Montana Department of
LABOR & INDUSTRY
Employment Relations Division

STATE OF MONTANA

EDI Implementation

Guide

State of Montana
Department of Labor and Industry
Employment Relations Division
Data Management Unit
1805 Prospect Avenue, Helena MT 59601

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***This guide contains Montana specific EDI information. It is a companion to the International Association of Industrial Accident Boards and Commissions (I.A.I.A.B.C), E.D.I. Implementation Guide, Release 1. You may download the I.A.I.A.B.C. E.D.I. Implementation Guide from their web site: www.iaiabc.org or you may contact them: I.A.I.A.B.C. 5610 Medical Circle, Suite 14 Madison, Wisconsin 53711, Telephone: 608-663-6355, FAX: 608-663-1546

The Workers Compensation Database

In the late 1980s and early 1990s, Montana's workers' compensation system seemed to be out of control. Premiums were rising at an alarming rate, medical costs were soaring, and the courts appeared to be changing the rules on what benefits injured workers were entitled to receive. The unfunded liability at State Fund grew from tens of millions of dollars to hundreds of millions and private insurers were leaving the Montana marketplace.

Montana needed to gain better control of a program that paid out over $200 million in benefits. In order to increase control, Montana needed improved management information to focus and monitor reform efforts.

During the 1993 legislative session, Representative Chase Hibbard introduced legislation that created the workers' compensation database. The bill gave Montana its first opportunity to collect and analyze data pertaining to many areas of workers compensation.

The law mandated data collection from insurers, employers, medical providers, claimants, adjusters, rehabilitation providers and the legal profession. The data provides management information to the legislative and executive branches for the purpose of making policy and management decisions, including:

- Performance information to identify quality and cost control issues and control abuse;

- Trend information on medical, indemnity and rehabilitation costs and usage;

- Litigation and attorney involved data to identify trends, problems and costs of legal involvement.

The database was designed with input and approval of a task force comprised of adjusters, insurers, employers, legislators, State Fund, Montana Health Care Authority, the Legislative Auditor and rehabilitation providers. The task force adopted International Association of Industrial Accident Boards and Commissions (IAIABC) standards. The team accepted forms-based reporting, guided rule development and approved data elements to be collected and used in the development of both the First Report of Injury (FROI) and Subsequent Report of Injury (SROI) forms. These forms are currently used for reporting injury and benefit information to the Department of Labor and Industry (DLI) Employment Relations Division (ERD).

Initial development of the database was completed on April 17, 1995. The database now provides information from the FROI, SROI, independent contractors, Uninsured Employer's Fund, policy coverage, attorney fee agreements, and settlements.

Introduction to the Electronic Data Interchange

Electronic Data Interchange (EDI) is the computer-to-computer exchange of standard business data using telecommunications. EDI allows insurers and the Department of Labor and Industry a method of exchanging workers compensation information electronically. Many insurers nationwide use EDI routinely and ERD has worked hard to make this service available for Montana's workers' compensation system.

At this time, the Employment Relations Division (ERD) receives First Report of Injury (FROI) and Subsequent Report of Injury (SROI) information from insurers and sends electronic acknowledgments each time data is received. ERD has also implemented policy reporting through EDI Proof of Coverage in conjunction with the National Council on Compensation Insurance (NCCI).

Montana Rules mandate insurers who send 50 or more FROIs in the preceding calendar year to report electronically. Employment Relations Division also has voluntary trading partners. Regardless, insurers and third party administrators are required to sign a trading partner agreement with the Department of Labor and Industry. The agreement places them into test status. Upon successful completion of the testing requirements, the trading partner is approved to send production transactions. Trading Partners agree to maintain their EDI reporting percentage at a 95% success rate.

Getting Started

The following is a Claims Administrators Guide for how to start using EDI for reporting Montana's Workers Compensation First Reports of Injury and Subsequent Reports of Injury. The members of the IAIABC EDI Committee developed the guide for claim administrators and the Montana Department of Labor and Industry (DLI) Employment Relations Division (ERD) has modified this guide for Montana's Workers Compensation System and its needs.

The benefits to reporting EDI are:

- ❖ Improved Data Quality
- ❖ Reduction of paperwork
- ❖ Automation - Eliminates data entry
- ❖ On-line data storage
- ❖ Faster management reporting
- ❖ Automated reconciliation
- ❖ Reduced clerical workload and telephone calls/communication
- ❖ High productivity without increasing staff

More timely communications

- ❖ Rapid exchange of business data
- ❖ Elimination of mail charges, courier services
- ❖ Improved production cycle

Uniform communications with all trading partners

- ❖ Following a national standard
- ❖ Allows for inter-state comparison of data

Cost of using EDI

Your costs may vary depending on software, telecommunications, and IAIABC fees. (IAIABC has a copyright on the flat file format for EDI. Their steering committee comprised of Insurers and Jurisdictions voted to allow a yearly fee to those using this format to cover the cost of maintenance of this national standard).

Implementing EDI

Preliminary Questions

Be prepared to answer the following types of questions, which are often asked by DLI/ERD.

- ❖ Do you report to multiple states?
- ❖ Do you perform your own claims administration or do you use a third party?
- ❖ Who currently submits FROI and SROI reports to the jurisdictions?
- ❖ Do you support denials, corrections?
- ❖ Do you currently have access to a value added network or FTP transmission?
- ❖ Do you have an in-house computer system? If not, who provides your system support?
- ❖ Are you willing to commit resources to the EDI project? If not now, when?
- ❖ Do you have the EDI facilities?
- ❖ Are you transmitting EDI for any workers compensation function?
- ❖ Do you support either ANSI X12n or Flat File format?
- ❖ What telephone communications are available?

