Alaska Workers' Compensation Court (ADOL) EDI Claims Release 3.1

Implementation Guide

For the reporting of First Report of Injury (FROI) and Subsequent Reports of Injury (SROI)

Version 1.3

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PREFACE

The Alaska Department of Labor and Workforce Development (ADOL) is pleased to announce that electronic reporting of First Reports of Injury (FROI) and Subsequent Reports of Injury (SROI) will be done via Electronic Data Interchange (EDI) transactions using the Claims 3.1 reporting standards adopted by the International Association of Industrial Accident Boards and Commissions (IAIABC). This solution provides the ADOL with an efficient and accurate method for receiving reports required by the Alaska Workers' Compensation Act and the Rules of Procedure of the Alaska Department of Labor and Workforce Development.

EDI reporting is not new to Alaska as the Workers' Compensation Division has been receiving First Reports of Injury via EDI since its first trading partner began production on July 22, 2013. The Commission subsequently mandated the electronic reporting of SROIs on October 23, 2014. All Workers Compensation Claim reporting is submitted via Electronic Data Interchange (EDI) transactions through approved, registered EDI Senders to Alaska Department of Labor on behalf of approved trading partners.

The use of EDI Claims release 3.1 has been mandated for all carriers as of May 17, 2021. Section §23-30(08) of the Alaska Workers' Compensation Act gives the chair of the commission the authority to determine the form and manner of the filing of reports of accidents and settlements. EDI Claims Release 3.1 provides for the electronic transfer of more comprehensive injury data than what was available in Release 3.0. As a result, the transition to EDI Claims Release 3.1 will allow the commission to obtain more detailed claim data. All carriers will be required to register and submit a Trading Partner Acknowledgment form with the ADOL to ensure secure and compliant acceptance of claim data by the ADOL vendor.

Accurate and timely information is vital to how well the ADOL serves the workers' compensation community. The EDI Claims Release 3.1 system will facilitate improvement in both areas. The requirements in both the data tables and this Implementation Guide were developed in an effort to minimize the impact of transitioning to a new standard while also insuring the accurate reporting of claim information. The following sections provide the necessary information for understanding how to conduct EDI business with the ADOL as well as references to other important documents. Thank you for participating with us in maintaining and improving Alaska's EDI reporting system.

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SECTION ONE: FORWARD

A. IAIABC EDI Claims Release 3.1 Standards and Documentation

1. The ADOL has adopted standards developed by the International Association of Industrial Accident Boards & Commissions (IAIABC). The IAIABC is a not-for-profit trade association which neutrally represents the interests of government and the workers' compensation insurance industry.

2. The ADOL has designed this EDI Claims Implementation Guide to assist Insurers, Self-Insured Employers and Claims Administrators with the transition from Release 3.0 reporting to Release 3.1 reporting. It serves as an information resource for trading partners operating in Alaska and provides Alaska-specific requirements. The ADOL Guide should be used in conjunction with the most current version of the IAIABC EDI Implementation Guide for Claims Release 3.1. The IAIABC Guide is the authority on the EDI Claims Release 3.1 standard. The IAIABC holds a copyright on the Guide and while members of the IAIABC may obtain it without cost, non-members must purchase a copy. The IAIABC can be reached at (608) 841-2017 or by visiting their website at www.iaiabc.org.

3. In addition to the IAIABC EDI Implementation Guide for Claims Release 3.1, the IAIABC website offers access to several other important EDI coding tables required for implementing the EDI Claims Release 3.1 standard. The coding tables are available for download on the IAIABC website. The ADOL recommends that carriers, self-insured employers and claims administrators get the Guide and coding tables as soon as possible and begin reviewing the materials with internal management and IT staff.

