

**WCIO WORKERS COMPENSATION
DATA SPECIFICATIONS MANUAL**

**WORKERS COMPENSATION
EXPERIENCE MODIFICATION, CLASSIFICATION CODE
ELECTRONIC SPECIFICATIONS (WCMODS)**

**WORKERS COMPENSATION EXPERIENCE MODIFICATION, CLASSIFICATION CODE
ELECTRONIC SPECIFICATIONS (WCMODS)**

CONTENTS

WCCNTL CONTACT PAGE

SECTION I. RESERVED FOR FUTURE USE

SECTION II. RECORD LAYOUTS

- I. Header Record
- II. Experience Modification Record
- III. Classification Record
- IV. Name Record
- V. Address Record

WCMODS CONTACT PAGE

WCMODS questions should be directed to the appropriate Data Collection Organization contact listed below:

Compensation Rating and Inspection Bureau of
New Jersey
Manager, MIS
60 Park Place
Newark, NJ 07102
Telephone: 973-622-6014, ext. 268
Fax: 973-622-1548

North Carolina Rate Bureau
Industry Support Team
5401 Six Forks Road
Raleigh, NC 27609-4435
Telephone: 919-783-9790
E-mail: wcinfo@ncrb.org

Delaware Compensation Rating Bureau
Jane Doyle, Systems and Programming
United Plaza Building – Suite 1500
30 South 17th Street
Philadelphia, PA 19103-4007
Telephone: 215-568-2371

Pennsylvania Compensation Rating Bureau
Jane Doyle, Systems and Programming
United Plaza Building – Suite 1500
30 South 17th Street
Philadelphia, PA 19103-4007
Telephone: 215-568-2371

Insurance Services Office, Inc.
Cliff Hall
545 Washington Blvd
Jersey City, NJ 07310-1686
Telephone: 201-469-2228
Fax: 201-469-2141
E-mail: chall@iso.com

Wisconsin Compensation Rating Bureau
Unit Stat Specialist
P.O. Box 3080
Milwaukee, WI 53226
Telephone: 262-796-4570
E-mail: kay.higgins@wcrb.org

Minnesota Workers Compensation Insurers
Association, Inc.
Pam R. Flaten
Data Collection & Reporting Manager
7701 France Avenue South, Suite 450
Minneapolis, MN 55435
Telephone: 952-897-6417
Fax: 952-897-6495
E-mail: pam.flaten@mwcia.org

Workers' Compensation Rating Bureau
of California
525 Market Street, Suite 800
San Francisco, CA 94105
Telephone: 888-229-2472

National Council on Compensation Insurance, Inc.
Customer Service
901 Peninsula Corporate Circle
Boca Raton, FL 33487
Telephone: 800-NCCI 1-2-3 (800-622-4123)
E-mail: customer_service@ncci.com

Workers Compensation Rating and Inspection
Bureau of Massachusetts
Chief Information Officer
101 Arch Street, 5th Floor
Boston, MA 02110
Telephone: 617-439-9030

New York Compensation Insurance Rating Board
Vice President, Data Processing or
Programming Manager
200 East 42nd Street
New York, NY 10017
Telephone: 212-697-3535, ext. 123 or 124

WORKERS COMPENSATION REPORTING SPECIFICATIONS (WCMODS)

SECTION 2

RECORD LAYOUTS

Field No	Field Title/Description	Class	Position	Bytes						
I. HEADER RECORD										
1	STATE CODE Code of state for which experience modification is promulgated. If the experience modification is an interstate modification, this field will be "99".	(N)	1-2	2						
2	FILE TYPE CODE <table border="1"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Update records</td> </tr> <tr> <td>2</td> <td>Master</td> </tr> </tbody> </table>	Code	Description	1	Update records	2	Master	(N)	3	1
Code	Description									
1	Update records									
2	Master									
3	BUREAU RISK NUMBER/INTRASTATE RISK ID	(AN)	4-12	9						
4	RESERVED FOR FUTURE USE		13-21	9						
5	RATE CARD NUMBER A number assigned by the DCO associated with an employer or location. NOT APPLICABLE: CA, DE, NJ, PA	(N)	22-27	6						
6	EXPERIENCE MODIFICATION ISSUE DATE Formatted YYMMDD. NOTE: The data in the above fields will be unique to employer and common to all the records for an employer for a specific experience modification issue date.	(N)	28-33	6						
7	RECORD SEQUENCE NUMBER Sequentially assigned number for records having common data in Positions 1 – 33.	(N)	34-37	4						
8	RECORD TYPE CODE Report "01".	(N)	38-39	2						
9	CURRENT POLICY CODE <table border="1"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>Insurer receiving file does not have policy in effect on experience modification issue date.</td> </tr> <tr> <td>1</td> <td>Insurer receiving file has policy in effect on experience modification issue date.</td> </tr> </tbody> </table> NOT APPLICABLE: NJ	Code	Description	0	Insurer receiving file does not have policy in effect on experience modification issue date.	1	Insurer receiving file has policy in effect on experience modification issue date.	(N)	40	1
Code	Description									
0	Insurer receiving file does not have policy in effect on experience modification issue date.									
1	Insurer receiving file has policy in effect on experience modification issue date.									
10	CARRIER CODE 5-digit NCCI code. NOT APPLICABLE: NJ	(N)	41-45	5						

