

Texas Department of Insurance,  
Division of Workers' Compensation

Texas Claim Electronic Data Interchange  
Release 3.1.4 Implementation Guide,  
Version 1.0

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### 1. Use of Guide

This Texas Claim Electronic Data Interchange (EDI) Release 3.1.4 Implementation Guide is designed to assist insurance carriers, as defined by Texas Labor Code Section 401.011(27), and their trading partners with the transition from reporting claims EDI Release 1.0 to Release 3.1.4 to the Texas Department of Insurance, Division of Workers' Compensation's (DWC) data collection agent, Verisk, Insurance Services Office, Inc. (Verisk (ISO)).

Texas claim EDI Release 3.1.4 reporting requirements are detailed in 28 Texas Administrative Code Chapter 124, Insurance Carriers: Notices, Payments, and Reporting under Subchapter B, Insurance Carrier Claim Electronic Data Interchange Reporting to the Division. The rules adopt these documents by reference:

- International Association of Industrial Accident Boards and Commissions (IAIABC) EDI Implementation Guide for Claims, Release 3.1.4;
- Texas Claim EDI Release 3.1.4 Implementation Guide;
- Texas Claim EDI Release 3.1.4 Element Requirement Table;
- Texas Claim EDI Release 3.1.4 Event Table; and
- Texas Claim EDI Release 3.1.4 Edit Matrix.

This guide is organized into five sections:

1. Use of Guide;
2. Background and Texas Legislative and Rule Requirements for Claim Data Collection;
3. Texas-Specific Requirements;
4. Role of Claim EDI Compliance Coordinator; and
5. Trading Partner Testing Requirements.

For questions about Section 5. Trading Partner Testing Requirements, contact DWC's data collection agent, Verisk (ISO). More information, including test plans and other contact information, is available at [txdwcedi.info/](http://txdwcedi.info/).

For questions about Section 2. Background and Texas Legislative and Rule Requirements for Claim Data Collection, Section 3. Texas-Specific Requirements, or Section 4. Role of Claim EDI Compliance Coordinator, contact DWC at [edisupport@tdi.texas.gov](mailto:edisupport@tdi.texas.gov).

## **2. Background and Texas Legislative and Rule Requirements for Claim Data Collection**

### History of Claims Data Collection in Texas

In 1995, the 74th Texas Legislature amended the Texas Workers' Compensation Act requiring insurance carriers to submit employers' first reports of injury (FROI) electronically to the Texas Workers' Compensation Commission (TWCC). TWCC adopted rules for EDI processing later that year.

TWCC adopted the IAIABC national standards for claim EDI Release 1.0 for transmitting FROI and subsequent reports of injury (SROI). TWCC made changes to claim EDI reporting in 2004 to enable the data to pass to TXCOMP, a web-based claims database. DWC has not made changes to the claim EDI reporting standard since then. The IAIABC published a new claim EDI standard Release 3.1.4 on January 1, 2021.

### Legislative and Rule Requirements

The Texas Labor Code requires DWC to maintain data related to injuries. The following sections define the types of information that DWC is required to collect:

- 402.082, Injury Information Maintained by Division;
- 411.012, Collection and Analysis of Information;
- 411.031, Job Safety Information System; Cooperation with Other Agencies;
- 411.032, Employer Injury and Occupational Disease Report; Administrative Violation; and
- 411.033, Job Safety Data Base.

Insurance carriers or agents acting on behalf of the insurance carrier are required to report information for each workers' compensation claim. A system participant who uses or contracts with an agent may also be responsible for the administrative violations of that agent. In addition, insurance carriers are responsible for the acts or omissions of their trading partners. Insurance carriers are also required to notify injured employees and DWC about claim actions as provided in 28 TAC Section 124.2 (relating to Insurance Carrier Notification Requirements).

DWC works to increase internal efficiencies using technology, as directed in Texas Labor Code Section 402.021, taking maximum advantage of technological advances to provide the highest levels of service possible to system participants and promote communication among system participants.

Texas Labor Code Section 401.024 defines electronic transmission as the transmission of information by fax, electronic mail, EDI, or any other similar method. The commissioner of workers' compensation may prescribe the form, manner, and procedure for transmitting any authorized or required electronic transmission, including requirements related to security, confidentiality, accuracy, and accountability. See 28 TAC Section 102.5 (relating to General Rules for Written Communications to and from the Division) for more information about electronic transmission.

