



STATE BOARD of WORKERS' COMPENSATION



EDI IMPLEMENTATION GUIDE

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

AUGUST 17, 2007



TABLE OF CONTENTS

1. EDI OVERVIEW	5
1.1. WHY USE EDI?.....	5
1.1.1. <i>Benefits of EDI</i>	5
2. DEFINITIONS	6
3. IMPORTANT CONTACT INFORMATION	9
3.1. SBWC WEBSITE.....	9
3.2. SBWC EDI SPECIALIST	9
3.3. IAIABC	9
4. BECOMING AN EDI TRADING PARTNER.....	10
4.1. APPLICATION FOR EDI PARTNERSHIP	10
4.2. TRADING PARTNER AGREEMENT EXAMPLE.....	101
4.3. TRADING PARTNER AGREEMENT	153
4.4. TRANSMISSION PROFILE.....	15
5. EDI TESTING AND PRODUCTION READINESS	16
5.1. TEST PREPARATION	16
5.2. CREATE A TEST FILE	16
5.3. SUBMIT THE TEST FILE	16
5.4. FIRST LEVEL TEST (BATCH AND TRANSACTION)	16
5.5. SECOND LEVEL TEST (REGULATORY)	17
5.6. VERIFY ACKNOWLEDGEMENT.....	17
5.7. RESUBMIT UNTIL ACKNOWLEDGEMENT ERRORS ARE CORRECTED.....	17
5.8. PRODUCTION READY.....	18
6. EDI TECHNICAL REQUIREMENTS	19
6.1. EDI REPORTS	19
6.2. CLAIM EVENT TABLE	20
6.3. ELEMENT REQUIREMENT TABLE	20
6.4. EDIT MATRICES.....	21
6.5. FTP REQUIREMENTS.....	21



6.5.1.	Create FTP Account	21
6.5.2.	Create File Folder Structure	21
6.5.3.	Establish File Properties	22
7.	PREPARING YOUR ORGANIZATION FOR EDI.....	22
7.1.	OBTAIN A COPY OF THE IAIABC EDI RELEASE 3 IMPLEMENTATION GUIDE AND SUPPLEMENT	22
7.2.	ASSIGN AN EDI COORDINATOR.....	22
7.3.	REVIEW THE SBWC DATA AND TECHNICAL REQUIREMENTS.....	22
7.4.	COMPLETE THE REQUIRED TRADING PARTNER DOCUMENTS.....	23
7.5.	COMPLETE FIRST AND SECOND LEVEL TESTING.....	23
7.6.	ENSURE THAT EDI SUBMISSIONS ADHERE TO DATA ACCURACY STANDARDS	23
8.	FREQUENTLY ASKED QUESTIONS AND ANSWERS (FAQ'S)	24
8.1.	FREQUENTLY ASKED QUESTIONS AND ANSWERS (FAQ'S).....	24
9.	SBWC FORMS SHOW DN FIELDS THAT SHOULD BE INCLUDED IN THE FORM	29
9.1.	WC-1.....	29
9.2.	WC-2.....	29
9.3.	WC-2A	29
9.4.	WC-3.....	29
9.5.	WC-4.....	29



Introduction

The Georgia State Board of Workers' Compensation (SBWC) is pleased to announce its system for receiving claims submissions via Electronic Data Interchange (EDI). Working in tandem with the Integrated Claims Management System (ICMS), this solution provides a means for the State of Georgia to efficiently and accurately manage its workers' compensation business.

This *EDI Implementation Guide* serves as an information resource for trading partners and/or claims administrators and should be used in conjunction with the *IAIABC EDI Implementation Guide for Claims, Release 3.0, June 1, 2006 Edition and Supplement*. Copies of referenced IAIABC documents, along with other EDI-specific documentation are located on the IAIABC website at <http://www.iaiaabc.org/edi/implementation.asp>. The International Association of Industrial Accident Boards & Commissions (IAIABC) is a not-for-profit trade association representing government agencies charged with the administration of workers' compensation and the SBWC has adopted its standard for accepting EDI transactions.

The following sections provide the necessary information for understanding how to conduct EDI business with the SBWC as well as references to other important documents.



1. EDI Overview

EDI is the computer-to-computer exchange of standardized business data. At Georgia's State Board of Worker's Compensation, EDI refers to the electronic transmission of First Report of Injury (FROI) and Subsequent Report of Injury (SROI) information by Claim Administrators (Insurers, Self-insured and Self-administered Employers, and Third Party Administrators). The SBWC will use Release 3 of the IAIABC's EDI standard as a way to enter FROIs as well as SROIs. The FROIs include data from the WC-1 forms while the SROIs include data from WC-2, WC-3, and WC-4 forms.

1.1. Why Use EDI?

EDI is a proven means of transmitting large amounts of data between organizations and has been used extensively for nearly forty years. EDI serves as the backbone for much of the world's electronic commerce.

EDI is widely used for workers' compensation and many states have mandated its use for reporting claims. The SBWC announced on July 12, 2007 that electronic filing for all Insurers and Self Insurers will be mandatory by 2nd Quarter 2009.

