

Oklahoma Workers Compensation Commission (OKWCC) EDI for Claims Release 3.1 Frequently Asked Questions

[Updated: August 28, 2018]

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General

Q-1: How do I contact OKWCC with questions on EDI Reporting?

A-1: Send an email to the OKWCC EDI Support Mailbox at okwccedi@iso.com.

Q-2: Where are OKWCC's EDI Requirements found?

A-2: Please refer to the "Implementation Guide" link under the EDI Resources section (<https://okwccedi.info/>) for the Event Table, Element Requirement Table, and Edit Matrix.

Q-3: What are some commonly used acronyms?

A-3: IAIABC is the International Association of Accident Boards and Commissions

FROI or First Report of Injury or Illness

SROI or Second Report of Injury

JC or Jurisdiction Code is a code for OK or Oklahoma

JCN or Jurisdiction Claim Number is simply a unique number assigned to each FROI we receive.

DN or Data Element Number is a label for each data type or cell

MTC or Maintenance Type Code is simply a code used to report business events and communicate which type of FROI or SROI report is being submitted.

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Trading Partners

- Q-1: Who is considered a Trading Partner for Oklahoma and who needs to complete the required Trading Partner Profile requirements (Trading Partner Profile Registration and Trading Partner Profile Agreement)?
- A-1: Any Insurer, Self-Insured Employer or Third-Party Administrator submitting electronic Claims transactions directly to Oklahoma or through a Vendor is considered a Trading Partner. Any Insurer/Self-Insurer utilizing a Third-Party Administrator will not be required to register, as the Third-Party Administrator would be responsible for completing this on the insurer/self-insurer's behalf.
- Q-2: How does my company become a Trading Partner with OKWCC?
- A-2: A company becomes a Trading Partner upon submission of a Trading Partner Profile Registration and a Trading Partner Profile Agreement, subject to OKWCC approval. Please refer to the Registration Instructions link under the Trading Partner Profile section of the OK WCC EDI Claims website: <https://okwccedi.info/> for information on how to complete the Trading Partner Profile Registration. Click on the Trading Partner Registration link to access the Trading Partner Registration system. Also, please find the Trading Partner Profile Agreement by clicking on the Trading Partner Agreement link of the OK WCC EDI Claims website. This document must be completed, signed and returned to the OK WCC EDI Support Team at okwccedi@iso.com. Each Trading Partner is required to submit a Trading Partner Profile Registration and a Trading Partner Profile Agreement must be signed and returned to submit EDI Claims to Oklahoma. The profile is reviewed and must be approved by OKWCC. An approved Trading Partner must complete successful testing. Note that OKWCC periodically sends their Trading Partner list to the IAIABC upon request.
- Q-3: How do I become a EDI Service Vendor for Oklahoma EDI trading partners?
- A-3: All certified vendors should send an email to okwccedi@iso.com with a request to become a vendor. When OKWCC receives the request, an internal approval process will be conducted. All certified vendors who become approved reporters or senders of information to OKWCC must also complete and pass the necessary testing procedures.
- Q-4: How do I decide which submission method to choose?
- A-4: Consider the volume before deciding on one of the following methods of submission: (i) SFTP (Secure File Transfer Protocol) means you will develop the programs and IAIABC claims release 3.1 flat file content yourself; (ii) EDI Vendor means a company will provide you with EDI services; or (iii) OKWCC Web Entry is used for low volume and means you will type the data in form by form.
- Q-5: What steps must be taken in order to receive a Direct SFTP connection from OKWCC?
- A-5: In order to receive a Direct SFTP connection from Oklahoma, the Trading Partner must be an IAIABC member. The IAIABC sets the industry standards for EDI reporting and promotes experience with the reporting standards. Membership allows access and use of the IAIABC standards, which is what current Direct SFTP Trading Partners and EDI Vendors use.

