



The Department of Labor

## EDI Claims Reporting Frequently Asked Questions

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1. **What is Electronic Data Interchange (EDI)?**  
Electronic Data Interchange (EDI) is the exchange of business documents, such as First Reports Of Injury (FROIs) and Subsequent Reports Of Injury (SROIs), between trading partners in a common format directly from one computer to another.
2. **Who typically uses EDI?**  
EDI is used in nearly all the major industries such as insurance, automotive, retail, and finance sectors. EDI is regarded as the standard for the electronic exchange of documents from one company to another.
3. **Is EDI a new technology?**  
EDI has been around for over thirty years now and is regarded as a very mature IT technology. As EDI is so entrenched within many companies it is very difficult to replace with another technology overnight. As new technology, such as the Internet, has emerged, EDI has had to embrace these new technologies to remain an efficient business tool for communicating documents between companies.
4. **When is the Electronic Data Interchange System open?**  
The EDI system is open seven days a week, virtually 24 hours a day.
5. **Is EDI difficult to implement?**  
EDI can be implemented almost immediately, depending on the type of EDI solution chosen. There are three ways to implement EDI: LWC Web Entry, EDI Vendor, Secure File Transfer Protocol (SFTP). If it is a web-based solution hosted by your customer or client, then all you will need to do is log into the web portal and simply fill in the necessary online forms before sending the required documents. More complex systems will require software to be installed on your company's network that will then allow integration with your back-office systems.
6. **Why should I file my injury reports electronically?**  
Current EDI users indicate they save the time it normally takes to complete the form on paper. In addition to your time, there are savings of paper and postage. The Louisiana Legislature passed laws requiring insurers, self-insured administrators including state, parish, municipalities and school boards to file accident reports with the LWC in an electronic format compatible with International EDI standards.
7. **What is a trading partner?**  
An EDI trading partner is simply another company with which you exchange documents.
8. **How do I decide which submission method to choose?**  
Consider the volume before deciding on your method of submission: SFTP (Secure File Transfer Protocol) is the most technical and means you will develop the programs and IAIABC Claims Release 3.0 flat file content yourself, EDI Vendor requires a company to provide you with EDI services, and LWC Web Entry is used for low volume and means you will enter the data form by form.
9. **If we do not yet know which method of reporting we are going to use, can we still register and update that information later?**  
The method is required, so select one initially and indicate in the comment section that the method may change/is still under review.
10. **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?**

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

11. **What are some commonly used acronyms?**

IAIABC is the International Association of Accident Boards and Commissions

FROI or Workers Compensation First Report of Injury or Illness (LA-WC IA-1) replaced the LA-WC 1007 and is located at [http://www.laworks.net/Downloads/OWC/IA\\_1Form.pdf](http://www.laworks.net/Downloads/OWC/IA_1Form.pdf)

SROI or Subsequent Report of Injury will be implemented at a later date to be determined

JC or Jurisdiction Code is a code for LA or Louisiana

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 is being submitted.

12. **What coding for Part of Body, Nature of Injury, and Cause of Event will be used?**

Please see the Workers Compensation Insurers Organization (WCIO) injury description

table - Part/Nature/Cause

<https://www.wcio.org/Document%20Library/InjuryDescriptionTablePage.aspx>

13. **What IAIABC EDI Claims Release is Louisiana using?**

Louisiana is currently using Claims Release 3.0 and will soon transition to Claims Release 3.1.

14. **If I cannot get a social security number, will Louisiana assign one?**

No. DN0154-Employee ID Assigned by Jurisdiction should be used instead of the DN0042 Employee SSN when the Employee SSN is not known. See the LWC Population Restrictions Table for DN0154-Employee ID Assigned by Jurisdiction.

If DN0270-Employee ID Type Qualifier is = to A, use the following:

Format: When establishing a claim: '999' followed by DN0052-Date of Birth (MMDDYY), e.g. 999051060 (where Date of Birth is May 10, 1960).

Date of Birth is preferable, but if Date of Birth is unavailable, you may use Date of Injury.