1.1.1. Benefits of EDI

EDI provides a framework for the implementation of paperless systems that automate much of the claims reporting and processing workload and enables organizations to be more efficient and accurate in conducting workers' compensation business. Specific benefits include¹:

Reduction of Paperwork and Increased Savings

- One time data entry
- Fewer errors, improved error detection
- On-line data storage
- Faster management reporting
- Automatic reconciliation
- Reduced clerical workload
- Higher productivity without increasing staff
- Reduced paper usage

Better Communication

- Rapid exchange of business data
- Elimination of mail charges or courier services
- Potential for archived/historical data that can be analyzed

Uniform communications with all trading partners

- Follows a national standard
- Allows for data comparisons between states

¹ IAIABC EDI Best Practices Guide is located at <http://www.iaiaabc.org/edi/resources/bestpractices.htm>



2. Definitions

The following definitions apply to the SBWC documents and EDI processes described in this implementation guide.

Acknowledgment Record

An EDI file produced in response to a Sender's submission of a FROI or SROI. It generally contains data identifying the original transaction and any technical issues.

Administrator

See Claim Administrator.

Batch

A set of records containing one IAIABC standardized header record, one or more FROI or SROI transactions, and one trailer record. 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.

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, a Self-administered Self-insured Employer, or Statutory Noninsured.

Data Element

A single piece of information (e.g. Date of Birth).

Electronic Data Interchange (EDI)

(EDI) is the computer-to-computer exchange of data or information using a standard format. In workers' compensation terms, EDI refers to the electronic transmission of claims information (FROI and SROI) from Claim Administrators to a State Workers' Compensation Agency.

Edit Matrix

Identifies the edits to be applied to each data element. Senders will apply them before submitting a transaction and receivers will confirm during processing.

Element Requirement Table

A tool to communicate a Receiver's business data element requirements for each of its trading partners. 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.

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.

Federal Employers Identification Number (FEIN)



Identifies the Federal Employers Identification Number, Corporation/Business US Federal Tax ID, or Individual US Social Security number.

File Transfer Protocol (FTP)

A communications protocol governing the transfer of files from one computer to another over a network.

First Report of Injury (FROI)

A reporting transaction at the early stage of a worker's compensation claim that describes the entities involved, the nature of the accident, and resulting injuries.

Header Record

The record that precedes each EDI batch. 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 Trailer Record.

International Association of Industrial Accident Boards & Commissions (IAIABC)

The International Association of Industrial Accident Boards & Commissions (IAIABC) is a not-for-profit trade association representing government agencies charged with the administration of workers' compensation systems throughout the United States, Canada, and other nations and territories. The IAIABC has authored EDI standards that cover the transmission of Claims, Proof of Coverage, and Medical Bill Payment information through electronic reporting.

Maintenance Type Code (MTC)

A code that identifies the purpose of an EDI transaction and is interchangeable with report type. The MTC is included in all SBWC EDI transactions. For example, "00" denotes the Original First Report of Injury.

Receiver

The entity to which an EDI report is sent. The Receiver of Georgia's Workers' Compensation electronic claim reports is the SBWC.

State Board of Workers' Compensation (SBWC)

Georgia State Board of Workers' Compensation.

Sender

The entity that submits FROIs and SROIs to the SBWC and receives EDI acknowledgments from the SBWC. See Trading Partner.

Trading Partner

An organization responsible for submitting FROIs and SROIs electronically to the SBWC. See Sender.

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.

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3. Important Contact Information

The following section contains resources available to trading partners for information and assistance.

3.1. SBWC Website

The public can access the website at <http://sbwc.georgia.gov> to download the latest forms and publications and learn about other Board-related topics.

3.2. SBWC EDI Specialist

Each trading partner will be provided contact information for their SBWC EDI Specialist. SBWC resources can be reached by phone, fax, email, or USPS correspondence. Be sure to have your company information handy when contacting SBWC so you can be promptly transferred to the appropriate EDI Specialist.

Phone: 404-656-3875

Toll Free: 800-533-0682

Email: edi@sbwc.ga.gov

USPS: Georgia State Board of Worker' Compensation
EDI Unit
270 Peachtree Street, NW
Atlanta, Georgia 30303-1299

3.3. IAIABC

The International Association of Industrial Accident Boards and Commissions (IAIABC) is the organization that sets the national standards for the transmission of workers' compensation claims data via EDI. Trading partners interested in submitting claims to the SBWC must be familiar with the IAIABC and its EDI implementation guidelines. For more information about the IAIABC and how to access the IAIABC EDI Implementation Guides, please see visit the IAIABC web site at: www.iaiaabc.org.



4. Becoming an EDI Trading Partner

Potential trading partners are required to execute a Trading Partner Agreement with the SBWC and complete a testing phase to ensure that the EDI transmission process is working properly and that the EDI transmissions meet the minimum level of accuracy specified in the agreement.

The SBWC will deploy EDI trading partners in three groups. There is limited space in each group so the SBWC has asked each organization to submit their request for group assignment by November 1st, 2007. Each group will then conduct the necessary steps to complete the Trading Partner Agreement and associated documents, establish a viable EDI transmission method, submit and test FROI and SROI submissions, and migrate to production. The proposed schedule for trading partner applications and group testing activities is described in *The Chairman's Announcement Letter (July 12, 2007)* located under *EDI Updates* on the SBWC's website at <http://sbwc.georgia.gov>.

