**WCIO Workers Compensation Data
Specifications**

**WORKERS COMPENSATION CRITICISM
INFORMATION (WCCRIT)**

Summary of Changes: No changes in this version.

TOPIC/ FIELD NAME	SUBJECT HEADING	POSITION
A		
ADDRESS OF CONTACT - CITY	Insurer Address Record	270-299
ADDRESS OF CONTACT - STATE	Insurer Address Record	300-301
ADDRESS OF CONTACT - STREET	Insurer Address Record	150-209
	Insurer Address Record	210-269
ADDRESS OF CONTACT - ZIP CODE	Insurer Address Record	302-310
B		
BUSINESS SEGMENT IDENTIFIER	Header Record	379-385
C		
CARRIER CODE	Link Data Common to All Records	1-5
CORRECTION SEQUENCE NUMBER	Link Data Common to All Records	45-45
CORRECTION TYPE CODE	Header Record	386-386
CRITICISM TOTAL	File Control Record	63-69
D		
DCO CONTACT EMAIL ADDRESS	Header Record	205-264
DCO CONTACT PHONE NUMBER	Header Record	195-204
DETAIL RECORD COUNT TOTAL	File Control Record	55-62
E		
ERROR CODE	WCPOLS Error Information Record	58-65
	WCSTAT Error Information Record	58-65
ERROR CODE TOLERANCE	WCPOLS Error Information Record	67-68
	WCSTAT Error Information Record	67-68
ERROR MESSAGE	WCPOLS Error Information Record	69-372
	WCSTAT Error Information Record	69-372
ERROR MESSAGE SEQUENCE NUMBER	WCPOLS Error Information Record	399-400
	WCSTAT Error Information Record	399-400
ERROR STATUS CODE	Header Record	153-153
EXPOSURE STATE CODE	Link Data Common to All Records	31-32
F		
FILLER	File Control Record	1-53
FINE AMOUNT	Subsequent Notification Record	59-63
FINE NOTIFICATION NUMBER	Subsequent Notification Record	57-58
I		
INDEPENDENT DCO RISK ID NUMBER/ FILE NUMBER/ ACCOUNT NUMBER	Header Record	299-313
INTERNAL SUBMISSION ID	Header Record	314-327
L		
LETTER ID	Header Record	328-341
LETTER ISSUED DATE	Header Record	342-349
LINK DATA	Header Record	1-53
	Insurer Address Record	1-53
	Subsequent Notification Record	1-53
	WCPOLS Error Information Record	1-53
	WCSTAT Error Information Record	1-53
M		
MESSAGE TYPE CODE	WCPOLS Error Information Record	66-66
	WCSTAT Error Information Record	66-66
MULTIPLE RECORD IDENTIFIERS	WCPOLS Error Information Record	373-398
	WCSTAT Error Information Record	373-398

TOPIC/ FIELD NAME	SUBJECT HEADING	POSITION
N		
NAME OF DATA PROVIDER COMPANY	Insurer Address Record	110-149
NAME OF DATA PROVIDER CONTACT	Insurer Address Record	55-79
NAME OF DCO CONTACT	Header Record	170-194
NAME OF INSURED	Header Record	63-152
NEXT FINE AMOUNT	Header Record	265-269
NOTIFICATION NUMBER	Subsequent Notification Record	55-56
NOTIFICATION TYPE CODE	Subsequent Notification Record	64-64
P		
POLICY EFFECTIVE DATE	Link Data Common to All Records	33-40
POLICY EXPIRATION OR CANCELLATION DATE	Header Record	55-62
POLICY NUMBER IDENTIFIER	Link Data Common to All Records	6-23
PROCESSED DATE	Header Record	154-161
PRODUCT DATA TYPE CODE	Link Data Common to All Records	41-41
R		
RECORD TYPE CODE	File Control Record	54-54
	Header Record	54-54
	Insurer Address Record	54-54
	Subsequent Notification Record	54-54
	WCPOLS Error Information Record	54-54
	WCSTAT Error Information Record	54-54
RECORD TYPE SEQUENCE NUMBER	WCPOLS Error Information Record	55-57
	WCSTAT Error Information Record	55-57
REPLACEMENT REPORT CODE	Header Record	387-387
REPORT LEVEL CODE/REPORT NUMBER	Link Data Common to All Records	42-42
REPORTED POLICY EFFECTIVE DATE	Header Record	270-277
RESERVED FOR FUTURE USE	File Control Record	70-400
	Header Record	278-298
	Header Record	350-369
	Header Record	388-400
	Insurer Address Record	311-400
	Link Data Common to All Records	24-30
	Subsequent Notification Record	65-400
RESPOND BY DATE	Header Record	162-169
T		
THIRD PARTY ENTITY (TPE/TPA/MGA) FEDERAL EMPLOYER IDENTIFICATION NUMBER (FEIN)	Header Record	370-378
TITLE	Insurer Address Record	80-109
TRANSACTION CODE	Link Data Common to All Records	43-44
TRANSACTION ISSUE DATE	Link Data Common to All Records	46-53

