commission (IIC) is pleased to announce that electronic reporting of First Reports of Injury (FROI) and Subsequent Reports of Injury (SROI) will be done via Electronic Data Interchange (EDI) transactions using the Claims 3.1 reporting standards adopted by the International Association of Industrial Accident Boards and Commissions (IAIABC). This solution provides a means for the State of Idaho to manage its Workers' Compensation Act required reporting efficiently and accurately.

EDI itself is not new to Idaho as we have received First Reports of Injury via EDI from some insurers since 1996. EDI Claims Release 3.0 reporting for First Report of Injury (FROI) and EDI Claims for Subsequent Report of Injury (SROI) was mandated for all insurers to report *new* claims filed electronically as of November 4, 2017. The use of EDI Claims Release 3.1 has been mandated for all insurers, for *all* claims, as of July 1, 2022.

In as much as the IIC is charged with administering the Idaho Workers' Compensation Act and Idaho Administrative Procedure Act (IDAPA) applicable thereto, the IIC must maintain information required to be filed with the IIC. Under the law, employers are required to file reports of work-related injuries and corresponding supplemental reports, as may be required, with the IIC in such form and detail as the Commission may require. The law identifies information that must be reported for each injury, by way of data collected on mandated forms to maintain accurate and complete data on those work-related injuries. EDI Claims Release 3.1 provides for the electronic transfer of comprehensive injury data that what was available in Release 3.0 and will provide significant benefits for insurers and IIC stakeholders. The IIC recognizes that some Idaho-authorized insurers may not have either the resources necessary or the Idaho volume to support the development and implementation of a proprietary EDI solution; as such, the IIC will also offer online reporting access directly to its vendor via a web portal. (See IDAPA 17.01.01) The online reporting access is intended for low claim volume trading partners. However, all insurers will be required to enter into a Trading Partner Agreement with the IIC to ensure secure and compliant acceptance of claim data by the IIC vendor.

Accurate and timely information is vital to how the IIC serves the workers' compensation community. EDI Claims will facilitate improvement in both areas. Recognizing that government should tread lightly when imposing new requirements on industry, the data tables and this Implementation Guide have been developed with the guiding principle in mind of ensuring that only essential data is required via EDI. The following sections provide the necessary information for understanding how to conduct EDI business with the IIC as well as references to other important documents. Thank you for participating with us in maintaining and improving Idaho's efficient and effective Workers' Compensation system.

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SECTION ONE: FORWARD

A. IAIABC EDI Claims Release 3.1 Standards and Documentation

1. The IIC has adopted standards developed by the International Association of Industrial Accident Boards and Commissions (IAIABC). The IAIABC is a not-for-profit trade association which neutrally represents the interests of government and the workers' compensation insurance industry.

2. The IIC has designed this EDI Claims Implementation Guide to assist Insurers, Self-Insured Employers and Claims Administrators with the transition from legacy claim reporting to Release 3.1 reporting. It serves as an information resource for trading partners operating in Idaho and provides Idaho-specific requirements. The IIC Guide should be used in conjunction with the most current version of the IAIABC EDI Implementation Guide for Claims Release 3.1. The IAIABC Guide is the authority on the EDI Claims Release 3.1 standard. The IAIABC holds a copyright on the Guide and while members of the IAIABC may obtain it without cost, non-members must purchase a copy. The IAIABC can be reached at (608) 841-2017 or by visiting their website at www.iaiabc.org.

3. In addition to the IAIABC EDI Implementation Guide for Claims Release 3.1, the IAIABC website offers access to several other important EDI coding tables required for implementing the EDI Claims Release 3.1 standard. The coding tables are available for download on the IAIABC website. IIC recommends that Insurers, Self-Insured Employers and Claims Administrators obtain the Guide and coding tables as soon as possible and begin reviewing the materials with internal management and IT staff.

B. The Evolution of the EDI Claims Reporting Standards

1. In the 1970s, various state legislatures began questioning how their workers' compensation systems were working compared to other state systems, and in the 1980s the International Association of Industrial Accident Boards and Commissions (IAIABC) created a Statistics Committee, whose task it was to identify, compare, and standardize injury data across jurisdictional boundaries. As technology boomed in the 1990s, insurers and jurisdictions met in an effort to continue the standardization process in order to develop electronic reporting of injury data. The result was the formulation of the IAIABC Electronic Data Interchange (EDI) Steering Committee, which created technical working groups. These groups focused on defining common data elements used when filing claims and developed a standard format for the electronic transfer of claims data from jurisdiction paper report of injury forms. Participants met under the auspices of the International Association of Industrial Accidents Boards and Commission (IAIABC) to satisfy antitrust requirements.

2. The discussions of this group resulted in the creation of a data element dictionary and a reporting event table that could be used by any state and which was based on the claims administrator claim handling process with consideration for the jurisdictional-required employer reports filing. This utilized existing and widely used data standards to leverage system enhancements implemented by many claims administrators and state administrators.

3. This process took several years to fine tune into the national standards existing today. IIC implemented EDI Claims Release 3.0 on November 4, 2017. IIC then followed with a mandate that all reports be filed electronically via EDI Claims Release 3.1 beginning July 1, 2022.

4. The standards continue to be reviewed and enhanced by a committee of jurisdictional and insurance industry participants for the benefit of all.