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- Q-6: How do I sign up to use the Oklahoma free web system to submit FROI and SROI Reports to OKWCC?
- A-6: The Trading Partner Profile has a section called Filing Method. Under this section when completing this Trading Partner Profile, please *select 'OKWCC Web Entry: Select OKWCC Web Entry if you will use the OKWCC EDI FROI SROI Web Reporting System'*. Subsequent to the submission of the Trading Partner Profile and OKWCC approval, training and access to the system will be provided.
- Q-7: As a Third-Party Administrator, we administer claims for a number of Insured/Self-Insured Employers. Are we required to register each Insured/Self-Insured Employer as a separate trading partner?
- A-7: No, one registration is required where you will list each company in the Subsidiary Insurer section of the form.
- Q-8: Am I required to submit a Trading Partner Profile Registration and Agreement if I have no active policies for Oklahoma?
- Q-8: You are only required to fill out a Trading Partner Profile Registration and Agreement if you will be filing required workers' compensation transactions electronically with OKWCC. If you have no active policies and are not responsible for any older claims that have not closed, you would not need to file anything electronically, so no Trading Partner Profile Registration or Agreement would be required. However, if you ever start writing WC policies in OK, and you are not using a TPA for adjusting the claims and will be submitting the information directly, you would need to complete and submit a TP Profile Registration and signed Agreement or else your filing would reject.

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Testing

Q-1: What are “test” transmissions?

A-1: Testing is a process used to determine whether you and OKWCC can send and receive EDI reports. Testing with OKWCC requires adherence to the OKWCC Test Schedule and the submission of required test transactions.

Testing serves two purposes:

1) It ensures that all technical details of the transmission process are correct for all three systems -- reporters, the network, and OKWCC.

2) It requires that the data details within the specific transaction types meet OKWCC requirements. The sender will be responsible for evaluating the acknowledgement transactions OKWCC returns in response to the test.

For additional information, see the “Oklahoma Workers' Compensation Commission (OK WCC) EDI Claims Release 3.1 Test Plan - Testing Requirements and Oklahoma EDI Testing Feedback Request List R3.1” on the EDI website under Implementation Information.

Q-2: While testing, can a trading partner test the FROI and the SROI together?

A-2: OKWCC recommends that trading partners successfully test and implement FROI transmissions before testing SROI transmissions. OKWCC expects to use the data from the FROI transactions for consideration in processing the SROI transactions, so errors with FROI could impact SROI testing. However, exceptions may be considered upon request.

Q-3: Will I need to test if I use the Oklahoma free web system to submit FROI and SROI Reports?

A-3: No, the system is tested and ready for FROI SROI report submissions.

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Production

Q-1: When will OKWCC approve me for production?

A-1: OKWCC's goal is to move our trading partners into production as quickly as possible after the testing process is successful. The testing process is described in the "OKWCC Release 3.1 Implementation Test Plan" under the EDI Implementation Test Plan Overview on the Implementation Information page (<https://okwccedi.info/impl-info>).

Q-2: Once a trading partner has moved into production, where should questions be directed?

A-2: All questions should be directed to the OKWCC EDI Support Mailbox at okwccedi@iso.com.

Q-3: Where is the Test/Production Indicator found?

A-3: The Test/Production Indicator is DN0104, located on the Header Record. Refer to the IAIABC EDI Release 3.1 Implementation Guide (www.iaiaabc.org) for more information regarding data definitions and the specific construction of the Header Record.

Q-4: How long after I send a transmission to OKWCC should I expect to receive an electronic acknowledgement?

A-4: **The cut-off for receipt of data from OKWCC Trading Partners will be 1:59 AM CST, Monday through Friday. Processing of OKWCC Trading Partner Data will start at 2:00 AM CST. On Saturday and Sunday, Trading Partners can connect and upload FROI/SROI files which will be processed Monday at 2:00 AM CST. Oklahoma Trading Partners will receive acknowledgment files no later than 4:00 AM CST pending any unforeseen processing issues. If you have not received an Acknowledgement within that time frame and have not received an advisory, please contact the OKWCC EDI Support Mailbox at okwccedi@iso.com.**

Q-5: How can the trading partner or a claim administrator monitor the data quality of their EDI transmissions once in production?

A-5: OKWCC recommends that the Claim Administrator develop tools to use the acknowledgment details to track overall performance.