Preparation and Business Processes

- ❖ Examine and evaluate your business processes and how EDI will affect them.
- ❖ Conduct an in-depth review of all data elements using the DLI/ERD Element Table.
    - o Review the definition of each element.
    - o Note the difference between these definitions and those of your firm.
    - o Note those elements not statutorily valid on the Edit Matrix.
    - o Note those elements not captured by your database that you wish to add as enhancements.
    - o Determine if changes to hard copy forms are needed to be in alignment with the national standards.
- ❖ Identify reporting requirements for each data element.
- ❖ Conduct an in-depth review of the Maintenance Type codes (MTCs).
    - o Apply the MTCs to reporting requirements.
    - o Determine which MTCs are valid for DLI/ERD and which are not.
    - o Once you have an understanding of the MTCs you can complete the Claim Event Table.
- ❖ Review test scenarios.
    - o Determine those scenarios that are valid for DLI/ERD.

- o Determine the Data Elements and MTCs that are required for each scenario.
  - o Draft hard copies of the scenarios using DLI/ERDs forms for test validation.
- ❖ Claim Administrator trading partner(s) should begin storing live claim data as soon as they are capable for later testing.
- ❖ Return to Element Requirement Table.
- ❖ Determine which data elements should be utilized as primary and secondary match data elements; match elements will generally be mandatory on the element requirement table.
- ❖ Complete Match Data Table.
- ❖ Review each data element by MTC, decide which elements are Mandatory (M), Conditional (C), and which are Optional (O) for each MTC.
- ❖ Complete Element Requirement Table.
- ❖ There should be no indicators for those elements that are not valid for DLI/ERD but they should remain on the table.
- ❖ Return to complete the Edit Matrix Table.
- ❖ Remove other indicators for those data elements that are not statutorily valid for DLI/ERD.
- ❖ Indicate those elements that are mandatory anywhere on the Element Requirement Table.
- ❖ Review all data elements by Error Message. In other words, review all the data elements for the, 001-mandatory field not present error message, and then continue through the next error messages.

It is imperative that the tables be reviewed and completed as soon as possible in the implementation process, although time consuming.

Review criteria for moving from test status to production status. Our test standard is 95% acceptance.

Technology Solutions

- ❖ Examine and evaluate hardware and software requirements and options.
- ❖ Acquire Third Party Software to perform workers' compensation data extraction and transmission of reports over a network or
- ❖ Develop in-house written software to perform the above or
- ❖ Use third party services to convert your paper reports to electronically transmit the information to DLI/ERD. IAIABC can provide a list of vendors certified by the IAIABC or you can search the Internet to find vendors. Remember, not all vendors are experienced in this technology. DLI/ERD or IAIABC takes no responsibility for information found on the Internet.
- ❖ Choice of format: ANSI or Flat Format (Montana prefers using the Flat File format)
- ❖ Choice or transmission options: VAN, FTP, or Third Party Administrator.

Completion of Trading Partner Agreement

- ❖ Obtain a copy of Montana DLI/ERD Trading Partner Agreement.
- ❖ Obtain authorization from legal bureau for use of Trading Partner Agreement.
- ❖ Master Trading Partner Profile.
- ❖ Complete Transmission Specifications.
- ❖ Review Montana Report Submission Table.
- ❖ Review element requirements.
- ❖ Review MCO Tables.

Programming

- ❖ Develop an interface to load EDI information into your database
- ❖ Develop edits on EDI information.
- ❖ Contact software vendors.
- ❖ Develop method of extracting the proper transactions to send per the rules and triggers in the trading partner table.

Implementation Scheduling

- ❖ Contact DLI/ERD and request EDI information such as triggers, rules, etc.
- ❖ Trading partner
  - o Education
  - o Begin Trading Partner Agreement

- ❖ Test status

o Send test FROI	o Send test SROI
o Review test data	o Review test data
o Provide feedback	o Provide feedback
o Repeat until 95% accurate	o Repeat until 95% accurate

- ❖ Production status
  - o Receive letter from DLI/ERD granting production status.
  - o Discontinue sending hard copy FROIs and SROIs and begin electronic transmission on the date agreed upon for both FROIs and SROIs.

EDI Trading Partner Agreement

Montana Department of LABOR & INDUSTRY
Employment Relations Division

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 <u>State of Montana EDI Implementation Guide</u>.

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:

_____	Doug Roope, Unit Manager, Data Management
Trading Partner	
_____	Montana Department of Labor and Industry
Name and Title	
_____	Employment Relations Division
Address	
_____	1805 Prospect
City, State Zip Code	
_____	Helena, MT 59601
Phone	
_____	Ph: (406) 444-1600
Fax	
_____	Fax:(406) 444-4140
e-mail	
	Email: doug.roope@mt.gov

_____
Signature

_____
Date

_____
Signature

_____
Date

ELECTRONIC DATA INTERCHANGE (EDI) TRADING PARTNER AGREEMENT
Third Party Administrator Attachment

Third party administrators often send reports to DLI/ERD for several insurers. Please complete the following for each insurer Federal Employer Identification Number (FEIN).