B. The Evolution of the EDI Claims Reporting Standards

1. In the 1970s, various state legislatures began questioning how their workers' compensation systems were working compared to other state systems, and in the 1980s the International Association of Industrial Accident Boards and Commissions (IAIABC) created a Statistics Committee, whose task it was to identify, compare, and standardize injury data across jurisdictional boundaries. As technology boomed in the 1990s, insurance carriers and jurisdictions met in an effort to continue the standardization process in order to develop electronic reporting of injury data. The result was the formulation of the IAIABC Electronic Data Interchange (EDI) Steering Committee, which created technical working groups. These groups focused on defining common data elements used when filing claims and developed a standard format for the electronic transfer of claims data from jurisdiction paper report of injury forms. Participants met under the auspices of the International Association of Industrial Accidents Boards and Commission (IAIABC) to satisfy antitrust requirements.

2. The discussions of this group resulted in the creation of a data element dictionary and a reporting event table that could be used by any state and which was based on the claims administrator claim handling process with consideration for the jurisdictional-required employer reports filing.

This utilized existing and widely used data standards to leverage system enhancements implemented by many claims administrators and state administrators.

3. This process took several years to fine tune into the national standards existing today. ADOL implemented EDI Claims Release 3.0 with its first trading partner on July 22, 2013. ADOL then followed with a mandate that all reports be filed electronically via EDI Claims Release 3.1 starting on May 17, 2021.

4. The standards continue to be reviewed and enhanced by a committee of jurisdictional and insurance industry participants for the benefit of all.

C. Alaska's EDI Partnership

1. The Alaska Department of Labor and Workforce Development (ADOL) announced a Request for Proposal to contract with a Vendor (ADOL Vendor) to facilitate EDI Claims filing for Alaska's workers' compensation carriers and self-insured employers and/or their claims administrators. In the context of EDI, claims administrators, carriers, self-insured employers, and/or their contracted vendors may be trading partners.

2. ISO's Workers Compensation Solutions division has been selected as the ADOL Vendor. ISO will manage the technical aspects of data submittal, be your main contact for implementation, technical requirements, and other questions you may have. In the near-future, you can expect to hear from ISO directly about EDI Claims 3.1 Reporting.

3. All entities reporting via EDI Claims Release 3.1 must accept a Trading Partner Acknowledgment as part of the Trading Partner Registration process. See Section 4 of this guide for more details.

4. Although the ADOL does not endorse a particular vendor, the Trading Partner approval process ensures that only firms with specific EDI Claims Release 3.1 experience are allowed to offer their services to our trading partners. The approved vendors may offer varied services depending on the trading partners' needs. If a carrier, self-insured employer, or claims administrator selects a vendor, that vendor must complete the required testing to be an approved vendor. The approved vendor will be allowed to submit EDI transactions on behalf of the carrier, self-insured employer or claims administrator. To see our posted vendor information please see https://adoledi.info/vendors

D. EDI Implementation Dates

1. Upon acceptance of the FROI, the ADOL Vendor will assign a jurisdiction claim number to the FROI for tracking and matching purposes. The jurisdiction claim number will then be returned to the trading partner via the electronic acknowledgement.

2. EDI Claims Release 3.1 for FROI and SROI transactions will begin May 17, 2021.

3. All trading partners must complete FROI and SROI testing and be ready for EDI 3.1 production by close of business May 14, 2021. The ADOL will work with ADOL's Vendor to provide initial and ongoing training and guidance to trading partners who need assistance regarding the proper reporting of claim information via EDI. It is imperative that trading partners become familiar with the Alaska EDI Claims Release 3.1 Event Table to know what claim events trigger reporting and the timelines in which a FROI or SROI must be transmitted to the ADOL.

E. Alaska Reporting Requirements

1. New Claims
   A FROI that is filed with the ADOL on or after EDI Claims Release 3.1 implementation requires an electronic FROI submission. All SROIs associated with a FROI submitted via EDI Claims Release 3.1 must also be submitted via EDI Claims Release 3.1. See Section Six for technical specifics.

2. Legacy Claims
   For the purposes of editing, a legacy claim is one with a JCN < 202120000. There are some edits that only apply to Legacy Paper claims and those will specify that the JCN must be < 201320000. The Legacy Paper claims with JCN < 201320000 with require a UR (Upon Request) which is the Grandfathered UR. Please see the ADOL Event Table for filing requirements related to reporting a UR (Upon Request), and also the ADOL Element Requirement Table or Edit Matrix, Legacy Claim Definition Tab for a clarification of the JCNs that are considered Legacy and Non-Legacy.

