Alaska Department of Labor and Workforce Development
EDI for Claims Release 3.1

Frequently Asked Questions

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General

Q-1: How do I contact ADOL with questions on **EDI Claims Release 3.1** Reporting?

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

Q-2: Where are ADOL's EDI Claims 3.1 Requirements found?

A-2: Please refer to the "EDI Requirements" link under the EDI Resources section in the ADOL EDI Claims website (https://adoledi.info/) for the Event Table, Element Requirement Table, and Edit Matrix.

Q-3: What are some commonly used acronyms?

A-3: IAIABC = International Association of Industrial Accident Boards and Commissions

FROI = First Report of Injury

SROI = Subsequent Report of Injury

JCN = Jurisdiction Claim Number

DN = Data Element Number

MTC = Maintenance Type Code

Q-4: How do I send EDI Claims Release 3.1 FROI and SROI reports to the ADOL?

A-4: You may send the EDI Claims Release 3.1 FROI and SROI reports in the following ways:

1. **DIRECT SFTP:** Report via a Direct Connection using SFTP from your own claims system. There is no cost to use this connection.
2. **ADOL WEB ENTRY:** Use the ADOL Web Entry system. The Web Entry system is a free service for companies with low claim volume (about 100 claims or less in a year) that do not use an EDI Vendor. The Web Entry system requires the data entry and submission of every applicable MTC transaction for an individual claim.
3. **EDI VENDOR:** Use a Third-Party EDI Service Vendor. Vendor costs may apply depending on the services you request from the vendor.

Trading Partners

Q-1:   How does my company become a trading partner with ADOL?

A-1:   Complete and submit a Trading Partner Profile for EDI Claims Release 3.1. Alaska's EDI Claims Release 3.1 Trading Partner Registration can be found online at: https://adoledi.info/register. Please refer to the Registration Instructions link under the Trading Partner Profile section (https://www.adoledi.info/). Each Trading Partner profile is reviewed and must be approved by ADOL. Note that ADOL periodically sends their Trading Partner list to the IAIABC upon request.

Q-2:   How do I decide which submission method to choose?

A-2:   Consider the volume before deciding on one of the following EDI Filing Methods of submission when you register as a Trading Partner:

   (i)   Direct SFTP (Secure File Transfer Protocol) means you will develop the programs and the IAIABC Claims Release 3.1 flat file content yourself;

   (ii)   EDI Vendor: means a company will provide you with EDI services; or

   (iii)   Jurisdiction Web Entry: a free service for companies with low claim volume (about 100 claims or less in a year) that do not use an EDI Vendor. The Web Entry system requires the data entry and submission of every applicable MTC transaction for an individual claim.

Q-3:   Where do I find information concerning IAIABC EDI license fees?

A-3:   Please refer to the IAIABC website (http://www.iaiabc.org/) under the EDI Standards – Licensing section for additional information.

Q-4:   What steps must be taken in order to receive a Direct SFTP connection from ADOL?

A-4:   The Trading Partner Profile has a section called Filing Method. Under this section when completing this Trading Partner Profile, please select 'Direct SFTP'. If you already have a Direct SFTP connection setup by ISO/VERISK for another jurisdiction, then you can continue to use the same connection, ensuring that you use the correct Receiver information for the Release 3.1 AK files as listed on the Implementation Information page of the ADOL EDI website: https://www.adoledi.info/.

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.

Trading Partners and IAIABC Members with knowledge of the standards reporting EDI Claims Release 3.1 in other states, that do not have an existing Direct SFTP connection setup by ISO/VERISK, must register and advise the ADOL EDI Support Team that a new connection is needed.

Q-5: How do I sign up to use the Alaska free web system to submit FROI and SROI Reports to ADOL?

A-5: When you register as a Trading Partner, the Trading Partner Profile has a section called Filing Method. Under this section when completing this Trading Partner Profile, please *select 'Jurisdiction Web Entry'*. Access to the system will be provided prior to Production. Testing is not required for web entry.

Q-6: As a Third-Party Administrator, we administer claims for several Insurers/Self-Insured Employers. Are we required to register each Insurer/Self-Insured Employer as a separate trading partner?