Field No.	Field Title/Description	Class	Position	Bytes																																
11	CARRIER GROUP CODE 5-digit NCCI code. NOT APPLICABLE: CA, DE, NJ, NY, PA	(N)	46-50	5																																
12	POLICY NUMBER IDENTIFIER No embedded blanks or punctuation marks. NOT APPLICABLE: NJ	(AN)	51-68	18																																
13	RESERVED FOR FUTURE USE		69-75	47																																
14	UNIT/CERTIFICATE NUMBER IDENTIFIER (CA ONLY) No embedded blanks or punctuation marks.	(AN)	70-75	6																																
14 14	POLICY EFFECTIVE DATE Formatted YYMMDD. NOT APPLICABLE: NJ	(N)	76-81	6																																
15 15	POLICY EXPIRATION OR CANCELLATION DATE Formatted YYMMDD. NOT APPLICABLE: DE, NJ, PA	(N)	82-87	6																																
17 16	LEGAL NATURE OF INSURED CODE <table border="1"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr><td>01</td><td>Individual</td></tr> <tr><td>02</td><td>Partnership</td></tr> <tr><td>03</td><td>Corporation</td></tr> <tr><td>04</td><td>Association, Labor Union, Religious Organization</td></tr> <tr><td>05</td><td>Limited Partnership</td></tr> <tr><td>06</td><td>Joint Venture</td></tr> <tr><td>07</td><td>Common Ownership</td></tr> <tr><td>08</td><td>Multiple Status</td></tr> <tr><td>09</td><td>Joint Employers</td></tr> <tr><td>10</td><td>Limited Liability Company (LLC)</td></tr> <tr><td>11</td><td>Trust or Estate</td></tr> <tr><td>12</td><td>Executor or Trustee</td></tr> <tr><td>13</td><td>Limited Liability Partnership</td></tr> <tr><td>14</td><td>Governmental Entity</td></tr> <tr><td>99</td><td>Other</td></tr> </tbody> </table> NOT APPLICABLE: DE, NJ, NY, PA	Code	Description	01	Individual	02	Partnership	03	Corporation	04	Association, Labor Union, Religious Organization	05	Limited Partnership	06	Joint Venture	07	Common Ownership	08	Multiple Status	09	Joint Employers	10	Limited Liability Company (LLC)	11	Trust or Estate	12	Executor or Trustee	13	Limited Liability Partnership	14	Governmental Entity	99	Other	(N)	88-89	2
Code	Description																																			
01	Individual																																			
02	Partnership																																			
03	Corporation																																			
04	Association, Labor Union, Religious Organization																																			
05	Limited Partnership																																			
06	Joint Venture																																			
07	Common Ownership																																			
08	Multiple Status																																			
09	Joint Employers																																			
10	Limited Liability Company (LLC)																																			
11	Trust or Estate																																			
12	Executor or Trustee																																			
13	Limited Liability Partnership																																			
14	Governmental Entity																																			
99	Other																																			

Field No.	Field Title/Description	Class	Position	Bytes
48 17	EXPERIENCE MODIFICATION TYPE CODE	(N)	90	1
	Code Description			
	1 Preliminary N/A: NJ			
	2 Final N/A: NJ			
	3 Independent Carrier Plan N/A: NJ			
	4 Contingent			
	NOT APPLICABLE: CA, DE, PA			
49 18	RESERVED FOR FUTURE USE		91-200	110