Format: When establishing a claim: '999' followed by DN0031-Date of Injury (MMDDYY), e.g. 999102110 (where Date of Injury is Oct 21, 2010).

15. **Where can I find the FROI?**

[http://www.laworks.net/Downloads/OWC/IA\\_1Form.pdf](http://www.laworks.net/Downloads/OWC/IA_1Form.pdf)

16. **How long after I send a transmission to LWC should I expect to receive an electronic acknowledgement?**

The cut-off for receipt of data from LWC Trading Partners will be 2:59 AM ET / 1:59 AM CT, Monday through Friday. Processing of LWC Trading Partner Data will start at

3:00 AM ET / 2:00 AM CT. On Saturday and Sunday, Trading Partners can connect and upload FROI/SROI files which will be processed Monday at 3:00 AM ET / 2 AM CT. LWC Trading Partners will receive acknowledgment files no later than 5:00 AM ET / 4:00 AM CT (pending any unforeseen processing issues). If you have not received an acknowledgement within the time frame and have not received an advisory, please contact the LWC EDI Support Mailbox at [lwcedi@lwc.la.gov](mailto:lwcedi@lwc.la.gov).

17. **Where are the training materials located?**

Refer to the Implementation Information page located at [www.lwcedi.info](http://www.lwcedi.info) for more details.

18. **Once a claims administrator is in production, how do you expect us to report on claims that were previously filed on paper? Example: A FROI LWC-WC-IA-1 was filed, but the date of injury has changed.**

Louisiana no longer accepts any FROIs on paper. Any changes to an existing FROI should be updated using MTC 02, for example, to change the date of injury. However, the LWC-WC-1002 and LWC-WC-1003 paper forms should continue to be sent to LWC.

19. **What is a legacy claim?**

A FROI legacy claim is a claim that was previously filed on paper. Louisiana no longer accepts any FROIs on paper. To report a legacy claim, please use MTC UR.

20. **Are all claims required for the MTC UR?**

No. Only reportable claims per our Event Table. For example, open or reopened claims without a Jurisdiction Claim Number (JCN) that include one or more of the following: more than seven days of disability, injury resulted in death, amputation or disfigurement, possible dispute, or lump sum compromise/settlement.

21. **If a trading partner, approved for production status, opts to change software packages, vendor, adds a newly acquired company, changes source system, etc., and does the trading partner need to revert to the testing status again?**

If a trading partner changes any aspect of their approved process or system, then the trading partner must repeat the test process with LWC. LWC 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 the LWC EDI Coordinator ([lwcedi@lwc.la.gov](mailto:lwcedi@lwc.la.gov)) immediately.

22. **If, after reaching production status, a problem develops with the system I am using to generate or transmit EDI reports to LWC, what should I do to make sure LWC is informed and that Louisiana receives all my claims in a timely fashion?**

Immediately after a trading partner becomes aware that data/claims are not being sent or received by LWC, you must be prepared to submit all back log data immediately once your systems are fully functioning. Immediately contact the LWC EDI Coordinator at [lwcedi@lwc.la.gov](mailto:lwcedi@lwc.la.gov) right away. Otherwise, your organization may be subject to penalties for failure or late reporting.

23. **How can the trading partner or a claim administrator monitor the data quality of their EDI transmissions once in production?**

LWC recommends that the Claim Administrator develop or obtain tools to use the acknowledgment details to track overall performance.