Texas Labor Section 401.024 also allows the commissioner of workers' compensation to designate and contract with one or more data collection agents to fulfill the data collection requirements of the Texas Workers' Compensation Act. The statute also allows a data collection agent to collect from a reporting insurance carrier, other than a governmental entity, any fees necessary for the agent to recover the necessary and reasonable costs of collecting data from that reporting insurance carrier. A reporting insurance carrier, other than a governmental entity, must pay the fee to the data collection agent for the data collection services the data collection agent provides.

Reporting claims EDI to the designated data collection agent is the same as reporting to DWC, as provided by 28 TAC Section 124.102 (relating to Definitions). No affiliation or membership fee will be required of insurance carriers or reporting companies for Texas claim EDI Release 3.1.4 data collection services during the period of the data collection agent designation.

### **3. Texas-Specific Requirements**

#### Texas Element and Event Table and Edit Matrix

Texas-specific claim EDI reporting requirements are contained in the:

- Texas Claim EDI Release 3.1.4 Element Requirement Table;
- Texas Claim EDI Release 3.1.4 Event Table; and
- Texas Claim EDI Release 3.1.4 Edit Matrix.

#### *Element Requirement Table*

The Texas Claim EDI Release 3.1.4 Element Requirement Table contains data elements used in Texas' FROI and SROI record layouts. The table also defines required and conditional data elements and how data edits apply to the elements. Specifically, the table

details the requirements for reporting those data elements by maintenance type code (MTC) with migration and match data considerations.

### *Event Table*

The Texas Claim EDI Release 3.1.4 Event Table contains the reportable claim events for Texas' FROI and SROI records and timeframes for reporting the information. Specifically, the table relates EDI information and the circumstances under which a report should be initiated. The table also indicates what communication must be sent to the injured employee as detailed in 28 TAC Section 124.2 (relating to Insurance Carrier Notification Requirements).

### *Edit Matrix*

The Texas Claim EDI Release 3.1.4 Edit Matrix contains the edits applied to Texas' FROI and SROI record data elements. The matrix contains:

- error messages, which notify the sender the nature of the error associated with the data element and whether the error is required to be fixed before submitting other transactions;
- valid data element values, which define what code values are valid for the data element;
- match data information, which defines the data elements that must be used as primary or secondary match data elements to identify a transaction as a new claim to create, or match to an existing claim for duplicate checking, updating, and processing;
- population restrictions, which define the limitation values or conditions for the match data; and
- sequencing requirements, which define the order the sender must send transactions for the claim events described with an MTC.

The IAIABC EDI Implementation Guide for Claims, Release 3.1.4, in conjunction with these tables and matrix, provides the technical information needed for programming information systems to process claim EDI Release 3.1.4 data.

### Injured Employees without Social Security Numbers

Insurance carriers must report an employee ID in accordance with the Texas Claim EDI Release 3.1.4 Element Requirement Table, Version 1.0, even if the insurance carrier does not know the Social Security number for the injured employee. 28 TAC Section 124.107(b). If a Social Security number is not available, the insurance carrier must provide the employment visa number, green card number, passport number, or individual taxpayer identification number. Texas Claim EDI Release 3.1.4 Element Requirement Table, Version 1.0.

If none of the above are available, use the employee ID assigned by the jurisdiction, insert the numerical digits "999" followed by the claimant's birth date or if unknown, the claimant's date of injury, listed by the month, day, and year (MMDDYY). **Do not use** "999" in place of a valid Social Security number to meet timeliness of reporting requirements. Texas Claim EDI Release 3.1.4 Edit Matrix, Version 1.0.

### Legacy Claim Requirements

An EDI Release 3.1.4 claim is a legacy claim if the insurance carrier had knowledge of the claim prior to July 26, 2023. The date the insurance carrier knew about claim, data element number DN00041, is a required field for reporting and identifies a legacy claim.

Insurance carriers are required to file an update report for a legacy claim in the release 3.1.4 format when a reportable claim event occurs. Certain 3.1.4 edits will not apply to legacy claims since the insurance carrier may not have collected all the information necessary to report in the 3.1.4 format with all edits applied. See the Claim EDI Release 3.1.4 Element Requirement and Event Tables, and the Edit Matrix for more details.

