



**WCIO Workers Compensation Data
Specifications Manual**

**WORKERS COMPENSATION NOTIFICATION
REPORTING SPECIFICATIONS (WCNOTIFY)**

Summary of Changes: No changes in this version.

TOPIC/ FIELD NAME	SUBJECT HEADING	POSITION
A		
ASSIGNED RISK ADJUSTMENT PROGRAM (ARAP) FACTOR	Rating Record	74-76
C		
CARRIER CODE	Rating Record	2-6
D		
DETAIL RECORD COUNT TOTAL	File Control Record	2-9
N		
NAME OF INSURED	Rating Record	83-182
NOTIFICATION TOTAL	File Control Record	10-16
P		
POLICY EFFECTIVE DATE	Rating Record	36-43
POLICY NUMBER IDENTIFIER	Rating Record	7-24
PROCESSED DATE	Rating Record	44-51
R		
RATING EFFECTIVE DATE	Rating Record	53-60
RATING EXPIRATION DATE	Rating Record	61-68
RATING FACTOR	Rating Record	69-73
RATING TYPE CODE	Rating Record	52-52
RECORD TYPE CODE	File Control Record	1-1
	Rating Record	1-1
RESERVED FOR FUTURE USE	File Control Record	17-200
	Rating Record	77-82
	Rating Record	182-200
RISK ID NUMBER	Rating Record	25-33
S		
STATE CODE	Rating Record	34-35

Field No.	Field Title/Description	Class	Position	Bytes
RATING RECORD				
1	RECORD TYPE CODE <i>NOT APPLICABLE: CA, DE, MA, MI, MN, NC, NCCI, NJ, NY, WI</i> Report "R".	AN	1-1	1
2	CARRIER CODE <i>NOT APPLICABLE: CA, DE, MA, MI, MN, NC, NCCI, NJ, NY, WI</i> Report the code assigned to the reporting company by NCCI or other DCO.	N	2-6	5
3	POLICY NUMBER IDENTIFIER <i>NOT APPLICABLE: CA, DE, MA, MI, MN, NC, NCCI, NJ, NY, WI</i> Report the unique identifier used for identifying the policy. Do not report embedded blanks or marks of punctuation.	AN	7-24	18
4	RISK ID NUMBER <i>NOT APPLICABLE: CA, DE, MA, MI, MN, NC, NCCI, NJ, NY, WI</i> Report the risk identification number assigned by the appropriate DCO other than NCCI.	AN	25-33	9
5	STATE CODE <i>NOT APPLICABLE: CA, DE, MA, MI, MN, NC, NCCI, NJ, NY, WI</i> Report the state code for which the experience modification was promulgated.	N	34-35	2
6	POLICY EFFECTIVE DATE <i>NOT APPLICABLE: CA, DE, MA, MI, MN, NC, NCCI, NJ, NY, WI</i> Report the date that the policy became effective. Format CCYYMMDD.	N	36-43	8
7	PROCESSED DATE <i>NOT APPLICABLE: CA, DE, MA, MI, MN, NC, NCCI, NJ, NY, WI</i> Report the issue date of ratings. Format CCYYMMDD.	N	44-51	8
8	RATING TYPE CODE <i>NOT APPLICABLE: CA, DE, MA, MI, MN, NC, NCCI, NJ, NY, WI</i> Report the code that indicates the type of rating being reported.	AN	52-52	1

Code Description

Field No.	Field Title/Description	Class	Position	Bytes
	C Cannot Issue			
	D Does Not Qualify (DNQ)			
	E Experience Rating			
	I Independent Bureau			
	M Merit Adjustment			
	N Not Rated- No Current Coverage			
	W Withdraw			
9	RATING EFFECTIVE DATE <i>NOT APPLICABLE: CA, DE, MA, MI, MN, NC, NCCI, NJ, NY, WI</i>	N	53-60	8
	Report the date that the rating is effective. Format CCYYMMDD.			
10	RATING EXPIRATION DATE <i>NOT APPLICABLE: CA, DE, MA, MI, MN, NC, NCCI, NJ, NY, WI</i>	N	61-68	8
	Report the date that the rating expires. Format CCYYMMDD.			
11	RATING FACTOR <i>NOT APPLICABLE: CA, DE, MA, MI, MN, NC, NCCI, NJ, NY, WI</i>	N	69-73	5
	Report the rating plan factor for the insured. There is an assumed decimal point between positions 69 and 70.			
12	ASSIGNED RISK ADJUSTMENT PROGRAM (ARAP) FACTOR <i>NOT APPLICABLE: CA, DE, MA, MI, MN, NC, NCCI, NJ, NY, WI</i>	N	74-76	3
	Report the factor used for the Assigned Risk Adjustment Program. The program imposes additional charges on employers in the residual market where applicable. There is an assumed decimal point between positions 74 and 75.			
13	RESERVED FOR FUTURE USE <i>NOT APPLICABLE: CA, DE, MA, MI, MN, NC, NCCI, NJ, NY, WI</i>	AN	77-82	6
14	NAME OF INSURED <i>NOT APPLICABLE: CA, DE, MA, MI, MN, NC, NCCI, NJ, NY, WI</i>	AN	83-182	100
	Report the name of the insured covered by the policy.			
15	RESERVED FOR FUTURE USE	AN	182-200	19

Field No.	Field Title/Description	Class	Position	Bytes
	<i>NOT APPLICABLE: CA, DE, MA, MI, MN, NC, NCCI, NJ, NY, WI</i>			

Field No.	Field Title/Description	Class	Position	Bytes
FILE CONTROL RECORD				
1	RECORD TYPE CODE <i>NOT APPLICABLE: CA, DE, MA, MI, MN, NC, NCCI, NJ, NY, WI</i> Report "Z".	AN	1-1	1
2	DETAIL RECORD COUNT TOTAL <i>NOT APPLICABLE: CA, DE, MA, MI, MN, NC, NCCI, NJ, NY, WI</i> Report the total number of records on the file including the Electronic Transmittal Record, excluding this File Control Record.	N	2-9	8
3	NOTIFICATION TOTAL <i>NOT APPLICABLE: CA, DE, MA, MI, MN, NC, NCCI, NJ, NY, WI</i> Report the total number of notifications contained on file.	N	10-16	7
4	RESERVED FOR FUTURE USE <i>NOT APPLICABLE: CA, DE, MA, MI, MN, NC, NCCI, NJ, NY, WI</i>	AN	17-200	184