The following section provides instructions for how to complete the *Application for EDI Partnership with Georgia State Board of Workers' Compensation, Trading Partner Agreement, Trading Partner Profile, and Transmission Profile*. Section 5, *EDI Testing and Production Readiness*, describes the procedures for conducting the testing and becoming production ready.

4.1. Application for EDI Partnership

Each interested trading partner must complete an application for EDI Partnership by the required deadline. The current deadline is set for November 1, 2007. Please visit the SBWC's website at <http://sbwc.georgia.gov> for any schedule updates.

The application allows for entry of the Trading Partner Organization Name, Contact Information, EDI transmission Status (IAIABC version), Future Plans for EDI, and 1st and 2nd Implementation Group Choice. Pending review of the application by the SBWC, the trading partner applicant will be assigned to an implementation group and notified of next steps.

To download a copy of the application, please use the following link:

[..Applications\ApplicationForEDI_Partnership.doc](http://Applications/ApplicationForEDI_Partnership.doc)

4.2. Trading Partner Agreement

SBWC requires that the Trading Partner Agreement form be completed by the business entity that is the source for the claim data. The source is usually the Claim Administrator handling the claim but the source may be the insurance carrier or a self-insured or non-insured if a Third Party Administrator is handling the claim on their behalf. Complete the Trading Partner Agreement **immediately** and send the Agreement to the SBWC EDI Coordinator (either via fax or e-mail).

A sample Agreement form follows on the next page for illustrative purposes only. Note that it portrays a partnership agreement between SBWC and a fictitious carrier. A blank SBWC EDI Trading Partner Agreement for your use is included following the illustrative sample. You may remove it from the Guide or you may photocopy it from the Guide and use the photocopy. Or, a blank form can be downloaded from the SBWC web site, printed and used for the same purpose. If the SBWC EDI Test Coordinator has not received a signed and dated Agreement two weeks prior to your mandatory scheduled test date the Test Coordinator will contact you to determine the status of your Trading Partner Agreement.



State Board of Workers' Compensation

EDI Trading Partner Agreement Example

This is an agreement between the parties named below to use Electronic Data Interchange (EDI) technologies and techniques for the purpose(s) and objective(s) set out below or as amended from time to time in writing by mutual agreement and such further purposes and objectives as the parties may agree in writing from time to time with reference to this Agreement.

1. **Parties.** The parties to this agreement are: Georgia State Board of Workers' Compensation (hereafter SBWC); and The ABC Insurance Company of Topeka, Georgia (Partner Company) and all other companies within the (Partner Company) authorized to write WC insurance or provide insurance related services (hereafter Reporter).
2. **Purpose.** Reporter is either required to file or may be allowed by law or regulation to file for itself or on behalf of customers or clients a First Report of Injury and Subsequent Report of Injury to the SBWC. The Objective is to initiate, implement, and maintain First Reports of Injury and Subsequent Reports of Injury through electronic filing.
3. Both agree that the Objective is lawful and performance hereunder shall be deemed complete performance of the parties' obligations under any law or regulation governing the Objective. This document shall be deemed to fulfill any requirement on the part of the Reporter to apply to SBWC or any related governmental entity for permission to file information electronically.
4. Exhibit A, annexed and incorporated in this Agreement, sets forth the following mutually agreed elements of the arrangement between the parties.
 1. The schedule form, including data element definitions, and format of the data transmissions from the Reporter, including original submissions and corrections or resubmissions as needed (data transmissions).
 2. The test and implementation plan and schedule under which the parties will prepare to send and receive data from each other.
 3. The schedule, form, including data element definitions, and format of data transmissions from the SBWC, including acknowledgments, notices of error or notices of acceptance as applicable (data transmissions).
 4. The Value Added Network (VAN) or other data transport vendor or method that will be used to transmit and receive data transmissions.
 5. The allocation of data transmission costs between the parties.
5. Each party shall retain the content of data transmissions in confidence to the extent required by law.



Agreed this 12th day of June 2003 for the parties by their duly authorized or lawfully empowered representatives.

J. Paul Jones

P.T. Administrator

(signature)

(signature)

J. Paul Jones

P.T. Administrator

(name)

(name)

Branch Claim Manager

Director

(title)

(title)

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State Board of Workers' Compensation

EDI Trading Partner Agreement

This is an agreement between the parties named below to use Electronic Data Interchange (EDI) technologies and techniques for the purpose(s) and objective(s) set out below or as amended from time to time in writing by mutual agreement and such further purposes and objectives as the parties may agree in writing from time to time with reference to this Agreement.

1. **Parties.** The parties to this agreement are: Georgia State Board of Workers' Compensation (hereafter SBWC); and _____ (Partner Company) and all other companies within the (Partner Company) authorized to write WC insurance or provide insurance related services (hereafter Reporter).
2. **Purpose.** Reporter is either required to file or may be allowed by law or regulation to file for itself or on behalf of customers or clients a First Report of Injury and Subsequent Report of Injury to the SBWC. The Objective is to initiate, implement and maintain First Report of Injury and Subsequent Report of Injury through electronic filing.
3. Both agree that the Objective is lawful and performance hereunder shall be deemed complete performance of the parties' obligations under any law or regulation governing the Objective. This document shall be deemed to fulfill any requirement on the part of the Reporter to apply to SBWC or any related governmental entity for permission to file information electronically.
4. Exhibit A, annexed and incorporated in this Agreement, sets forth the following mutually agreed elements of the arrangement between the parties.
 1. The schedule form, including data element definitions, and format of the data transmissions from the Reporter, including original submissions and corrections or re-submissions as needed (data transmissions).
 2. The test and implementation plan and schedule under which the parties will prepare to send and receive data from each other.
 3. The schedule, form, including data element definitions, and format of data transmissions from the SBWC, including acknowledgments, notices of error or notices of acceptance as applicable (data transmissions).
 4. The Value Added Network (VAN) or other data transport method or carrier that will be used to transmit and receive data transmissions.
 5. The allocation of data transmission costs between the parties.
5. Each party shall retain the content of data transmissions in confidence to the extent required by law.