A-6: No, only one registration is required where you will list each company in the Subsidiary Insurer section of the form.

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 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 ADOL. ADOL 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 how 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 ADOL via email (adoledi@iso.com) immediately.

Testing

Q-1:   What are "test" transmissions?

A-1:   Testing is a process used to determine whether you and ADOL can send and receive EDI reports.
Testing with ADOL requires adherence to the ADOL 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 ADOL.
2) It requires that the data details within the specific transaction types meet ADOL requirements.

The sender will be responsible for evaluating the acknowledgement transactions ADOL returns in response to the test.

For additional information, see the "ADOL Claims Release 3.1 Test Requirements " and "ADOL Claims Release 3.1 Test Feedback Request List" on the EDI website under the Implementation Information page.

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

A-2:   ADOL recommends that trading partners successfully test FROI transmissions before testing SROI transmissions. ADOL expects the trading partner to use the data from the FROI transactions for consideration in processing the SROI transactions, so errors with a FROI could impact SROI testing.

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

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

Production

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

A-1:   ADOL's goal is to approve our trading partners for production as quickly as possible after the testing process is successful. The testing process is described in the "ADOL Claims Release 3.1 Test Requirements" under the EDI Implementation Test Requirements Overview on the Implementation Information page: https://adoledi.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 ADOL EDI Support Mailbox at adoledi@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.iaiabc.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 ADOL should I expect to receive an
        electronic acknowledgement?

A-4:   Please refer to the **ADOL FROI SROI Processing Schedule for EDI Claims R3.1** posted on the
        Implementation Info page of the ADOL EDI Claims Website at https://adoledi.info/impl-info.
        If you have not received an Acknowledgement within that time frame and have not received
        an advisory e-mail, please contact the ADOL EDI Support Mailbox at adoledi@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:   If a "TR" (Transaction Rejected) acknowledgement was received, it indicates that
        the transaction (record) you sent has been received and rejected, as an error was
        found on one or more data elements. The transaction was not accepted by the
        jurisdiction. The error(s) should be reviewed quickly to correct and resubmit the
        transaction with the same MTC. Please be sure to update the MTC date on the
        subsequent transaction. Timely resolution of rejected reports is critical because the
        transaction has not been accepted into the jurisdiction's system. If an error
        indicates a duplicate transaction, then resubmission of the same MTC would not be
        required. ADOL 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 ADOL. What should I do to make sure ADOL is
        informed?

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

Q-7:   Acquired Claim - Is the Jurisdiction Claim Number required on an Acquired Claim?
A-7:   The Jurisdiction Claim number is not required on an AQ or an AU. ISO/Verisk will
        acknowledge the claim with the correct JCN.

Q-8:   Insurer Name Change- Sometimes an Insurer will shift a claim to another Insurer within their
        group. Does the AQ (Acquired Claim) MTC apply in this situation.
A-8:   No, send a FROI 02 Update to change the name of the Insurer. The AQ is only for changing
        a Claim Administrator.

Q-9:   Codes- Are there any code values that are not valid in AK?
A-9:   Please refer to the Valid Value tab of the Edit Matrix located on the
        https://adoledi.info/requirements page to determine the valid values that Alaska will
        accept.

Q-10:   Dependent/Payee Relationship Code- For (DN0097) is the first position a relationship code,
        and the second position the numerical birth order?

A-10:   Yes, the IAIABC valid values for the second position (Numerical Birth Order) are 0-9 A-K (spaces not allowed). For Example, if the dependent is a widow, the code value sent will be "21". Please refer to the Valid Value tab of the Edit Matrix located on the https://adoledi.info/requirements page to determine the valid values that Alaska will accept.

Q-11:   Field edits for dates and numeric fields- What do we report if a date or a numeric field is not present, zeroes or blanks?
A-11:   Positions are to be initialized as spaces. Each field, if populated, should be populated based on the data element's data format. If a field is not populated, then it would be passed as spaces to retain data positioning for all data elements.

Q-12:   Final Payment- SROI MTC FN or SROI MTC SX? The state indicates they want us to notify them when a final payment has been processed and the claim will be closed. What report should we send when we issue the final indemnity payment? In some situations, we have issued a final indemnity payment, but we still have the Medical line open, so the claim is not closed!
A-12:   File the SROI SX in accordance with the timeframe posted in the SROI Event Table. File an FN upon closing a claim. The SROI FN should show all payments made for the life of the claim.