Field No.	Field Title/Description	Class	Position	Bytes

LINK DATA COMMON TO ALL RECORDS

| 1 | **CARRIER CODE** | N | 1-5 | 5 |

Report the code assigned to the reporting company by NCCI or other DCO.

| 2 | **POLICY NUMBER IDENTIFIER** | AN | 6-23 | 18 |

Report the unique identifier used for identifying the policy.

This number identifier must be identical to the number identifier set forth on the policy Information Page or as endorsed.

The complete policy number identifier must remain the same throughout the life of the policy and for all experience reporting.

Do not report embedded blanks or marks of punctuation.

| 3 | **RESERVED FOR FUTURE USE** | AN | 24-30 | 7 |
| 4 | **EXPOSURE STATE CODE** | N | 31-32 | 2 |

Report the state code in which coverage has been provided for the classifications and corresponding exposures, if any, and to which the payrolls of claimants have been assigned.

This field is for WCSTAT only.

| 5 | **POLICY EFFECTIVE DATE** | N | 33-40 | 8 |

Report the date that the policy became effective.

Format CCYYMMDD.

| 6 | **PRODUCT DATA TYPE CODE** | AN | 41-41 | 1 |

Report the code that identifies the type of criticism.

Code	Description
P	Policy Criticism
S	Unit Statistical Report Criticism

| 7 | **REPORT LEVEL CODE/REPORT NUMBER** | AN | 42-42 | 1 |

Report the code that corresponds to the report level based on the loss valuation date.

This field is for WCSTAT only.

The proper sequencing for numbering consecutively is "1" through "9" and then "A".

Code	Description
1	First Report- Valued 18 months from policy effective month
2	Second Report- Valued 30 months from policy effective month

Field No.	Field Title/Description	Class	Position	Bytes

	3	Third Report- Valued 42 months from policy effective month			
	4	Fourth Report- Valued 54 months from policy effective month			
	5	Fifth Report- Valued 66 months from policy effective month			
	6	Sixth Report- Valued 78 months from policy effective month			
	7	Seventh Report- Valued 90 months from policy effective month			
	8	Eighth Report- Valued 102 months from policy effective month			
	9	Ninth Report- Valued 114 months from policy effective month			
	A	Tenth Report- Valued 126 months from policy effective month			
8	**TRANSACTION CODE**		N	43-44	2

Report the code identifying the type of transaction being submitted.

This field is for WCPOLS only.

Refer to the Data Reporting Handbook for further instructions.

Code	Description
01	New Policy
02	Renewal Policy
03	Endorsement
04	Annual Rerate Endorsement
05	Cancellation/Reinstatement
06	Policy Replacement Due to Key Field Change
07	Reserved for Future Use
08	Policy Replacement Due to Rating Change
09	Reserved for Future Use
10	Policy Replacement due to Non-Rating Change
11	Reserved for Future Use
12	Reserved for Future Use
13	Reserved for Future Use

Field No.	Field Title/Description	Class	Position	Bytes
	14 Policy Replacement due to Misc. Change/Non-Key Field Change N/A: DE, PA			
	15 Policy Replacement due to Add/Delete State Change			
	16 Proof Of Coverage (POC) Notice / Binder N/A: NC, NCCI, NJ, NY			
	17 Noncompliance/Compliance of Policy Terms and Conditions N/A: CA, MI, NJ			
	18 Renewal Certificate/Renewal Agreement N/A: DE, MA, MI, MN, NC, NCCI, NJ, NY, PA, WI			
9	**CORRECTION SEQUENCE NUMBER**	AN	45-45	1

Report the number that corresponds to the number of correction reports submitted within a particular report level.

