

LINKING

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Workers' compensation data is collected on a risk basis. This means that the records are matched or linked to a policy number, claim number or name of insured. The more sophisticated databases have all of the various data types linked. For example, the unit report records would be linked to the corresponding policy. If a claim was selected for detailed claim reporting, then the claim would be linked to the same claim reported on the unit report.

By linking, Data Collection Organizations have begun to eliminate redundant coding; i.e., if Type of Policy is reported on the policy, then it does not need to be reported again on the unit report as long as the unit report can be linked/matched to its associated policy.

The following are the linking criteria by data type:

Policy Linking Criteria

For policy transactions the following data elements are critical for linking:

- Carrier Code (5-digit numeric)
- Policy Number (18-digit alphanumeric)
- Certificate Number California only (7-digit alphanumeric)
- Policy Effective Date (6-digit numeric)
- Transaction Issue Date (5-digit numeric) – note this date is a Julian date reported as YYDDD.
- Transaction Code (2-digit numeric)

For policies, 43 bytes of information complete the linking criteria in the WCPOLS format. The same information is required to be reported on hard copy. However, elements such as dates and transaction codes can be reported in various ways. See section on Key Data Elements in this manual.

Unit Stat Data (including Individual Case/Claim Reports) Linking Criteria

For unit stat data (including Individual Case/Claim Reports) the following data elements are critical for linking:

- Carrier Code (5-digit numeric)
- Policy Number (18-digit alphanumeric)
- Certificate Number California Only – (7-digit alphanumeric)
- Exposure State (2-digit numeric)
- Policy Effective Date (6-digit numeric)
- Report Number (1-digit alphanumeric)
- Correction Indicator Sequence Number (1-digit alphanumeric)

For unit stat data, 40 bytes of information complete the linking criteria in the WCSTAT format. The same information is required to be reported on hard copy.

It should be noted that many DCOs use other data elements not listed above for linking, e.g., Risk ID, Claim Number, Accident Date, Name of Insured.

Detailed Claim Information Linking Criteria

The detailed claim transactions in the WCCDCI format does not contain linking information. DCOs may use their own methods for linking detailed claim reports to the unit stat data, policy, etc.