Agreed this ____ day of _____ 200_ for the parties by their duly authorized or lawfully empowered representatives.

(signature)	(signature)
(name)	(name)
(title)	(title)

A.1. The Reporter and SBWC agree to use the national EDI standards for First and Subsequent Reports of Injury, Release I, established by the International Association of Industrial Accident Boards and Commissions, in any available format (i.e. flat file).

B.1. The Project will commence with the transmission of the version of the First Report Injury defined per paragraph C3 below on _____. During the testing phase, the Reporter will be required to file paper forms in addition to the electronic transmission of records. Once the testing requirements are met, the Reporter will no longer be required to file paper forms with the SBWC. If the Reporter's customers are required to file a paper copy of the First Report, the SBWC agrees to waive the requirement for all reports made to the SBWC by the Reporter on behalf of its customers.

B.2. The parties will perform a test of the reporting system. The test will determine whether the transmission mechanism is acceptable. Acceptance will occur when the parties agree that 85% of all electronic first reports (a) meet or pass all technical requirements for the test period, which shall be no longer than four (4) consecutive weeks. The term of the test will not exceed 90 days unless an extension is agreed to between the parties.

C.1. The format of data elements and definitions will conform to the International Association of Industrial Accident Boards and Commissions (I.A.I.A.B.C.) data dictionary as it is today and as amended from time to time and approved by the I.A.I.A.B.C. or as otherwise agreed between the parties in writing.

C.2. The transmission of data will occur on _____ of each week from the Reporter or as otherwise agreed and will be received by the SBWC within the following business week.

C.3. The data elements for the First and Subsequent Reports and their priority are found on the attached trading partner table. ([FROI Element Requirements Table](#) and [SROI Element Requirements Table](#)) Additional tables for other reports and forms can become part of this agreement by mutual agreement between the parties.

C.4. Any error in transmission will be timely identified by the SBWC, but not greater than five (5) business days.

D.1. Transmission will be accomplished via the Value Added Network (VAN) or web as agreed between the parties from time to time.

E.1. The Reporter shall pay transmission cost for all reports being sent to the SBWC. SBWC shall not bear the costs of any transmissions to the Reporter; Reporter shall pay transmission costs for all reports sent by SBWC to the Reporter.



4.3. Trading Partner Profile

The Trading Partner Profile is designed to document identification and contact information for each trading partner providing data to the SBWC. In the Trading Partner Type section, check all the descriptors that apply to the partner identified in the next section of the form. For example, if the trading partner is a carrier insuring some claims but is also acting as a third party administrator on other claims, the partner should at least check both "Insurer" and "Third Party Administrator."

The Sender ID, a composite of FEIN (Federal Employer Identification Number) and the 9-digit Postal Code (Zip+4) in the trading partner address field will be used to identify a unique trading partner. The Sender ID FEIN and Postal Code should be the same as those that the partner will use as the Sender ID in the Header Record of all of its EDI transmissions.

The Contact Information section provides the ability to identify individuals within the trading partner's organization who can be used as the main contacts for the Trading Partner Agreement. Two types of contacts should be identified: one for business practices and issues, and one for technical issues.

To download a copy of the Trading Partner Profile, please use the following link:
[..\Applications\GA TP Profile Application.doc](#)

4.4. Transmission Profile

The Transmission Profile is divided into two parts, the Receiver's Specifications and the Sender's Specification. The Receiver (SBWC) completes the Receiver's Specifications, indicating all the Receiver's requirements and, where applicable, the supported options from which a Sender (Trading Partner) can select. The Receiver's Specification will be provided to the Sender to reference while completing the Sender's Response. Where the SBWC has provided options, the Sender should make their selection. The Sender should return the Transmission Profile to the SBWC no later than X.

One profile should be completed for each set of transactions with common transmission requirements. Need to provide specific instructions here... Is there a timeframe within each group for when the profile should be completed?

To download a copy of the Transmission Profile, please use the following link:
Need link



5. EDI Testing and Production Readiness

The SBWC will conduct its EDI pilot testing with a subset of trading partners during the 4th quarter of 2007. Following that testing phase, the Board will begin testing and production implementation activities for all trading partners. Partners will be assigned to one of three groups. Please see section 4.1, *Application for EDI Partnership*, for instructions on how to apply to one of the three groups.

The objective of testing is to confirm that both parties are adhering to the requirements documented in the Trading Partner Agreement and that the EDI interface is working properly and the data accuracy meets the minimum standards. Testing will continue until the trading partner's submissions meet the standard set forth in the Trading Partner Agreement.

