Oklahoma
Workers' Compensation Commission
(OK WCC)

Electronic Data Interchange
(EDI)
Implementation Guide

Version 1.4

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Oklahoma Workers' Compensation Commission

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SECTION 1: INTRODUCTION

Preface

This Implementation Guide is designed to assist Insurers, Self Insurers, and Claim Administrators with the transition from paper filing to electronic filing of first and subsequent reports of injury. The Guide will also serve as a tool during the EDI set up process for reporting first reports of injury and subsequent reports of injury to the Oklahoma Workers' Compensation Commission.

If there are any questions about any of the information provided in this guide, please direct all inquiries to: okwccedi@iso.com.

Background

Oklahoma's workers' compensation system was reformed by SB 1062 in 2013, establishing the Administrative Workers' Compensation Act (Act). The Act created the Workers' Compensation Commission (WCC) which assumed jurisdiction over all workers' compensation claims arising on or after February 1, 2014.   The Administrative Workers' Compensation Act requires that the Commission implement an electronic data interchange system that provides relevant data concerning the Oklahoma workers' compensation system and the delivery of benefits to injured workers.   The WCC is fulfilling that statutory obligation by its adoption of the most recent (Release 3.1) Standards Issued by the International Association of Industrial Accident Boards and Commissions (IAIABC).   The fundamental goal of this implementation is to provide more accurate, meaningful, and comprehensive information to the WCC's trading partners to improve claims management and cost containment.

SECTION 1-A: RESOURCES

Acronyms

The following list will be useful when using through this guide. These acronyms are used often throughout the guide.

AKC	Release 3.1 Acknowledgment Report
CA	Claim Administrator
DN	Data Element Number
EDI	Electronic Data Interchange
FEIN	Federal Employer Identification Number
FROI	First Report of Injury
FTP	File Transfer Protocol
IAIABC	International Association of Industrial Accident Boards and Commissions
JCN	Jurisdiction Claim Number
MTC	Maintenance Type Code
OK WCC	Oklahoma Worker's Compensation Commission
SROI	Subsequent Report of Injury
TA	Transaction Accepted
TR	Transaction Rejected

Important Websites

Oklahoma Worker's Compensation Commission (EDI Page):
https://okwccedi.info/
This link goes directly to the Oklahoma Worker's Compensation Commission EDI Services web page.

Oklahoma Worker's Compensation Commission (Non-EDI Page):
https://www.ok.gov/wcc/
This link goes directly to the Oklahoma Worker's Compensation Commission web page.

IAIABC Website: http://www.iaiabc.org/iaiabc/EDI_Claims.asp
This link goes directly to the IAIABC web page where the Claims Release 3.1 Implementation guide is published. Implementation Guide for IAIABC adopted Claims Release 3.1 standards are available on this page. OK Workers' Compensation Commission supports the Release 3.1 Version of the Claims EDI (electronic reporting).

Electronic Data Interchange

Electronic data interchange, or "EDI," is an excellent and well-proven method of efficiently and accurately collecting data. Through EDI, submitters and receivers of data quickly gain knowledge of critical information that is being conveyed, as well as proof that the data was delivered. In an automated, predictable, and accurate manner, both a receiver's and sender's respective business objectives relevant to critical data are assisted through EDI.

The Commission has determined to interact with its trading partners via the IAIABC Claims Release 3.1 EDI standard. The Commission has a strong commitment to the IAIABC, and believes that its interests are well aligned with those across the industry, both commercial and jurisdictional, as represented within the IAIABC. The Commission is committed to focusing its EDI collection efforts on data that adds value to its mission, and is aligned with its trading partners' core work processes. The Commission firmly believes that the Release 3.1 standard accomplishes these objectives.

Other Considerations

The Commission recognizes that some of its small-volume trading partners do not have the capital necessary to accomplish a return on a robust EDI investment in a reasonable time. Fortunately, the OK WCC Web Entry is available for small volume filers to manually enter their FROI reports through ISO's wcPrism web entry system. Because this is difficult for the Commission to support in large volumes, this will be limited to small-volume filers only.

Oklahoma EDI Reporting
Section 2
Reporting Rules

SECTION 2: REPORTING RULES

Electronic Data Interchange Rules

The Administrative Workers' Compensation Act, 85A O.S., §1 et. seq., can be accessed at www.oscn.net. The rules of the Oklahoma Workers' Compensation Commission can be accessed at www.wcc.ok.gov, under "About the Commission", and "Governing Documents".

