

Louisiana Workforce Commission (LWC)

Trading Partner Profile Registration Instructions



Table of Contents

1.	Overview.....	page 2
2.	Accessing and Completion of the LWC EDI Trading Partner Profile.....	page 2
3.	How to complete a New and Update LWC EDI Trading Partner Profile.....	page 3
4.	LWC Trading Partner Profile Registration Email Example.....	page 10

1. Overview:

This LWC EDI Trading Partner Profile Registration provides each trading partner the ability to create and submit a New Profile or Updated Trading Partner Profile. This form will uniquely identify a trading partner as the sender of the data and how the data will be sent, the business and technical contacts, the Subsidiary Insurers and Claim Administrators.

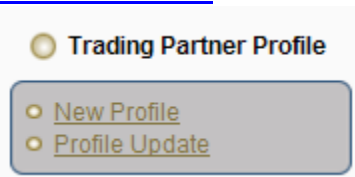
Upon **completion** of the EDI Trading Partner Profile online, an auto response email will be sent to the primary contact, and to the jurisdiction. This will serve as notification, to all parties, of the EDI Trading Partner information for EDI implementation. See email example in Section 4.

Upon **approval** of the EDI Trading Partner Profile by Louisiana Workforce Commission, the EDI Support Team will contact the primary contact to indicate when the profile will become effective for EDI reporting.

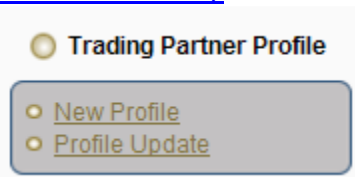
The following provides information on access to and completing a NEW or UPDATED LWC EDI Trading Partner Profile.

2. Accessing and Completion of the LWC EDI Trading Partner Profile

- a. NEW LWC EDI Trading Partner Profile: When an update is needed for the EDI Trading Partner Profile, click on the 'New Profile' button on the left side of the screen at website: <http://www.lwcedi.info>.



- b. UPDATED LWC EDI Trading Partner Profile: When an update is needed for the EDI Trading Partner Profile, click on the 'Update Profile' button on the left side of the screen at website: <http://www.lwcedi.info/>.



3. How to complete a New and Update LWC EDI Trading Partner Profile

Required fields are indicated in bold based on the entry of a NEW or UPDATED LWC EDI Trading Partner Profile. Upon submission, any required fields that are not completed will be noted with a red box around the required field. When completing the profile, if you see a reference to a DN, e.g., Insurer Name (DN0007), this will indicate that the information requested is a Data Element (DN) that is part of the Claims EDI Release 3 report that will be reported to LWC for specific reports.

a. EDI Sender (Primary Insurer/TPA):

- i. **Company Name:** Enter the Company Name of the sender should be the entire name as listed on any licensing/registration applications filed with the Louisiana Workforce Commission and not an acronym.
- ii. **Company Master FEIN:** Enter the Federal Employer Identification Number (FEIN) of your business entity. Please enter 9 digits with no punctuation.
- iii. **Company Postal Code:** Enter the 9-digit Postal Code (Zip+4) in the trading partner address field will be used to identify a unique trading partner.

Note: Company Master FEIN and Postal Code should be the same as those that the partner will use as the Sender ID in the Header Record of all of its EDI transmissions.

b. Preparer Contact Information

- i. **Preparer Name:** Enter the contact name of the person completing the EDI Trading Partner Profile.
- ii. **Preparer Title:** Enter the preparer's job title.
- iii. **Preparer Address, City, State, and Zip:** Enter the preparer's address.
- iv. **Preparer Phone, Fax, and Email:** Enter the preparer's phone, fax and email address.

c. Filing Method: **At least on one method required.**

- i. **EDI Vendor:** If you are using an EDI Vendor to support your EDI reporting, complete this section. Refer to <http://www.lwcedi.info/index.php/LA-edi-vendors>. First click the 'radio button' beside EDI Vendor. Then complete the following information.
 - Vendor Company Name: Enter the Vendors Company Name.
 - Vendor Contact Name: Enter the Vendors Contact Name.
 - Vendor Phone: Enter the Vendors Phone Number.
 - Vendor Email: Enter the Vendors Email Address.
- ii. **LWC Web Entry:** If you are using the LWC EDI FROI **SROI** Web Reporting System, click the 'radio button' beside LWC Web Entry.
- iii. **Other, please explain:** First click the 'radio button' beside 'Other, please explain'. Then enter the information in the area provided.