Success criteria for testing will include the following:

- Transmission protocols (FTP) are functional for submissions and acknowledgements
- Sender/Receiver identifiers are correct as per the Trading Partner Profiles
- Batch submissions are organized properly
- Claim files are formatted properly and contain accurate data

5.1. Test Preparation

Two weeks prior to the first day of the scheduled test period, the trading partner must complete and submit the Trading Partner Agreement, Trading Partner Profile, and Transmission Profile (Sender's Specification) to the SBWC EDI Specialist. Please see Section 3, *Important Contact Information* for contact details. The SBWC EDI Specialist will communicate next steps for submitting data and coordinate all testing activities with the trading partner.

5.2. Create a Test File

A test file containing one or more batches and representing the widest selection of MTC codes applicable to a given trading partner should be developed using either "real" or "fictitious" data.

5.3. Submit the Test File

The test file should be sent via FTP to the assigned SBWC FTP server using the login credentials supplied by the SBWC EDI Specialist and in accordance with the EDI transmission requirements. Please see Section 6.5, *FTP Requirements* for more details.

5.4. First Level Test (Batch and Transaction)

The purpose of the First Level Test is to ensure that the trading partner and the SBWC are "communicating properly" with each other and in accordance with the Trading Partner Agreement. The test focuses primarily on the transmission of EDI files between both parties as well as the general structure of the files to ensure they can be "read" upon receipt. Testing at the first level encompasses batch and transaction level validation.

Batch Level Validation:

- Header Record - Verifies that all mandatory data elements are present and that the Sender ID is appropriate. Further, this test validates the transmission date, time, and interchange version and rejects duplicate batches.



- Batch Structure - The structure of the batch will be interrogated to properly identify the types of transactions contained within the batch (FROI, SROI, and Trailer).
- Trailer Record - Verifies that all mandatory data elements are present and contain valid formats and values.

Transaction Level Validation:

- Sender/Claim Administrator Relationship - Verifies that the Sender ID is authorized to submit filings on behalf of the carrier in the transaction. If authorization does not exist, the transmission will be rejected.
- Record Relationship - Validates the relationships between the 148 and R21 or A49 and R22 records.
- Match Data/Duplicate Transactions - Tests to see if a FROI "OO" transaction results in a new claim or duplicate of an existing claim. Similarly, the process will test a SROI transaction to determine if a corresponding FROI already exists. Transactions failing these tests will be rejected.

5.5. Second Level Test (Regulatory)

Once the FTP transmission process has been successfully completed, FROIs and SROIs will be tested for data accuracy. For the purpose of this document, data accuracy is defined as EDI transmissions that are complete (all required data is present) and accurate (the data is free from errors and is appropriate for the field in which it resides).

Regulatory Level Testing:

- Format Editing - SBWC jurisdiction specific editing will be performed at this level. Required/Expected/If Available data elements as indicated in the Element Requirement Table will be interrogated for validity. Edit failure at this level will result in a TE (Transaction Accepted with Errors) acknowledgement code depending upon the specified requirement code.
- SBWC Jurisdiction Expected/If Available Requirement - Once an expected data element meets the format rules, the data will be edited for jurisdiction specific values. The checks are specified in the associated Edit Matrix Table.
- Data Element Relationship - Some data values may be dependent on the value of another data element. These requirements are presented on the Element Requirement Table and Edit Matrix. Failure of necessary relationship edits may result in errors.

5.6. Verify Acknowledgement

Once all the transactions within a batch have been tested according to SBWC jurisdiction requirements and the IAIABC Implementation Guide Release 3.0 standards, an Acknowledgement file will be created and copied to the WorkOutBox folder on the FTP server. See Section 6.5, *FTP Requirements* of this guide for more details on the FTP folder structure. It will be the trading partner's responsibility to monitor or "poll" the assigned WorkOutBox folder for the Acknowledgement file and take any corrective action.

5.7. Resubmit Until Acknowledgement Errors are Corrected

Any errors or issues identified in the Acknowledgement file should be addressed by the trading partner. An updated test file, containing any updates or revisions should be



produced and resent until the test file is accepted and deemed to meet the Trading Partner Agreement standard for data quality.

5.8. Production Ready

Once a trading partner successfully completes the First and Second Level testing, the SBWC will approve the partner as "Production Ready". The SBWC will provide a written authorization for the trading partner to begin sending FROIs and SROIs electronically. It is important to note that trading partners will be required to maintain the minimum level of data accuracy after they are certified production ready. Failure to maintain the minimum accuracy level will result in the trading partner being placed back in "Test" status.

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6. EDI Technical Requirements

All files submitted to the SBWC must be in flat (.txt) format. The following section details the possible EDI reports, Claim Event Table, Element Requirements Table, Edit Matrices, and FTP Requirements for EDI submissions.

6.1. EDI Reports

The IAIABC EDI standards associate state EDI reporting requirements to claim processing events. Each report or transaction is named for the claim event it represents: Original, Change, Denial, Correction, Suspensions, Reinstatements, etc. Each report is also assigned a Maintenance Type Code (MTC) to meet the technical processing requirements. Report name and MTC code may be used interchangeably throughout this guide. The SBWC provides for over thirty claim administration events (MTCs) including six of the available First Report (FROI) MTCs and twenty seven Subsequent Report (SROI) MTCs as listed below.