Electronic Data Reporting Format

The Oklahoma Workers' Compensation Commission uses IAIABC Claims Release 3.1 standards for all EDI submissions. The IAIABC Implementation Guide can be found on the IAIABC website. Data format must be in compliance with the standard data format described in the Systems Rules in Section 2 of the Release 3.1 Implementation guide.

Maintenance Type Codes

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

	MTC	Description
FROI	00	Original
	01	Cancel
	02	Change
	04	Denial
	AQ	Acquired
	AU	Acquired/Unallocated
	CO	Correction
	UR	Update Report
	UI	Under Investigation
SROI	02	Change
	04	Denial
	AP	Acquired/Payment
	CA	Change in Benefit Amount
	CB	Change in Benefit Type
	CD	Compensable Death
	CO	Correction
	EP	Employer Paid
	ER	Employer Reinstatement
	FN	Final
	IP	Initial Payment
	NT	Narrative

MTC	Description
PD	Partial Denial
PY	Payment Report
RB	Reinstatement of Benefits
SX	Full Suspension
UI	Under Investigation
UR	Update Report
VE	Volunteer
SA	Sub-Annual

OK WCC Forms Required

The Oklahoma Workers' Compensation Commission will focus on the electronic submission of FROI's and SROI's. There are no conditions that require the submission of additional paper forms. This is indicated by 'NA' on the OK WCC's Event Table under the Paper Form(s) and Receiver column.

Information and Data Reported

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

Calculations:

The average weekly wage is computed by dividing the employee's gross earnings by the number of full weeks of employment with the employer, up to a maximum of fifty-two (52) weeks. If the injured employee was working on a piece basis, the average weekly wage shall be determined by dividing the earnings of the employee by the number of hours required to earn the wages during the period not to exceed fifty-two (52) weeks preceding the week in which the accident occurred and by multiplying this hourly wage by the number of hours in a full-time workweek in the employment.

If, because of exceptional circumstances, the average weekly wage cannot be fairly and justly determined by the above formulas, the Commission may determine the average weekly wage by a method that is just and fair to all parties concerned.

Temporary Total Disability benefits are calculated at 70% of the employee's average weekly wage, not to exceed 70% of the state average weekly wage, as determined by Date of Injury.

Temporary Partial Disability benefits are calculated at 70% of the difference between the injured worker's average weekly wage and the employee's light duty earnings, but only if the employee's light duty earnings are less than the TTD rate.

Permanent Partial Disability benefits are calculated at 70% of the employee's Average Weekly Wage, not to exceed $323 per week.

Permanent Total Disability benefits are calculated at 70% of the employee's Average Weekly Wage, not to exceed 100% of the state Average Weekly Wage, as determined by Date of Injury.

Death Benefits: The calculation of death benefits varies depending upon the beneficiaries. Refer to the Benefit Charts under the Legal tab at https://ok.gov/wcc/Legal/index.html

The state Average Weekly Wage is determined by the Oklahoma Employment Security Commission in the preceding calendar year.

Claim Administrator Claim Number:
When changing the Claim Administrator Claim Number (DN0015) prior to a subsequent report (SROI), the new value should be reported on the FROI 02 (Change) transaction. The new value must be populated on both the 148 and its related R21 record so that the OK WCC can detect record relationships within the batch of transactions.

OK WCC recognizes that when a claim is acquired (AQ, AU), both the Claim Administrator FEIN (DN0187) and the Claim Administrator Claim Number (DN0015) may change at the same time.

Date of Injury (DN0031):
For Date of Accident, if the employee or other relevant individual providing the data is uncertain about the exact date, use the earliest date about which there is some degree of certainty or the date that you received notice of the accident, whichever is earlier. For example, if only the month of the accident is known, use the first day of the month.

Employee ID:
The Assigned by Jurisdiction ID should be composed as follows:

Employee ID Assigned by Jurisdiction (DN0154).

If DN0270-Employee ID Type Qualifier is = to A:

Legacy Claims:
 o Employee SSN (DN0042) was reported to OKWCC on paper: Populate with either the last 4 or 5 digits of Employee SSN (DN0042).
 o Employee SSN (DN0042) was not reported to OKWCC on the paper filing: Populate with the default value of '9999'.

Non-Legacy Claims:
 o Populate with the last 5 digits of Employee SSN (DN0042).