d. Primary Contact for EDI Implementation/Setup: This section provides the ability to identify individuals within your business entity who can be used as the main contacts for this trading partner agreement. Two types of contacts should be identified: one for business practices and issues, and one for technical issues. Enter the information below for both a business and technical contact that is the main contact for your company. In the event there is any communications on the EDI reporting, claims, requirements, etc. these contacts will be notified/contacted. On the form, click the 'radio button' beside Business or Technical and complete the following information for each specific contact. The first contact entered will be the primary contact.

i. Contact Type: Business

Contact Name: **First**, Middle, **Last**, Suffix

Contact Title: Enter **Contact's Title**

Address Line 1, Address Line 2, **City**, **State**, **Zip**

Phone, **Fax**, **Email**

ii. Contact Type: Technical

Contact Name: **First**, Middle, **Last**, Suffix

Contact Title: Enter **Contact's Title**

Address Line 1, Address Line 2, **City**, **State**, **Zip**

Phone, **Fax**, **Email**

e. Subsidiary Insurer(s): This form is designed to document the identities of trading partners using the same third party administrator or other Sender to transmit data electronically to the jurisdiction. Provide the full Insurer Legal Name, Insurer FEIN, Status Effective Date and Subsidiary Type, for each insurer (carrier, self insurer, or group-funded pool) for whose claims the Sender will be transmitting data. LWC will notify the Sender of any discrepancy between the identifying information entered and the jurisdiction's present records. This list will be used to reconcile identification tables and will be used as part of the edit on Insurer FEIN for edits no match on database. It is understood that this list will have entries added or removed from time to time for which an updated report should be sent to the jurisdiction as outlined within this document.

Add/Remove Subsidiary

: This button is used to allow you to access the entry to either 1) Add a new Insurer Subsidiary on a NEW EDI Trading Partner Profile or to Add or Remove Insurer Subsidiary on a UPDATED EDI Trading Partner Profile.

Remove Last Subsidiary (while editing)

: This button is used to allow you to remove the last Insurer Subsidiary that was entered during the current EDI Trading Partner Profile submission.

i. To 'Add an Insurer':

- Click on the Add radio button
- Enter the applicable subsidiary information highlighted in red below; Insurer Name, Insurer FEIN and click the radio button beside either Insurer or Self Insurer.

(1) Status:	<input checked="" type="radio"/> Add
Status Effective Date:	<input type="text" value="10/04/2011"/> (mm/dd/yyyy)
Insurer Name (DN0007):	<input type="text"/>
Insurer FEIN (DN0006):	<input type="text"/> (nine digit FEIN, no punctuation)
Subsidiary Type:	<input type="radio"/> Insurer <input type="radio"/> Self Insurer

ii. To continue 'Adding Insurers':

- Click the Add/Remove Subsidiary button otherwise proceed to the Add Claim Administrator(s) section:
- By clicking 'Add/Remove Subsidiary' another Insurer entry will be presented (# 2 in this case). Complete the required information and repeat the process to add the Insurer Subsidiary until completed, and then move to the Claim Administrator section.

(1) Status:	<input checked="" type="radio"/> Add
Status Effective Date:	<input type="text" value="11/29/2011"/> (mm/dd/yyyy)
Insurer Name (DN0007):	<input type="text" value="Insurer Name #1"/>
Insurer FEIN (DN0006):	<input type="text" value="545465768"/> (nine digit FEIN, no punctuation)
Subsidiary Type:	<input checked="" type="radio"/> Insurer <input type="radio"/> Self Insurer

(2) Status:	<input checked="" type="radio"/> Add
Status Effective Date:	<input type="text" value="11/29/2011"/> (mm/dd/yyyy)
Insurer Name (DN0007):	<input type="text" value="Insurer Name #1"/>
Insurer FEIN (DN0006):	<input type="text" value="356578715"/> (nine digit FEIN, no punctuation)
Subsidiary Type:	<input checked="" type="radio"/> Insurer <input type="radio"/> Self Insurer

<input type="button" value="Add/Remove Subsidiary"/>	<input type="button" value="Remove Last Subsidiary (while editing)"/>
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iii. To remove the last Insurer Subsidiary entered during the entry of the profile:

- Click the Remove Last Subsidiary (while editing) button:

Remove Last Subsidiary (while editing)

- In this example, we will remove Insurer Subsidiary (2). The following will be presented to indicate that Subsidiary (2) was removed. When completed, move to the Claim Administrator section.