C. Idaho's EDI Partnership

1. The Idaho Industrial Commission (IIC) announced a Request for Proposal to contract with a Vendor (IIC's Vendor) to facilitate EDI Claims filing for Idaho's workers' compensation insurers and self-insured employers and/or their claims administrators. In the context of EDI, claims administrators, insurers, self-insured employers, and/or their contracted vendors may be trading partners.

2. ISO's Workers Compensation Solutions division was selected as the IIC Vendor. ISO will continue to manage the technical aspects of data submittal and be your main contact for implementation, technical requirements, and other questions you may have. You can expect to hear from ISO directly about EDI Claims 3.1 Reporting.

3. All entities reporting via EDI Claims Release 3.1 must accept a Trading Partner Acknowledgment as part of the Trading Partner Registration process. See Section 4 of this guide for more details.

4. Although the IIC does not endorse a particular vendor, the Trading Partner approval process ensures that only firms with specific EDI Claims Release 3.1 experience are allowed to offer their services to our trading partners. The approved vendors may offer varied services depending on the trading partners' needs. If an insurer, self-insured employer, or claims administrator selects a vendor, that vendor must complete the required testing to be an approved vendor. The approved vendor will be allowed to submit EDI transactions on behalf of the insurer, self-insured employer or claims administrator. To view our posted vendor information please see https://iicedi.info/vendors.

D. EDI Implementation Dates

1. Trading Partners are required to submit the FROI transaction within ten (10) days after the earlier of the date the Insurer or its Claims Administrator, designated agent or call center had knowledge of the injury or manifestation. Upon acceptance of the FROI, the IIC Vendor will assign a Jurisdiction Claim Number (JCN) to the FROI for tracking and matching purposes. The jurisdiction claim number will then be returned to the trading partner via the electronic acknowledgement.

2. EDI Claims Release 3.1 for FROI and SROI transactions will begin July 1, 2022.

3. All trading partners must complete FROI and SROI testing and be ready for EDI 3.1 production by close of business June 30, 2022. IIC will work with IIC's Vendor to provide initial and ongoing training and guidance to trading partners who need assistance regarding the proper reporting of claim information via EDI. It is imperative that trading partners become familiar with the Idaho EDI Claims Release 3.1 Event Table to know what claim events trigger reporting and the timelines in which a FROI or SROI must be transmitted to the IIC.

4. By law, as noted above, injuries are to be reported to IIC within ten (10) days when one of three specific conditions exist. (Please refer to the Event Table) The EDI reporting timelines are referenced in the Event Table and self-insured employers, insurers and claims administrators will need to comply with the established standards.

5. Timely submission of FROIs upon employer reporting the injury to their insurer/claims administrator/reporting vendor is required to avoid the possibility of duplicate claims submissions.

E. Idaho Reporting Requirements

Acquiring claims
Reporting takeover claims previously adjusted by another claim administrator should be handled by filing a FROI MTC AQ (Acquired) for each active claim already on file with the Commission. The prior claim administrator should convey to the assuming claim administrator the JCN (Jurisdiction Claim Number) already assigned to the claim or the acquiring claims administrator may contact the Commission to request that information. The JCN must be included in the claim record when the FROI AQ is filed with the Commission to avoid a rejected transaction. The FROI AU (Acquired Unallocated) <u>should only be filed when it is not known whether the claim was already filed with or accepted by the Commission by the prior claim administrator</u>. The FROI AU or FROI 00 <u>should not</u> be utilized to establish a claim filing without the JCN; this results in a duplicate claim which would then require the filing of a FROI01 to cancel the claim.

Cancel Claim – FROI01
Filing the FROI 01 (Cancel) will cancel the claim; the claim will be immediately closed, and no further filings will be accepted. If the cancellation was sent in error, the cancellation cannot be "undone". If the claim must be re-established, the trading partner will be required to re-file all FROI and SROI transactions to recreate the claim. A new JCN (Jurisdiction Claim Number) will be created with the filing of the FROI.

Claim Acceptance
The filing of a FROI MTC 00 (Original) itself does not constitute an accepted claim. The claim is deemed an accepted compensable workers' compensation claim *absent a subsequent denial* filed as a FROI or SROI MTC 04 (Denial). Filing a FROI MTC 00 after an initial FROI MTC UI (Under Investigation) transmission will indicate an accepted, compensable workers' compensation claim.

Complaints Received as First Report of Injury
The Commission will file the Complaint as the First Report of Injury through the web-based software using the FROI MTC JE (Jurisdiction Entry). The Complaint will be transmitted through the Commission's EDI vendor and a JCN (Jurisdiction Claim Number) will be returned the following business day. A copy of the Complaint will then be provided to the claims administrator via email, who will then submit a FROI MTC 00, 04 or UI (Original, Denial or Under Investigation) using the JCN, which the Commission will provide, and will assume all filing responsibilities thereafter.

Employee ID Assigned by Jurisdiction
IIC accepts all Employee ID Type Qualifiers but prefers DN0042, DN0152, DN0153, DN0156 or DN0437. If these are not available, IIC will accept the Employee ID Assigned by Jurisdiction.