Insurance company name: _____

FEIN: _____

Insurance company name: _____

FEIN: _____

Insurance company name: _____

FEIN: _____

Insurance company name: _____

FEIN: _____

Insurance company name: _____

FEIN: _____

DLI/ERD Trading Partner Profile

Trading Partner Type: Jurisdiction
Master Trading Partner Name: State of Montana, Employment Relations Division
Master FEIN: 81-0302402

Physical Address: 1805 Prospect
City: Helena
State: Montana (MT)
Postal Code: 59601

Mailing Address: P.O. Box 8011
City: Helena
State: Montana
Postal Code: 59604-8011

Contact Information:

	EDI Business Contact:	EDI Contact:
	Doug Roope	Mike Bartow
Phone:	(406) 444-1600	(406) 444-3089
FAX:	(406) 444-4140	(406) 444-4140
E-mail:	Doug.Roope@mt.gov	MBartow@mt.gov

Transmission Profile –DLI/ERD Receiver Specifications

Receiver Name: State of Montana, Employment Relations Division
Master FEIN: 81-0302402   Postal Code: 59604-8011

Transaction Information: Transactions 148, A49, and AK1 – **Flat File Release**
Flat File Record Delimiter: Carriage return line feed.

Acknowledgement Information: Response period 24 Hours, Monday through Friday

Transmission Frequencies: May transmit Monday through Friday.

Electronic Mailbox(s) for this Profile:

Type	*Account ID*	*User ID_*
Aerie EDI Group	As assigned	As assigned
EBIX (formerly Claims Harbor/Claimport)	UNICOMMTUNICOMMT	N/A
IVANS/Advantis	WCST	WCST014
Mitchell Regulatory Reporting Solutions	As assigned	As assigned
Health Tech	As assigned	As assigned
ISO wcPrism Solutions	As assigned	As assigned
Direct Reporting sFTP	As assigned	As assigned

Trading Partner Profile

Trading Partner Type:
☐ Carrier ☐ Third Party Administrator ☐ Employer ☐ Service Bureau

Sender Name:
Sender's FEIN: _____   Sender's Postal Code: _____
                          (Must have 9 digits)

Physical Address: _____

City: _____
State _____
Postal Code: _____

Mailing Address: _____
City: _____

State: _____
Postal Code: _____

Contact Information: <u>Business Contact:</u>   <u>Technical Contact:</u>

	Business Contact	Technical Contact
Name:	_____	_____
Title:	_____	_____
Phone:	_____	_____
Fax:	_____	_____
E-mail:	_____	_____

Transmission Profile – Sender's Response

Receiver Name: <u>State of Montana, Employment Relations Division</u>
Master FEIN: <u>81-0302402</u>   Postal Code: <u>59604-8011</u>

Transaction Information: Transactions 148, A49, AK1 – **Flat File Release (IAIABC Claims Release 1)**

Transmission Frequencies: May transmit Sunday - Saturday. Acknowledgments processed Monday - Friday.

Select one :

Electronic Mailbox(s) for this Profile:

☐   <u>ClaimHarbor/Claimport</u>
☐   <u>IVANS/Advantis</u>
☐   <u>Mitchell Regulatory Reporting Solutions</u>
☐   <u>Health Tech</u>
☐   <u>Direct Reporting sFTP</u>
☐   <u>ISO wcPrism Solutions</u>

First Report of Injury - Release 1 - MCO Table

DATA NUMBER	ELEMENTS	REQ
0001	**Transaction Set ID**	**M**
0002	**Maintenance Type Code**	**M**
0003	**Maintenance Type Code Date**	**M**
0004	**Jurisdiction**	**M**
0005	Agency Claim Number	O
0006	**Insurer FEIN**	**M**
0007	**Insurer Name**	**M**
0008	Third Party Administrator FEIN [1]	O
0009	Third Party Administrator Name	O
0010	Claim Administrator Address LINE 1	O
0011	Claim Administrator Address LINE 2	O
0012	Claim Administrator City	O
0013	Claim Administrator State	O
0014	Claim Administrator Postal Code	O
0015	**Claim Administrator Claim Number**	**M**
0016	**Employer FEIN**	**M**
0017	Insured Name	O
0018	**Employer Name**	**M**
0019	Employer Address LINE 1	O
0020	Employer Address LINE 2	O
0021	**Employer City**	**M**
0022	Employer State	O
0023	Employer Postal Code	O
0024	Self Insured Indicator	O
0025	Industry Code [2]	O
0026	Insured Report Number	O
0027	Insured Location Number	O
0028	Policy Number	O
0029	Policy Effective	O
0030	Policy Expiration	O
0031	**Date of Injury**	**M**
0032	Time of Injury	O
0033	Postal Code of Injury Site	O
0034	Employers Premises Indicator	O
0035	**Nature of Injury Code**	**M**
0036	**Part of Body Injured Code**	**M**
0037	**Cause of Injury Code**	**M**
0038	Accident Description/Cause [1]	O
0039	Initial Treatment	O
0040	Date Reported to Employer	O
0041	Date Reported to Claim Administrator	O

0042	**Social Security Number**	M
0043	**Employee Last Name**	**M**
0044	**Employee First Name**	**M**
0045	Employee Middle Initial	O
0046	Employee Address Line 1	O
0047	Employee Address Line 2	O
0048	**Employee City**	**M**
0049	**Employee State**	**M**
0050	**Employee Postal Code**	**M**
0051	Employee Phone	O
0052	Employee Date of Birth [1]	O
0053	Gender Code [1]	O
0054	Marital Status Code	O
0055	Number of Dependents	O
0056	Date Disability Began	O
0057	Date of Death	O
0058	Employment Status Code	O
0059	**Class Code**	**M**
0060	Occupation Description	O
0061	Date of Hire	O
0062	Wage	O
0063	Wage Period	O
0064	Number of Days Worked	O
0065	Date Last Day Worked	O
0066	Full Wages Paid for Date of Injury Indicator	O
0067	Salary Continued Indicator	O
0068	Date of Return to Work	O

[1] Although Third Party Administrator FEIN, Employee Date of Birth, Gender Code and Accident Description/Case are listed as Optional fields, we respectfully request these fields to be sent with valid values. The fields aid us in workers' compensation studies and data quality endeavors.