Q-6: I have reached production status and a problem develops with the system I am using to generate or transmit EDI reports to OKWCC. What should I do to make sure OKWCC is informed and that Oklahoma receives all my claims in a timely fashion?

A-6: Immediately after a trading partner becomes aware that transmissions are not being sent or received by OKWCC, contact OKWCC via email (okwccedi@iso.com) right away to develop a temporary reporting plan.

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Production

- Q-7: A trading partner is approved for production status. The trading partner changes software packages, vendor, adds a newly acquired company or changes source system, etc. Does the trading partner need to revert back to the testing status again?
- A-7: If a trading partner changes any aspect of their approved process or system, then the trading partner must repeat the test process with OKWCC. OKWCC recommends that the trading partner continue with the approved production process while testing any new process, software or system. Considerations on the testing that will be required will be determined based on the situation. Any change in the manner by which data enters the reporting stream must be brought to our attention, and will probably involve discussion, testing and updates made to the Trading Partner Profile. If this situation arises, please contact OKWCC via email (okwccedi@iso.com) immediately.
- Q-8: Will paper forms be required to be sent to the injured worker after the implementation of Oklahoma EDI effective 9/1/2018?
- A-8: No, the paper forms will no longer be used beginning September 1, 2018 so you will not be required to send a copy of any of these to the injured worker.

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Transactions, Edits & Requirements

- Q-1: What does “accepted with errors” mean?
A-1: The transaction (record) you sent has been received, edited and accepted. However, one or more non-critical data elements in the record have an error. The acknowledgement you received indicates a "TE" status, accepted with errors, for the invalid data element. OKWCC requires that you submit a MTC CO Correction report within the required time frames. For more information, see OKWCC’s Event Table for MTC CO (Correction) link located on the OKWCC Implementation Guide page (<https://okwccedi.info/guide>).
- Q-2: What edits will OKWCC apply?
A-2: OKWCC’s edits and complete requirements are located on the OKWCC Implementation Guide page (<https://okwccedi.info/guide>).
- Q-3: Is there a difference between an EDI MTC CO Correction and a MTC 02 Change?
A-3: Yes, there is a very important distinction between Corrections and Changes. A Change (MTC 02) is used when the Claim Administrator finds data they previously sent to OKWCC is now different. The Correction (MTC CO) is a direct response to an acknowledgement report that showed one or more data elements were accepted with error (TE status). The CO must match a previously sent transaction and must contain the data element(s) or conditions identified on the acknowledgment as being in error. Refer to IAIABC Claims Release 3.1 Implementation Guide for additional information (www.iaiaabc.org).
- Q-4: What should be transmitted to OKWCC if a key Match Data is changed?
A-4: Send a FROI MTC 02 Change transaction to change any key match field(s). Note: Only one (1) key match field can be changed with a FROI MTC 02 at a time unless noted otherwise on the Edit Matrix Match Data Table as multiple FROI 02 change transactions may be required. Refer to OKWCC’s Match Data Table located on the OKWCC Implementation Guide page (<https://okwccedi.info/guide>).
- Q-5: Is a Jurisdiction Claim Number (JCN) required when I input my Original FROI Reports?
A-5: A JCN will be assigned when an original FROI report is submitted and a TA (Transaction Accepted) or TE (Transaction Accepted with Error) acknowledgment is received. For legacy claims, a JCN (Form 2 number) that was assigned on the paper report submission will be returned when a FROI UR report is submitted that receives a TA (Transaction Accepted) or TE (Transaction Accepted with Error) acknowledgment.
- Q-6: Is the OKWCC Jurisdiction Claim Number required on all transactions following the original First Report of Injury?
A-6: Yes. Refer to OKWCC’s Match Data Table & Element Requirement Table located on the OKWCC Implementation Guide page (<https://okwccedi.info/guide>). **DN0005** Jurisdiction Claim Number is a keymatch item for all reports following the First Report of Injury.

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- Q-7: What Employer FEIN should be used for employers with multiple corporate relationships?
A-7: Use the FEIN of the corporate entity that has the legal responsibility for handling a given workers' compensation claim.
- Q-8: What coding for Part of Body, Nature of Injury, and Cause of Event will be used?
A-8: Please see the Workers' Compensation Insurers Organization (WCIO) injury description table – Part/Nature/Cause.