If DN0270-Employee ID Type Qualifier is A-Employee ID Assigned by Jurisdiction, DN0154 must be populated as follows:

• First Character of DN0044 Employee First Name followed by
• First Character of DN0043 Employee Last Name followed by
• Up to 13 maximum of the right-most characters of DN0015 Claim Administrator Claim Number

Example: John Smith, with Claim Administrator Claim Number: WCA0000000000665A20652
Would be Employee ID Assigned by Jurisdiction = JS0000665A20652

Note: If DN0015 Claim Administrator Claim Number contains less than 13 characters, there is no need to pad with zeroes. So, if DN0015 Claim Administrator Claim Number is 665A20652 (9 characters), then Employee ID Assigned by Jurisdiction = JS665A20652

There is no need to submit an MTC 02 or new value for DN0270-Employee ID Type Qualifier when the DN0044 Employee First Name, DN0043 Employee Last Name or DN0015 Claim Administrator Claim Number changes as the IIC will not compare the value of these Data Elements to the value of DN0270-Employee ID Type Qualifier when these values change.

Fatality Claims

A claimant's death should be reported when there is an allegation/suggestion/implication that it relates to the industrial event. In every case where DN0057 [Employee Date of Death] is populated, the corresponding DN0146 [Death Result of Injury Code] should be marked "Yes". <u>Populating DN0146 with "Yes" does not imply liability</u>; it simply acknowledges the death and the industrial incident are *reported to be* connected.

> To report a claimant's death for a worker with an open claim receiving benefits, file an MTC SROI SX (S4 - Suspension, Claimant Death) and file any appropriate additional reports.

A SROI MTC AN (Annual Report) shall be filed annually within the first quarter of each calendar year for fatal claims paying dependent benefits. The AN shall be filed until the claim is closed by filing of the SROI MTC FN (Final Report). Copies of death records, marriage records and birth certificates will be provided to the Commission <u>only upon request</u>.

The Affidavit of Due Diligence shall be mailed to the Commission no sooner than one year after death in cases where no dependents were located and no claim for benefits has been made. A SROI MTC FN will be filed contemporaneously with the Affidavit to report any medical or funeral expenses paid. The Commission will then issue an Order for a $10,000 payment. Upon receipt of the $10,000 Order, the SROI MTC PY (Payment Report) will be submitted reporting the $10,000 payment to the Industrial Special Indemnity Fund.

The SROI MTC PY should include the following to denote payment to the ISIF:

DN0082 Number of Death Dependent/Payee Relationships – 01
DN0097 Dependent/Payee Relationship Code – 80
DN0085 Benefit Type Code – 010 (fatal benefits)
DN0222 Payment Reason Code – 010 (fatal)
DN0217 Payee – Industrial Special Indemnity Fund

The SROI MTC FN is expected after the PY filing reflecting the claim administrator's closure of the file.

Incident Only Claims

The initial report may be filed reflecting the Claim Type Code (DN0074) N – Notification of an Incident Only. The "incident" will only be accepted if the Initial Treatment Code DN0039 is 0 – No Medical Treatment. If the claim later becomes reportable by meeting the trigger criteria of either: (1) claimant has missed one or more days from work, (2) claimant sought medical treatment, or (3) claimant requires/needs medical care as a result of the work related event, an MTC 02 must be submitted changing the Claim Type Code to either M, W, P, I, B or L.

Legacy Claims

A Legacy claim is any medical or indemnity claim previously reported on paper or electronically via R1.0 or R3.0 and for which the Date Claim Administrator Had Knowledge of Injury is prior to July 1, 2022. Some edits will not apply to Legacy Claims.

IIC will utilize the FROI/SROI MTC UR (Update Report) to initially set the claim picture for Release 3.1. A FROI UR and a SROI UR must be filed and accepted prior to filing the next applicable MTC in the Claims 3.1 format per the Event Table.

Lump Sum Settlements pursuant to Idaho Code 72-404

Lump Sum Settlements will continue to be submitted electronically. Prior to submitting the settlement to the Commission for review, the Commission must review the benefits paid for all time-loss claims. If benefits have been paid and suspended, the SROI MTC SX (Full Suspension) is sufficient to provide the cumulative figures necessary to conduct such review. If ongoing benefits (PPI/PPD) are being paid and suspended with the balance owed being paid with the settlement, the SROI SX (S9 - Suspended Pending Settlement Approval) may be filed to reflect a suspension of benefits pending settlement approval. *Benefits should only be suspended once all parties have signed the settlement documents and they are now being provided to the Commission for approval; benefits should not be suspended during settlement negotiations.* Once the settlement has been approved, a SROI MTC PY (Payment Report) must be transmitted to the Commission to report payment of the settlement. The SROI MTC PY transaction is expected for every claim being settled by lump sum, to include claims where no "consideration" is being paid. *Refer to IAIABC Business Processing Rules.* The SROI MTC FN (Final) is expected after the PY filing reflecting the claim administrator's closure of the file.

New Claims

A FROI that is filed with the IIC on or after July 1, 2022, requires an electronic FROI submission via EDI Claims Release 3.1. All SROIs associated with a FROI submitted via EDI Claims Release 3.1 must also be submitted via EDI Claims Release 3.1. See Section Six for technical specifics.

Occupation Description

IIC uses the US Bureau of Labor Statistics 2018 Standard Occupation Classification codes to classify an injured worker's occupation.