First Reports (Name and MTC):

Original First Report of Injury (00)
Change (02)
Denial (04)
Acquired Unallocated (AU)
Correction (CO)
Upon Request (UR)

Subsequent Reports (Name and MTC):

Change (02)
Denial (04)
Acquired/Payment (AP)
Change in Benefit Amount (CA)
Change in Benefit Type (CB)
Compensable Death (CD)
Correction (CO)
Employer Paid (EP)
Employer Reinstatement (ER)
Final (FN)
Initial Payment (IP)
Partial Denial (PD)
Payment Report (PY)
Reinstatement of Benefits (RB)
Reduced Earnings (RE)
Suspension, RTW, or Medically Determined/Qualified RTW (S1)
Suspension, Medically Non-compliance (S2)
Suspension, Administrative Non-compliance (S3)



Suspension, Claimant Death (S4)
Suspension, Incarceration (Post Conviction) (S5)
Suspension, Claimant's Whereabouts Unknown (S6)
Suspension, Benefits Exhausted (S7)
Suspension, Jurisdiction Change (S8)
Suspension, Directed by Jurisdiction (SD)
Suspended, Pending Appeal or Judicial Review (SJ)
Upon Request (UR)
Volunteer (VE)

6.2. Claim Event Table

The Claim Event Table is designed to provide information necessary for the Sender (Claim Administrator) to understand the Receiver's (SBWC) EDI reporting requirements. It associates the required EDI reports to claim events and defines the timing and circumstances for Claim Administrators to report those events. The claim requirements may include legislative mandates affecting different reporting conditions and may be based on various criteria. The SBWC uses and controls the table to convey the level of EDI reporting that it currently accepts.

The event table contains the following data elements:

- Report Type
- Maintenance Type (Code and Description)
- Event Rule (Criteria, From, Thru)
- Report Trigger (Criteria, Trigger Value)
- When is the Report Due? (Value, Due Type, From)
- Paper Form(s)
- Receiver

A copy of the Claim Event Table may be downloaded from the SBWC's website at the following URL:

http://sbwc.georgia.gov/00/channel_title/0,2094,11394008_65261421,00.html.

6.3. Element Requirement Table

The list of potential data elements that the SBWC requires is listed in the Element Requirement Table. This table lets the Claim Administrator know the SBWC's data element requirements. There is a separate Element Requirement Table for FROIs and SROIs and each table lists the data element requirements for each report/record based on the point in time that the data was required by statute, rule, or current version of EDI. If a data element has not always been required to be reported, but is required now, it will be listed as Mandatory Conditional (MC) on the table with additional information listed in a section at the end of the table (business conditions) identifying the start date that the data element is mandatory. Prior to that date, the data element is considered Not Applicable (NA).

The event tables contain the following data elements:

- Record
- DN#



- Data Element Name
- MTC (FROI, SROI)

Copies of the FROI & SROI Element Requirements Tables can be downloaded from the SBWC's website at the following URL:

http://sbwc.georgia.gov/00/channel_title/0,2094,11394008_65261421,00.html.

6.4. Edit Matrices

The Edit Matrix is used by Claim Administrators to identify which data elements have edits applied to them as well as associated standard error codes. The Edit Matrix consists of five components:

- Data Element Name
- DN#
- Error Code
- Error Code Description
- MTC (FROI, SROI)

The SBWC provides Edit Matrices for each of the following reports:

- FROI-148
- FROI-R21
- SROI-A49
- SROI-R22

Copies of the Edit Matrices can be downloaded from the SBWC's website at the following URL: http://sbwc.georgia.gov/00/channel_title/0,2094,11394008_65261421,00.html.

6.5. FTP Requirements

EDI Trading Partners will be required to submit worker's compensation reports to the SBWC using the SSL/FTP Method and are expected to have an FTP program (or service provider) capable of connecting to the SBWC's SSL FTP server using one of the following certificate methods: AUTH SSL, AUTH TLS-P, AUTH TLS, or AUTH TLS-C. The EDI Specialist will provide detailed instructions to trading partners on how to obtain and configure the necessary SSL certificate. In addition, the following steps should be completed before sending EDI files to the SBWC.

6.5.1. Create FTP Account

As part of the trading partner enrollment process, the SBWC will create an FTP account for each prospective trading partner (See Section 4, *Becoming an EDI Trading Partner* of this guide for details on how to become a trading partner). A trading partner id and password will be created and communicated by the SBWC EDI Specialist along with establishing a secure FTP account.

6.5.2. Create File Folder Structure

For each FTP account, the SBWC will create a "WorkInBox", "WorkOutBox", and "Archive" folder. The trading partner will transmit files into the WorkInBox folder and retrieve acknowledgement files in the WorkOutBox folder. It will be the trading partner's responsibility to "poll" the WorkOutBox folder for acknowledgement files from the SBWC. Copies of all submitted files will be placed in the Archive folder for a period of "X" before being **deleted/archived to external media?**



6.5.3. Establish File Properties

EDI files should be transmitted in flat file (.txt) format and should not be compressed or encrypted. Files should have a consistent naming format consisting of the following: XXXXXX_SBWC_FTT_YYYYMMDD_HHMMSSZ.TXT where;

XXXXXX = the trading partner id number assigned by the SBWC,

SBWC = is a hard coded value designating the recipient as the Georgia SBWC,

F = Form type (F for FROI, S for SROI),

TT = MTC code,

YYYYMMDD = 4 digit year, 2 digit month, and 2 digit day values for when the file was submitted,

HHMMSS = hour minute second of the file submission, and

Z = test or production status (T or P).

