4 Trading partner qualifications

The Minnesota Department of Labor and Industry (DLI) requires all claim administrators – including insurers, self-insured employers and third-party administrators – to submit workers' compensation claim first report of injury information to the department electronically via EDI or the eFROI Web portal.

4.1 EDI

There are several steps that must be undertaken prior to submitting production EDI information to the Minnesota Department of Labor and Industry. The following procedures must be accomplished to become an EDI trading partner with DLI.

1) Contact the Minnesota Department of Labor and Industry

Contact the DLI EDI coordinator at dli.edi@state.mn.us. The DLI EDI coordinator is available to answer questions and assist with the necessary setup required to trade EDI data with the department. Additionally, the DLI EDI coordinator can provide contact information for the IAIABC, information about the various communication options and information about the vendors that can provide software and connectivity support for EDI communications.

2) Contact the IAIABC

Claim administrators preparing to participate in the department's EDI program should reference the IAIABC website and, if needed, acquire the appropriate IAIABC EDI Implementation Guide. It is not necessary to be a member of the IAIABC organization to become a trading partner with the department.

The IAIABC standards documentation contains information that is necessary to identify the processes and procedures, the transaction data set formats that are understood and supported, error codes and other supporting information. The easiest way to acquire the IAIABC documentation is from its website at www.iaiabc.org. IAIABC may also be reached by phone at (608) 663-6355 for additional information.

3) Make arrangements for EDI communications

The department has several options for receiving and transmitting EDI transmissions with its trading partners. The most straightforward and cost-effective option is the direct connection to the department's EDI FTP server. This requires the trading partner to transmit its EDI data using secure FTP SSL/TLS encryption.

In addition, there are vendors that have products, services and years of experience working with claim administrators dealing with workers' compensation claims. Prospective trading partners are required to use a reliable communications infrastructure to facilitate the transmission and receipt of EDI communications with the department. Refer to section 2.2 of this implementation guide.

4) Plan, research, design and develop an EDI system

After the necessary documentation has been acquired, the mechanisms necessary to transmit claim information electronically can be planned, designed and developed. It is expected this step could potentially take some time, particularly if the claim administrator has not worked with an EDI environment in the past.

There are many vendors that specialize in EDI for the insurance industry, including the vendors that offer various communication capabilities to the department, that have products and services that address a claim administrator's needs. The packaged software products can potentially be integrated with existing applications to enable the EDI environment for each site.

5) Contact the DLI EDI coordinator to set up for testing

After the application design and development have been completed, or the software packages have been put in place to transmit EDI data to the department, the new trading partner must contact the DLI EDI coordinator to set up an account for testing with the department. An EDI Trading Partner Profile must be completed prior to testing. The Minnesota Electronic Trading Partner Profile is available at www.workplace.doli.state.mn.us/ediprofile.

All trading partners are expected to know and understand the reporting requirements for the mandatory, expected, conditional and "if available" fields that are documented in section 3 of this implementation guide. Each trading partner is required to have the ability to accept and process the acknowledgment file that is produced and transmitted back to the trading partner upon receipt of an EDI transmission.

The department will assign the trading partner an account name. The account name must be a part of the EDI data file name to make it more easily identifiable. The file name must be unique so there is no chance of overwriting a previously transferred file (e.g., ACCOUNTNAME.2013031301.DAT).

6) Test EDI transmissions

All header records (Transaction Set ID "HD1" (DN0001)) must specify a "T" in the Test/Production (TP) code field (DN0104). EDI transmissions that are from an unexpected trading partner (unknown account) or that do not follow the guidelines for testing will generate an acknowledgment file for a rejected batch.

The test EDI transmissions will be validated for accuracy and consistency. Any problems or issues with the test EDI transmissions will be communicated back to the sending trading partner so they can be corrected before any further testing takes place. The test EDI transmissions must be successful before the trading partner will be allowed to submit production data.

7) Test EDI acknowledgments

Each EDI transmission submitted to the department's test EDI environment will have an acknowledgment record (Transaction Set ID "AKC" (DN0001)) returned. The trading partner must verify and validate the acknowledgment files that are returned to ensure they are in the expected format and relay meaningful information related to the transmitted FROI transactions.

Each transaction will return an Application Acknowledgment Code (DN0111) in the acknowledgment record that indicates either an accepted status (TA), an accepted with errors status (TE) or a rejected status (TR). Trading partners are required to correct any deficiencies identified in the acknowledgment and send a correction transaction (MTC CO) or an update transaction (MTC 02) to address the issue(s).

8) Review EDI statistics between the department and trading partner

During the testing phase of the EDI qualification with the trading partner, statistics will be gathered about the quality of the data being transmitted. The EDI statistics will be reviewed and analyzed by the DLI EDI coordinator to determine whether the data is sufficiently accurate to allow the trading partner to transmit EDI data to the department's production EDI environment.