In the EDI Claims R3.1 standard, DN0060 Occupation Description identifies the employee's primary occupation at the time of the accident or injurious exposure. As per the IAIABC EDI Implementation Guide for Claims Release 3.0 January 1, 2017 Publication DP Rule, "The data that is passed should be sufficient to assign an occupation code. This text can be, but cannot be required to be, the Occupation Code source description. This is not the NCCI class code text description. If a jurisdiction requires both the Occupation Description (DN0060) and Manual Classification (DN0059), the two elements cannot be edited against each other."

If your company also uses the **US Bureau of Labor Statistics 2018 Standard Occupation Classification codes** to classify an injured worker's occupation, you may send the 6-digit SOC code in lieu of a description on the FROI R21 record in positions 1260 to 1309.

For example, an injured worker's occupation is Sheet Metal Worker. If your company uses SOC codes, so you may send 472211 in positions 1260 to 1309 in lieu of the Occupation Description "Sheet Metal Worker" in positions 1260 to 1309. If a SOC code is reported, it should be a 2018 code.

Permanent Partial Impairment

The impairment rating should be reported consistent with the WCIO Part of Body Codes found at https://wcio.org/Document%20Library/InjuryDescriptionTablePage.aspx and must include the additional alpha character when reporting fingers and toes.

Policy Number Identifier

The Policy Number Identifier (DN0028) reported on the claim must match the Policy Number Identifier reported to NCCI for Proof of Coverage (also DN0028). Claims filed using a policy number identifier that is not consistent with the identifier filed with National Council on Compensation

Insurance (NCCI) will be rejected. Policy information may be verified at Workers Compensation Coverage Verification (ewccv.com).

Procedure for Recovery of Overpayments
To apply an overpayment as a credit against an amount yet due, the Commission must approve the overpayment. Prior approval must be requested by the simultaneous submission of a Notice of Change of Status (§72-806) to the worker and to the Commission. The Commission's copy may be sent as an electronic document to changeofstatus@iic.idaho.gov or sent via US Mail. The request will be deemed approved as a purely ministerial function and subject to subsequent review.

Reporting Employee Name with Suffix
Employee's last name (DN0043) <u>shall not</u> include the suffix. If a suffix is reported, DN0255 is to be used for that purpose.

Total Permanent Disability Claims
A SROI MTC AN (Annual Report) shall be filed annually within the first quarter of each calendar year for total permanent disability claims. The AN shall be filed until benefits are terminated with claimant's death. Upon death, a SROI MTC SX (S4 – Suspension, Claimant Death) is anticipated followed by the SROI MTC FN (Final Report) reflecting the claims administrator's closure of the file. The Employee Date of Death (DN0057) will <u>not</u> be populated unless the death results from the industrial accident/injury and occurs within four years of that date.

SECTION TWO: EDI IMPLEMENTATION MANAGEMENT

1. EDI Claims is a method to transmit claims management data to meet jurisdictional reporting requirements. Ideally, EDI converts a manual process into an automated or software-assisted process, to allow computer-to-computer communication. The initial implementation tasks are to assess the jurisdiction's requirements, compare those requirements to your company's manual and automated claims handling processes to determine the best business solution for your company.

2. The technical side of EDI has three major components:

    a) The computer-based claim processing system where claim data is stored.
    b) An EDI management system or a component that contains jurisdiction requirements:
        - The required report types
        - The required timeline for each report
        - The jurisdiction's data requirements
        - The required edits
        - The jurisdictions' response to each report
        - The company's ability to resubmit rejected FROI and SROI transactions
    c) A system that manages the exchange of reports (FROI, SROI and Acknowledgments) between two or more parties (trading partners, EDI Service Vendors, jurisdictions, etc.)

3. Due to the differences between the claim handling processes and electronic data systems of different Claims Administrators, each administrator may have varying degrees of capability. Each must assess their own capabilities and make a determination whether they will self-handle the EDI process internally, either by developing the software to meet the Idaho requirements or by utilizing the web portal which IIC's vendor, ISO, will make available for low volume filers, or by engaging their own EDI Service Vendor. In any event, each administrator must determine the best way to modify its claim handling process in order to meet the three technical EDI components.

4. Although the list below is not all inclusive, it will help guide you to key items to consider when evaluating how your firm can comply with this EDI implementation.

    a) Determine whether your firm already has EDI programming in place with Idaho or other jurisdictions. If so, several of the steps immediately below may already have been completed by your firm.
    b) Completely read this implementation guide and review the tables referenced next to ensure your firm's understanding of Idaho's EDI requirements. Identify the IIC reporting requirements for each data element using the provided MTC Event Table, Edit Matrix Table, Element Requirements Table and FROI SROI Sequencing Table which are incorporated as part of this Guide. These are available on the IIC EDI Claims website: https://iicedi.info.
    c) Go to www.iaiabc.org to view a copy of the current IAIABC EDI Claims Release 3.1 Implementation Guide.
    d) Review the definition of each data element listed in the Idaho's tables. Note any difference between these definitions and those of your organization in order to develop a possible crosswalk.
    e) Note any required elements in the Idaho tables not currently captured by your database in case they need to be added to comply with Idaho requirements.
    f) Assess your firm's current EDI capabilities (hardware and software).

g) Monitor the IIC EDI website's page https://iicedi.info for updates, requirement change and training sessions when available.

h) To receive important announcements via email, join the IIC's EDI Mailing List. Please send an email to iicedi@iso.com to be added to the list. If your email address is already indicated on the Trading Partner Registration, you are automatically added.

i) Establish a schedule for testing your FROI and SROI transmissions with IIC's Vendor which must be completed no later than 06/30/2022 by 11:59 PM EST.

j) You may wish to use industry meetings and other business contacts to identify claims administrators that have participated in the development of the standards (IAIABC members) and/or have successfully implemented EDI in other states. Contact these organizations to discuss how best to approach EDI implementation and to check references of approved vendors.

