

Tennessee Bureau of Workers' Compensation (TNBWC)

EDI Claims Release 3.1

Implementation Guide



Version 1.1

Revised: February 20, 2020

Preface

The Tennessee Bureau of Workers' Compensation (TNBWC) 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 TNBWC with an efficient and accurate method for receiving reports required by the Tennessee Bureau of Workers' Compensation.

EDI reporting is not new to Tennessee as the Bureau has been receiving all FROI and SROI transactions from insurance carriers, self-insured employers, and third-party administrators via EDI since the first trading partner began production on July 2003.

The use of EDI Claims release 3.1 has been mandated for all carriers as of September 1, 2020. TCA §0800-02-01-.02(8) of the General Rules of the Workers' Compensation Program gives the Administrator of the TNBWC 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 1.0. As a result, the transition to EDI Claims Release 3.1 will allow the Bureau to obtain more detailed claim data. All carriers will be required to register and submit a Trading Partner Acknowledgment form with the TNBWC to ensure secure and compliant acceptance of claim data by the TNBWC vendor.

Accurate and timely information is vital to how well the TNBWC 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 TNBWC as well as references to other important documents. Thank you for participating with us in maintaining and improving Tennessee's EDI reporting system.

Table of Contents

Preface.....	2
Section One: Forward.....	4
Section Two: EDI Implementation Management.....	6
Section Three: Reporting Processes and Options.....	8
Section Four: EDI Trading Partner Process.....	8
Section Five: EDI Testing Requirements and Plans.....	10
Section Six: EDI Technical Requirements.....	10
A. Electronic Data Interchange Rules.....	10
B. Electronic Data Reporting Format.....	10
C. Maintenance Type Codes.....	10
D. Information and Data Reported.....	11
E. Employee Security ID (DN0206).....	11
F. Employee ID Assigned by Jurisdiction (DN0154).....	12
G. Edit Matrix - Match Data.....	12
H. TNBWC EDI Reporting Requirements.....	13
I. Requirements for Becoming an EDI Trading Partner.....	14
J. Data Delivery - SFTP (Secure File Transfer Protocol).....	14
K. Inbound File Names.....	15
L. Reporting Timelines.....	15
M. Acknowledgment Reports.....	15
N. Testing Procedures for Trading Partners.....	16
Section Seven: Important Terminology and Acronyms.....	16
Links to EDI Claims related information.....	21

Section One: Forward

A. IAIABC EDI Claims Release 3.1 Standards and Documentation

1. The TNBWC 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 TNBWC has designed this EDI Claims Implementation Guide to assist Insurers, Self-Insured Employers and Claims Administrators with the transition from Release 1 reporting to Release 3.1 reporting. It serves as an information resource for trading partners operating in Tennessee and provides Tennessee-specific requirements. The TNBWC 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.iaiac.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 TNBWC recommends that carriers, risk management pools, 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. TNBWC implemented EDI Claims Release 1.0 and mandated that all reports be filed electronically with its first trading partner on July 1, 2003.

C. Tennessee's EDI Partnership

1. The Tennessee Bureau of Workers' Compensation (TNBWC) announced a Request for Proposal to contract with a Vendor (TNBWC Vendor) to facilitate EDI Claims filing for Tennessee's workers' compensation carriers, risk management pools, and self-insured employers and/or their claims administrators. In the context of EDI, claim 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 Tennessee Vendor. ISO will manage the technical aspects of data submittal, be your main contact for implementation, technical requirements, and other questions you may have. You can expect to hear from ISO directly about EDI Claims Reporting for Tennessee.
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 TNBWC 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 claim administrator. For a list of EDI Vendors, please contact the IAIABC at webmaster@iaibc.org.

D. EDI Implementation Dates

1. Upon acceptance of the FROI, the TNBWC 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 September 1, 2020.
3. All trading partners must complete FROI and SROI testing and be ready for production by close of business August 28, 2020. The TNBWC will work with TNBWC'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 Tennessee 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 TNBWC.

E. Tennessee reporting requirements

1. New Claims

A FROI that is filed with the TNBWC 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

A legacy claim is one that was accepted prior to EDI Claims Release 3.1 implementation. Please see the TNBWC Event Table (MTC UR) for filing requirements related to open Legacy Claims.