Exposure and loss corrections on the same report level must be numbered consecutively.

This field is used to determine if the report is sent as a correction. The sequence of the correction is not stored or used for processing. N/A: DE, MA, MI, MN, NC, NCCI, NJ, NY, PA, WI

This field is the most current/correct value for this data element.

Example: Third correction to a first report = Report Level Code 1, Correction Sequence Number 3. This is the revised correction sequence number on header corrections to change the correction sequence number.

This field is for WCSTAT only.

For noncorrections, report "0" .

The proper sequencing for numbering consecutively is "1" through "9" and then "A" through "Z". This number sequence will accommodate up to 35 corrections.

For corrections greater than 35, continue to use "Z". The Correction Sequence Number will be derived by the DCO using this code and the date the unit report was received.

Field No.	Field Title/Description	Class	Position	Bytes
10	**TRANSACTION ISSUE DATE**	N	46-53	8

Report the issue date of the transaction being submitted.

This date is the accounting date on which the data represented by this transaction code was processed by the insurer's policy issuance system.

This date, for a particular transaction, is not necessarily the date of creation of the file. Example: If an insurer processes transactions on a daily basis and saves these daily transactions to a file from which a submission is created once a week, this date would reflect the daily processing date, not the date of the submission creation. Thus, a given file submission may contain transactions with different transaction issue dates.

Field No.	Field Title/Description	Class	Position	Bytes

More than one Transaction 06, 08, 10, 14 or 15 with the same
Transaction Issue Date for the same policy must not be included
on the same submission.

This field is for WCPOLS only.

Format CCYYMMDD.

Field No.	Field Title/Description	Class	Position	Bytes

HEADER RECORD

1 **LINK DATA**   1-53   53

Link Data is a collection of data elements that are common to all records in the data specification. These common data elements allow the applicable records to be joined. For presentation purposes only, Link Data is shown as Record Type 0 or 00 and should not be considered a separate record but rather a sub-record within each record.

2 **RECORD TYPE CODE**   AN   54-54   1

Report "1".

3 **POLICY EXPIRATION OR CANCELLATION DATE**   N   55-62   8

Report the date that the policy expired or was cancelled.

For mid-term cancelled policies, report the cancellation date as the expiration date. (For MA and WI, this note is applicable to WCSTAT only.)

For policies issued not longer than one year and sixteen days (considered standard one-year term policies), report the expiration date as shown on the policy Information Page.

For the first and second periods of three-year variable rate policies, report the expiration date as one and two years, respectively, subsequent to the policy effective date set forth in Item 2 of the policy Information Page. For the third period, report the policy expiration date as shown on the policy Information Page, or as endorsed. In the event the policy contains a Policy Period Endorsement, then the expiration date must coincide with the date indicated in the schedule of that endorsement.

For the first and second period of extended-term policies, report the associated expiration date as shown in the Policy Period Endorsement.

Format CCYYMMDD.

4 **NAME OF INSURED**   AN   63-152   90

Report the primary name of the insured as was submitted by the data provider.

Maximum size of risk name is 90 characters including spaces and punctuation marks.

5 **ERROR STATUS CODE**   AN   153-153   1

Report the code that identifies the type of error found.

Code	Description
0	Accepted - No Further Action Required N/A: WI
1	Accepted Informational - Further Action May Be Required
	WI: This code is not applicable for WCSTAT reporting.