[2] If you send Industry Code, please only send NAICS. If you do not know the NAICS code, please leave it blank. (Effective 4-1-09).

Subsequent Report of Injury - Release 1- Mandatory Conditional Optional (MCO) Table

DATA NUMBER	ELEMENTS	REQ
0001	**Transaction Set ID**	**M**
0002	**Maintenance Type Code**	**M**
0003	**Maintenance Type Code Date**	**M**
0004	**Jurisdiction**	**M**
0005	**Agency Claim Number**	**M**
0006	**Insurer FEIN**	**M**
0008	Third Party Administrator FEIN	O
0014	Claim Administrator Postal Code	O
0015	**Claim Administrator's Claim Number**	**M**
0026	Insured Report Number	O
0031	**Date of Injury**	**M**
0042	**Social Security Number**	**M**
0055	Number of Dependents *Conditional with 57, 82, 97*	C
0056	**Date Disability Began**	**M**
0057	Employee Date of Death *Conditional with 55, 82, 97*	C
0062	**Wage**	**M**
0063	**Wage Period**	**M**
0064	Number of Days Worked	O
0067	Salary Continued Indicator	O
0069	Pre-existing Disability	O
0070	Date of Maximum Medical Improvement	C
0071	Return to Work Qualifier *Conditional with 72*	C
0072	Date of Return/Release to Work *Conditional with 71*	C
0073	**Claim Status**	**M**
0074	**Claim Type**	**M**
0075	**Agreement to Compensate Code**	**M**
0076	Date of Representation	O
0077	Late Reason Code	O
0078	Number of Permanent Impairments	O
0079	Number of Payment/Adjustments *Conditional with 85 if >0*	C
0080	Number of Benefit Reductions *Conditional with 92 if >0*	C
0081	Number of Paid to Date/Reduced Earnings/Recoveries *Conditional with 95 if >0*	C
0082	Number of Death Dependent/Payee Relationships *Conditional with 55,57, 97*	C
0083	Permanent Impairment Body Part Code *Conditional with 84*	C
0084	Permanent Impairment Percent *Conditional with 83*	C
0085	Payment/Adjustment Code *See below*	C
0086	Payment/Adjustment Paid to Date *See below*	C
0087	Payment/Adjustment Weekly Amount *See below*	C

0088	Payment/Adjustment Start Date	*See below*	C
0089	Payment/Adjustment End Date	*See below*	C
0090	Payment/Adjustment Weeks Paid	*See below*	C
0091	Payment/Adjustment Days Paid	*See below*	C
0092	Benefit Adjustment Code	*See below*	C
0093	Benefit Adjustment Weekly Amount	*Conditional with 92,94*	C
0094	Benefit Adjustment Start Date	*Conditional with 92,93*	C
0095	Paid to Date/Reduced Earnings/Recoveries Code	*See below*	C
0096	Paid to Date/Reduced Earnings/Recoveries Amount	*See Below*	C
0097	Dependent/Payee Relationship	*Conditional with 55 & 57*	C

Lij Nov 09

M - Mandatory   C - Conditional   O - Optional

Explanation of Conditionals:
If Employee Date of Death DN57 has data, then DN55, DN82, and DN97 must have data and vice versa.
If Return to Work Qualifier DN71 has data, then DN72 must have data and vice versa.
If Permanent Impairment Body Part Code DN83 has data, then DN84 must have data and vice versa.

For Payment Adjustment Codes 010 (Fatality):
If a fatality has occurred due to injury/OD, report the occurrence in DN85 as code 010 or 510.
If Payment/Adjustment Code DN85 has data, then DN57 must have data.

For Payment Adjustment Codes 070 (TPD)
If Payment/Adjustment Code DN85 is 070, the following Payment/Adjustment fields must be sent with valid data: Paid to Date DN86, Start Date DN88, End Date DN89, Weeks Paid DN90 and Days Paid DN91. Weeks Paid DN90 is a 4N and Days Paid is a 1N field – 4 and 1 character (spaces), respectively in Number format. Number Format: Unsigned, right justified, zero fill.

For Payment Adjustment Codes 010, 020, 030 (pre 7-1-87 Date of Injury), 040, 050, 090, 240, and 410:
If Number of Payment/Adjustments DN79 (the counter) is greater than 0, then DN85 through DN89 must have valid data. Weeks Paid DN90 is a 4N and Days Paid is a 1N field – 4 and 1 character (spaces), respectively in Number format. Number Format: Unsigned, right justified, zero fill.
If Payment/Adjustment Code DN85 has data, then DN79 (the counter) must be greater than 0.
If any data element 0085 through 0089 has data, then all data elements 0085 through 0091 must have data.

For Payment Adjustment Codes 500 through 570 (Lump Sums):
If Number of Payment/Adjustments DN79 (the counter) is greater than 0, then Payment/Adjustment Code DN85, the amount paid to date DN86, end date DN89, and days paid DN91 must have data.   Enter 1 for one lump sum, a 2 for two lump sums etc. in Payment/Adjustment Days Paid DN91.
If DN85 has data, then DN79 (the counter) must be greater than 0.
If any data element 0085 through 0091 has data, then data elements 0085, 0086, 0089, and 0091 must have data.

