

EDI Trading Partner Agreement



Workers' Compensation Claims Assistance Bureau/Data Management Unit

ELECTRONIC DATA INTERCHANGE (EDI) TRADING PARTNER AGREEMENT

Objective: To initiate, implement and maintain First Reports of Injury (FROI) and Subsequent Reports (SROI) through electronic filing.

We, the undersigned, as representatives of our respective organizations, corporations or governmental entity, do hereby agree to the following:

1. The Montana Department of Labor and Industry, Employment Relations Division ("the Division") is the regulatory agency for workers' compensation and occupational disease laws in Montana. _____ is an insurer providing workers' compensation insurance in Montana or the third party administrator for an insurer. The Division, the receiver, and _____, the sender, agree that the sender will report workers' compensation information to the receiver via the national standards for Electronic Data Interchange (EDI) developed by the International Association of Industrial Accident Boards and Commissions (IAIABC) EDI Project.
2. You are a (circle one) mandatory/voluntary Trading Partner. This agreement will commence upon the approval of the Division's Claims Assistance Bureau, Data Management Unit Supervisor, as demonstrated by his/her signature on this document.
3. The Trading Partners agree to use the IAIABC Claims Release 1 Flat File format.
4. The Trading Partners will perform a test of the reporting system to determine whether the transmission mechanism is acceptable. Trading Partners must meet all technical requirements as outlined in the State of Montana, EDI Implementation Guide. The term of the test is sixty days from the commencement of this agreement unless the Division approves an extension.
5. Once the testing requirements are met and production status granted the sender is no longer required to file paper forms.

6. Once production status is granted, the sender is required to maintain a 95% acceptance rate.
7. The format of data elements and definitions will conform to the IAIABC data dictionary, including future amendments, unless otherwise agreed between the Trading Partners. The Division will provide the sender with a minimum of thirty days notice prior to implementing amendments.
8. Technical requirements, data elements, and codes specific to Montana are found in the State of Montana EDI Implementation Guide.
9. Any error in transmission will be timely identified by the Division, and sent to the sender via the acknowledgment record. The sender will correct the identified errors and resubmit the record within 14 days of receiving the acknowledgment record.
10. The sender will pay any and all EDI transmission costs.
11. This agreement may not be modified or terminated except by the written agreement of the Trading Partners, with either party giving at least thirty days written notice to the other party.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as dated below:

Trading Partner

Name and Title

Address

City, State Zip Code

Phone

Fax

e-mail

Signature

Date

Doug Roope, Unit Manager, Data Management
Montana Department of Labor and Industry
Employment Relations Division
1805 Prospect
Helena, MT 59601
Ph: (406) 444-1600
Fax:(406) 444-4140
Email: doug.roope@mt.gov

Signature

Date