SECTION THREE: REPORTING PROCESSES AND OPTIONS

1. Idaho's EDI Claims Release 3.1 reporting process includes:

   1) Capturing state required reporting data in the IAIABC EDI Claims Release 3.1 format.
   2) Editing for data content and quality.
   3) Managing communications (report transmissions-sending and receiving).
   4) Managing acknowledgments.

2. Acceptance and acknowledgement of an EDI Claims Release 3.1 transaction does not mean that the data is in compliance with all statutes and reporting requirements (i.e., amounts, timeliness, etc.).

3. IIC has contracted with a single vendor who will be the point source for all EDI transmissions from Trading Partners. Transmissions received from Trading Partners in proper Idaho EDI Claims Release 3.1 format will not incur a transmission cost from IIC's vendor.

4. As noted in Section Two, above, each Trading Partner must evaluate their individual situation and decide whether to either internally program to Idaho EDI Claims Release 3.1 or to retain a third-party to handle their data transmissions. An alternative for low volume filers will be entry of data via the IIC's vendor's web portal.

SECTION FOUR: EDI TRADING PARTNER PROCESS

1. Please note, your business model may require you to take supplemental steps between those suggested below. In the case of an experienced EDI partner trading with other jurisdictions utilizing EDI Claims Release 3.1, you may find your company has already addressed some of the steps below.

2. When forms are referenced in these steps, the location of the form instructions is also included. If after reviewing these steps you need to discuss them further, please email iicedi@iso.com.

A. Contact the IAIABC to Obtain the EDI Claims Release 3.1 Implementation Guide

1. A clear understanding of the IAIABC definitions and standards is required to be a successful EDI Trading Partner in Idaho. The IAIABC Claims Release 3.1 Implementation Guide augments this IIC EDI Claims Implementation Guide. Visit the IAIABC website at www.iaiabc.org or call them at (608) 841-2017 to obtain a copy of the current Claims Release 3.1 Implementation Guide and other publications that may assist in implementing Idaho EDI requirements.

2. This Idaho Industrial Commission EDI Implementation Guide provides Idaho specific information that is used in conjunction with the IAIABC EDI Claims Release 3.1 Implementation Guide.

B. Designate an EDI Point of Contact

1. Regardless of which reporting format your company qualifies for (reporting via an approved vendor, online or direct reporting) your company must designate an EDI point of contact. Your company is responsible to update IIC if and when the contact changes. This contact person must be able to speak on behalf of your organization and be knowledgeable about:

    1. Your source data.
    2. How to retrieve the source data.
    3. Your business process and support system.

2. We recommend that your EDI Point of Contact participate in trainings provided by IIC.

C. Review Idaho EDI data requirements and claim events that require reporting

Refer to Section Six: Technical Requirements. This detailed section defines the reports required by Idaho and the business events or situations that trigger specific EDI transactions to be filed with IIC.

D. Register with IIC's Vendor to complete the EDI Trading Partner Acknowledgment Form (if one not previously completed for EDI Claims Release 3.0)

Although EDI Trading Partner Registration and EDI Trading Partner Acknowledgment are arranged through the IIC's Vendor, IIC ultimately grants the final approval for a trading partner to submit FROI and SROI data.

SECTION FIVE: EDI TESTING REQUIREMENTS AND PLANS

During the testing period, and until the EDI trading partner is approved for Release 3.1 production status and the commencement date for mandated filings has arrived, all IIC FROI and SROI filings must continue to be submitted via Release 3.0. The objective of testing is to confirm that all parties are adhering to the requirements documented in the EDI Trading Partner Acknowledgment Form and that the EDI interface is working properly.

SECTION SIX: EDI TECHNICAL REQUIREMENTS

Electronic Data Interchange Rules

The Idaho Workers' Compensation Act can be accessed at
https://legislature.idaho.gov/statutesrules/idstat/Title72/. The rules of the Idaho Industrial
Commission can be accessed at https://adminrules.idaho.gov/rules/current/17/index.html

Electronic Data Reporting Format

IIC uses IAIABC Claims Release 3.1 standards for all EDI FROI and SROI submissions. The IAIABC
Implementation Guide can be found on the IAIABC website. Data format must be in compliance with the
standard data format described in the Systems Rules in Section 2 of the Release 3.1 Implementation
Guide.

Maintenance Type Codes

An MTC (Maintenance Type Code) is a code indicating the transaction to submit to comply with IIC EDI
reporting requirements. The following MTCs are allowed to be submitted to the IIC. Refer to the Event
Table for report timeliness.