7. Preparing Your Organization for EDI

The SBWC provides the following recommendations for organizations interested in submitting workers' compensation reports via EDI. For a complete listing of EDI implementation best practices, please visit the IAIABC website at <http://www.iaabc.org/edi/default.asp>.

7.1. Obtain a copy of the IAIABC EDI Release 3 Implementation Guide and Supplement

The Release 3.0 June 1, 2006 version of the IAIABC's *EDI Implementation Guide* and *Supplement* contains the most current information on submitting worker's compensation claim data and is the standard by which the SBWC intends to carry out its EDI initiative. Please visit their website at <http://www.iaabc.org/edi/implementation.asp> for a copy of the guide or other publications that may assist you in implementing the Georgia SBWC EDI requirements.

Georgia State Board of Worker's Compensation's *EDI Implementation Guide* (this guide) is intended to provide supplemental information and is to be used in conjunction with the IAIABC Release 3 Implementation Guide.

7.2. Assign an EDI Coordinator

This person will be responsible for serving as the liaison to the SBWC throughout the EDI implementation process and should be authorized to enter into the Trading Partner Agreement as well as speak to business and technical issues.

7.3. Review the SBWC Data and Technical Requirements

- Conduct an in-depth review of all data elements to be transmitted using the data elements list and definitions in the IAIABC EDI Implementation Guide.
- Identify SBWC reporting requirements for each data element using the provided Edit Matrix, Event, and Element Requirements Tables. Please visit the SBWC website at: http://sbwc.georgia.gov/00/channel_title/0,2094,11394008_65261421,00.html for copies of these documents.
- Review the definition of each data element. Note the difference between these definitions and those of your organization.



- Note those elements not captured by your database in case they need to be added.
- Determine if changes to paper (hard copy) forms are needed to become complaint with the IAIABC standards.
- Conduct an in-depth review of the Maintenance Type Codes (MTCs) and compare them with your reporting requirements.
- Examine your current hardware and software capabilities for conducting EDI and consider available vendor software or services as necessary. Purchase or develop in-house software or use third-party services to convert your paper reports to electronic files and transmit the information to the SBWC making sure that the transmission protocols match the Trading Partner Agreement.

7.4. Complete the Required Trading Partner Documents

This includes the Application for EDI Partnership, Trading Partner Agreement, Trading Partner Profile, and Transmission Profile. Copies of all of these documents can be downloaded from the SBWC's website at <http://sbwc.georgia.gov>. Please see Section 4, *Becoming an EDI Trading Partner* in this guide for more details on how to complete the necessary Trading Partner documents.

7.5. Complete First and Second Level Testing

Complete the necessary testing steps to be confirmed "production ready". Please see Section 5, *EDI Testing and Production Readiness* in this guide for more details on how to complete First and Second Level testing.

7.6. Ensure that EDI Submissions Adhere to Data Accuracy Standards

Once you are in production, it is important that all EDI submissions maintain the data accuracy levels required by the SBWC. Failure to adhere to those requirements may result in a trading partner being returned to "Test" status.

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8. Frequently Asked Questions And Answers (FAQ'S)

8.1 Frequently Asked Questions and Answers

Frequently Asked Questions about the Georgia Workers Compensation EDI Program

The Georgia Division of Workers Compensation appreciates continuing input from current and potential trading partners regarding our EDI program. Past input has raised important issues and in response Georgia SBWC has continued its efforts to clarify, or even rethink its requirements.

If you have a question which is not stated in this FAQ and feel it would be helpful to include it, send your suggestions to the Division by regular mail, e-mail, or fax. Periodically, we will be updating the set of Frequently Asked Questions found on this page.

[Question: Does the First Report of Injury, get sent for all claims \(medical-only as well as indemnity\)? Do all incidents, regardless of medical aid, get reported via EDI?](#)

Answer: An EDI FROI will have the same requirements as the paper FROI (for medical only). The FROI must be sent after 21 days of injury, if not there is a penalty. After the FROI has been accepted the SROI should be filed within 48 hours.

[Question: Is EDI now mandatory in Georgia? When will it be mandatory?](#)

Answer: EDI is not mandatory in Georgia at this time. Georgia's Integrated Claims Management System (ICMS) will use Release 3 of the IAIABC's Electronic Data Interchange (EDI) standards as a way to enter First Reports of Injury (FROIs) as well as Subsequent Reports of Injury (SROIs). At the end of this eighteen month period, no more paper WC-1s, WC-2s, WC-3s, or WC-4s will be accepted by the Board. Electronic filing for all Insurers and Self Insurers will be mandatory by 2nd Quarter 2009.

[Question: What Industry Codes \(DN0025\) will Georgia accept?](#)

Answer: Georgia accepts the Standard Industry Code (SIC 1987) and both the 1997 and 2002 North American Industrial Classification System Codes (NAICS).



Question: Do you have a list of approved vendors?

Answer: The Board expects many organizations will want to use consolidators, organizations that can accept data and pass it successfully via EDI transmissions to the Board. Consequently, we expect consolidators to be among the first approved to use EDI at SBWC. We will post on our web site (www.sbwc.georgia.gov) those consolidators that are approved as EDI submitters.