Employee SSN (DN0042) Not Available for Legacy and Non-Legacy Claims:

If the last four (4) or five (5) digits of the Employee SSN (DN0042) are not available, then OKWCC will accept the following:

 ▪ Employee Employment Visa (DN0152)
 ▪ Employee Green Card (DN0153)
 ▪ Employee Passport Number (DN0156)

If Employee SSN (DN0042), Employee Employment Visa (DN0152), Employee Green Card (DN0153), Employee Passport Number (DN0156) are not available then OKWCC will accept the following:

When establishing a claim must be:
    <u>Option 1</u>:
    First Character of DN0044 Employee First Name followed by First Character of DN0043 Employee Last Name followed by DN0052-Employee Date of Birth (MMDDYY), e.g. XX051580 (where Date of Birth is May 15, 1980)
    OR
    <u>Option 2</u>:
    If Date of Birth is not available, use First Character of DN0044 Employee First Name followed by First Character of DN0043 Employee Last Name followed by DN0031-Date of Injury (MMDDYY), e.g. XX030114 (where Date of Injury is March 01, 2014)"

<u>Match Data:</u>

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

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

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

OKWCC Reporting Requirements

Reporting requirements are described below.

Event Table:
- Describes conditions that "trigger" electronic reports required by OK WCC
- Describes when the report is due
- Describes Report Due dates based on OK WCC legislative mandate

The OK WCC Event table can be found at https://okwccedi.info/guide. This table relates EDI information to the circumstances under which they are initiated as well as the timeframes for sending the information.

Element Requirement Table:
- Describes the data elements that are required for each FROI/SROI report indicated on the OK WCC's Event Table. Business rules that apply to specific data elements are also described when the data element on the table contains the second indicator of "MC" or Mandatory Conditional. "MC" data elements are mandatory data fields if the condition exists in the transaction.

The OK WCC Element Requirement table can be found at https://okwccedi.info/guide. This table lists the individual data element requirements defined for each report type and MTC as well as the specific conditions in which data elements are reported.

Edit Matrix: describes editing that will be applied by the OK WCC to incoming transactions.
- *OKWCC Edit Matrix Change Log* describes the changes that have been made to the Edit Matrix since the last version was published.
- *DN-Error Message* describes editing that will be applied to each data element.
- *Value Table* expresses the OK WCC's acceptable code values
- *Valid Value Detail Page 1* is the first page of a Quick Code reference guide for OKWCC.
- *Valid Value Detail Page 2* is the second page of a Quick Code reference guide for OKWCC.
- *Match Data* describes the data elements that will be used to determine if the report will create a new claim or find an existing claim or transaction in the OK WCC database
- *Population Restrictions* contains the OK WCC's restrictions applied to the data element(s).
- *OKWCC Accident Site County List* is a listing of all valid county spellings in OK.

- *Sequencing* illustrates logical transaction sequencing for OK WCC. Transaction sequencing refers to the order in which the MTC's must be sent in. For example, an IP will not be accepted by OK WCC before a 00 original FROI has been accepted.

The OK WCC Edit Matrix table can be found at https://okwccedi.info/guide. This table provides information on the edits that will apply to each data element and the edits that will be applied based on the population of the data element.

Oklahoma EDI Reporting
Section 3
Business Scenarios

SECTION 3: BUSINESS SCENARIOS

Scenario	Description	Comments	Previously Reported	Report MTC
BS001	Lost Time Injury Occurs	Injury is reported, becomes lost time FROI is due within 10 business days of the Date of Injury SROI is due within 15 calendar days of employer notification		00 (Original) IP (Initial Payment)
BS002	Sub-Annual Report is due (Anniversary of Date of Injury)	BS001 scenario is reported within the Oklahoma guidelines, subsequently indemnity payments are made FROI 00 was reported within 10 business days of the Date of Injury SROI IP was reported within 15 calendar days of employer notification Sub-Annual Report due within 6 months from the Date of Injury and every 6 months following	00 (Original) IP (Initial Payment)	SA (Sub-Annual)
BS003	Intermitted Period of Disability	Injury is reported, becomes lost time, injured worker returns to work (actual RTW) after 20 days at pre-injury wages then misses work two weeks later due to the same work related injury. FROI 00 was reported within 10 business days of the Date of Injury SROI IP was reported within 15 calendar days of employer notification SROI S1 was reported immediately when employee returned to work SROI RB must be filed immediately when the benefits being reinstated	00 (Original) IP (Initial Payment) S1 (Suspension, RTW)	RB (Reinstate Benefits)