   ADOL will not utilize the UR (Update Report) to initially set the picture for Release 3.1. Trading Partners should just file the next applicable MTC in the claim per the Event Table in the R3.1 format on or after 5-17-2021.

SECTION TWO: EDI IMPLEMENTATION MANAGEMENT

1. EDI Claims is a method to transmit claims management data to meet jurisdictional reporting requirements. Ideally, EDI converts a manual process into an automated or software-assisted process, to allow computer-to-computer communication. The initial implementation tasks are to assess the jurisdiction's requirements, compare those requirements to your company's manual and automated claims handling processes to determine the best business solution for your company.

2. The technical side of EDI has three major components:
   a) The computer-based claim processing system where claim data is stored
   b) An EDI management system or a component that contains jurisdiction requirements:
      - The required report types
      - The required timeline for each report
      - The jurisdiction's data requirements
      - The required edits
      - The jurisdictions' response to each report
      - The company's ability to resubmit rejected FROI and SROI transactions
   c) A system that manages the exchange of reports (FROI, SROI and Acknowledgments) between two or more parties (trading partners, EDI Service Vendors, jurisdictions, etc.)

3. Due to the differences between the claim handling processes and electronic data systems of different Claims Administrators, each administrator may have varying degrees of capability. Each must assess their own capabilities and make a determination whether they will self-handle the EDI process internally, either by developing the software to meet the Alaska requirements or by utilizing the web portal which ISO will make available for low volume filers, or by engaging their own EDI Service Vendor. In any event each administrator must determine the best way to modify its claim handling process in order to meet the three technical EDI components.

4. Although the below list is not all inclusive, it will help guide you to key items to consider when

evaluating how your firm can comply with this EDI implementation.

a) Determine whether your firm already has EDI programming in place with Alaska or other jurisdictions. If so, several of the steps immediately below may already have been completed by your firm.

b) Completely read this implementation guide and review the tables referenced next to ensure your firm's understanding of Alaska's EDI requirements. Identify the ADOL reporting requirements for each data element using the provided MTC Event Table, Edit Matrix Table, and Element Requirements Table which are incorporated as part of this Guide. These are available on the ADOL EDI Claims website: https://adoledi.info

c) Go to www.iaiabc.org to view a copy of the current IAIABC EDI Claims Release 3.1 Implementation Guide.

d) Review the definition of each data element listed in the Alaska tables. Note any difference between these definitions and those of your organization in order to develop a possible crosswalk.

e) Note any required elements in the Alaska tables not currently captured by your database in case they need to be added to comply with ADOL requirements.

f) Assess your firm's current EDI capabilities (hardware & software).

g) Monitor the ADOL EDI website's Implementation page:

   https://adoledi.info for updates and requirement changes. Attend training sessions when possible. Request to be added to the EDI Claims Implementation email distribution list. Send your request to Alaska EDI Support Team at adoledi@iso.com.

h) Training of technical personnel on their roles and responsibilities will be made available by the ADOL Vendor. Dates and times will be posted on Vendor's website and linked on the ADOL website.

i) Establish a schedule for testing your FROI and SROI transmissions with our ADOL Vendor which must be completed no later than May 1, 2021.

j) You may wish to use industry meetings and other business contacts to identify claims administrators that have participated in the development of the standards (IAIABC members), and/or have successfully implemented EDI in other states. Contact these organizations to discuss how best to approach EDI implementation and to check references of approved vendors.

SECTION THREE: REPORTING PROCESSES AND OPTIONS

1. Alaska's EDI 3.1 reporting process includes:
   1) Capturing state required reporting data in the IAIABC EDI Claims Release 3.1 format.
   2) Editing for data content and quality.
   3) Managing communications (report transmissions-sending & receiving).
   4) Managing acknowledgments, replacement reports and corrections.