Field No.	Field Title/Description	Class	Position	Bytes
	2 Accepted With Minor Errors - Carrier Action Required N/A: WI			
	3 Accepted With Critical Errors - Carrier Action Required			
	WI: This code is not applicable for WCSTAT reporting.			
	4 Suspended With Critical Errors - Carrier Action Required N/A: WI			
	5 Rejected From Submission - Further Action May Be Required			
	WI: This code is not applicable for WCSTAT reporting.			
	6 Unmatched Link data – Carrier Action Required			
	WI: This code is not applicable for WCSTAT reporting.			
	7 Suspended With Noncritical Errors – DCO Review Required, Carrier Action May Be Requested N/A: WI			
6	**PROCESSED DATE**	N	154-161	8
	Report the date that the DCO processed the transmission.			
	Format CCYYMMDD.			
7	**RESPOND BY DATE**	N	162-169	8
	Report the date that the DCO requires a response.			
	This is the due date upon which a fine may be levied.			
	Format CCYYMMDD.			
8	**NAME OF DCO CONTACT**	AN	170-194	25
	Report all or a portion of the name of the business representative to be contacted regarding the criticism as accommodated by this field.			
9	**DCO CONTACT PHONE NUMBER**	N	195-204	10
	NOT APPLICABLE: MI			
	Report the direct telephone number of the of the business representative to be contacted regarding the criticism.			
10	**DCO CONTACT EMAIL ADDRESS**	AN	205-264	60
	NOT APPLICABLE: WI			
	Report the email address of the business representative to be contacted regarding the criticism.			
11	**NEXT FINE AMOUNT**	N	265-269	5
	Report the amount that represents the eligible amount for the next fine.			
12	**REPORTED POLICY EFFECTIVE DATE**	N	270-277	8

Field No.	Field Title/Description	Class	Position	Bytes
	Report the effective date that was reported by the carrier.			
	Format CCYYMMDD.			
13	**RESERVED FOR FUTURE USE**	AN	278-298	21
14	**INDEPENDENT DCO RISK ID NUMBER/ FILE NUMBER/ ACCOUNT NUMBER**	AN	299-313	15
	Report the risk identification number assigned by the appropriate DCO other than NCCI.			
15	**INTERNAL SUBMISSION ID**	AN	314-327	14
	NOT APPLICABLE: MI			
	Report the unique number assigned by the DCO when the submission is processed.			
16	**LETTER ID**	AN	328-341	14
	NOT APPLICABLE: MA, MI			
	Report the unique identifier found on the letter produced by the DCO for tracking purposes.			
17	**LETTER ISSUED DATE**	N	342-349	8
	NOT APPLICABLE: CA, MA, MI, MN, NC, NCCI, NY, WI			
	Report the date that the DCO issued the criticism letter.			
	Format CCYYMMDD.			
18	**RESERVED FOR FUTURE USE**	AN	350-369	20
19	**THIRD PARTY ENTITY (TPE/TPA/MGA) FEDERAL EMPLOYER IDENTIFICATION NUMBER (FEIN)**	N	370-378	9
	NOT APPLICABLE: CA, DE, MA, MI, NC, NCCI, NJ, NY, PA, WI			
	Report the Federal Employer Identification Number (FEIN) corresponding to the Third Party Entity (TPE/TPA/MGA) Data Provider (on behalf of the Insurance Carrier).			
20	**BUSINESS SEGMENT IDENTIFIER**	N	379-385	7
	NOT APPLICABLE: CA, DE, MI, NC, NCCI, NJ, NY, PA, WI			
	Report the series of identifying codes maintained and reported by the data provider.			
21	**CORRECTION TYPE CODE**	A	386-386	1
	Report the code that indicates the type of correction report being submitted.			
	This field is applicable to WCSTAT only.			
	Applicable only to correction reports.			

 Code   Description

Field No.	Field Title/Description	Class	Position	Bytes
	A Loss Record Corrections Due to Aggravated Inequity N/A: CA, DE, NC, NJ, NY, PA			
	E Exposure Record Correction (First Reports Only)			
	H Header Record Correction (Including Link Data)			
	Link Data corrections are not applicable. N/A: CA, DE, MA, MI, NC, NCCI, NJ, NY, PA, WI			
	L Loss Record Correction Not Due to Aggravated Inequity			
	M Corrections to Multiple Record Types			
	T Total Record Correction			
22	**REPLACEMENT REPORT CODE**	AN	387-387	1

NOT APPLICABLE: CA, DE, NJ, NY, PA

Report the Replacement Report code used to indicate that the USR is replacing a previously submitted.

This field is applicable to WCSTAT only.