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 time line 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 Tennessee 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 Tennessee 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 Tennessee's EDI requirements. Identify the TNBWC 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 TNBWC EDI Claims website: <https://tnbwcedi.info>.
 - c) Go to www.iaiaabc.org to obtain a copy of the current IAIABC EDI Claims Release 3.1 Implementation Guide.
 - d) Review the definition of each data element listed in the Tennessee 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 Tennessee tables not currently captured by your database in case they need to be added to comply with TNBWC requirements.
 - f) Assess your firm's current EDI capabilities (hardware & software).
 - g) Monitor the TNBWC EDI website's Implementation page: <https://tnbwcedi.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 the Tennessee EDI Support Team at tnbwcedi@iso.com.
 - h) Training will be made available by the TNBWC Vendor. A date and time will be posted on TNBWC'S EDI Claims website and linked on the TNBWC website.
 - i) Establish a schedule for testing your FROI and SROI transmissions with our TNBWC Vendor.
 - 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. Tennessee's EDI reporting process includes:
 - a) Capturing state required reporting data in the IAIABC EDI Claims Release 3.1 format.
 - b) Editing for data content and quality.
 - c) Managing communications (report transmissions-sending & receiving).
 - d) 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 TNBWC 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 Tennessee EDI Claims Release 3.1 format will not incur a transmission cost from the TNBWC 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 Tennessee 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 TNBWC 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 tnbwcedi@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 Tennessee. The IAIABC Claims Release 3.1 Implementation Guide augments this Tennessee Bureau of Workers' Compensation 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 Tennessee EDI requirements.
2. This Tennessee Bureau of Workers' Compensation Guide provides Tennessee 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 the TNBWC 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 TNBWC through its vendor, ISO.

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

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

D. Register with TNWCB's Vendor to complete the EDI Trading Partner Acknowledgment Form

Although EDI Trading Partner Registration and EDI Trading Partner Acknowledgment are arranged through the TNBWC Vendor, TNBWC ultimately grants the final approval for a trading partner to submit FROI and SROI data. To register: <https://tnbwcedi.info/register>.

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 TNBWC FROI and SROI filings required by Tennessee Statute and Rules must continue to be submitted via Release 1. 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

A. Electronic Data Interchange Rules

Claims Handlings Standards 0800-02-14-.04

B. Electronic Data Reporting Format

The Tennessee Bureau of Workers' Compensation 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.

C. Maintenance Type Codes

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

	<u>MTC</u>	<u>Description</u>
FROI	00	Original
	01	Cancel Entire Claim
	02	Change
	04	Denial
	AQ	Acquired
	AU	Acquired/Unallocated
	UR	Update Report

SROI	<u>MTC</u>	<u>Description</u>
	02	Change
	04	Denial
	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
	FN	Final
	IP	Initial Payment
	NT	Narrative
	PD	Partial Denial
	PY	Payment Report
	RB	Reinstatement of Benefits
	SX	Full Suspension
	UR	Update Report
VE	Volunteer	
QT	Quarterly	

D. 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.

E. Employee Security ID (DN0206)

1. TNBWC will assign an Employee Security ID to be returned on the acknowledgement of any initiating FROI that is accepted (FROI 00, 04, AU). All subsequent transactions should be sent using the Employee Security ID instead of one of the following Employee ID's sent on the FROI:

Employee SSN (DN0042)

Employee Employment Visa (DN0152)
Employee Green Card (DN0153)
Employee Passport Number (DN0156)
Employee Individual Taxpayer Identification Number (DN0437)

2. If two different Employee Security ID's were assigned to what turned out to be the same person, TNBWC will reach out to the claim administrator and advise which Employee Security ID should be used, and the claim administrator should send a FROI 02 to Update the Employee Security ID. TNBWC will validate that the new "changed" Employee Security ID on the FROI 02 is correct. If the changed Employee Security ID does not match TNBWC's records, it will reject.

F. Employee ID Assigned by Jurisdiction (DN0154)

DN0154 - Employee ID Assigned by Jurisdiction - Error 111
DN0154 Employee ID Assigned by Jurisdiction (Used with Employee ID Type Qualifier (DN0270) = A)

If DN0042, DN0152, DN0153, DN0156 or 0437 are not available then TNBWC will accept the following:

For Legacy Claims, If the value used in R1 began with a 9 and is known not to be a valid SSN, the claim administrator will be able to send that 9xx value as Employee ID Assigned By Jurisdiction, or may continue to report it as DN0042.

