MEDICAL DATA CALL ELECTRONIC SUBMISSION GUIDELINES

A. Medical Data Call Overview and Resources

This document is intended to explain the standard electronic submission procedures for carrier groups reporting the Medical Data Call. Please refer to the Medical Data Call Manual for the Medical Data Call record layout, reporting requirements and the associated data dictionary.

The NCCI Medical Data Call was shared with the Workers Compensation Insurance Organizations (WCIO) and has been adapted into a flat file data specification referred to as the Workers Compensation Medical Data Call Reporting Specification, or by the acronym "WCMED."

As you read through the guidelines, note that green stars have been strategically placed to point out valuable hints related to the topic.

In addition to these guidelines, additional reference materials that may assist in the proper submission are: Medical Data Call Manual, MDM Edit Matrix and Compensation Data Exchange (CDX) User Guide.

Reference Materials:
Worker Compensation Insurance Organizations (WCIO) – *www.wcio.org*
Delaware Compensation Rating Bureau – *www.dcrb.com*
CDX Users Guide - *www.cdxworkcomp.org*

B. Submitting Files

Medical Data Call transactions are to be submitted electronically to the DCRB through CDX or through Medical Data Call Manager (MDM.) Every data submission has three required components: 1) electronic transmittal record, 2) WCMED file and 3) submission control record. For detailed submission requirements and transmittal instructions, refer to the General section of the Workers Compensation Data Specifications Manual.

CDX provides a common platform for insurance carriers and data collection organizations (CDX Members) to exchange data that conforms to the industry approved WCIO format. The use of CDX for the submission or retrieval of data and to provide access to other services or products is subject to availability and the terms and conditions of use established by CDX or individual DCOs. These guidelines may be accessed through the CDX web site at www.cdxworkcomp.org. CDX disclaims all liability, direct or implied, and all damages, whether direct, incidental, or punitive, arising from the use or misuse of the CDX site or services by any person or entity.

C. CDX Set-Up

Before data submitters can send test data or production files using CDX, a completed Insurer UMG Primary Administrator Application must be on file. If you need to establish an Insurer Primary Administrator, refer to the CDX Users Guide. For additional information, refer to DCRB Circular 773 on the DCRB website.

⭐ If a carrier group has already established a CDX Insurer Primary Administrator and currently submits policy data (WCPOLS) or unit statistical data (WCSTAT) to the DCRB via CDX, a carrier does not need to submit an additional Insurer UMG Primary Administrator Application to submit the Medical Data Call.

⭐ Current CDX carrier group users only need to request that their carrier group Insurer UMG Primary Administrator activate the WCMED file transfer option available on CDX. By activating this option, it authorizes the carrier group to send this data type.

If you are unsure if you currently use CDX to submit or receive data, or you would like to know the name of the designated Insurer Primary Administrator within your organization, please contact DCRB Central Support at (215)

320-4933 or centralsupport@dcrb.com.

Note that for carriers that use a Third Party Administrator (TPA), bill review vendor, or pharmacy vendor, the DCRB requires the CDX permission(s) to be handled through the standard TPA user setup within CDX. This means if you have vendors that report, you must have them set-up by your Insurer UMG Primary Administrator and/or the TPA UMG Primary Administrator.

It is the Insurer Primary Administrator's responsibility to administer TPA rights for their UMG.   TPA organizations must be approved by the Insurer Primary Administrators for application access and transfer permissions. The TPA Primary Administrator has the ability to create and maintain TPA Users including setting up transfer permissions for CDX products and application access.

D.   Submitting a Test File

Testing consists of the data provider creating a WCMED test file; successful file transmittal; file acceptance and successful processing by the DCRB; and a data quality review of the accepted file by DCRB.

1.   Creating a Test File

Data providers must submit a file of detailed medical transactions. The data can be either current/live data, future data, or a set of historical data from the data provider's systems.   Data which has previously been submitted to DCRB Medical Data Call in production is not recommended to be used as test data because this data may be flagged as duplicate data and rejected by our data processing system. This outcome is due to our test environment being synched to our production environment on a weekly basis.

An **Electronic Transmittal Record (ETR)** and a **File Control Record** must be included in the test submission. The ETR must appear as the header record and the File Control Record must appear as the trailer record. To ensure that the entire file is properly formatted, refer to the Medical Data Call Manual and to the WCIO WCMED data specification. For test files, the Submission Type Code (position 64) of the ETR must be valued as "T" for test submission. For further information on the ETR format, refer to the WCIO Workers Compensation Data Specifications Manual, under the General section, where the format is detailed within the Universal Electronic Transmittal section.

A single WCMED file should be submitted for testing. The test file should include original, cancellation and replacement types of transactions. Note that when test cancellations or test replacements are sent, these transactions must correspond on the key fields to the test original transactions contained in the test file submitted.

The Medical Data Call files utilize the same CDX file naming convention used for all other DCRB products, e.g., WCPOLS and WCSTAT files. The first two positions of the file name must be "MC" for Medical Data Call or "MK" for Key Field Change and all other parts of the naming convention remain the same as other products. The following is an example of how to create the file name using the CDX file naming convention.