	MTC	Description
FROI	00	Original
	01	Cancel
	02	Change
	04	Denial
	AQ	Acquired
	AU	Acquired/Unallocated
	UI	Under Investigation
	UR	Update Report
SROI	02	Change
	04	Denial

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MTC	Description
AB	Add Concurrent Benefit Type
AP	Acquired/Payment
CA	Change in Benefit Amount
CB	Change in Benefit Type
CD	Compensable Death
EP	Employer Paid
ER	Employer Reinstatement
FN	Final
IP	Initial Payment
NT	Narrative
PD	Partial Denial
PX	Partial Suspension
PY	Payment Report
RB	Reinstatement of Benefits
SX	Full Suspension
UR	Update Report
AN	Annual

Information and Data Reported

Each piece of information for electronic reports is defined as a data element. Please refer to Section 6 of the IAIABC Claims Release 3.1 EDI Implementation Guide for definitions of each data element.

Edit Matrix-Match Data

Match Data elements are used to identify a transaction as a new claim to create, or match to an existing claim for duplicate checking, updating, and processing. On a specific claim, a primary "match" data element value may change and prevent a match. When there is no match on one of the primary "match" data elements, secondary "match" data elements are used to match a claim. Refer to the Edit Matrix Match Data table for the application of primary and secondary Match Data elements.

Changes to Match Data elements must be reported on a FROI 02 (Change) transaction before further reporting for the claim will be accepted. Only one Match Data element can be changed on a FROI 02 (Change) unless indicated otherwise on Match Data table on the 'Multiple element changes Category legend'.

When changing from one Employee ID type to another, Employee ID Type Qualifier (DN0270) must be changed as well. For example, if a valid Employee Passport Number (DN0156) is available after a claim is submitted with an Employee Assigned by Jurisdiction (DN0154), the 02 (Change) transactions should be populated with the new Employee ID Type Qualifier (DN0270) of "P" (Employee Passport Number) as well as the employee's Passport Number.

IIC EDI Reporting Requirements

The IIC EDI Reporting Requirement Tables are based on the IAIABC Master Tables format. The tables are located at https://iicedi.info/requirements and are described below.

Event Table

The Event Table is designed to provide information integral for a Trading Partner to understand the Idaho's EDI reporting requirements. It relates EDI information to the circumstances under which they are initiated as well as the timeframes for sending the information. These circumstances and timeframes reflect Idaho's specifications relative to reporting requirements based on various criteria.

Element Requirement Table

The Element Requirement Table is designed to communicate IIC's business data element requirements. Each data element requirement is defined for each report (FROI or SROI), down to the level of Maintenance Type Code based on Report Type criteria established on the Event Table.

Edit Matrix

The Edit Matrix describes editing that will be applied by the Idaho to incoming transactions. The Edit Matrix is designed to communicate the edits applied by Idaho to assist the Trading Partner in understanding the edits that will be applied and the data quality expected. The edits applied are based on the IAIABC standards and on IIC's data requirements. They are based on the requirements indicated on the IIC Element Requirement Table. The Edit Matrix contains the tables shown below.

- **DN-Error Message** describes editing that will be applied to each data element.
- **Value Table** identifies code values accepted by Idaho.
- **Valid Value Detail** Page 1 (Page 1 of 2) expresses IIC's acceptable code values presenting the code and the code description.
- **Valid Value Detail** Page 2 (Page 2 of 2) expresses the IIC's acceptable code values presenting the code and the code description.

- **Match Data** describes the data elements that will be used to determine if the report will create a new claim or find an existing claim or transaction in the IIC database.
- **Population Restrictions** contains the IIC's restrictions applied to the data element(s).
- **Legacy Claim Definition** contains IIC's clarification of what JCNs are considered Legacy claims or Non-Legacy claims.
- **Sequencing** illustrates logical transaction sequencing for Idaho. Transaction sequencing refers to the order in which the MTCs must be sent in. For example, an IP will not be accepted by IIC before a 00 original FROI has been accepted.

FROI SROI Sequencing Table

This table provides information on the IIC MTC sequencing. It is intended to convey to the Trading Partner the sequencing rules that clarify how the IIC will apply Edit 063 - Invalid Event Sequence. This information does not supersede or replace the sequencing stipulated in the Edit Matrix. The purpose of the FROI SROI Sequencing Table is to present the MTC sequencing in an easy-to-follow manner.

Requirements for Becoming an EDI Trading Partner

There are two requirements for becoming an EDI Trading Partner:

1. There is no need to re-register for EDI Claims Release 3.1 reporting for Idaho if you are currently registered with Idaho for EDI Claims Release 3.0 reporting. If you have not registered with Idaho previously for EDI Claims Release 3.0, complete the Trading Partner Registration and receive approval from IIC. To register, go to https://iicedi.info/register. IIC requires each entity, including those who plan to use a vendor, to complete the Electronic Trading Partner Registration. The Trading Partner Registration provides pertinent information to IIC about the Sender, Receiver, Insurer and Claim Administrators and transmission protocol.

2. Complete Testing Requirements outlined in this section titled Testing Procedures for Trading Partners.

Data Delivery - SFTP (Secure File Transfer Protocol)

Trading Partners and Vendors will connect to the same an SFTP (Secure File Transfer Protocol) server used for EDI Claims Release 3.0 hosted by the IIC's Vendor to send FROI and SROI files and receive Acknowledgment files for EDI Claims Release 3.1. To obtain a new SFTP connection, each the Trading Partner must first complete the Trading Partner Registration and be approved by IIC. Once approved as a Trading Partner, IIC will provide the appropriate access information if applicable.