24. **How long after I send a transmission to LWC should I expect to receive an electronic acknowledgement?**  
The acknowledgements are scheduled to be returned within 48 hours. Refer to the Implementation Information page located at [www.lwcedi.info](http://www.lwcedi.info) for more details.
25. **Once a trading partner has moved into production, where should their questions be directed?**  
All questions should be directed to the LWC EDI Support Mailbox at [lwcedi@lwc.la.gov](mailto:lwcedi@lwc.la.gov).
26. **When will I be placed in production status by LWC?**  
It is LWC's goal to begin testing and moving our trading partners into production as quickly as possible. After the testing process has been completed, which is described in the Implementation Test Plan under LWC EDI Resources, Implementation Info ([www.lwcedi.info](http://www.lwcedi.info)), each trading partner will be assigned a production date.
27. **What steps must be taken to become a third-party EDI Service Vendor for Louisiana EDI trading partners?**  
Please refer to the "Registration Instructions" link under the Trading Partner Profile section ([www.lwcedi.info](http://www.lwcedi.info)). All certified vendors should send an email to [lwcedi@lwc.la.gov](mailto:lwcedi@lwc.la.gov) requesting to become a vendor. Upon LWC's receipt of this request, an internal approval process will be conducted. All certified vendors who become approved reporters or senders of information to LWC must also complete and pass the necessary testing procedures.
28. **What steps must be taken to become a trading partner with LWC?**  
Please refer to the "Registration Instructions" link under the Trading Partner Profile section ([www.lwcedi.info](http://www.lwcedi.info)).
29. **What Employer FEIN should be used for employers with multiple corporate relationships?**  
Use the FEIN of the corporate entity that has the legal responsibility for handling a given workers' compensation claim.
30. **Where can I find the information to develop IAIABC Release 3.0 formatted files to report to LWC directly?**  
Go to [iaiaabc.org](http://iaiaabc.org) and go to the online store to purchase the Implementation Guide release 3.0 or go directly to [https://www.iaiaabc.org/Forms.asp?MODE=NEW&Forms\\_FormTypeID=-811](https://www.iaiaabc.org/Forms.asp?MODE=NEW&Forms_FormTypeID=-811)  
Refer to Claims Release 3.0 (PDF Only) located on this page. Section 2 discusses Flat File Record Layouts.
31. **Where are LWC EDI Requirements found?**  
Please refer to the "LWC Imp Guide" link under the LWC EDI Resources ([www.lwcedi.info](http://www.lwcedi.info)).
32. **How do I contact LWC with questions on EDI Reporting?**  
Send an email to the LWC EDI Support mail box at [lwcedi@lwc.la.gov](mailto:lwcedi@lwc.la.gov).
33. **What types of Maintenance Type Codes—DN0002 (MTCs) does Louisiana accept?**  
Refer to LWC Element Requirements table and Event Table, which communicates the MTCs as listed below.

00 = Original Report  
01 = Cancellation  
02 = Change

04 = Denial  
AQ = Acquired Claim  
AU = Acquired Unallocated  
UR = Upon Request

34. **Can I receive a TE from Louisiana?**

No. Louisiana does not send "transaction accepted with errors" (TEs)

35. **Is a Jurisdiction Claim Number (JCN) required when I input my Original FROI Reports?**

No. A JCN will be assigned to you once you submit a FROI report and receive a TA (Transaction Accepted) acknowledgement. This JCN will be used for future communications regarding that specific claim/report.

36. **How often will the IAIABC EDI Implementation Guide for Claims Release 3.0 be updated?**

"IAIABC EDI Standards are reviewed throughout the year. As changes to the Standards are approved..., they are documented in supplements and are then incorporated into the next year's publication of the Implementation Guide."

"The IAIABC is now offering its EDI Claims Release 3.0 Standard as a subscription. The subscription will include the Implementation Guide and any supplements released during the subscription year. For more information on IAIABC EDI Subscriptions, click here."

Purchase the newest Claims Release Implementation Guide and Supporting Documents by visiting the online store at:

[https://www.iaiaabc.org/Forms.asp?MODE=NEW&Forms\\_FormTypeID=-811](https://www.iaiaabc.org/Forms.asp?MODE=NEW&Forms_FormTypeID=-811)

37. **I use LWC Web Entry. Why am I asked to submit Insured Report Number (DN 0026) when it is not required per the Element Requirements Table?**

Insured Report Number is a number that is assigned by the Insured or the Web Entry User to be used in identification of the claim. Whoever is creating the report can decide what number to use in that field, but typically our customers use the same number as the Claim Admin Claim Number (DN 0015) to make it easier.

38. **Does LWC Web Entry require testing?**

No.

39. **How do I cancel an LWC Web Entry that I have not finished?**

While in edit mode, simply hit Cancel Edits. Please refer to the web entry user guide for more information.