(2)	Status:	<input checked="" type="radio"/> Add
	Status Effective Date:	<input type="text" value="11/29/2011"/> <small>(mm/dd/yyyy)</small>
	Insurer Name (DN0007):	<input type="text" value="Insurer Name #1"/>
	Insurer FEIN (DN0006):	<input type="text" value="356578715"/> <small>(nine digit FEIN, no punctuation)</small>
	Subsidiary Type:	<input checked="" type="radio"/> Insurer <input type="radio"/> Self Insurer

Add/Remove Subsidiary

Remove Last Subsidiary (while editing)

iv. Updating a Profile's Insurer(s) and Claim Administrator(s):

- The difference in the NEW EDI Trading Partner Profile versus the UPDATED EDI Trading Partner Profile concerning the Subsidiary Insurers and Claim Administrators is that the NEW Profiles only have a add option and the UPDATE has both a Add and Remove option.
- Using the following 'Add/Remove' options within the UPDATE EDI Trading Partner Profile: **Add/Remove Subsidiary** **Add/Remove Claim Admin** there are 2 options, 1) Click the 'Add' radio button to add a new Subsidiary Insurer or Claim Administrator to your EDI Trading Partner Profile (one that has never been added or was added and removed) and 2) Click the 'Remove' radio button, to remove a Subsidiary Insurer or Claim Administrator from your EDI Trading Partner Profile that was last added.

Status: Add Remove

- f. Claim Administrator(s): This is intended to document either the physical address, mailing address or both addresses that correspond to the Claim Administrator recorded on the claim. Under the Claim Administrator section, provide the Claim Administrators information below including the physical address and mailing address that will correspond to that of the Claim Administrator recorded on the claim(s) that will be reported by the Sender (Trading Partner). . LWC will notify the Sender of any discrepancy between the identifying information entered and the jurisdiction's present records. This list will be used to reconcile identification tables and will be used as part of the edit on Insurer FEIN for edits no match on database. It is understood that this list will have entries added or removed from time to time for which an updated report should be sent to the jurisdiction as outlined within this document.

Add/Remove Claim Admin : This button is used to allow you to access the entry to either 1) Add a new Claim Administrator on a NEW EDI Trading Partner Profile or to Add or Remove Claim Administrators on a UPDATED EDI Trading Partner Profile.

Remove Last Claim Admin (while editing) : This button is used to allow you to remove the last Claim Administrator that was entered during the current EDI Trading Partner Profile submission.

i. To 'Add a Claim Administrator':

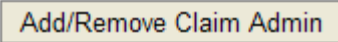


- Click on the Add radio button
- Enter the applicable Claim Administrator information highlighted in red below. Please note that the Status Effective Date should be either the current date or a known future date when the trading partner will begin reporting this indicted Claim Administrator. It is used by LWC to record the date that the Claim Administrator was effective for the trading partner.

Status Effective Date:	<input type="text" value="10/04/2011"/> <small>(mm/dd/yyyy)</small>
Claim Admin FEIN (DN0187):	<input type="text"/> <small>(nine digit FEIN, no punctuation)</small>
Claim Admin Name (DN0007):	<input type="text"/>
Claim Representative Name (DN0140):	<input type="text"/>
Claim Representative Business Phone:	<input type="text"/>
Provide the Claim Admin Mailing Address:	
Primary Address (DN0010):	<input type="text"/>
Secondary Address (DN0011):	<input type="text"/>
City (DN0012):	<input type="text"/>
State Code (DN0013):	<input type="text"/>
Postal Code (DN0014):	<input type="text"/>
Provide the Claim Admin Physical Address:	
Primary Address:	<input type="text"/>
Secondary Address:	<input type="text"/>
City:	<input type="text"/>
State Code:	<input type="text"/>
Postal Code (DN0200):	<input type="text"/>

ii. To continue 'Adding Claim Administrators':