Code	Description
R	Replaces a previous report due to incorrect value

Field No.	Field Title/Description	Class	Position	Bytes
23	**RESERVED FOR FUTURE USE**	AN	388-400	13

Field No.	Field Title/Description	Class	Position	Bytes

WCSTAT ERROR INFORMATION RECORD

1	**LINK DATA**		1-53	53

Link Data is a collection of data elements that are common to all records in the data specification. These common data elements allow the applicable records to be joined. For presentation purposes only, Link Data is shown as Record Type 0 or 00 and should not be considered a separate record but rather a sub-record within each record.

2	**RECORD TYPE CODE**	AN	54-54	1

Report "2".

3	**RECORD TYPE SEQUENCE NUMBER**	N	55-57	3

Report the number that corresponds to the number of Error Records within a particular criticism.

4	**ERROR CODE**	AN	58-65	8

Report the series of codes identifying the WCSTAT record type on which the error occurred, starting position of the field in error, and error sequence number for the field.

Breakdown of eight position error code:

Positions 1-2 : Identifies the Record Type on which the error occurred.

Positions 3-5 : Identifies the starting position of the field in error on the record.

Positions 6-8 : Identifies the error sequence number for the field.

This field contains one error code being eight positions in length.

5	**MESSAGE TYPE CODE**	A	66-66	1

Report the code that identifies the origin of a message that applies to a specific record.

Code	Description
D	DCO Specific Error Message
S	Standard Error Message

6	**ERROR CODE TOLERANCE**	AN	67-68	2

NOT APPLICABLE: WI

Report the code that represents the tolerance level for the corresponding error code.

Code	Description

Field No.	Field Title/Description	Class	Position	Bytes
	01 Critical			
	02 Priority			
	03 Low			
	04 Conditional			
	05 Warning			
7	**ERROR MESSAGE**	AN	69-372	304
	Report a description of the error code.			
8	**MULTIPLE RECORD IDENTIFIERS**	AN	373-398	26
	Report the fields used to identify the record in error, when multiple records of the same type appear within a transaction.			
	When multiple records of the same type appear within a transaction the following fields from the record containing the error are included to identify the record in error.			
	The Record Type is reported as part of the Error Code.			
	Refer to the Data Reporting Handbook for further instructions.			
9	**ERROR MESSAGE SEQUENCE NUMBER**	N	399-400	2
	Report the number that represents the order in which the error messages should be read.			

Field No.	Field Title/Description	Class	Position	Bytes

WCPOLS ERROR INFORMATION RECORD

1	**LINK DATA**		1-53	53

Link Data is a collection of data elements that are common to all records in the data specification. These common data elements allow the applicable records to be joined. For presentation purposes only, Link Data is shown as Record Type 0 or 00 and should not be considered a separate record but rather a sub-record within each record.

2	**RECORD TYPE CODE**	AN	54-54	1

Report "6".

3	**RECORD TYPE SEQUENCE NUMBER**	N	55-57	3

Report the number that corresponds to the number of Error Records within a particular criticism.

4	**ERROR CODE**	AN	58-65	8

Report the applicable error code for the field.

Breakdown of eight position error code:

Positions 1-2 : Identifies the Record Type on which the error occurred.

Positions 3-5 : Identifies the starting position of the field in error on the record.

Positions 6-8 : Identifies the type of error.

This field contains one error code being eight positions in length.

5	**MESSAGE TYPE CODE**	A	66-66	1

Report the code that identifies the origin of a message that applies to a specific record.

Code	Description
D	DCO Specific Error Message
S	Standard Error Message

6	**ERROR CODE TOLERANCE**	AN	67-68	2

NOT APPLICABLE: WI

Report the code that represents the tolerance level for the corresponding error code.

Code	Description
01	Critical
02	Priority
03	Low
04	Conditional

Field No.	Field Title/Description	Class	Position	Bytes
	05 Warning			
7	**ERROR MESSAGE**	AN	69-372	304
	Report a description of the error code.			
8	**MULTIPLE RECORD IDENTIFIERS**	AN	373-398	26
	Report the fields used to identify the record in error, when multiple records of the same type appear within a transaction.			
	When multiple records of the same type appear within a transaction the following fields from the record containing the error are included to identify the record in error.			
	The Record Type is reported as part of the Error Code.			
	Refer to the Data Reporting Handbook for further instructions. N/A: NCCI			
9	**ERROR MESSAGE SEQUENCE NUMBER**	N	399-400	2
	Report the number that represents the order in which the error messages should be read.			

