

Minnesota Department of Labor and Industry
Electronic Filing of First Report of Injury Implementation Guide

1 Introduction

Minnesota Statutes, § [176.231](#), subd. 1 and 2 requires certain employers and insurers to file First Reports of Injury with the Minnesota Department of Labor and Industry (DLI), Workers' Compensation Division. To accomplish this by electronic means, DLI started its electronic data interchange (EDI) program with one trading partner in 1993. Since that time, the EDI program has evolved and there are now many companies trading information via EDI with the department. The department implemented a version of an eFROI Web portal in 2004 that was discontinued in 2010. As of Jan. 1, 2014, Minnesota mandated the electronic submission of First Report of Injury (FROI) data via EDI or its revised eFROI Web portal. This mandate does not affect the method that insured employers use to file paper FROIs with their insurance company.

This implementation guide is incorporated by reference into Minnesota Rules Part [5220.2530](#) as of Jan. 1, 2014.

1.1 EDI concepts

EDI makes it feasible for computer systems that store data in disparate proprietary data formats to effectively communicate with one another in an efficient manner. It enables a commonly understood and standardized format of the relevant data to be transmitted from one computer system to another with minimal human intervention. EDI transactions are structured for highly automated processing.

EDI is used in many industries to transmit traditional “documents,” such as invoices or purchase orders, between companies. The standardized transaction set has been refined, expanded and developed so that there are now hundreds of different “documents” that can be electronically exchanged between multiple trading partners. The electronic transmission of these transactions is an efficient means of conducting business.

The Internet has enabled EDI transactions to be transmitted between trading partners in an even more efficient manner. The Internet provides business and government agencies with an environment that is open, fast, cost effective, and widely accepted and used. DLI offers several communication methods with which trading partners can exchange EDI transactions with the department.

1.2 Advantages of EDI

The electronic submission of workers' compensation claim information has many advantages compared with the submission of paper claims. The benefits and advantages are shared by the trading partner submitting EDI information, as well as the Minnesota Department of Labor and Industry.

- Improved reporting performance
- Time savings
- Cost savings
- Improved accuracy
- Enhanced flexibility

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Improved reporting performance

Electronic submissions are a much more efficient way to transmit the legally required information related to workers' compensation claims. Claim administrators can electronically send the required claim information without generating a paper copy that would need to be sent through the traditional mail system. Typically the electronically submitted EDI data will be received, processed and acknowledged within hours of when it was submitted, rather than the multiple days it would take through the postal system.

The timely submission of claim information is of primary importance to both the Workers' Compensation Division and the claim administrators. EDI allows the department's trading partners to meet their reporting deadlines in a timely manner.

Time savings

EDI claim submissions provide an efficient means of getting the correct information to the department as quickly as possible. EDI saves time by eliminating the overhead of the paper handling that is required and is otherwise necessary for both the trading partner and the department. The use of EDI for claim submissions also streamlines the process of error reporting by eliminating the phone calls that might otherwise be necessary to ensure that accurate information is being reported.

Cost savings

Although there are initial costs involved with designing, developing and implementing a new EDI system, these costs can be recouped and the system can pay for itself many times over by the efficiencies garnered by the use of EDI. The cost of mailing and handling paper documents is completely avoided when the documents are sent electronically.

Personnel at both ends of the electronic transaction who would otherwise be involved in the handling of paper-generated claim information can be redeployed to other tasks. There are fewer people required to monitor and administer the EDI system than is necessary to process paper documents.

Improved accuracy

EDI reduces the number of times the same data needs to be redundantly entered into multiple computer systems. There is also the inherent efficiency and improved accuracy from the electronic acknowledgment process that allows for the senders' transactions to be verified and validated immediately upon receipt. The acknowledgment process allows the trading partner to submit more timely and accurate information while at the same time reducing the amount of time that it takes to correct invalid or inaccurate claim information.

Enhanced flexibility

Electronic data can be sent any time, day or night, to ensure that the most accurate and timely information is delivered in an efficient manner. The EDI submission of first report transactions can be scheduled to run when the computing resources are at a lower demand (i.e. during non-peak utilization periods).

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1.3 Advantages of eFROI

While EDI is more cost effective in most situations, for trading partners that have very little claim data in their system and file very few claims with DLI every year, it may be more cost effective to use the DLI eFROI Web portal to electronically send their first reports of injury.

The DLI eFROI Web portal is an Internet browser-based program that works in Internet Explorer, Firefox or other commonly used browsers, and complies with the IAIABC Claims Release 3.0 standards to the extent required in this implementation guide. The eFROI allows a trading partner to submit a first report of injury electronically through the use of an online Web-based application without the need to understand file format requirements. A step-by-step process collects the necessary information found on the First Report of Injury form and the data submitted is then batched three times each business day using the same processing schedule as direct connect and other third-party data exchanges.

Using the eFROI Web portal will have most of the same advantages as using EDI. The only cost for a trading partner to use the eFROI Web portal is being able to connect to the Internet.