Scenario	Description	Comments	Previously Reported	Report MTC
BS004	Entire Claim is denied, first report	Injury is reported, claim is denied by the Claim Administrator FROI is due within 10 calendar days from Employer Notification	none	FROI 04 (Denial)
BS005	Lost time injury occurs, employer paid benefits	Injury is reported, becomes lost time and the employer agrees to pay lost wages FROI 00 was filed within 10 business days of the Date of Injury SROI EP is due within 15 calendar days from the Employer Notification	00 (Original)	EP (Employer Paid)
BS006	Claim is cancelled	Injury is reported, becomes lost time. Claim Administrator discovers that a duplicate JCN exists; Claim Administrator has paid and filed the required reports to OK WCC in error. FROI 00 was filed within 10 business days of the Date of Injury SROI IP was reported within 15 calendar days of employer notification FROI 01 is due immediately	00 (Original) IP (Initial Payment)	01 (Cancel)

Oklahoma EDI Reporting
Section 4
Delivery

SECTION 4: DELIVERY

Secure FTP (File Transfer Protocol)

Trading Partners will connect to a standard SFTP (Secure File Transfer Protocol) server hosted by the OK WCC.

When the OK WCC returns the necessary information per the implementation guide to grant access to the server, the Trading Partner will be contacted with their appropriate login information.

Once access is granted and the necessary information exchanged, Trading Partners may log into the SFTP server using whatever software or scripting system they have at their disposal, on whichever platform the Trading Partner is running.

Trading Partners will drop their FROI/SROI files into the *froi sroi specified location* on the server. The OK WCC will pick up these files and delete them from the specified location as they are processed.

Trading Partners are required to check the *specified location* for any waiting acknowledgements. The Trading Partner is required to delete files from the "acks" directory as soon as they have verified that they have been successfully received. It is important that the Trading Partner delete the files or they will be processed multiple times.

Inbound File Naming Convention

OKWCC recommends but does not require that files submitted to the OK WCC SFTP server should be named using the following convention in order to reduce the potential of files being overwritten.

ST_InterchangeVersionID_SenderFEIN_SenderPC_DateTransSent_TimeTransSent_UniqueSeq.edi

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

Reporting Timelines:

The cut-off time for processing files will be 1:59 AM CST. All files located in the "IN" directory will be processed by the OK WCC. Data that arrives after this cut-off time will be processed with the next day's files.

Acknowledgment Reports:

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

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

The second type of AKC record occurs when a batch is not rejected. The transactions within the batch are processed and detailed level (transaction level) data is provided indicating whether the transaction has been accepted (TA),

accepted with error (TE) or rejected (TR). If the transaction represents the first filing (FROI 00/UR) and is accepted, OK WCC will return the Jurisdiction Claim Number (JCN) DN0005 on the AKC. The JCN should be captured and recorded for later use for subsequent filings. If a transaction is accepted with error or rejected, detailed error information is provided on the acknowledgment. It is the trading partner's responsibility to use this error information for correction purposes. When a transaction is accepted with error (TE), a Correction report (MTC CO) is required as the next transaction filed to correct the error.

OK WCC will generate a "sequence number" which will be returned for each transaction on the acknowledgment. The sequence number reflects the order in which the transaction was received from the trading partner within the batch.

It is important to note that any rejections (batch or transaction) should be corrected and resent by the trading partner. TA transactions are not to be resent. Resending TA transaction will result in a duplicate rejection (TR). It is important to note that rejections (TR) for duplicate batch/transaction should not be resent.

Acknowledgment reports will be available in your "OUT" directory by 4:00 AM CST the following business day for those transactions sent prior to the OK WCC cut off for transmissions (1:59 AM CST).

Summary:

OK WCC Cut-off for transmissions – 1:59 AM CST
OK WCC Acknowledgment return – 4 AM CST (next business day)

Oklahoma EDI Reporting
Section 5
Testing Requirements

SECTION 5: TESTING REQUIREMENTS

Testing Procedures for Oklahoma Trading Partners

Test Plan Development

Oklahoma EDI Trading Partners submitting data are required to complete the Test Plan with the exception of approved OK WCC Web Entry filers.

The trading partner or vendor must complete and submit a Trading Partner Profile online via OK WCC's EDI online Trading Partner Registration system: https://okwccedi.info/register. Please contact the OK WCC EDI Support Team for any EDI related questions.

