



Using your Claims ID List to Avoid TRs for Invalid FEIN

WCIS FROI/SROI Training Bulletin No.1

Date: December 20, 2013

The California Workers' Compensation Information System (WCIS) First and Subsequent Reports of Injury (FROI/SROI) database is a large and complex dataset with millions of transactions a year; 24 percent of which are either rejected (TR) or accepted with error (TE). These FROI/SROI errors lower the quality of the WCIS dataset and increase costs for both the Division of Workers' Compensation (DWC) and its Trading Partners.

In an effort to reduce the percentage of transactions receiving TRs and TEs, DWC periodically issues training bulletins outlining some of the most common errors. An archive of the bulletins will be available on the [WCIS website](#).

TRs for invalid FEINs are the most frequently occurring rejection in FROI/SROI.

The [California EDI Implementation Guide for FROI/SROI version 3.0](#) (Section K, pages 54 and 59) requires trading partners to submit an Insurer Federal Employer Identification Number (FEIN) (DN6) or a Third Party Administrator FEIN (DN8) on every FROI/SROI transaction.

WCIS uses the [Claims Administrator ID List](#) to validate all insurer, claims administrator, and self-insured employer FEINs submitted by trading partners prior to accepting any FROI/SROI transaction.

If a trading partner submits any FROI or SROI transaction with a FEIN that is not on its Claim Administrator ID List, it will be rejected (TR), and the following acknowledgement will be sent to trading partners: “*Error 039 (no match on database)*”.

Currently, over 50% of FROI TRs are caused by rejections for invalid FEIN. For DWC, TRs limit the completeness of the FROI/SROI dataset and hamper DWC’s ability to effectively analyze WCIS data. For trading partners, the more than 50,000 TRs that occur annually for invalid FEIN submissions cause duplicative work that unnecessarily increase the cost of reporting.

Best Practices for Trading Partners:

- Use the Claims Administrator ID List to validate all FROI/SROI transactions prior to submitting data to WCIS.
- Update the Claims Administrator ID List with WCIS immediately upon acquiring claims from a new insurer, claims administrator, or self-insured employer.
- Verify with WCIS that the FEINs on the Claims Administrator ID list are up-to-date. WCIS recommends this be done at least once per year.
- If a transaction is rejected, verify that the Insurer FEIN/TPA FEIN or Employer FEIN is valid. If it is valid and has not been reported on an ID List before, submit an updated ID List with the valid FEIN. Then, after confirmation from WCIS, resubmit the transaction. It generally takes 2-3 business days to update FEINs.
- If a transaction is rejected and the rejected FEIN was sent incorrectly, change the rejected FEIN to the correct FEIN that is on your ID List. Then, resubmit the transaction.

Trading Partners who need to update their Claim Administrator ID list can download the Excel spreadsheet [here](#) and e-mail it to their trading partner contact listed below.

Trading Partners who would like assistance with resolving TRs for invalid FEINs, filling out and submitting the Claim Administrator ID List, or any other WCIS EDI question, may contact their designated trading partner contact.

WCIS trading partner contacts:

Trading partners beginning with letters A, I-L, S-V, Z

Johnny Lee

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Trading partners beginning with letters B, D-F, N, O, W-Y

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Trading partners beginning with letters C, G, H, M, P-R

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If you have comments about this training bulletin or would like to suggest topics for future training bulletins, please do so by e-mailing wcis@dir.ca.gov.

Contents of this bulletin do not change existing regulatory requirements; they provide additional or revised detail about the technical implementation of those requirements. All technical changes will subsequently be reflected in other WCIS documentation. Any bulletin can be forwarded as needed, but should be forwarded in its entirety and without modification. If you have received a forwarded copy of this bulletin and are concerned about its authenticity, you can view this and previous bulletins on our WCIS web site: <http://www.dir.ca.gov/dwc/wcis.htm>.

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