Q-13:   First Report - What claims are reportable for FROI?
A-13:   Please refer to the "EDI Requirements" link under the EDI Resources section in the ADOL EDI Claims website (https://adoledi.info/requirements) for the Event Table. The FROI tab of the event table indicates what FROIs must be filed and what FROIs will be accepted but are not required.

Q-14:   Medical Expense and Lost Time Less than 8 Days - What is required to be filed when there is both medical and lost time 1 thru 7 days?
A-14:   For Medical Only or Notification Only (disability of 7 days or less) claims, file a FROI 00 with Initial Date Last Day Worked (DN0065) and Initial RTW Date (DN0068). Then, file a Quarterly Report (QT) if the claim is still open 3 months from the Date of Injury. Otherwise, file a Final Report (FN) when the claim is closed to show all medical costs incurred under Other Benefit Type Code and Amount (OBT – DN0215 and DN0216).

Q-15:   NAICS - Does the Bureau follow the IAIABC standard regarding DN0025 - Industry Code and accept NAICS Codes?
A-15:   Yes, ADOL will accept a 6-digit 2017 or 2012 NAICS code.

Q-16:   Payment Report: SROI PY - What's the purpose of this report?
A-16:   A SROI PY is used to report the initial payment of medical or to report any lump sum payment or settlement. Refer to the PY row of the SROI tab of the ADOL Event Table located on the ADOL EDI Requirements page (https://adoledi.info/requirements) for further information.

Q-17:   Payment Report - How many SROI PYs can be sent on a single claim?
A-17:   There is no limit.

Q-18:   Policy Number, Effective/Expiration Dates – Are these required on EDI Reports?

A-18:   If the Insured Type Code (DN0184) = I (Insured), then Policy Number Identified (DN0028); Policy Effective Date (DN0029) and Policy Expiration Date (DN0030) are required.

Transactions, Edits & Requirements

Q-1:   What edits will ADOL apply?

A-1:   ADOL's edits and complete requirements are located on the ADOL EDI Requirements page (https://adoledi.info/requirements).

Q-2:   What should be transmitted to ADOL if a key Match Data is changed?

A-2:   Send a FROI MTC 02 Update to change any key match data field(s). Note: Only one (1) key match field can be changed with a FROI MTC 02 Update at a time unless noted otherwise on the Edit Matrix Match Data Table as multiple FROI 02 Update transactions may be required. Refer to ADOL's Match Data Table located on the ADOL EDI Requirements page (https://adoledi.info/requirements).

Q-3:   Is a Jurisdiction Claim Number (JCN) required when I input my Original FROI Reports?

A-3:   A JCN will be assigned when an initial FROI report is submitted and a TA (Transaction Accepted) acknowledgment is received. For legacy claims, a JCN that was assigned on the R3 report submission will be returned when a FROI UR report is submitted that receives a TA (Transaction Accepted) acknowledgment.

Q-4:   Is the ADOL Jurisdiction Claim Number required on all transactions following the initial First Report of Injury?

A-4:   Yes. Refer to ADOL's Match Data Table & Element Requirement Table located on the ADOL EDI Requirements page (https://adoledi.info/requirements) **DN0005** Jurisdiction Claim Number is a key match item for all reports following the initial First Report of Injury.

Q-5:   What Employer FEIN should be used for employers with multiple corporate relationships?

A-5:   Use the FEIN of the corporate entity that has the legal responsibility for handling a given workers' compensation claim.

Q-6:   What coding for Part of Body, Nature of Injury, and Cause of Event will be used?

A-6:   Please see the Workers' Compensation Insurers Organization (WCIO) injury description table – Part/Nature/Cause.
       https://www.wcio.org/Document%20Library/InjuryDescriptionTablePage.aspx

Q-7: If the Employee SSN cannot be obtained nor another Employee ID, is there a default that can be used instead?