2. Acceptance and acknowledgement of an EDI Claims Release 3.1 transaction does not mean that the data is in compliance with all statutes and reporting requirements (i.e., amounts, timeliness, etc.).

3. The ADOL has contracted with a single vendor who will be the point source for all EDI transmissions from Trading Partners. Transmissions received from Trading Partners in proper Alaska EDI Claims Release 3.1 format will not incur a transmission cost from the ADOL vendor.

4. It is important to note that utilization of the IAIABC EDI Claims Release 3.1 Standard requires a license from the IAIABC.

5. As noted in Section Two, above, each Trading Partner must evaluate their individual situation and make a determination to either internally program to Alaska EDI Claims Release 3.1, or to retain a third-party to handle their data transmissions. An alternative for low volume filers will be entry of data via the ADOL vendor's web portal.

SECTION FOUR: EDI TRADING PARTNER PROCESS

1. Please note, your business model may require you to take supplemental steps between those suggested below. In the case of an experienced EDI partner, trading with other jurisdictions utilizing EDI Claims Release 3.1, you may find your company has already addressed some of the below steps.

2. When forms are referenced in these steps, the location of instructions for completing the forms is also included. If after reviewing the steps you need to discuss them further, please email adoledi@iso.com.

A. Contact the IAIABC/ Obtain the IAIABC EDI Claims Release 3.1 Implementation Guide

1. A clear understanding of the IAIABC definitions and standards is required to be a successful EDI Trading Partner in Alaska. The IAIABC Claims Release 3.1 Implementation Guide augments this Alaska Department of Labor and Workforce Development EDI Claims Implementation Guide. Visit the IAIABC web site: www.iaiabc.org or call them at: (608) 841-2017 to obtain a copy of the current Claims Release 3.1 Implementation Guide and other publications that may assist in implementing Alaska EDI requirements.

2. This Alaska Department of Labor and Workforce Development EDI Implementation Guide provides Alaska specific information that is used in conjunction with the IAIABC EDI Claims Release 3.1 Implementation Guide.

B. Designate an EDI Point of Contact

1. Regardless of which reporting format your company qualifies for (reporting via an approved vendor, online or direct reporting) your company must designate an EDI point of contact. Your company is responsible to update ADOL if and when the contact changes. This contact person must be able to speak on behalf of your organization and be knowledgeable about:

   a. Your source data.
   b. How to retrieve the source data.
   c. Your business process and support systems.

2. We recommend that your EDI Point of Contact participate in training provided by ADOL.

C. Review Alaska EDI data requirements and claim events that require reporting

1. Refer to Section Six: Technical Requirements. This detailed section defines the reports required by Alaska and the business events or situations that trigger specific EDI transactions to be filed with ADOL.

D. Register with the ADOL Vendor to complete the EDI Trading Partner Acknowledgment Form

1. Although EDI Trading Partner Registration and EDI Trading Partner Acknowledgment are arranged through the ADOL Vendor, ADOL ultimately grants the final approval for a trading partner to submit FROI and SROI data

SECTION FIVE: EDI TESTING REQUIREMENTS AND PLANS

During the testing period, and until the EDI trading partner is approved for Release 3.1 production status and the commencement date for mandated filings has arrived, all ADOL FROI and SROI filings required by Alaska Statute and Rules must continue to be submitted via Release 3.0. The objective of testing is to confirm that all parties are adhering to the requirements documented in the EDI Trading Partner Acknowledgment Form and that the EDI interface is working properly.