> Via email at: okwccedi@iso.com
>
> You must contact the Oklahoma EDI Support Team prior to sending any Test transaction(s):
> - If you have any questions about the test,
> - To confirm your testing readiness

Test Plan Procedures

The OK WCC Test Plan can be found at https://okwccedi.info/impl-info .   This Test Plan provides information for the expected to be approved for production reporting.

Trading Partners must continue to submit reports on paper until they have successfully moved into production with EDI reporting.

Test Overview for FTP Users

During the testing process and until notified otherwise by OK WCC's EDI Support Team, the Claim Administrators and their employer clients must continue to provide the Oklahoma Workers' Compensation Commission the appropriate paper First and Subsequent reports:

First Reports:
- Employer's First Notice of Injury (Form 2)
- Employer's Intent to Controvert Claim (Form 2A)
- Employer's Application and Authorization for Extension of Time to File CC Form 2A (Form 2A Extension)
- Report of Compensation Paid (Form 4)

Subsequent Reports
- Report of Compensation Paid (Form 4)

Paper reporting process should not be discontinued until the Sender of the data has received written approval to specifically discontinue the paper-reporting processes that EDI replaces.

Oklahoma EDI Reporting
Section 6
Becoming an EDI Partner

SECTION 6: REQUIREMENTS FOR BECOMING AN EDI TRADING PARTNER

There are two requirements for becoming an EDI Trading Partner:
1. Complete the Trading Partner Profile (https://okwccedi.info/register)
2. Complete Testing Requirements outlined in Section 5

Trading Partner and Transmission Profiles

OK WCC requires each entity, including those who plan to use a service provider, to complete the Electronic Trading Partner Profile. The TPP provides pertinent information about the receiver, sender and transmission protocol.

Complete Testing requirements outlined in Section 5.

Oklahoma EDI Reporting
Section 7
Other Information

SECTION 7: OTHER INFORMATION

Glossary of Terms

148: A record sent to the jurisdiction to complete the OK WCC's FROI requirements. The FROI is identified by the Transaction set ID of "148" and has a specific record layout. This record must be paired with its companion record, "R21" to complete the FROI transaction requirements. Population of the record is dependent on OK WCC's Element Requirement Table. Timeliness of the report is dependent on the OK WCC Event Table.

A49: A record sent to the jurisdiction to complete the OK WCC's SROI requirements. The SROI record is identified by a Transaction Set ID of "A49" and has a specific record layout. This record must be paired with its companion record, "R22", to complete the SROI transaction requirements. Population of the record is dependent on the OK WCC's Element Requirement Table. Timeliness of the report is dependent on the OK WCC Event Table.

Accident Date – The day, month and year that the work-related accident occurred.

Acquired Claim: A claim previously administered by a different claim administrator

Edit Matrix: A table indicating edits that will be applied to each data element by OK WCC. Senders should apply these edits before submitting a transaction and OK WCC will validate them during processing.

Element Requirement Table: A table indicating which data elements should be populated on a transaction (MTC) before submitting to OK WCC.

Header: Precedes each batch of data. It is the first record in every batch. It uniquely identifies the sender, receiver, the date and time the batch was prepared, whether the batch contains test or production data, transaction type and IAIABC Release number contained within the batch.

IAIABC: International Association of Industrial Accident Boards and Commissions is a group comprised of jurisdictions, insurance carriers, and vendors who are involved in workers' compensation.

Indemnity – Reimbursement/compensation for loss.

Injury/Accident - Damage or harm to the physical structure of the body which is alleged to have occurred in the course and scope of employment.

Lost Time - An employee's period of time away from work attributable to a workers' compensation accident. Some employees use "lost time claim" to distinguish a claim for wage loss indemnity benefits from a minor injury claim.

Maximum Medical Improvement - Means that no further material improvement would reasonably be expected from medical treatment or the passage of time.

Medical Provider - Any entity providing medical services or treatment to a workers' compensation claimant, including hospitals, physicians, medical technicians, physical therapists, and others.

MTC: Maintenance Type Code (MTC) is a code indicating the transaction to submit to comply with OK WCC EDI reporting requirements.

Trading Partner: An entity that has entered into an agreement with another entity to exchange data electronically.

Trailer: Designates the end of a batch of transactions. It provides a count of records and/or transactions within a batch. The trailer record is used to ensure that the entire batch is complete and valid.

Transaction: The communication of data that represents a single business event. A transaction consists of one or more records.

Transmission: Consists of one or more batches sent or received during a communication session.