A-7: If Employee SSN (DN0042), Employee Employment Visa (DN0152), Employee Green Card (DN0153), Employee Passport Number (DN0156) or Employee Individual Taxpayer Identification Number (DN0437) are not available then ADOL will accept the Employee ID Assigned by Jurisdiction (DN0154) (Used with Employee ID Type Qualifier (DN0270) = A) as follows:

For Legacy Claims: "A Legacy claim is any open claim previously accepted in R3 (prior to ADOL's EDI Claims R3.1 Implementation Date) for which a Jurisdiction Claim Number (JCN) has been assigned."

For Non-Legacy Claims: The Claim Administrator must send 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. XX051590 (where Date of Birth is May 15, 1990).

Please note ADOL also accepts the following:

Employee SSN (DN0042) (Used with Employee ID Type Qualifier (DN0270) = S)
Employee Employment Visa (DN0152) (Used with Employee ID Type Qualifier (DN0270) = E)
Employee Green Card (DN0153) (Used with Employee ID Type Qualifier (DN0270) = G)
Employee Passport Number (DN0156) (Used with Employee ID Type Qualifier (DN0270) = P)
Employee Individual Taxpayer Identification Number (DN0437) (Used with Employee ID Type Qualifier (DN0270) = T)

Q-8: If an injured worker has been released to LDW and we get their wages every 2 weeks and we do not yet know if they will earn less than AWW, are we supposed to file the 02 immediately? How much time are you considering as the time needed before a payment is made as to when an 02 is needed? (2 weeks, a month, etc.?)

A-8: If a TP payment will not be made when the next bi-weekly installment is due, please send the SROI 02 with the RTW date and qualifier and anticipated wage loss indicator.

Q-9: To follow up on the previous question, is there a subsequent MTC expected after the fact (e.g. is another 02 needed if they are released to RTW FD and no TPD payments were made?

A-9: If RTW FD and no TPD payments made an SX should be filed and a reduced earning segment should be present for every week the employee was in a TP status. The employee earnings should be listed for each week and the segment should also include the start and end date and should reflect the net weekly amount due by Claim Administrator = 0, since no benefits were due/paid for that week. A SROI CB would be due if 070 benefits are initiated, and a segment should also be present for each prior week that the claimant may have earned to be entitled to TPD.

Q-10:   For the SROI 02 reporting trigger "J - Claim Administrator has identified that a Benefit Redistribution (Child Support) has begun or ended, and the Benefit Type Code has not changed, and benefits are not currently being reinstated/suspended." If we are initiating TTD (filing the IP) and paying Child Support Lien at the same time, no 02 is necessary?

A-10:   That is correct, just list the ACR segment on the IP.

Q-11:   If TTD is being paid and have already filed the IP and child support starts, an 02 is expected?

A-11:   That is correct.

Q-12:   If TTD and Child Support are stopped at the same time, no 02 is needed; an SX is expected?

A-12:   That is also correct.

Q-13:   If we stop paying Child Support but continue with TTD, we file the 02?

A-13:   Yes, correct.

Q-14:   For AQ's on closed claims is there a cutoff date we should be looking at or is it for all closed claims when the account is acquired?

A-14:   Immediate upon Acquisition of any Open or Closed Claim. JCN required on AQ (if JCN unknown, please contact ADOLEDI@iso.com.)
On an Acquisition; please complete the following fields on the TP Profile: Capacity of Acquisition, Acquire Claims from CA FEIN and Employer FEIN or Unbundled Description.

Legacy Claims

Q-1:   What is a Legacy claim?
A-1:   For purposes of Release 3.1 reporting, A Legacy claim is a previously opened paper claim in R3 (prior to ADOL's EDI Claims R3.1 Implementation Date) with a Jurisdiction Claim Number (JCN) less than 201320000. For Release 3.1 Requirements, a Legacy Claim is also a Release 3 Claim with the JCN greater than 201320000 and less than 202120000.
Q-2:   Should EDI reports be filed on legacy claims?
A-2:   Yes, upon implementation of Release 3.1, you should continue filing for Legacy Claims with the next MTC Event due on the claim. No MTC UR (Update Report) will be required. ADOL will still be accepting MTC UR (Upon Request) for Legacy Claims with a JCN less than 20132000. Refer to ADOL Event Table located on the ADOL EDI Requirements page (https://adoledi.info/requirements).