MCEP_SSSSC_RRRRR_CCYYMMDDHHMM.FFF
Where:

MC = Type of Data
MC = WCMED – Medical Call Data
MK = WKMED – Medical Call Key Field Change Records

E = Source
E = EDI
D = Direct FTP
M = E-mail

P = Data Type
P = Production
T = Test
_ = 1 underscore delimiter for readability

SSSSS = Sender Carrier/State Code (preceded by ZEROS if code is less than 5)
C = Sender Type
C = Carrier
T = TPA
D = DCO
_ = 1 underscore delimiter for readability

RRRRR = Receiver Carrier/State Code (preceded by ZEROS if code is less than 5)
_ =1 underscore delimiter for readability

CCYYMMDDHHMM = Submission Date/Time
CC = Century (i.e., 20)
YY = Year (i.e., 03)
MM = Month (i.e., 01 thru 12)
DD = Day (i.e., 01 thru 31)
HH = Hour (on a 24-hour clock [i.e., 01 thru 24])
MM = Minute (on a 60-minute hour [i.e., 01 thru 60])

FFF = File Extension
BIN = Binary
TXT = Text

Please refer to the CDX Users Guide located at www.cdxworkcomp.org for further information.

2.   **Test File Acceptance by CDX**

CDX is the first step in the electronic file transfer process. CDX will electronically deliver your Medical Data Call (WCMED) file to the DCRB. CDX will assess basic file acceptance guidelines. Edits will consist of checking for the presence of both an electronic transmittal record and a file control record which are needed to validate the record count and to grant the authority to send the WCMED file via CDX.

Note: When sending the File Control Record, it is required to be at the end of the file. The data submission should have the ETR as the first record, then the medical data records, and finally the File Control Record as the last record in the file.

If the WCMED file is in order, the file will then be routed to the DCRB. CDX will automatically generate one email message when the file is received by CDX and a second email message will be sent when the test file is successfully received by the DCRB.

3.   **Test File Acceptance by MDM**

Test files should not be directly uploaded through the Medical Data Manager (MDM) Submit File screen. If the data submitter decides to use MDM instead of CDX, then test files must be sent via email attachment to medicalcall@dcrb.com for manual processing. Upon processing, the DCRB will notify the contact person via email with test file processing results.

4.   **File Acceptance by the DCRB**

Upon receipt of a test file, the DCRB will check that the file meets file acceptance edits listed in the MDM Edit Matrix.

After the test file is processed by DCRB, an email message is generated to notify data submitters of Accepted or Rejected status following processing. The transmittal receipt and notices will be sent to the email address reported on the Electronic Transmittal Record (ETR).

If a file fails to meet any of the file acceptance edits, the file will be rejected by the DCRB and notification will be sent to the carrier via email message. When re-submitting a file that has previously been rejected, the data submitter must modify the File Control Record. Depending on the reason for rejection, the corrected file may be re-submitted as either a new Original file with a new Submission File Identifier or as a Replacement file with the previous Submission File Identifier.

5. **Test File Data Quality Check**

Once the test file has been electronically accepted by CDX and processed in MDM, the DCRB will provide feedback via email as to the quality of the test file. Feedback will consist of either recommendation for changes to pass the quality check or it will be noted that the file is accepted and the data has moved into the approval phase.

6. **Test File Approval**

This is the final step of the process. If the DCRB concludes that the file has passed all the file acceptance edits and the quality is suitable, the DCRB will notify the contact person via email and issue certification approval letter(s) granting approval to send production files.

E. **Submitting a Production File**

For production files, the Submission Type Code (position 64) of the ETR must be valued as "S" for standard submission. Production files may be transmitted via CDX or uploaded via the MDM Submit File screen. Production data is based on current data intended to be submitted based on the reporting rules of the Medical Data Call.

F. **Medical Data Manager (MDM)**

The Medical Data Manager (MDM) is available on the DCRB's website. This application provides data submitters with a central location to submit WCMED files, monitor their medical data call submissions, access quality statistics and view returned medical data call records.

By using the secure portion of the DCRB's website, existing users can request access to the Medical Data Manager (MDM) by contacting their Carrier Group Administrator. Existing users can also request access online by navigating in the Application Manager to the **Request Access** section, then **To Application(s),** then select the **Medical Data Manager (MDM)**. This selection will generate a notification to the designated Carrier Group Administrator for approval.

New users should select the **First Time User** option, which returns the **New Registration** screen. Select the appropriate option for the User Type. Then, identify the carrier group company name within the drop-down list. (If selecting the TPA User Type, the Company/Department is the carrier for which the TPA is reporting data. The TPA ID is the FEIN or Tax ID number for the TPA.) Complete the rest of the **About You** and **Create An Account** sections. Once this form has been completed, the system will generate a notification to the designated Carrier Group Administrator (CGA) for approval. For more information on obtaining a User Name and Password, contact the designated Carrier Group Administrator (CGA) at your company.