If Number of **Benefit Adjustments** DN80 (the counter) is greater than 0, then DN92 through DN94 must have data. Payment/ Adjustment Code DN85 must have data.

If Benefit Adjustment Code DN92 has data, then DN80 (the counter) must be greater than 0.
If any data element 0092 through 0094 has data, then 0092 through 0094 and DN85 must have data.

If Number of **Paid to Date/Reduced Earnings/ Recoveries** DN81 (the counter) is greater than 0, then the code DN95 and the amount DN96 must have data.
If Paid to Date/Reduced Earnings/ Recoveries Code DN95 has data, then DN81 (the counter) must be greater than 0.
If the code DN95 has data, then the amount DN96 must have data and vice versa.

Explanations of Mandatory Field Maintenance Type Code DN0002:
If Maintenance Type Code DN02 is SA, then DN73 must be either O (open), R (reopen). X (reopen/closed), or C (closed) depending on the status of the claim.
If Maintenance Type Code DN02 is FN, then 0073 must be X (reopen/closed) or C (closed).

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Detail Acknowledgement – Release 1

DATA NUMBER	ELEMENTS	REQ
0001	Transaction Set ID	M
0107	Record Sequence Number	M
0108	Date Processed	M
0109	Time Processed	M
0006	Insurer FEIN	C
0014	Claim Administrator Postal Code	C
0008	Third Party Administrator FEIN	C
0110	Acknowledgement Transaction Set ID	M
0111	Application Acknowledgement Code	M
0026	Insured Report Number	C
0015	Claim Administrator Claim Number	C
0005	Agency Claim Number	O
0002	Maintenance Type Code (from original transaction)	C
0003	Maintenance Type Date (from original transaction)	C
0112	Request Code (purpose)	O
0113	Free form text	O
0114	Number of Errors	M
0115	Element Number	M
0116	Element Error Number	M
0117	Variable Segment Number	M

Header and Trailer – Release 1

DATA NUMBER	ELEMENTS	REQ
Header:		
0001	Transaction Set ID	**M**
0098	Sender ID	**M**
0099	Receiver ID	**M**
0100	Date Transmission Sent	**M**
0101	Time Transmission Sent	**M**
0102	Original Transmission Date	OC
0103	Original Transmission Time	OC
0104	Test/Production Indicator	**M**
0105	Interchange Version ID	**M**
Trailer:		
0001	Transaction Set ID	**M**
0106	Detail Record Count	**M**

OC denotes that the field is optional. If you enter a date and/or time in the respective field, then the field becomes conditional. It must be a valid date and time.

Montana Report Submission Table

Report	MTC Description	Report Submission Criteria	When Due
148/FROI	00 Original FROI	All First Reports of Injury	30 days from date the carrier is notified of accident or occupational disease (OD)
A49/SROI	SA Semi-Annual *(Claim Status = 'O' or 'R')*	Six month anniversary of date of injury or OD, while the claim is open	Within 14 calendar days of each six month anniversary from date of injury or OD
	SA Semi-Annual or FN Final *(Claim Status = 'C' or 'X')*	Closure of claim	Within 14 calendar days of six month anniversary of date of injury or OD after claim is closed or at time of claim closure
	UR Upon Request	When Department needs up-to-date cost of claim data	14 calendar days from request of Department or Executive Branch

Montana Subsequent Report Codes

Maintenance Type Codes (DN2)
SA – Semi Annual (Claim Status Open, Reopen/Closed, or Closed)
FN – Final (Claim Status Reopen/ Closed or Closed)
UR – Upon Request
IP – Initial Payment

Wage Period (DN63)
1 = Weekly

RTW Qualifier (DN71)
1 – RTW Without Restrictions
2 – RTW With Restrictions
5 – Released RTW Without Restrictions
6 – Released RTW With Restrictions

Claim Status (DN73)

O – Open	R – Reopen
C – Closed	X – Reopen/Close

Claim Type (DN74)

I – Indemnity	Z – Occupational Disease

Agreement to Compensate (DN75)
W – Without Liability
L – With Liability

Late (payment to claimant) Reason Codes (DN77)

C1	- Lack of coverage information	E4	- Errors from state
D1	- Dispute concerning coverage	E5	- Errors from health care provider
D2	- Dispute concerning compensability in whole	E6	- Errors from other claim administrator/TPA
D3	- Dispute concerning compensability in part	L1	- No excuses
D4	- Dispute concerning disability in whole	L2	- Late notification, employer
D5	- Dispute concerning disability in part	L3	- Late notification, employee
D6	- Dispute concerning impairment	L4	- Late notification, state
E1	- Wrongful determination of no coverage	L5	- Late notification, health care provider
E2	- Errors from employer	L8	- Tech processing delay/computer failure
E3	- Errors from employee	L9	- Manual processing delay

Permanent Impairment Body Part Code (DN83): 99

Compensation Payment Codes (DN85)

010	- Fatality	Benefits Paid To Families
020	- PTD	Permanent Total
021	- PTD, Supplemental	Cost of Living Adjustments
030	- PPD, Scheduled	Permanent Partial Benefits (Pre 7-1-87 Date of Injury)
040	- PPD, Unscheduled	Permanent Partial Benefits
050	- TTD	Temporary Total Benefits
070	- TPD	Temporary Partial Benefits
090	- PPD, Disfigurement	Permanent Partial Benefits paid for disfigurement
240	- Employer Paid	Salary Paid By The Employer In Lieu Of Compensation
410	- Vocational Rehabilitation Maintenance	Retraining, Total & Partial Rehab Benefits, Auxiliary Benefits
500	- Lump Sum Other	Not Otherwise Classified or Combination of Benefits.
501	- Medical Lump Sum	Paid To Claimant As A Settlement Of Medical Liability
510	- Lump Sum Fatality	
520	- Lump Sum PTD	
524	- Lump Sum Employer Paid	