## **4. Role of Claim EDI Compliance Coordinator**

DWC defines the role of the EDI compliance coordinator for claim EDI reporting in 28 TAC Section 124.108 (relating to Insurance Carrier EDI Compliance Coordinator and Trading Partners). Each insurance carrier, including those using external trading partners, must designate one individual to DWC as the EDI compliance coordinator. The EDI compliance coordinator must:

- be an employee of the insurance carrier with knowledge and experience in EDI reporting, who is responsible for EDI reporting;
- receive and appropriately disperse data reporting information received from DWC; and
- serve as the central compliance control for data reporting under this subchapter.

The rule also describes notice requirements the EDI compliance coordinator and the insurance carrier must report, such as a change to information or a change of the EDI compliance coordinator within five working days of the change. Insurance carriers must report their claim EDI compliance coordinator to DWC using the EDI-03, *Claim and Medical EDI Compliance Coordinator and Medical EDI Trading Partner Notification*.

Insurance carriers are responsible for the acts or omissions of their trading partners. The insurance carrier commits an administrative violation if the insurance carrier or its trading partner fails to timely or accurately submit claim EDI records.

An insurance company that obtains a certificate of authority to write workers' compensation insurance in Texas after May 26, 2023, must provide the compliance coordinator's contact information no later than the 30th day after the insurance company's certificate of authority becomes effective.

A duty of the claim EDI compliance coordinator is to receive and appropriately disperse data reporting information from DWC. DWC provides a variety of reports and information to assist insurance companies with their efforts to timely and accurately report claim EDI data. These reports are in addition to acknowledgements and other traffic reports that facilitate routine reporting. These reports and information include, but are not limited to:

#### Income Benefit Data Monitoring Report for Compliance Coordinators

This report consists of a listing of claims with open income benefit data transactions that have exceeded the anticipated stop date based on maximum income benefit periods for Texas.

#### Volume and Timeliness Report for Compliance Coordinators

The report includes summary statistics for each batch reported, including the number of:

- accepted records;
- rejected records;
- rejected records resubmitted;
- records resubmitted in the required timeframe;
- records accepted with errors;
- records accepted with errors that have been corrected; and
- records corrected in the required timeframe.

This report is in addition to data-level correction reporting available to insurance carriers for routine processing of transactions.

#### Data Correction Detail Report for Compliance Coordinators

The report includes a listing of all pending data corrections. Pending data corrections will stay on the list until corrected.

#### Claim EDI Transaction Data

ISO provides access to all transactions an insurance carrier reports. This allows the insurance carrier to verify that DWC has received records in its systems.

The EDI compliance coordinator is the central compliance control for claim EDI data reporting. DWC encourages ongoing communication with the designated data collection agent. Insurance carriers are required to contact DWC EDI Support if they or their trading

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partner are having issues with data reporting. Contact EDI Support at [edisupport@tdi.texas.gov](mailto:edisupport@tdi.texas.gov) and provide:

- a description of the issue;
- the date the issue was discovered;
- the number of EDI records affected;
- the corrective action that was or will be taken; and
- the date the corrected records were or will be filed.

DWC EDI Support staff will respond and request any additional information if needed.

## **5. Trading Partner Testing Requirements**

28 TAC Section 124.108(f) and (g) describes testing requirements for trading partners. Once an insurance carrier or trading partner has met the testing requirements, the insurance carrier or trading partner is approved to report claim EDI data to DWC. DWC may suspend the ability to report claim EDI for an insurance carrier or trading partner, who do not meet the requirements as described in the Texas Claim EDI Release 3.1.4 Implementation Guide. Loss of ability to report claim EDI does not relieve an insurance carrier of the duty to report claim information or notices under 28 TAC Section 124.2 (relating to Insurance Carrier Notification Requirements) to DWC.

Texas claim EDI trading partners submitting data in the Release 3.1.4 standard must successfully complete a test plan provided by Verisk (ISO). No testing is required for Texas claim EDI web entry filers. In some cases, if a trading partner uses a vendor to submit data on their behalf, the vendor may coordinate or perform testing on behalf of the trading partner.

The Texas claim EDI test plan is at [txdwcedi.info/](http://txdwcedi.info/) under "Implementation Info." The test plan provides information for the expected results for a trading partner to be approved for production reporting. Contact the TXDWC EDI Support Team at [txdwcedi@iso.com](mailto:txdwcedi@iso.com) before sending test transactions if you have any questions about the test or to confirm testing readiness.