For Non-Legacy Claims: The Claim Administrator must send 9 followed by Date of Birth (MMDDYYYY). For example, if the employee's date of birth is March 10, 1975, DN0154 should be 903101975.

Note: If the Date of Birth is updated with an 02 after the initial FROI filing, DN0154 should not be updated, as Employee Security ID will be used.

TNBWC 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)

G. Edit Matrix - Match Data

1. 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 table for the application of primary and secondary Match Data elements, available on the Tennessee Bureau of Workers' Compensation EDI Claims website:

<https://tnbwcedi.info/guide>.

2. 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'.

H. TNBWC EDI Reporting Requirements

The TNBWC EDI Reporting Requirement Tables are based on the IAIABC Master Tables format. The tables are located at <https://tnbwcedi.info/guide> and are described below.

1. **Event Table:** The Event Table is designed to provide information integral for a Trading Partner to understand the Tennessee'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 Tennessee's specifications relative to reporting requirements based on various criteria.
2. **Element Requirement Table:** The Element Requirement Table is designed to communicate TNBWC'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.
3. **Edit Matrix:** The Edit Matrix describes editing that will be applied by the TNBWC to incoming transactions.

The Edit Matrix is designed to communicate the edits applied by TNBWC 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 TNBWC's data requirements. They are based on the requirements that are indicated on the TNBWC Element Requirement Table. The Edit Matrix contains the tables shown below.

- *DN-Error Message* describes editing that will be applied to each data element.
- *Value Table* identifies code values accepted by Tennessee.
- *Valid Value Detail Page 1 (Page 1 of 2)* expresses the Tennessee's acceptable code values presenting the code and the code description.
- *Valid Value Detail Page 2 (Page 2 of 2)* expresses the Tennessee's acceptable code values presenting the code and the code description.
- *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 TNBWC database
- *Population Restrictions* contains the TNBWC's restrictions applied to the data element(s).
- *Sequencing* illustrates logical transaction sequencing for TNBWC. Transaction sequencing refers to the order in which the MTCs must be sent in. For example, an

IP will not be accepted by TNBWC before a 00 original FROI has been accepted.

- *Legacy Claim Definition* contains how TN defines a Legacy and Non-Legacy claim
- *Accident Site County List* contains a listing of all valid county spellings in TN
- *PI Body Part Code(s) Worksheet (Not used by Tennessee)* summarizes duration of scheduled losses for permanent impairment injuries based on jurisdiction regulations.

I. Requirements for Becoming an EDI Trading Partner

1. Complete the Trading Partner Registration and receive approval from TNBWC. To register, go to <https://tnbwcedi.info/register>. The Trading Partner Registration provides pertinent information to TNBWC about the Sender, Receiver, Insurer and Claim Administrators and transmission protocol.
2. All Claims Administrators, Insurers, Self-Insured/Self-Administered Employers, and Third-Party Administrators who will be submitting data to Tennessee via a Direct SFTP connection, Jurisdiction Web Entry, or EDI Vendor **must complete a New** Tennessee EDI Claims Release 3.1 Trading Partner Profile.
3. If you are an Insurer or Self-Insured Employer who uses a Third-Party Administrator, you are not required to register; however, you must ensure that your Third-Party Administrator includes your company on their Trading Partner Profile Registration.
4. Complete Testing Requirements outlined in this section titled Testing Procedures for Trading Partners.

J. Data Delivery - SFTP (Secure File Transfer Protocol)

1. Trading Partners and Vendors will connect to an SFTP (Secure File Transfer Protocol) server hosted by TNBWC'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 TNBWC. Once approved as a Trading Partner, TNBWC will provide the appropriate access information.
2. 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.
3. FROI SROI Files: Trading Partners will load their FROI/SROI files into the specified location provided by TNBWC. TNBWC will pick up the files and delete them from the specified location as they are processed.
4. Acknowledgment Files: Trading Partners are required to pick up their acknowledgment files from the specified location provided by TNBWC. 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.

