



The Department of Labor

## EDI Claims Reporting Frequently Asked Questions

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### Table of Contents

1.	What is Electronic Data Interchange (EDI)?.....	2
2.	Who typically uses EDI? .....	3
3.	Is EDI a new technology? .....	3
4.	When is the Electronic Data Interchange System open? .....	3
5.	Is EDI difficult to implement? .....	3
6.	Why should I file my injury reports electronically? .....	3
7.	What is a trading partner?.....	3
8.	How do I decide which submission method to choose? .....	3
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? .....	3
10.	As a Third Party Administrator, we administer claims for a number of Insurers/Self-Insured Employers. Are we required to register each Insurer/Self-Insured Employer as a separate trading partner? .....	3
11.	What are some commonly used acronyms? .....	4
12.	What coding for Part of Body, Nature of Injury, and Cause of Event will be used?.....	4
13.	What IAIABC EDI Claims Release is Louisiana using? .....	4
14.	If I cannot get a social security number, will Louisiana assign one? .....	4
15.	Where can I find the FROI?.....	4
16.	How long after I send a transmission to LWC should I expect to receive an electronic acknowledgement?.....	4
17.	Where are the training materials located? .....	4
18.	Once a claims administrator is in production, how do you expect us to report changes on claims? Example: A FROI LWC-WC IA-1 was electronically filed, but the date of injury has changed. ....	5
19.	Does Louisiana accept paper FROIs? .....	5

20.	Transitioning from R3.0 to R3.1 Legacy Claims Reporting .....	5
21.	Transitioning from R3.0 to R3.1 New Claims Reporting .....	5
22.	If a trading partner, approved for production status, opts to change software package(s)/vendor, adds a newly acquired company, changes source system, etc., does the trading partner need to revert to the testing status again? .....	5
23.	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? .....	5
24.	How can the trading partner or a claim administrator monitor the data quality of their EDI transmissions once in production? .....	5
25.	How long after I send a transmission to LWC should I expect to receive an electronic acknowledgement? .....	6
26.	Once trading partner moved into production, where should their questions be directed? .....	6
27.	When will I be placed in production status by LWC? .....	6
28.	What steps must be taken to become a third-party EDI Service Vendor for Louisiana EDI trading partners? .....	6
29.	What steps must be taken to become a trading partner with LWC? .....	6
30.	What Employer FEIN should be used for employers with multiple corporate relationships? .....	6
31.	Where can I find the information to develop IAIABC Release 3.1 formatted files to report to LWC directly? .....	6
32.	Where are LWC EDI Requirements found? .....	6
33.	How do I contact LWC with questions on EDI Reporting? .....	6
34.	What types of Maintenance Type Codes—DN0002 (MTCs) does Louisiana accept? .....	6
35.	Can I receive a TE from Louisiana? .....	7
36.	Is a Jurisdiction Claim Number (JCN) required when I input my Original FROI Reports? .....	7
37.	How often will the IAIABC EDI Implementation Guide for Claims Release 3.1 be updated? .....	7
38.	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? .....	7
39.	Does LWC Web Entry require testing? .....	7
40.	How do I cancel an LWC Web Entry that I have not finished? .....	7

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. Visit our legislative page for details <https://legis.la.gov/Legis/Law.aspx?d=83483>.

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 3.1 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 EDI Filing 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 Insurers/Self-Insured Employers. Are we required to register each Insurer/Self-Insured Employer as a separate trading partner?**

No, one online registration is required where you will list each Insurer or Self-Insurer company for which you are the Claim Administrator in the Subsidiary Insurer section of the online registration.

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

IAIABC or IA is the International Association of Accident Boards and Commissions

FROI or Workers Compensation – First Report of Injury or Illness (LWC-WC IA-1) replaced t LWC-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

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 field on the EDI transaction.

MTC or Maintenance Type Code is simply a code used to report the business event and communicate which type of FROI 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 [Injury Description Tables | WCIO](#)

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

Louisiana transitioned to Claims Release 3.1 for FROIs effective May 22, 2023.

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

No. Louisiana will also accept the following numbers if the SSN is not available/known:

DN0152 - Employee Employment Visa

DN0153 - Employee Green Card

DN0154 - Employee ID Assigned by Jurisdiction

DN0156 - Employee Passport Number or

DN0437 - Employee Individual Taxpayer Identification Number (ITIN)

If using DN0154-Employee ID Assigned by Jurisdiction, see the LWC R3.1 Edit Matrix, Population Restrictions Table for DN0154-Employee ID Assigned by Jurisdiction for format.

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 11:59 PM ET / 10:59 PM CT, Sunday through Thursday. 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 changes on claims? Example: A FROI LWC-WC IA-1 was electronically filed, but the date of injury has changed.**  
Any changes to an existing FROI should be updated using MTC 02, for example, to change the date of injury. However, changes to the LWC-WC-1002 and LWC-WC-1003 paper forms should continue to be sent to LWC.
19. **Does Louisiana accept paper FROIs?**  
Louisiana no longer accepts any FROIs on paper. However, the LWC-WC-1002 and LWC-WC-1003 paper forms should continue to be sent to LWC.
20. **Transitioning from R3.0 to R3.1 Legacy Claims Reporting**  
For a FROI Update Report (UR), a Legacy claim is any claim open and previously reported in Release 3.0 for which the Date Claim Admin Had Knowledge of Injury is < 5-22-2023. The FROI UR is required prior to submitting any subsequent FROI in Release 3.1 for ONLY Open or Re-opened Legacy claims. The FROI UR is intended to match a claim previously reported and to set the picture for R3.1 reporting. If a FROI R3 MTC was required and was not properly filed with LWC, a Legacy Claim would not have been created for which to match to a FROI UR, and the applicable FROI 00, 04 or AU should be sent instead of a FROI UR.
21. **Transitioning from R3.0 to R3.1 New Claims Reporting**  
What EDI reports should be sent for New Claims never reported in Release 3 to Louisiana?  
FROI: For each new claim, review the FROI Event Table to determine which event would cause you to report the claim to Louisiana. 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.
22. **If a trading partner, approved for production status, opts to change software package(s)/vendor, adds a newly acquired company, changes source system, etc., 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.
23. **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.
24. **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.

25. **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.
26. **Once trading partner 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).
27. **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.
28. **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.
29. **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)).
30. **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.
31. **Where can I find the information to develop IAIABC Release 3.1 formatted files to report to LWC directly?**  
Go to [iaiabc.org](http://iaiabc.org) and go to <https://www.iaiabc.org/edi-claims> to purchase access to the Claims Release 3.1 Implementation Guide. Section 2 discusses Flat File Record Layouts.
32. **Where are LWC EDI Requirements found?**  
Please refer to the "LWC Implementation Guide" link under the LWC EDI Resources ([www.lwcedi.info](http://www.lwcedi.info)).
33. **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).
34. **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 = Update Report

35. **Can I receive a TE from Louisiana?**  
No. Louisiana does not send "transaction accepted with errors" (TEs)
36. **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.
37. **How often will the IAIABC EDI Implementation Guide for Claims Release 3.1 be updated?**  
IAIABC EDI Claims Standards are used by claims administrators to report workers' compensation first report of injury and subsequent report of injury claims data to jurisdictions. EDI Claims Release 3.1 is the most current release and is maintained on an ongoing basis. Revised documentation for EDI Claims Release 3.1 is published on January 1 of each year.
38. **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.
39. **Does LWC Web Entry require testing?**  
No.
40. **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.