SECTION SIX: EDI TECHNICAL REQUIREMENTS

Electronic Data Interchange Rules

Rules of the Alaska Department of Labor and Workforce Development Rules of Procedure govern the filing of FROI and SROI information. Those rules can be accessed at the following sites:

8 AAC 45.020. Transaction of business Benefits, and Proceedings Before the Alaska Workers' Compensation Board

3 AAC 30.200. Workers' compensation review and advisory committee

Electronic Data Reporting Format

The Alaska Department of Labor and Workforce Development uses IAIABC Claims Release 3.1 standards for all EDI FROI and SROI 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

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

	MTC	**Description**
	00	Original
	01	Cancel
	02	Change
	AQ	Acquired
	AU	Acquired/Unallocated
FROI	UR	Upon Request (Grandfathered)

	MTC	Description
	02	Change
	AP	Acquired/Payment
	CA	Change in Benefit Amount
	CB	Change in Benefit Type
	CD	Compensable Death – No Known Dependents/Payees
	EP	Employer Paid
	ER	Employer Reinstatement
	IP	Initial Payment
	FN	Final Report
	NT	Narrative
	PY	Payment Report
	RB	Reinstatement of Benefits
	SX	Full Suspension
	UR	Upon Request (Grandfathered)
SROI	AN	Annual

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.

Employee ID Assigned by Jurisdiction (DN0154)

If DN0042, DN0152, DN0153, DN0156 or DN0437 are not available then ADOL will accept the following:

When establishing a claim must be:

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).

Reduced Earnings

ADOL does not require a CA when the Gross Weekly Amount changes because of application of the employee's current weekly wages while receiving Temporary Partial benefits (Benefit Type Code 070); however, if sent, it will not be rejected.

ADOL will only require a Claim Administrator to report that Reduced Earnings have been initiated (BTC 070 - Temporary Partial Benefits) via MTC AP/IP/CB/RB, and when Temporary Partial Benefits have been stopped CB/SX.

If the injured worker has returned/released to return to work with physical restrictions and the claim administrator is evaluating for temporary partial benefits, but no payment has yet been made, ADOL wants a SROI 02 sent to report the Anticipated Wage Loss Indicator (DN0201) to clarify that the injured worker is in a temporary partial status, and to report the applicable Initial or Latest RTW Date (DN0068 or 0072) with the applicable Initial or Latest RTW "Qualifiers" [Initial or Latest: RTW Type Code (DN0403 or 0406), RTW Physical Restrictions Indicator (DN0404 or 0407) and RTW with Same Employer Indicator (DN0405 or 0408) if the RTW Type Code is Actual].

Reclassified/Removed Other Benefit Type Codes (DN0216)

If Other Benefit Type Codes (OBT) (DN0216) paid previously were reclassified or deleted, a SROI 02 cannot be sent to "Update" the Number of Other Benefit Type Codes, so ADOL would like the Claim Administrators to send a SROI NT - Narrative to clarify what happened to a prior OBT (was it reported in error and corrected, etc). This NT would avoid the SROI AN getting flagged through the edit/error process and requiring a manual follow up from the Trading Partner.

Edit Matrix - Match Data

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 tab and Match Data for MTC UR Tab for the application of primary and secondary Match Data elements, available on the Alaska Department of Labor and Workforce Development EDI Claims website: https://adoledi.info/requirements.

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 changed on a FROI 02 (Change) unless indicated otherwise on Match Data table on the 'Multiple element changes Category legend'.

ADOL EDI Reporting Requirements

The ADOL EDI Reporting Requirement Tables are based on the IAIABC Master Tables format. The tables are located at https://adoledi.info/requirements and are described below.

Event Table: The Event Table is designed to provide information integral for a Trading Partner to understand the Alaska's EDI reporting requirements. It relates EDI information to the circumstances under which they are initiated as well as the timeframes for sending the information. These circumstances and timeframes reflect Alaska's specifications relative to reporting requirements based on various criteria.

Element Requirement Table: The Element Requirement Table is designed to communicate ADOL's business data element requirements. Each data element requirement is defined for each report (FROI or SROI), down to the level of Maintenance Type Code based on Report Type criteria established on the Event Table.

Edit Matrix: The Edit Matrix describes editing that will be applied by the ADOL to incoming transactions.

The Edit Matrix is designed to communicate the edits applied by ADOL to assist the Trading Partner in understanding the edits that will be applied and the data quality expected. The edits that are applied are based on the IAIABC standards and on ADOL's data requirements. They are based on the requirements that are indicated on the ADOL Element Requirement Table. The Edit Matrix contains the tables shown below.