K. Inbound File Names

1. TNBWC recommends but does not require that files submitted to TNBWC's Vendor 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 = TN
 - Interchange Version ID:
 - FROI Files: 14831
 - SROI Files: A4931
2. Sender FEIN and Sender PC (Postal Code) will be that of the Trading Partner per the Header Record.
 3. DateTransSent (YYYYMMDD) and TimeTransSent (HHMMSS) is date and time per the Header Record
 4. 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.

L. Reporting Timelines

1. **Monday through Friday:** The cut-off for receipt of data from TNBWC Trading Partners will be 12:59 AM EST. TNBWC Trading Partners will receive acknowledgment files no later than 5:00 AM EST pending any unforeseen processing issues.
2. **Friday (after the cutoff), Saturday and/or Sunday:** Trading Partners can connect and upload FROI/SROI files and will receive acknowledgment files no later than 5:00 AM EST on Monday pending any unforeseen processing issues.

If you have not received an acknowledgement within that time frame and have not received an advisory e-mail, please contact the TNBWC EDI Support Mailbox at <https://tnbwcedi.info>.

M. Acknowledgment Reports

1. 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 AKC and the other is the transaction level AKC.
2. The first type of AKC record occurs at the batch level only if the batch rejects. One AKC transaction will be sent with the HD level rejection. When a batch rejects, all of its content rejects.
3. The second type of AKC 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, TNBWC will return the Jurisdiction Claim Number (JCN) DN0005 on the AKC. 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.

4. TNBWC Acknowledgment files naming convention: ST_YYYYMMDD_HHMMSS_AK.txt
 - ST State Code = TN
 - YYYYMMDD: Current Date
 - HHMMSS: Unique Time Stamp
 - AK: Indicates Acknowledgment file
 - Txt: indicates a text file.

Example: TN_20161229_131202_AK.txt

N. Testing Procedures for Trading Partners

1. TNBWC EDI Trading Partners submitting data are required to complete the Test Plan.
2. Exceptions: No testing is required for TNBWC 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.
3. The TNBWC Test Plan can be found at <https://tnbwcedi.info/>, under Implementation Info. This Test Plan provides information for the expected results to be approved for production reporting. Please contact the TNBWC EDI Support Team at tnbwcedi@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).

DISA

Data Interchange Standards Association is the Secretariat of X12. DISA manages the EDI standards database, arranges standards development meetings and provides educational conference and seminars.

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 TNBWC Vendor applies the edits to transaction and submits to TNBWC 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 TNBWC system edits and found to contain valid data.

Electronic Format

TNBWC selected the IAIABC Claims Release 3.1 flat file format for EDI claim 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 of a claim or denial of 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 MTC00.

Production

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

Raw Data

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

Requester / Receiver

TNBWC 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 TNBWC to self-insure its workers' compensation risk in accordance with applicable law, rules and regulations.

Sender / Submitter

An entity that submits FROI and SROI information in the IAIABC EDI Claims Release 3.1 format and receives EDI acknowledgments from TNBWC. 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 TNBWC 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.

TNBWC

Tennessee Bureau of Workers' Compensation. The entity overseeing workers' compensation laws in Tennessee.

TNBWC Vendor (aka as Submitter or Sender)

For the purposes of this Implementation Guide, a Vendor is an EDI Service Provider authorized by TNBWC to provide its products/services to TNBWC's Trading Partners. As such it becomes the Sender/Submitter on behalf of the Trading Partner to TNBWC.

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 (TNBWC Vendor and TNBWC) and the data sender/submitter (i.e. TNBWC 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 Tennessee, are found in the TNBWC EDI tables posted on the TNBWC's EDI website:

<https://tnbwcedi.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.

Translator

Software that uses data conversion mapping rules to convert data from one format to another. Related to EDI processing, this term refers to products that convert data between proprietary (outside of a national or industry standard) formats and X12 format.

X12N

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

Links to EDI Claims related information

- Tennessee Bureau of Workers' Compensation - Home Page: <https://www.tn.gov/workerscomp>
- Tennessee Bureau of Workers' Compensation - Electronic Data Interchange (EDI): <https://www.tn.gov/workforce/injuries-at-work/available-resources/redirect-available-resources/edi-guide.html>
- Tennessee Bureau of Workers' Compensation's EDI Support Team: tnbwcedi@iso.com