Question: Do we submit an EDI Subsequent Report of Injury (SROI) on claims for which we previously submitted a paper Employer's Report of Accident (a paper FROI)?

Answer: No, EDI is forward going only. EDI SROIs can only be submitted if you have filed an EDI First Report; this conditional requirement covers medical-only annuals (ANs) as well.

Question: What are the procedures for becoming an EDI Trading Partner?

Answer: During the 4th quarter 2007 the Georgia Board is testing and finalizing the computer programs that support EDI. While changes are still being made, we are optimistic that we will be able to release these products to our external customers this fall. The Board will be conducting Pilot testing during 4th quarter 2007. If you are interested in being a part of the Pilot testing, we are accepting applications until November 1, 2007.

Sign Up for EDI Partnering (due November 1st, 2007)
Application Form

Below is a Quick Reference List of topics and page numbers in the Georgia SBWC EDI Implementation Guide that may be the most helpful in getting started with your EDI implementation process.

Quick Reference List

Page 5	EDI Overview
Page 6	Definitions
Page 9	Important Contact Information
Page 10.....	Becoming An EDI Trading Partner
Page 12.....	EDI Testing and Production Readiness
Page 15.....	EDI Technical Requirements
Page 18.....	Preparing Your Organization for EDI

Georgia Trading Partner Documents

This includes the Application for EDI Partnership, Trading Partner Agreement, Trading Partner Profile, and Transmission Profile. Copies of all of these documents can be downloaded from the Georgia SBWC's website at <http://sbwc.georgia.gov>. Please see Section 4, Becoming an EDI Trading Partner in this guide for more details on how to complete the necessary Trading Partner documents



[Question: Where can I find the Georgia EDI Implementation Guide?](#)

Answer: The Georgia EDI Implementation Guide is only available on our web site at ([www...html](#))

[Question: How do I contact someone at the State of Georgia who deals with EDI?](#)

Answer: Please email us at: edi@sbwc.ga.gov.

[Question: What other resources are there for doing EDI with the State of Georgia?](#)

Answer: The Georgia EDI Implementation Guide at http://sbwc.georgia.gov/00/channel_title/0,2094,11394008_65261421,00.html lists many of the options available, or see contact information at bottom of page.

[Question: Where can I find the IAIABC Release 1 Implementation Guide?](#)

Answer: Presently Georgia SBWC is using the IAIABC Release 3 Implementation Guide. [http://www.iaabc.org/edi/implementation_docs/release3.0/Release%203%20\(09-15-07\)%20final.pdf](http://www.iaabc.org/edi/implementation_docs/release3.0/Release%203%20(09-15-07)%20final.pdf)

[Question: Where do I find the Data Dictionary?](#)

Answer: The Data Dictionary can be found in Section 6 of the IAIABC Release 3 Implementation Guide <http://www.iaabc.org/edi/implementation.asp>).



Question: I am currently working with the people at the Georgia Municipal Association (GMA) to assist them with the implementation of filing their worker's compensation information via EDI. I have looked over your site but can't seem to find all the technical information that I need. Who would I contact in order to get this technical information?

Answer: Please refer to
http://sbwc.georgia.gov/00/channel_title/0,2094,11394008_65261421,00.html ,
if you still require assistance please contact us via email at edi@sbwc.ga.gov.

Question: I have a question regarding GA EDI implementation. I am looking at the testing schedule and I see that there are three groups with different timetables. Can we as a company choose or request which group and timetable to participate in? Will it be possible to know our group before the December 1 date? If we choose or are placed in a later group, will we have to file electronic reports prior to our go live date?

Answer: **PAM???**

Question: I am looking for some clarification on your states EDI reporting requirements. I am looking for what we need to report if we do not have a claimant's social security number. Is the next step to use a green card or passport number? If none of the above are available what should we report? Thank you for your assistance with this matter.

Answer: You cannot file using EDI if there is not a valid Social Security Number, you must file that claim via paper.

Question: Express Scripts is a mail order pharmacy that provides drugs for workers compensation claims. Would we be required to send our pharmacy claims information to you through EDI transactions? We currently send our pharmacy claims information to Texas & California.

Answer: No you would not be required to send your pharmacy claims information to SBWC through EDI.

Question: Will Phase 4 be for EDI submissions of Indemnity claims only, or Medical claims only, or both?

Answer: **PAM???**



[Question: Is the state providing a value table listing all valid codes state will accept?](#)

Answer: Please use the IAIABC EDI Implementation Guide for First, Subsequent, Acknowledgement Detail, Header, & Trailer Records TABLE 1: FIPS (Federal Information Processing Standards) Codes (DN04 Jurisdiction) Alpha State Codes for the States and the District of Columbia

For assistance, contact us via Email at edi@sbwc.ga.gov

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9. SBWC Forms

These example forms show DN fields that should be included in the Form.

- 9.1 WC-1 [..\..\EDI_forms\WC-1Final.pdf](#)
- 9.2 WC-2 [..\..\EDI_forms\WC-2Final.pdf](#)
- 9.3 WC-2A [..\..\EDI_forms\WC-2AFinal.pdf](#)
- 9.4 WC-3 [..\..\EDI_forms\WC-3Final.pdf](#)
- 9.5 WC-4 [..\..\EDI_forms\WC-4Final.pdf](#)

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