<https://www.wcio.org/Document%20Library/InjuryDescriptionTablePage.aspx>
- Q-9: The edits indicate that OK only accepts claims with a Date of Injury (DN031) value \geq 2/1/14. If we have a very low volume (only two claims open/reopened reported previously on paper) for OK EDI 3.1 reporting. For example, two claims have DOIs which are less than 2/1/14 (2/29/1988 & 3/21/1986). Please review & confirm the expected EDI filing.
- A-9: The Oklahoma Workers' Compensation Commission was created in 2013, granting it jurisdiction over all claims arising on or after February 1, 2014. Because the legacy claims named in the example are not within the Commission's jurisdiction, filings pertaining to those claims would not be expected or accepted. All claims arising before February 1, 2014 are subject to the jurisdiction of the Oklahoma Workers' Compensation Court of Existing Claims (CEC). Please refer to the CEC website: www.cec.ok.gov for additional information.
- Q-10: Can you please clarify the NAICS version – will all versions be accepted or is OK limited to a specific version?
- A-10: If required on MTC, then must be 6 characters and valid NAICS Code. OKWCC is allowing 2012 NAICS Code for the claims reported and assigned a JCN of 2017 and earlier. The edit says that If JCN (DN0005) is assigned with the first 4 characters of '2017' and earlier/less, value must be = 2012 NAICS Code. For new claims on and after the mandate date and If the JCN (DN0005) is assigned with the first 4 characters of '2018' and later/greater, value must be = 2017 NAICS Code. If the value sent is invalid, then Error 111 Must be valid content with Element Error Text: DN0025 must be 6 characters & valid NAICS will be returned on the acknowledgment.

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- Q-11: If there is a legacy claim with a date of injury for example of 09/04/2017 and the Claim Administrator has two months to submit a FROI UR followed by a SROI UR, the Claim Administrator will have missed the SA anniversary filing due on 9/04/2018. Since the Claim Administrator would be already submitting the FROI UR and SROI UR in September 2018, can the MTC SA be sent on the next 6-month anniversary (3-4-19)?
- A-11: If an SA becomes due in the two-month timeframe to submit your UR's (9-1-18 through 11-1-18), and a SROI UR is filed, you do not need to send an SA that would otherwise become due during those two months. In this circumstance, the SA can be sent on the next 6-month anniversary of the Date of Injury.

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Legacy Claims

Q-1: What is a Legacy claim?

A-1: A legacy claim is a claim that was filed prior to OWCC's EDI implementation date.

Q-2: Should electronic reports be filed on legacy claims?

A-2: Yes. Electronic first reports and subsequent reports must be sent on all claims that are open or reopened in the claim administrator's system. Refer to OKWCC Event Table located on the OKWCC Implementation Guide page (<https://okwccedi.info/guide>).

Q-3: For legacy claims, how do I determine if a claim is open or re-opened? Is this based on the status in the claim administrator's system?

A-3: If a CC-Form-2 was previously submitted and filed, then a legacy claim is present. Please submit an Update Report (UR) if the claim is open or re-opened in the claim administrator's system. If the correct match data elements are present, a legacy claim will be located an acknowledgment will be sent with the JCN, which will be identical to the Form 2 number previously assigned by the WCC's system.

Q-4: Are you expecting FROIs Update Report (UR) for claims that had either Indemnity or Medical previously paid only, or would you expect a FROI UR on a claim with no payments that is open in the claim administrator's claim system?

A-4: OKWCC does not require FROI UR for incident only or claims that have no medical and no indemnity payments. However, OKWCC will not reject the FROI UR reports on those claims if they are sent. For reference, see the OKWCC Event Table for FROI UR: all open and re-opened claims (including indemnity and medical) with Date of Injury(DN0031) >= 2/01/2014 previously filed on paper. These claims are based on Date Claim Administrator Had (Notice or) Knowledge of the Injury (DN0041) prior to Trading Partner Production Date. Note: OKWCC expects the FROI UR report submissions to be completed by **11/1/18**.