Field No.	Field Title/Description	Class	Position	Bytes

INSURER ADDRESS RECORD

1	**LINK DATA**		1-53	53

NOT APPLICABLE: MI

2	**RECORD TYPE CODE**	AN	54-54	1

NOT APPLICABLE: MI

Report "7".

3	**NAME OF DATA PROVIDER CONTACT**	AN	55-79	25

NOT APPLICABLE: MI

Report the name of the individual who should be contacted regarding submission or transmission problems and questions and error reports.

4	**TITLE**	AN	80-109	30

NOT APPLICABLE: MI

Report the title of the data provider contact.

5	**NAME OF DATA PROVIDER COMPANY**	AN	110-149	40

NOT APPLICABLE: MI

Report the name of the data provider company.

6	**ADDRESS OF CONTACT - STREET**	AN	150-209	60

NOT APPLICABLE: MI

Report the street number and name, post office box, or other description of the contact person.

7	**ADDRESS OF CONTACT - STREET**	AN	210-269	60

NOT APPLICABLE: MI

Report the street number and name, post office box, or other description of the contact person.

8	**ADDRESS OF CONTACT - CITY**	AN	270-299	30

NOT APPLICABLE: MI

Report the name of the city of the contact person.

9	**ADDRESS OF CONTACT - STATE**	AN	300-301	2

NOT APPLICABLE: MI

Report the US Postal Service abbreviation for the state or the abbreviation for the Canadian province of the contact person.

10	**ADDRESS OF CONTACT - ZIP CODE**	AN	302-310	9

NOT APPLICABLE: MI

Field No.	Field Title/Description	Class	Position	Bytes
	Report the zip code of the physical address of the contact person.			
11	**RESERVED FOR FUTURE USE**		311-400	90
	NOT APPLICABLE: MI			

Field No.	Field Title/Description	Class	Position	Bytes

SUBSEQUENT NOTIFICATION RECORD

1	**LINK DATA**		1-53	53

NOT APPLICABLE: CA, MA, NC, NCCI, NJ, WI

Link Data is a collection of data elements that are common to all records in the data specification. These common data elements allow the applicable records to be joined. For presentation purposes only, Link Data is shown as Record Type 0 or 00 and should not be considered a separate record but rather a sub-record within each record.

2	**RECORD TYPE CODE**	AN	54-54	1

NOT APPLICABLE: CA, MA, NC, NCCI, NJ, WI

Report "8".

3	**NOTIFICATION NUMBER**	N	55-56	2

NOT APPLICABLE: CA, MA, NC, NCCI, NJ, WI

Report the number that corresponds to the number of times the carrier was notified.

WI: This field is not applicable for WCSTAT reporting.

4	**FINE NOTIFICATION NUMBER**	N	57-58	2

NOT APPLICABLE: CA, MA, NC, NCCI, NJ, WI

Report the number that corresponds to the number of times the carrier was fined.

5	**FINE AMOUNT**	N	59-63	5

NOT APPLICABLE: CA, MA, NC, NCCI, NJ, WI

Report the amount assessed for the fine incurred.

6	**NOTIFICATION TYPE CODE**	A	64-64	1

NOT APPLICABLE: CA, MA, NC, NCCI, NJ, WI

Report the code that identifies the type of notification sent by the DCO.

Code	Description
F	Fine Notification
R	Response Returned – Incomplete Response

7	**RESERVED FOR FUTURE USE**	AN	65-400	336

NOT APPLICABLE: CA, MA, NC, NCCI, NJ, WI

Field No.	Field Title/Description	Class	Position	Bytes

FILE CONTROL RECORD

Field No.	Field Title/Description	Class	Position	Bytes
1	**FILLER**	N	1-53	53
	These positions are to be filled with 9s.			
2	**RECORD TYPE CODE**	AN	54-54	1
	Report "9".			
3	**DETAIL RECORD COUNT TOTAL**	N	55-62	8
	Report the total number of records on the file including the Electronic Transmittal Record, excluding this File Control Record.			
4	**CRITICISM TOTAL**	N	63-69	7
	Report the total number of criticisms contained on file.			
5	**RESERVED FOR FUTURE USE**	AN	70-400	331