530   - Lump Sum PPD, Scheduled (Pre 7-1-87 Date Of Injury)
540   - Lump Sum PPD, Unscheduled
541   - Lump Sum Vocational Rehabilitation Maintenance
550   - Lump Sum TTD
570   - Lump Sum TPD
590   - Lump Sum PPD, Disfigurement

Benefit Adjustment Codes (DN92)

A – Apportionment/Contribution   H – Court Ordered Lien Against Workers' Compensation Benefits
B – Subrogation   P – Prepaid Benefit/Advances
C – Overpayment Credit   S – Social Security Disability

Paid to Date/Reduced Earnings/Recoveries Codes (DN95)

300 - Funeral Expenses Paid To Date   400   - Other vocational rehabilitation paid to date

330 - Employer's Legal Expenses Paid To Date   420   - Consultant/expert witness fees paid to date by insurer

350 - Total Payments To Physicians Paid To Date   430 – Unallocated Prior Indemnity Benefits Paid to Date

(Including Reimbursement To Claimant)   440 – Unallocated Prior Medical Paid to Date

360 - Hospital Costs Paid To Date   450 – Pharmaceutical Paid to Date

(Including Reimbursement To Claimant)   800 – Special Fund Recovery

370 - Other Medical to Medical Provider Paid to   810 – Employer's Deductibles Recovery

(Includes Reimbursement to Claimant)   820 – Subrogation Recovery

380 - Vocational Rehabilitation evaluation paid to date   830 – Overpayment Recovery

390 - Vocational Rehabilitation education paid to date   840 – Unspecified Recovery

Dependent Payee Relationship (DN97)

2 – Widow
3 – Widower
4 – Son or Daughter
5 – Brother or Sister
6 – Mother or Father
7 – Disabled Child Over 18
9 – Other

Employment Relations Division (ERD) EDI Test Policy

Businesses interested in becoming EDI Trading Partners with DLI/ERD may submit a completed Trading Partner Package at least 10 days prior to their first transmission of a test file. The Trading Partner Package consists of a Trading Partner Profile, Transmission Profile – Senders Response, the carrier Federal Employer Identification Number (FEIN) and a signed Trading Partner Agreement.

To schedule your EDI test, contact: Doug Roope, Data Management Unit Manager, Montana Department of Labor and Industry, Employment Relations Division, PO Box 8011, Helena, MT 59604-8011, Phone: (406)444-1600, email: Doug.Roope@mt.gov

EDI Testing Process
This is the initial phase in which the trading partner sends test batches identified by a "T" in test/production indicator, to be analyzed for quality of mandatory and conditional elements.

Montana's Testing Requirements for Trading Partners Using an established Value Added Network (VAN) approved for transmission to Montana:

If a Montana TP is switching between main EDI Vendors, MT will require 1 Connectivity Test, which should include 2 FROI Transactions and 2 SROI Transactions. If the connectivity test is successful and the transactions pass edits, they will be approved for MT Production.

If a TP is new to MT EDI or using VANs, MT will require the TP to submit a batch of 5 FROI's and 5 SROI's. If the TP does not receive 100% success, additional FROI/SROI's will be requested. Test records must contain various reporting scenarios. Prior to Testing a TP new to Montana EDI, Montana will communicate directly with the TP to verify they are familiar with Montana's reporting requirements.

Trading Partner Agreements should be directed to Doug Roope (Doug.Roope@mt.gov).

Testing Issues/Questions should be directed to Doug Roope (doug.roope@mt.gov)
Bart Campbell (bcampbell2@mt.gov) is the IT technical contact.

Selecting a Transmission Type

VAN – Value Added Network

Choosing a VAN as your data transmission selection has the following requirements:

Select one of the following VANs for your transmissions:

1. AERIE EDI GROUP
    EBIX
    HEALTH TECH
    ISO WCPRISM SOLUTIONS
    IVANS/ADVANTIS
    MITCHELL REGULATORY REPORTING SOLUTIONS

