

# **GEORGIA STATE BOARD OF WORKERS' COMPENSATION**

## **EDI IMPLEMENTATION GUIDE (UPDATED)**

In the State of Georgia, we accept workers' compensation filings via three (3) different methods: online through our Integrated Claims Management System (ICMS); EDI; or in paper.

For more information regarding online access to ICMS, please send an email to [ICMSTraining@sbwc.ga.gov](mailto:ICMSTraining@sbwc.ga.gov).

For more information regarding filing via EDI, please continue to read below.

### **What is EDI?**

EDI stands for Electronic Data Interchange and is the computer-to-computer exchange of standardized business data. At the GA SBWC, EDI refers to the electronic transmission of First Report of Injury (FROI) and Subsequent Report of Injury (SROI) information by claims administrators. The GA SBWC uses the IAIABC Claims Release 3.0 standard.

<https://www.iaabc.org/iaabc/default.asp>

### **Important Contact Information**

Website: <https://sbwc.georgia.gov/icms/edi-implementation>

Mail: Georgia State Board of Workers' Compensation  
ATTN: EDI UNIT  
270 Peachtree Street NW  
Atlanta, GA 30303

Phone: 404-656-3818

800-533-0682 (toll free)

Email: [EDI@sbwc.ga.gov](mailto:EDI@sbwc.ga.gov)

## **HOW TO BECOME AN EDI TRADING PARTNER**

**\*\*\*PLEASE NOTE\*\*\*** Prior to becoming an EDI trading partner, the claims office/location must have previously been added to the ICMS database and must be appropriately licensed through the Georgia Office of the Insurance Commissioner (<https://www.oci.ga.gov/home.aspx>).

In Georgia, it is the responsibility of the insurer/self-insurer/group fund to let the Board know which claims offices/locations are authorized to administer claims on their behalf. If an insurer/self-insurer/group fund has not filed the appropriate licensure document(s) to add your company as a designated claims office, the insurer/self-insurer/group fund will need to handle that prior to starting the process to become an EDI trading partner.

1. Select an EDI vendor. A list of approved vendors/service providers is listed on our website: <https://sbwc.georgia.gov/icms/edi-implementation/edi-service-providers>.
2. Execute the EDI Trading Partner Profile and the Trading Partner Insurer ID List which may be found on our website: <https://sbwc.georgia.gov/icms/edi-implementation/edi-trading-partner-forms> and return to the SBWC EDI department. **\*\*\*PLEASE NOTE, IT MAY TAKE UP TO 30 DAYS TO PROCESS THE TRADING PARTNER DOCUMENTATION.** Once approved, a representative of the SBWC EDI department will confirm with the contact person provided on the trading partner profile.

## **PREPARING YOUR ORGANIZATION FOR EDI**

Review the Board's Data and Technical Requirements: <https://sbwc.georgia.gov/icms/edi-implementation>.

- Conduct an in-depth review of the Event Table, Element Requirement Table and Edit Matrix to learn the Board's data reporting requirements.
- Take special note of the Board Form equivalent of the EDI MTC's to ensure compliance with statutory filing and notice requirements for each.
- Please ensure data quality standards when reporting information to the Board via EDI. This continues to be a significant issue for new and existing EDI trading partners. When we identify a data quality issue with an existing EDI trading partner, we will reach out directly and work with them to resolve the data quality issues over a period of 3 months. If there is still no improvement at that time, the Board may temporarily or permanently suspend the trading partner's ability to file via EDI.

## **FOR EDI VENDORS/EDI SERVICE PROVIDERS**

If you would like to become an approved EDI vendor/service provider, please contact our EDI department at [EDI@sbwc.ga.gov](mailto:EDI@sbwc.ga.gov).

Execute and submit to the Board the Trading Partner Agreement and EDI Transmission Profile (<https://sbwc.georgia.gov/icms/edi-implementation/edi-trading-partner-forms>).

### **FTP Requirements**

EDI vendor/service providers will be required to submit workers' compensation reports to the Board using the Secure FTP Method and are expected to have an FTP program capable of connecting to the SBWC Secure FTP server using FTP/Implicit SSL. In addition, the following steps should be completed before sending EDI files to the Board.

- **Create FTP Account**  
As part of the EDI vendor/service provider enrollments process, the Board will create an FTP account for each prospective EDI vendor/service provider. An ID and password will be created and communicated by the Board's EDI department along with establishing a secure FTP account.
- **Create File Folder Structure**  
For each FTP account, the SBWC will create a "WorkInBox," "WorkOutBox," and "Archive" folders. The EDI vendor/service provider will transmit files into the "WorkInBox" folder and retrieve acknowledgement files in the "WorkOutBox" folder. It will be the EDI vendor/service provider's responsibility to "poll" the "WorkOutBox" folder for acknowledgment files provided by the Board. Copies of all submitted files will be placed in the "Archive" folder for a period of 30 days after the acknowledgements have been created.
- **Establish File Properties**  
EDI files should be transmitted in flat file (.txt) format and should not be compressed or encrypted.

The file will have the following format: YYYYMMDD\_XXXXXX\_SBWC\_Z\_F\_HHMMSSZ.TXT where;

YYYYMMDD	= 4 digit year; 2 digit month; 2 digit day for the date the file was transmitted
XXXXXX	= EDI vendor/service provider ID number assigned by the Board
SBWC	= hard coded to be SBWC
Z	= status: T (test status) or P (production status)
F	= Form type: F (FROI) or S (SROI)
HHMMSS	= hour, minutes, and seconds for time when file was transmitted
TXT	= file extension for text files

### **Testing**

Complete necessary testing steps as determined by the Board’s EDI department to fulfill requirements relating to the following: batch and transaction; regulatory; and acknowledgement processing. At the end of a successful testing period, the EDI vendor/service provider will be deemed “production ready,” and will be approved to start filing via EDI in production.