- o *DN-Error Message* describes editing that will be applied to each data element.
- o *Value Table* identifies code values accepted by Alaska.
- o *Valid Value Detail Page 1* (Page 1 of 2) expresses the Alaska's acceptable code values presenting the code and the code description.
- o *Valid Value Detail Page 2* (Page 2 of 2) expresses the Alaska's acceptable code values presenting the code and the code description.
- o *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 ADOL database
- o *Match Data for MTC UR (Grndfth)* describes the data elements that will be used on an MTC UR to determine if the report will find an existing paper claim (MTC JH) in the ADOL database.
- o *Population Restrictions* contains the ADOL's restrictions applied to the data element(s).
- o *Legacy Claim Definition* contains ADOL's clarification of what JCN's are considered Legacy claims or Non-Legacy claims.
- o *Sequencing* illustrates logical transaction sequencing for ADOL. Transaction sequencing refers to the order in which the MTCs must be sent in. For example, an IP will not be accepted by ADOL before a 00 original FROI has been accepted.
- o *PI Body Part Code(s) Worksheet (Not used by Alaska)* summarizes duration of scheduled losses for permanent impairment injuries based on jurisdiction regulations.

Requirements for Becoming an EDI Trading Partner

There are two requirements for becoming an EDI Trading Partner:

1. Complete the Trading Partner Registration and receive approval from ADOL. To register, go to https://adoledi.info/register. ADOL requires each entity, including those who plan to use a vendor, to complete the Electronic Trading Partner Registration. The Trading Partner Registration provides pertinent information to ADOL about the Sender, Receiver, Insurer and Claim Administrators and transmission protocol.
2. Complete Testing Requirements outlined in this section titled Testing Procedures for Trading Partners.

Data Delivery - SFTP (Secure File Transfer Protocol)

Trading Partners and Vendors will connect to an SFTP (Secure File Transfer Protocol) server hosted by ADOL's Vendor in order to send FROI and SROI files and receive Acknowledgment files. To obtain a SFTP connection, each Trading Partner must first complete the Trading Partner Registration and be approved by ADOL. Once approved as a Trading Partner, ADOL will provide the appropriate access information.

Trading Partners may log into the SFTP server using the software or scripting system they have at their disposal and on the platform the Trading Partner is running.

FROI SROI Files: Trading Partners will load their FROI/SROI files into the specified location provided by ADOL. ADOL will pick up the files and delete them from the specified location as they are processed.

Acknowledgment Files: Trading Partners are required to pick up their acknowledgment files from the specified location provided by ADOL. The Trading Partners are required to delete acknowledgment files from the specified location as soon as they have verified that they have been successfully received. It is important that the Trading Partner delete the file(s) as they will remain in the specified location which may result in multiple downloads of the same files.

Inbound File Names

ADOL recommends but does not require that files submitted to the ADOL 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 = AK
- 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

Please refer to the ADOL-ISO wcCapture Processing Schedule for R3.1 at
https://adoledi.info/impl-info

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 ACK and the other is the transaction level ACK.

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

The second type of ACK 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) or rejected (TR). If the transaction represents the first filing (FROI 00) and is accepted, ADOL will return the Jurisdiction Claim Number (JCN) DN0005 on the ACK. The JCN should be captured and recorded for later use for subsequent filings. If a transaction is rejected, detailed error information is provided on the acknowledgment. It is the Trading Partner's responsibility to use this error information for consideration on next steps.

ADOL Acknowledgment files naming convention: ST_YYYYMMDD_HHMMSS_AK.txt

- o ST State Code = AK
- o YYYYMMDD: Current Date
- o HHMMSS: Unique Time Stamp
- o AK: Indicates Acknowledgment file
- o Txt: indicates a text file.

Example: AK_20161229_131202_AK.txt

Testing Procedures for Trading Partners

ADOL EDI Trading Partners submitting data are required to complete the Test Plan.