2. Follow the VAN's procedures for establishing an account.

3. Provide DLI/ERD with account information in the Trading Partner Agreement form.

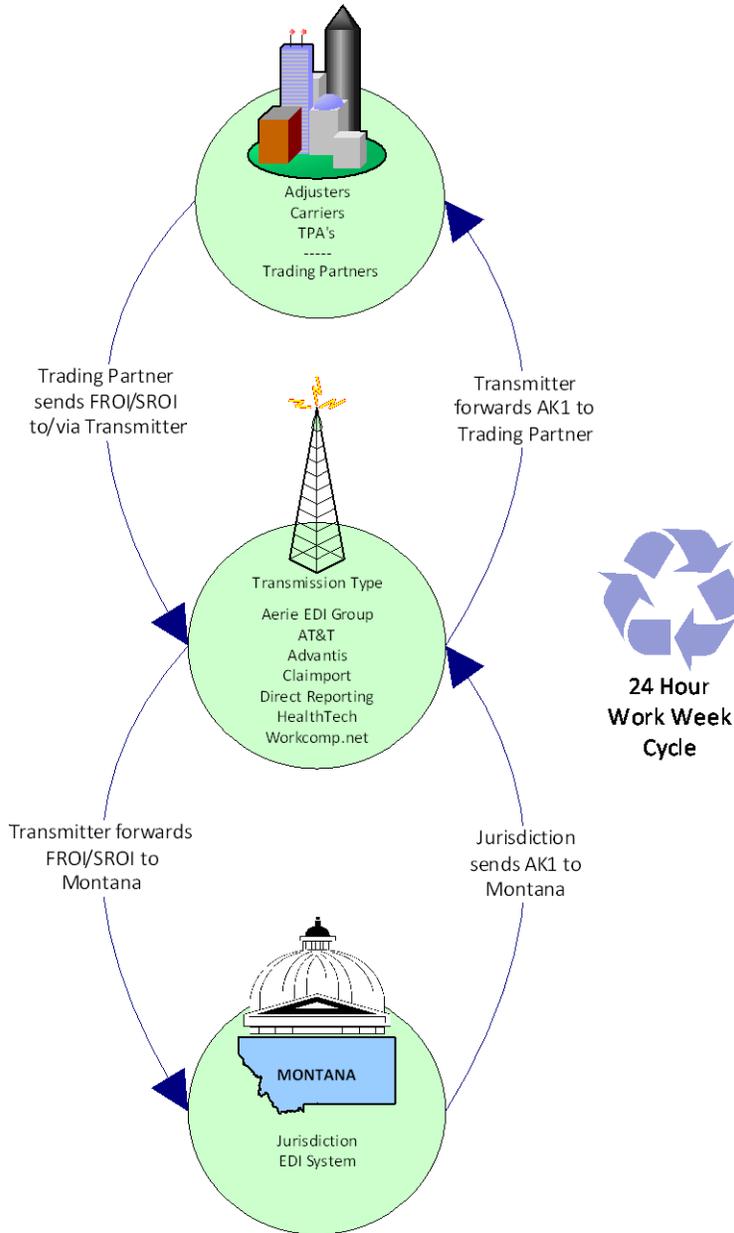4. Follow the EDI Testing Process outlined in this guide.

SFTP – Secure File Transfer Protocol (alternative to using a VAN)

You may submit files directly to ERD with the use of an SFTP client. You must have the ability to produce files in the IAIABC Release 1 format.

Choosing FTP as your data transmission selection has the following requirements:

1. Almost any modern SFTP client software you choose will be compatible with DLI/ERD's SFTP server.

2. Connection and login information will be provided to you when the account is established.

3. You will be required to provide the IP address of any machines that will be used to connect to ERD's FTP server.

4. Anti-virus software must be in place on the PC with the FTP client. DAT files are to be kept current, at minimum, 14 days after released (this refers to anti-virus updates).

4. Daily business process will be as follows:
   a. FTP server accessibility
      i. DLI/ERD's FTP server will be accessible 24 hours a day/7 days a week with the exception of maintenance and unforeseeable events.

   b. Trading Partner batch file(s) may be placed on the ERD server at any time of day.

   c. The acknowledgement files should be available within two hours unless the batch file was submitted shortly before midnight in which case it will take an hour longer.

   d. The trading partner will be able to access two directories on the FTP server. One for dropping off the batch files and another for picking up the acknowledgement.

6. Information regarding file naming conventions will be provided when your account is set up.

7. Compression of files is not permitted (e.g. zip).

8. The Trading Partner must maintain own archival backup of batch files independent of DLI/ERD in the event of a system failure.

9. Acknowledgment files should be removed from ERD's FTP server after they have been retrieved.

10. Follow the EDI Testing Process outlined in this guide.

Adjusters
Carriers
TPA's

Trading Partners

Trading Partner
sends FROI/SROI
to/via Transmitter

Transmitter
forwards AK1 to
Trading Partner

Transmission Type

Aerie EDI Group
AT&T
Advantis
Claimport
Direct Reporting
HealthTech
Workcomp.net

**24 Hour
Work Week
Cycle**

Transmitter forwards
FROI/SROI to
Montana

Jurisdiction
sends AK1 to
Montana

MONTANA

Jurisdiction
EDI System

Links:

Montana Law 39-71-225. Workers' Compensation Database System:
http://data.opi.mt.gov/bills/mca/39/71/39-71-225.htm

Montana Rules 24.29.4301 through 24.29.4339 Workers Compensation and Occupational Disease, Sub-Chapter 43, Workers' Compensation Data Base System:
http://www.mtrules.org/gateway/Subchapterhome.asp?scn=24.29.43

Glossary

ANSI
An acronym for the American National Standards Institute. Founded in 1918, ANSI is a voluntary organization composed of over 1,300 members (including all the large computer companies) that creates standards for the computer industry. In addition to programming languages, ANSI sets standards for a wide range of technical areas, from electrical specifications to communications protocols.

Archive
To copy files ('*.148' and '*.A49') to a short-term storage folder. Periodically, the computer operator will purge or delete archive files from the archive folder.

Authorization Process
The initial step in becoming a trading partner with the Jurisdiction by completing the trading partner agreement.

Batch
A set of records that contains one Header, one or more detail transactions and one trailer record.

Batch File
A file that contains a sequence, or batch, of commands. Batch files are useful for storing sets of commands that are always executed together because you can simply enter the name of the batch file instead of entering each command individually. In DOS systems, batch files end with a .BAT extension.

Closed Claim
A claim in which all medical and indemnity benefits have been paid and there is no expectation of future liability.

Compression
Data compression is particularly useful in communications because it enables devices to transmit the same amount of data in fewer bits. There are a variety of data compression techniques, but only a few have been standardized. There are file compression formats, such as ARC and ZIP.