Field No	Field Title/Description	Class	Position	Bytes												
II. EXPERIENCE MODIFICATION RECORD																
	1 THROUGH 7 These fields are same as Header Record.		1-37	37												
8	RECORD TYPE CODE Report "02".	(N)	38-39	2												
9	EXPERIENCE MODIFICATION FACTOR Assumed decimal point between Positions 40 and 41.	(N)	40-43	4												
10	EXPERIENCE MODIFICATION EFFECTIVE DATE Formatted YYMMDD.	(N)	44-49	6												
11	REVISION CODE Indicates whether there has been a revision.	(N)	50	1												
	<table border="0"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Not revised</td> </tr> <tr> <td>2</td> <td>Revised</td> </tr> </tbody> </table> <p>NOT APPLICABLE: DE, PA</p>	Code	Description	1	Not revised	2	Revised									
Code	Description															
1	Not revised															
2	Revised															
12	EXPERIENCE RATING MODIFICATION STATUS CODE Status at time of experience modification issue date, Positions 28-33.	(N)	51-52	2												
	<table border="0"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>01</td> <td>Insufficient premium</td> </tr> <tr> <td>02</td> <td>No current coverage N/A: DE, PA</td> </tr> <tr> <td>03</td> <td>Material ownership change N/A: DE, PA</td> </tr> <tr> <td>04</td> <td>Not experience rated N/A: NJ</td> </tr> <tr> <td>05</td> <td>Experience rated</td> </tr> </tbody> </table>	Code	Description	01	Insufficient premium	02	No current coverage N/A: DE, PA	03	Material ownership change N/A: DE, PA	04	Not experience rated N/A: NJ	05	Experience rated			
Code	Description															
01	Insufficient premium															
02	No current coverage N/A: DE, PA															
03	Material ownership change N/A: DE, PA															
04	Not experience rated N/A: NJ															
05	Experience rated															
13	RESERVED FOR FUTURE USE		53-200	148												

Field No.	Field Title/Description	Class	Position	Bytes
III. CLASSIFICATION RECORD				
	1 THROUGH 6 These fields are same as Header Record.		1-33	33
7	RECORD SEQUENCE NUMBER	(N)	34-37	4
8	RECORD TYPE CODE Report "03".	(N)	38-39	2
9	CONTINUATION CODE	(N)	40	1
	Code Description			
	0 Not a continuation record			
	1 Record is continuation of the record that bears the next lower record sequence number			
10	CLASSIFICATION CODE	(N)	41-44	4
11	CLASSIFICATION WORDING SUFFIX The suffix that will provide a cross-reference to the Manual Classification wording. 00 = Primary Wording—NJ, NY NOT APPLICABLE: DE, PA	(N)	45-46	2
12	CLASSIFICATION EFFECTIVE DATE Formatted YYMMDD. NOT APPLICABLE: CA, DE, NJ, NY, PA	(N)	47-52	6
13	CLASSIFICATION WITHDRAWN DATE Formatted YYMMDD. NOT APPLICABLE: CA, DE, NJ, NY, PA	(N)	53-58	6
14	CLASSIFICATION RATE The manual rate or authorized rate associated with the classification. Assumed decimal point between Positions 64 and 65.	(N)	59-68	10
15	CLASSIFICATION WORDING	(AN)	69-128	60
16	RESERVED FOR FUTURE USE		129-147	19
17	UNITED STATES LONGSHORE AND HARBOR WORKERS' CODE	(N)	148	1
	Code Description			
	1 USL&HW exposure			
	2 None			

Field No.	Field Title/Description	Class	Position	Bytes						
18	PHYSICALLY SURVEYED BY BUREAU CODE	(N)	149	1						
	<table border="0"> <tr> <td>Code</td> <td>Description</td> </tr> <tr> <td>1</td> <td>Yes</td> </tr> <tr> <td>2</td> <td>No</td> </tr> </table>	Code	Description	1	Yes	2	No			
Code	Description									
1	Yes									
2	No									
	NOT APPLICABLE: DE, NJ, NY, PA									
19	EXPOSURE RECORD LINK FOR EXPOSURE CODE Report the 2-digit identifier assigned to location of Address Record Type 05 at which operations of classification on this record are performed.	(N)	150-151	2						
	NOT APPLICABLE: CA, NJ, NY									
20	(Same as positions 150-151.)	(N)	152-153	2						
21	(Same as positions 150-151.)	(N)	154-155	2						
22	(Same as positions 150-151.)	(N)	156-157	2						
23	(Same as positions 150-151.)	(N)	158-159	2						
24	(Same as positions 150-151.)	(N)	160-161	2						
25	(Same as positions 150-151.)	(N)	162-163	2						
26	(Same as positions 150-151.)	(N)	164-165	2						
27	NAME ENTITY IDENTIFIER (CLASSIFICATION/NAME LINK) The entity in the name record(s) that has the same entity identifier as this field and conducts the operations covered by the classification code shown in this record.	(N)	166-168	3						
	NOT APPLICABLE: CA, NJ, NY									
28	(Same as positions 166-168.)	(N)	169-171	3						
29	(Same as positions 166-168.)	(N)	172-174	3						
30	(Same as positions 166-168.)	(N)	175-177	3						
31	(Same as positions 166-168.)	(N)	178-180	3						
32	(Same as positions 166-168.)	(N)	181-183	3						
33	(Same as positions 166-168.)	(N)	184-186	3						
34	(Same as positions 166-168.)	(N)	187-189	3						
35	RESERVED FOR FUTURE USE		190-200	11						