The DLI EDI coordinator will enable the trading partner's account in the production environment after testing has been completed. When the trading partner's account is enabled, the DLI EDI coordinator will contact the trading partner to inform them they are able to submit their first reports of injury into the DLI production environment and establish an effective date.

9) Processing of first reports of injury in production

When the DLI EDI coordinator has enabled the trading partner's account for production, the EDI transmissions must be directed to the department's production EDI environment. The header records in the EDI batch (Transaction Set ID "HD1" (DN0001)) must specify a "P" in the Test/Production (TP) code field (DN0104).

Each transaction will return an Application Acknowledgment Code (DN0111) in the acknowledgment record that indicates either an accepted status (TA), an accepted with errors status (TE) or a rejected status (TR). For any transaction that is accepted with errors, the trading partner must file a changed or corrected electronic first report of injury that corrects all identified errors within 60 days after DLI sent them the acknowledgment transmission describing the errors. The insurer or self-insured employer is subject to a penalty for failure to do so.

Note: Batches and transactions that are rejected are not stored in the department's database and will be considered untimely if they are not corrected and re-sent in the required timeframe.

The submission of paper FROI forms can be eliminated at this point.

10) Changes to the trading partner profile

Contact the DLI EDI coordinator at dli.edi@state.mn.us if you need to make changes to your trading partner profile once it's been received by the department (i.e., contact information, claim administrator address, FEINs, etc.). An email message may suffice or a revised form may be required.

4.2 eFROI Web portal

There are several steps that must be undertaken prior to submitting production eFROI Web portal information to the Minnesota Department of Labor and Industry. The following procedures must be accomplished to become an eFROI Web portal trading partner with the department.

1) Contact the Minnesota Department of Labor and Industry

Contact the DLI EDI coordinator at dli.edi@state.mn.us. The DLI EDI coordinator is available to answer questions and assist with the necessary setup required to use the DLI eFROI Web portal product with the department.

An EDI Trading Partner Profile must be completed prior to testing. The Minnesota Electronic Trading Partner Profile is available at www.workplace.doli.state.mn.us/ediprofile.

All trading partners are expected to know and understand the reporting requirements for the mandatory, expected, conditional and "if available" fields that are documented in section 3 of this implementation guide. Each trading partner is required to have the ability to accept and process the acknowledgment file that is produced and transmitted back to the trading partner upon receipt of an eFROI Web portal transmission.

2) Test eFROI Web portal transmissions

The test eFROI transmissions will be validated for accuracy and consistency. Any problems or issues with the test eFROI transmissions will be communicated back to the sending trading partner so they can be corrected before any further testing takes place. The test eFROI transmissions must be successful before the trading partner will be allowed to submit production data.

3) Test eFROI Web portal acknowledgments

Each eFROI Web portal transmission submitted to the department's test EDI environment will generate an acknowledgment transaction. The trading partner must verify and validate the acknowledgment transactions that are returned to ensure they are in the expected format and relay meaningful information related to the transmitted FROI transactions.

All acknowledgment transactions for a specific trading partner are stored in a central database and can be reviewed through the eFROI Web portal any time after a FROI transaction is processed. The trading partner will receive an email confirmation when FROI transactions have been processed and that the acknowledgment information related to those transactions must be reviewed through the eFROI Web portal application. Corrections (CO) or updates (02) must be initiated through the portal to correct any errors reported in the acknowledgment.

4) Review eFROI statistics between the department and trading partner

During the testing phase of the eFROI Web portal qualification with the trading partner, statistics will be gathered about the quality of the data being transmitted. The eFROI Web portal statistics will be reviewed and analyzed by the DLI EDI coordinator to determine whether the data is sufficiently accurate to allow the trading partner to transmit eFROI Web portal data to the department's production eFROI Web portal environment.

The DLI EDI coordinator will enable the trading partner's account in the production environment after testing has been completed. When the trading partner's account is enabled, the DLI EDI coordinator will contact the trading partner to inform them they are able to submit their first reports of injury into the DLI production environment and establish an effective date.

5) Processing of first reports of injury in production

When the DLI EDI coordinator has enabled the trading partner's account for production, the submission of paper FROI forms can be eliminated at this point.

Each transaction will return an Application Acknowledgment Code (DN0111) in the acknowledgment record that indicates either an accepted status (TA), an accepted with errors status (TE) or a rejected status (TR). For any transaction that is accepted with errors, the trading partner must file a changed or corrected electronic first report of injury that corrects all identified errors within 60 days after DLI sent them the acknowledgment transmission describing the errors. The insurer or self-insured employer is subject to a penalty for failure to do so.

Note: Batches and transactions that are rejected are not stored in the department's database and will be considered untimely if they are not corrected and re-sent in the required timeframe.

6) Changes to the trading partner profile

Contact the DLI EDI coordinator at dli.edi@state.mn.us if you need to make changes to your trading partner profile once it's been received by the department (i.e., contact information, claim administrator address, FEINs, etc.). An email message may suffice or a revised form may be required.