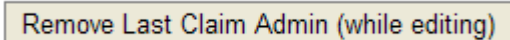
- Click the Add/Remove Claim Admin button otherwise proceed to complete the EDI

Trading Partner Profile: 

- By clicking 'Add/Remove Claim Admin' another Claim Admin entry screen will be presented (# 2 in this case). Complete the required information and repeat the process to add the Claim Administrators until completed, and then proceed to complete the EDI Trading Partner Profile.

iii. To remove the last Claim Administrator entered:

- Click the Remove Last Claim Admin (while editing) button:



g. Comments: Please include any comments in this section.

Comments:

h. Release 3 Jurisdictions: Please indicate the number of Release 3 jurisdictions that you company reports to.

Please enter the number of Release 3 jurisdictions that your company is currently reporting to:

- i. Submit the LWC EDI Trading Partner Profile. Click the 'submit' button to complete the registration process. An email confirmation will be generated per the example in Section 4. LWC will respond via email on confirmation and approval of the LWC EDI Trading Partner relationship.



4. LWC Trading Partner Profile Registration Email Example

Upon **completion** of the EDI Trading Partner Profile online, an auto response email will be sent to the primary contact, and to the jurisdiction. This will serve as notification, to all parties, of the EDI Trading Partner information for EDI implementation. Below is an example of the LWC EDI Trading Partner Profile registration (not populated). The information that is completed on the profile will be included in the email.

-----Original Message-----

From: LWCedi@iso.com [mailto:LWCEDI@ISO.COM]

Sent: Wednesday, September 28, 2011 2:34 PM

To: LWC.edi@lwc.la.gov

Cc: LWCEDI; *Preparer's Email; Primary Contact's Email here*

Subject: EDI New Profile LA - *Your Companies Name here*

-- Electronic Data Interchange Profile --

Jurisdiction: LA

EDI Profile: *New or Update here*

-- EDI Sender/Receiver (Primary Insurer/TPA) --

Company Name:

Master FEIN:

Postal Code:

-- Preparer Contact Information --

Preparer Name:

Preparer Title:

Preparer Addr 1:

Preparer Addr 2:

Preparer City:

Preparer State:

Preparer Zip:

Preparer Phone:

Preparer Fax:

Preparer Email:

-- Filing Information --

Filing Method:

-- Primary Contact for EDI Implementation/Setup --

Primary Contact Type: Business

Primary Contact First Name:

Primary Contact Middle Name:

Primary Contact Last Name:

Primary Contact Suffix:

Primary Contact Title:

Primary Contact Addr 1:

Primary Contact Addr 2:

Primary Contact City:

Primary Contact State:

Primary Contact Zip:

Primary Contact Phone:

Primary Contact Fax:

Primary Contact Email:

-- Secondary Contact --

Secondary Contact Type: Technical

Secondary Contact First Name:

Secondary Contact Middle Name:

Secondary Contact Last Name:

Secondary Contact Suffix:

Secondary Contact Title:

Secondary Contact Addr 1:

Secondary Contact Addr 2:

Secondary Contact City:

Secondary Contact State:

Secondary Contact Zip:

Secondary Contact Phone:

Secondary Contact Fax:

Secondary Contact Email:

-- Subsidiary Insurers --

-- Subsidiary (1) --

Subsidiary Status: Add

Status Effective: 09/28/2011

Insurer Name (DN0007):

Insurer FEIN (DN0006):

Subsidiary Type: Insurer

-- Claim Administrators --

-- Claim Administrator (1) --

Claim Administrator Status: Add

Status Effective Date: 09/28/2011

Claim Admin Name (DN0188):

Claim Admin FEIN (DN0187):

Representative Name (DN0140):

Representative Business Phone:

Mailing Primary Addr (DN0010):

Mailing Secondary Addr (DN0011):

Mailing City (DN0012):

Mailing State Code (DN0013):

Mailing Postal Code (DN0014):

Physical Primary Address:

Physical Secondary Address:

Physical City:

Physical State Code

Physical Postal Code (DN0200):

Number of Release 3 jurisdictions currently reporting to: 5

Comments:

Please add Trading Partner. Thank you.