Exceptions: No testing is required for ADOL Web Entry filers. In some cases, if a Trading Partner is using a Vendor, the Vendor will coordinate and/or perform the testing on behalf of the Trading Partner.

The ADOL Test Plan can be found at https://adoledi.info/, under Implementation Info. This Test Plan provides information for the expected results to be approved for production reporting. Please contact the ADOL EDI Support Team at adoledi@iso.com prior to sending any Test transaction(s), if you have any questions about the test and/or to confirm your testing readiness.

SECTION SEVEN: IMPORTANT TERMINOLOGY AND ACRONYMS

The following applies to this EDI Claims Implementation Guide and Trading Partner Tables posted on our website.

Acknowledgment Record (aka: Response)
An EDI record sent from the Jurisdiction to the Trading Partner's Vendor in response to an EDI report. It contains key data elements to identify the transaction and any technical and/or business issues discovered. This is known as an AKC.

Administrator
See: Claim Administrator

ANSI, ASC, X12
American Standards National Institute, Accredited Standards Committee, X12 is an organization that develops Electronic Data Interchange (EDI) communication standards. The 'X' represents 'Communications' and X12 is the 12th Communication Standards Committee under ASC. This organization is also referred to as ANSI X12, ASC X12 or X12.

Batch
A set of records containing one IAIABC Header record, one or more FROI or SROI transactions, and one Trailer record, ANSI equivalent. Any error in the Header record or the Trailer record will cause the rejection of the entire Batch without further transaction level edits being applied.

Business Rules
The business requirements that dictate when a report is created, edited and when and how it is transmitted.

Claim Administrator
The organization that services workers' compensation claims according to Jurisdiction rules. An administrator may be an Insurer, a Third-Party Administrator, an Independent Adjuster or a self-administered Self-Insured Employer.

Data Element
A single piece of defined information (e.g. Date of Birth) contained within a transaction (i.e. FROI). Each Data Element is assigned a reference number (DN = Data Number) and includes a definition and format (length & data type) and if format is a code will list acceptable values or reference the code source (for example Employer FEIN is 9 AN).

EDI
Electronic Data Interchange. It is computer-to-computer exchange of data or information in a standardized format. EDI Claims is the electronic transmission of workers' compensation claims information from an authorized Submitter whose clients may be insurers, self-insured employers and third-party claims administrators to a States' Workers' Compensation Regulatory Agency.

Edit Matrix
Identifies the edits to be applied to each data element to ensure data quality expectations are met. The ADOL Vendor applies the edits to transaction and submits to ADOL only transactions that have passed all edits and are accepted (TA).

Edited Data
A term used to describe the information on a transaction after it has been processed through the ADOL system edits and found to contain valid data.

Electronic Format

ADOL selected the IAIABC Claims Release 3.1 flat file format for EDI claim 3.1 reporting. This format was chosen to standardize, simplify and reduce the cost of data exchange.

Element Requirement Table

A tool used to communicate data elements required by the Receiver, specifying which elements are mandatory, expected or ancillary. This allows for data element requirements to be defined for each record layout (FROI or SROI) and down to the level of each Maintenance Type Code (MTC). Further, it provides for element requirements to differ based on Report Type criteria established in the Event Table.

Environment

The boundaries and conditions under which an application runs or in which files are manipulated or processed.

Event

A specific business event; such as the occurrence of an accident, the initial payment on a claim or suspension of benefits on a claim etc. Events, when entered into a computer system, may be defined as a trigger for a Jurisdiction required report.

Event Table

A table designed to provide information integral for a Sender to understand the Receiver's EDI reporting requirements. It relates EDI information to events and under what circumstances they are initiated.

FEIN

Federal Employers Identification Number, this is the corporation/business US Federal Tax ID or can be an individual's US Social Security number.

FROI (148 Record)

First Report of Injury. Based on IAIABC Claims Release 3.1 standards FROI is a group of transactions occurring in the early stages of workers' compensation claim processing that typically report the parties involved and describe the accident and resulting injuries.