Trading Partners may log into the SFTP server using the software or scripting system they have at their disposal and on the platform the Trading Partner is running.

FROI SROI Files: Trading Partners will load their FROI/SROI files into the specified location provided by IIC's Vendor. IIC will pick up the files and delete them from the specified location as they are processed.

Acknowledgment Files: Trading Partners are required to pick up their acknowledgment files from the specified location provided by IIC's Vendor. The Trading Partners are required to delete acknowledgment files from the specified location as soon as they have verified that they have been successfully received. It is important that the Trading Partner delete the file(s) as they will remain in the specified location which may result in multiple downloads of the same files.

Inbound File Names

IIC recommends but does not require that files submitted to IIC's Vendor's SFTP server are named using the following convention to reduce the potential of files being overwritten.

ST_InterchangeVersionID_SenderFEIN_SenderPC_DateTransSent_TimeTransSent_UniqueSeq.edi

- ST: State Code = ID
- Interchange Version ID:
  - FROI Files: 14831
  - SROI Files: A4931
- Sender FEIN and Sender PC (Postal Code) will be that of the Trading Partner per the Header Record
- DateTransSent (YYYYMMDD) and TimeTransSent (HHMMSS) is date and time per the Header Record
- Optionally, Unique Seq (Sequence): The Unique Seq (Sequence) Number For example: Starting with the FROI then SROI; first FROI 0001, then SROI 0002, and if additional files on a given day then FROI 0003, then SROI 0004

Reporting Timelines

Please refer to the IIC Processing Schedule at https://iicedi.info/impl-info.

Acknowledgment Reports

There are two types of Acknowledgments that are sent back to trading partners when First Reports of Injury or Subsequent Reports of Injury batches are processed. One is a batch level AKC and the other is the transaction level AKC.

The first type of AKC record occurs at the batch level only if the batch rejects. One AKC transaction will be sent with the HD level rejection. When a batch rejects, all of its content rejects.

The second type of AKC record occurs when a batch is not rejected. The transactions within the batch are processed and detailed level (transaction level) data is provided indicating whether the transaction has been accepted (TA) or rejected (TR). If the transaction represents the first filing (FROI 00) and is accepted, IIC will return the Jurisdiction Claim Number (JCN) DN0005 on the AKC. The JCN should be captured and recorded for later use for subsequent filings. If a transaction is rejected, detailed error information is provided on the acknowledgment. It is the Trading Partner's responsibility to use this error information for consideration on next steps.

IIC Acknowledgment files naming convention: ST_YYYYMMDD_HHMMSS_ID.txt

  - ST State Code = ID
  - YYYYMMDD: Current Date
  - HHMMSS: Unique Time Stamp
  - AK: Indicates Acknowledgment file
  - Txt: indicates a text file

Example: AK_20161229_131202_AK.txt

Testing Procedures for Trading Partners

IIC EDI Trading Partners submitting data are required to complete the Test Plan.

Exceptions: No testing is required for IIC Web Entry filers. In some cases, if a Trading Partner is using a Vendor, the Vendor will coordinate and/or perform the testing on behalf of the Trading Partner.

The IIC Test Plan can be found at https://iicedi.info/, under Implementation Info. This Test Plan provides information for the expected results to be approved for production reporting. Please contact the IIC EDI Support Team at iicedi@iso.com prior to sending any Test transaction(s), if you have any questions about the test and/or to confirm your testing readiness.

Links to EDI Claims 3.1 Related Information

Idaho Industrial Commission (IIC) web page: https://iic.idaho.gov/

Idaho Industrial Commission (IIC) EDI web page: https://iicedi.info

Idaho Industrial Commission Implementation Assistance email: iicedi@iso.com

International Association of Industrial Accident Boards and Commissions (IAIABC): www.iaiabc.org

SECTION SEVEN: IMPORTANT TERMINOLOGY AND ACRONYMS

Acknowledgment Record (aka: Response)
An EDI record sent from the Jurisdiction to the Trading Partner's Vendor in response to an EDI report. It contains key data elements to identify the transaction and any technical and/or business issues discovered. This is known as an AKC.

Administrator
See: Claim Administrator

ANSI, ASC, X12
American National Standards Institute, Accredited Standards Committee, X12 is an organization that develops Electronic Data Interchange (EDI) communication standards. The 'X' represents 'Communications' and X12 is the 12th Communication Standards Committee under ASC. This organization is also referred to as ANSI X12, ASC X12 or X12.

Batch
A set of records containing one IAIABC Header record, one or more FROI or SROI transactions, and one Trailer record, ANSI equivalent. Any error in the Header record or the Trailer record will cause the rejection of the entire Batch without further transaction level edits being applied.

Business Rules
The business requirements that dictate when a report is created, edited and when and how it is transmitted.

Claim Administrator
The organization that services workers' compensation claims according to Jurisdiction rules. An administrator may be an Insurer, a Third-Party Administrator, an Independent Adjuster or a self-administered Self-Insured Employer.

Data Element
A single piece of defined information (e.g. Date of Birth) contained within a transaction (i.e. FROI). Each Data Element is assigned a reference number (DN = Data Number) and includes a definition and format (length and data type) and if format is a code will list acceptable values or reference the code source (for example Employer FEIN is 9 AN).