Data Base System
The electronic repository for workers compensation data established by 39-71-225, MCA

Digital signature
A digital code that can be attached to an electronically transmitted message that uniquely identifies the sender. Like a written signature, the purpose of a digital signature is to guarantee that the individual sending the message really is who he or she claims to be. Digital signatures are especially important for electronic commerce and are a key component of most authentication schemes. To be effective, digital signatures must be unforgeable. There are a number of different encryption techniques to guarantee this level of security.

Edited data
A transaction after it goes through automated edits.

Electronic Data Interchange (EDI)
The intercompany exchange of standard business documents in a machine readable and standardized form.

Encryption
Translation of data into a secret code, encryption is the most effective way to achieve data security. To read an encrypted file, you must have access to a secret key or password that enables you to decrypt it. Unencrypted data is called plain text; encrypted data is referred to as cipher text.

Extension
In some operating systems, one or several letters at the end of a filename. Filename extensions usually follow a period (dot) and indicate the type of information stored in the file. For example, in the filename EDIT.COM, the extension is COM, which indicates that the file is a command file.

Filename
All files have names. Different operating systems impose different restrictions on filenames. Most operating systems, for example, prohibit the use of certain characters in a filename and impose a limit on the length of a filename. The filename extension usually indicates what type of file it is.

Flat file
A file that has no structured interrelationship between its data records. A text document without formatting structure is considered a flat file. The flat file only contains the lines of text without regard to the visual presentation of the data on the page.

IAIABC
The International Association of Industrial Accident Boards and Commissions, which is an international trade association that seeks to advance the administration of workers' compensation systems through education, research, and information sharing. The IAIABC establishes standards for reporting industrial accidents.
Indemnity Benefits
Any payment made directly to the worker (or the worker's beneficiaries), other than a medical benefit. The term includes payments made pursuant to a reservation of rights, or in settlement of a dispute over initial compensability of the claim. The term does not include expense reimbursements for items such as meals, travel or lodging.

Indemnity Claim
A workers' compensation or occupational disease claim where indemnity benefits in addition to medical benefits are being paid or are likely to be paid in the future.
MTC
A Maintenance Type Code defines the specific purpose of individual records.

Plan 1 or Plan 1 Self-Insurer
an employer that has been properly bound by the provisions of Title 39, chapter 71, part 21, MCA.

Plan 2 or Plan 2 Private Insurer
An insurer that provides workers' compensation insurance pursuant to the provisions of Title 39, chapter 71, part 22, MCA.

Plan 3 or State Fund
The state compensation insurance fund, established by Title 39, chapter 71, part 23, MCA.

Purge
Systematically and permanently, remove old and unneeded data.

Raw Data
A transaction as it was received from a sender, before it goes through automated edits.

Reporting Parties
Any person, firm, corporation, or any other type of entity, including an insurer, which is required by rule to report information to the department.

Server
A computer or device on a network that manages network resources. For example, a file server is a computer and storage device dedicated to storing files. Any user on the network can store files on the server. A print server is a computer that manages one or more printers, and a network server is a computer that manages network traffic. A database server is a computer system that processes database queries.   Servers are often dedicated, meaning that they perform no other tasks besides their server tasks. On multiprocessing operating systems, however, a single computer can execute several programs at once. A server in this case could refer to the program that is managing resources rather than the entire computer.

SSL
Short for Secure Sockets Layer, a protocol developed by Netscape for transmitting private documents via the Internet. SSL works by using a private key to encrypt data that is transferred over the SSL connection. Both Netscape Navigator and Internet Explorer support SSL, and many Web sites use the protocol to obtain confidential user information, such as credit card numbers. By convention, URLs that require an SSL connection start with https: instead of http:.

Another protocol for transmitting data securely over the World Wide Web is Secure HTTP (S-HTTP). Whereas SSL creates a secure connection between a client and a server, over which any amount of data can be sent securely, S-HTTP is designed to transmit individual messages securely. SSL and S-HTTP, therefore, can be seen as complementary rather than competing technologies. Both protocols have been approved by the Internet Engineering Task Force (IETF) as a standard.

Tables
Tools provided in the implementation guide to communicate reporting requirements.

Third-Party Administrator (TPA)
An entity who contracts to administer all or part of an insurer's or employer's workers' compensation business, which can include adjusting a claim on behalf of the insurer or employer.

Trading Partner (TP) / Sender
A business entity that has established a relationship with the Jurisdiction to electronically report claim data. This entity may be an insurance carrier (Insurer), self-insured, third party administrator (TPA) or servicing agent/vendor.

Trading Partner tables
A set of tables designed to provide information integral to controlling the extraction and transmission processes for successful EDI of Workers' Compensation data. The data contained in these tables is originally established by the "primary" trading partner to reflect their reporting requirements and environment.

Transaction
One detail record which contains data elements as defined in the IAIABC record layout. Each field in a transaction is validated.

Transaction Type
Identifies the data contained within a record: First Report of Injury (FROI) or Subsequent Report of Injury (SROI). Data elements contained within a Transaction Type may be Mandatory, Conditional, or Optional.

UEF
The uninsured employers' fund, established by 39-71-503, MCA.

URL
Uniform Resource Locator. An Internet address which tells a browser where to find an Internet resource. For example, the URL for the Ipswitch Web site is http://www.ipswitch.com/.

Workers' Compensation Subsequent Report
A report required to communicate payment information related to an indemnity claim, including both medical and indemnity benefits.

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