Header Record

The record that precedes each batch of EDI transactions. The header record and corresponding trailer record surround each batch of transactions and uniquely identifies the Sender as well as the date/time a batch was created. See also: Trailer Record.

IAIABC

International Association of Industrial Accident Boards and Commissions. A Not-for-profit trade association whose members are industrial accident, workers' compensation or other governmental bodies as well as associate members comprised of other industry-related organizations and individuals. The IAIABC has authored EDI standards that cover the transmission of Claims, Proof of Coverage, and Medical Bill Payment information through electronic reporting.

IG

Implementation Guide.

MTC

Maintenance Type Code. A code that identifies the purpose of an EDI transaction and is interchangeable with report type. The two-character MTC is included in all EDI transactions. For example: an original FROI is MTC 00.

Production

A designation that the Submitter is sending transactions in a "live" environment after satisfactory completion of all EDI implementation testing as determined by ADOL.

Raw Data

The transaction and its contents as received from a Submitter by ADOL and before the data is subjected to ADOL's EDI Claims Release 3.1 requirements.

Requester *I* Receiver

ADOL is the Receiver of transactions from the Submitter. The Submitter is also the sender of transaction acknowledgments to the EDI trading partners who are the receivers of the transaction acknowledgments.

Self-Insured Employer

An employer authorized by the ADOL to self-insure its workers' compensation risk in accordance with applicable law, rules and regulations.

Sender *I* Submitter

An entity that submits FROI and SROI information in the IAIABC EDI Claims Release 3.1 format and receives EDI acknowledgments from ADOL. This entity is required to complete the Trading Partner Profile forms. In addition, please see: Vendor.

SFTP

Secure File Transfer Protocol. A communications protocol governing the transfer of files from one computer to another over a network.

SROI (A49 Record)

Subsequent Report of Injury. Based on IAIABC EDI Claims Release 3.1 standards SROI is a group of transactions of workers' compensation claim processing that typically report the benefit, payment, return to work and closure data.

TA

Transmission Accepted. Acknowledgment code indicating that a FROI or SROI has passed all event table, element requirement and edit matrix test for data timeliness and quality.

Testing Period

The initial environment in which the sender/submitter transmits a series of transactions that are analyzed for both technical and business content within a time period specified.

Test Plan

A plan developed by ADOL and the Sender/Submitter's EDI Coordinator outlining the events, time frame, and the responsibilities of each party for testing and evaluating data sent in the test environment.

TP

Trading Partner

TR

Transmission Rejected. Acknowledgment code indicating that a FROI or SROI has failed one or more event table, element requirement and edit matrix tests for data timeliness and quality.

Trading Partners

Two entities exchanging data electronically. For the purpose of this Implementation Guide, the two entities are the data requester/receiver (ADOL Vendor and ADOL) and the data sender/submitter (i.e. ADOL Vendor, claims administrator, self-insured, insurance carrier).

Trailer Record

A record that designates the end of a batch of transactions and provides a count of records/transactions contained within a batch. See Header Record.

Transaction
Submission of a FROI or SROI report that contains data elements as defined in the IAIABC record layouts, which are found in the IAIABC EDI Claims Release 3.1 Implementation Guide and for records specific to Alaska, are found in the ADOL EDI tables posted on the ADOL's EDI website: https://adoledi.info/

Transaction Type
Defines the transaction by the MTC submitted. For example: an initial FROI using MTC 00.

Transmission File
One or more batches shipped together from the sender/submitter to the receiver.

X12N
X12 Insurance Subcommittee that develops EDI standards for the insurance industry.

Links to EDI Claims 3.1 Related Information

Alaska Department of Labor and Workforce Development (ADOL) Home Page:

http://labor.state.ak.us/wc/

Alaska Department of Labor and Workforce Development (ADOL) Electronic Data Interchange (EDI) Claims Website: http://www.adoledi.info/

Alaska Department of Labor and Workforce Development EDI Support Team: adoledi@iso.com

International Association of Industrial Accident Boards and Commissions (IAIABC): www.iaiabc.org