EDI
Electronic Data Interchange. It is computer-to-computer exchange of data or information in a standardized format. EDI Claims is the electronic transmission of workers' compensation claims information from an authorized Submitter whose clients may be insurers, self-insured employers and third-party claims administrators to a States' Workers' Compensation Regulatory Agency.

Edit Matrix
Identifies the edits to be applied to each data element to ensure data quality expectations are met. The IIC Vendor applies the edits to transaction and submits to IIC only transactions that have passed all edits and are accepted (TA).

Edited Data
A term used to describe the information on a transaction after it has been processed through the IIC system edits and found to contain valid data.

Electronic Format
IIC selected the IAIABC Claims Release 3.1 flat file format for EDI claim 3.1 reporting. This format was chosen to standardize, simplify and reduce the cost of data exchange.

Element Requirement Table
A tool used to communicate data elements required by the Receiver, specifying which elements are mandatory, expected or ancillary. This allows for data element requirements to be defined for each record layout (FROI or SROI) and down to the level of each Maintenance Type Code (MTC). Further, it provides for element requirements to differ based on Report Type criteria established in the Event Table.

Environment
The boundaries and conditions under which an application runs or in which files are manipulated or processed.

Event
A specific business event; such as the occurrence of an accident, the initial payment on a claim or suspension of benefits on a claim etc. Events, when entered into a computer system, may be defined as a trigger for a Jurisdiction required report.

Event Table
A table designed to provide information integral for a Sender to understand the Receiver's EDI reporting requirements. It relates EDI information to events and under what circumstances they are initiated.

FEIN
Federal Employers Identification Number, this is the corporation/business US Federal Tax ID or can be an individual's US Social Security number.

FROI (148 Record)
First Report of Injury. Based on IAIABC Claims Release 3.1 standards FROI is a group of transactions occurring in the early stages of workers' compensation claim processing that typically report the parties involved and describe the accident and resulting injuries.

Header Record
The record that precedes each batch of EDI transactions. The header record and corresponding trailer record surround each batch of transactions and uniquely identifies the Sender as well as the date/time a batch was created. See also: Trailer Record.

IAIABC
International Association of Industrial Accident Boards and Commissions. A Not-for-profit trade association whose members are industrial accident, workers' compensation or other governmental bodies as well as associate members comprised of other industry-related organizations and individuals. The IAIABC has authored EDI standards that cover the transmission of Claims, Proof of Coverage, and Medical Bill Payment information through electronic reporting.

IG
Implementation Guide

MTC
Maintenance Type Code. A code that identifies the purpose of an EDI transaction and is interchangeable with report type. The two-character MTC is included in all EDI transactions. For example: an original FROI is MTC 00.

Production
A designation that the Submitter is sending transactions in a "live" environment after satisfactory completion of all EDI implementation testing as determined by IIC.

Raw Data
The transaction and its contents as received from a Submitter by IIC and before the data is subjected to IIC's EDI Claims Release 3.1 requirements.

Requester/Receiver
IIC is the Receiver of transactions from the Submitter. The Submitter is also the sender of transaction acknowledgments to the EDI trading partners who are the receivers of the transaction acknowledgments.

Self-Insured Employer
An employer authorized by the IIC to self-insure its workers' compensation risk in accordance with applicable law, rules, and regulations.

Sender/Submitter
An entity that submits FROI and SROI information in the IAIABC EDI Claims Release 3.1 format and receives EDI acknowledgments from IIC. This entity is required to complete the Trading Partner Profile forms. In addition, please see: Vendor.

SFTP
Secure File Transfer Protocol. A communications protocol governing the transfer of files from one computer to another over a network.

SROI (A49 Record)
Subsequent Report of Injury. Based on IAIABC EDI Claims Release 3.1 standards SROI is a group of transactions of workers' compensation claim processing that typically report the benefit, payment, return to work and closure data.

TA
Transmission Accepted. Acknowledgment code indicating that a FROI or SROI has passed all event table, element requirement and edit matrix test for data timeliness and quality.

Testing Period
The initial environment in which the sender/submitter transmits a series of transactions that are analyzed for both technical and business content within a time period specified.

Test Plan
A plan developed by IIC and the Sender/Submitter's EDI Coordinator outlining the events, time frame, and the responsibilities of each party for testing and evaluating data sent in the test environment.

TP
Trading Partner

TR
Transmission Rejected. Acknowledgment code indicating that a FROI or SROI has failed one or more event table, element requirement and edit matrix tests for data timeliness and quality.

Trading Partners
Two entities exchanging data electronically. For the purpose of this Implementation Guide, the two entities are the data requester/receiver (IIC's Vendor and IIC) and the data sender/submitter (i.e. IIC Vendor, claims administrator, self-insured, insurer).

Trailer Record
A record that designates the end of a batch of transactions and provides a count of records/transactions contained within a batch. See Header Record.

Transaction
Submission of a FROI or SROI report that contains data elements as defined in the IAIABC record layouts, which are found in the IAIABC EDI Claims Release 3.1 Implementation Guide and for records specific to Idaho, are found in the IIC EDI tables posted on the IIC's EDI website: https://iicedi.info/.

Transaction Type
Defines the transaction by the MTC submitted. For example: an initial FROI using MTC 00.

Transmission File
One or more batches shipped together from the sender/submitter to the receiver.

X12N
X12 Insurance Subcommittee that develops EDI standards for the insurance industry.