Field No	Field Title/Description	Class	Position	Bytes								
IV. NAME RECORD												
	1 THROUGH 6 These fields are same as Header Record.		1-33	33								
7	RECORD SEQUENCE NUMBER	(N)	34-37	4								
8	RECORD TYPE CODE Report "04".	(N)	38-39	2								
9	CONTINUATION CODE	(N)	40	1								
	<table border="0"> <tr> <td>Code</td> <td>Description</td> </tr> <tr> <td>0</td> <td>Not a continuation record</td> </tr> <tr> <td>1</td> <td>Record is continuation of the record that bears the next lower record sequence number</td> </tr> </table>	Code	Description	0	Not a continuation record	1	Record is continuation of the record that bears the next lower record sequence number					
Code	Description											
0	Not a continuation record											
1	Record is continuation of the record that bears the next lower record sequence number											
10	NAME TYPE CODE	(N)	41	1								
	<table border="0"> <tr> <td>Code</td> <td>Description</td> </tr> <tr> <td>1</td> <td>Personal name type</td> </tr> <tr> <td>2</td> <td>Commercial name type</td> </tr> <tr> <td>3</td> <td>String name type</td> </tr> </table> <p>NOT APPLICABLE: NY</p>	Code	Description	1	Personal name type	2	Commercial name type	3	String name type			
Code	Description											
1	Personal name type											
2	Commercial name type											
3	String name type											
11	ENTITY IDENTIFIER (CLASSIFICATION/NAME LINK) Links components of insured's name together, such as partners to a trade name. Also may be used to link name to classification code. NOT APPLICABLE: CA, NJ, NY	(N)	42-44	3								
12	RESERVED FOR FUTURE USE		45-46	2								
13	PRIMARY NAME CODE	(N)	47	1								
	<table border="0"> <tr> <td>Code</td> <td>Description</td> </tr> <tr> <td>0</td> <td>Not primary name</td> </tr> <tr> <td>1</td> <td>Primary name</td> </tr> </table>	Code	Description	0	Not primary name	1	Primary name					
Code	Description											
0	Not primary name											
1	Primary name											
14	NAME ENTITY IDENTIFIER (CLASSIFICATION/NAME LINK) See field description in Classification Record (Record Type Code 03, positions 166 – 168). NOT APPLICABLE: CA, NJ, NY	(N)	48-50	3								
15	NAME OF INSURED Name Type Code 1, a personal name, is presented as surname, comma, first or given name or initials, comma, middle name(s) or initial(s).	(AN)	51-140	90								
16	RESERVED FOR FUTURE USE		141-200	60								

Field No	Field Title/Description	Class	Position	Bytes						
V. ADDRESS RECORD										
	1 THROUGH 6 These fields are same as Header Record.		1-33	33						
7	RECORD SEQUENCE NUMBER	(N)	34-37	4						
8	RECORD TYPE CODE Report "05".	(N)	38-39	2						
9	CONTINUATION CODE	(N)	40	1						
	<table border="0"> <tr> <td>Code</td> <td>Description</td> </tr> <tr> <td>0</td> <td>Not a continuation record</td> </tr> <tr> <td>1</td> <td>Record is continuation of the record that bears the next lower record sequence number</td> </tr> </table>	Code	Description	0	Not a continuation record	1	Record is continuation of the record that bears the next lower record sequence number			
Code	Description									
0	Not a continuation record									
1	Record is continuation of the record that bears the next lower record sequence number									
10	ADDRESS TYPE CODE	(N)	41	1						
	<table border="0"> <tr> <td>Code</td> <td>Description</td> </tr> <tr> <td>1</td> <td>Mailing address of insured</td> </tr> <tr> <td>2</td> <td>Location of operation's address</td> </tr> </table>	Code	Description	1	Mailing address of insured	2	Location of operation's address			
Code	Description									
1	Mailing address of insured									
2	Location of operation's address									
11	ADDRESS STRUCTURE CODE	(N)	42	1						
	<table border="0"> <tr> <td>Code</td> <td>Description</td> </tr> <tr> <td>1</td> <td>Address is formatted as set forth below for structured address</td> </tr> <tr> <td>2</td> <td>Address is nonstructured</td> </tr> </table>	Code	Description	1	Address is formatted as set forth below for structured address	2	Address is nonstructured			
Code	Description									
1	Address is formatted as set forth below for structured address									
2	Address is nonstructured									
12-15	ADDRESS This data element is comprised of the following data elements: Address – Street, Address – City, Address – State and Address – Zip Code. Each one of these elements is separately defined and the user should consult these individual data elements for specific definitions and reporting instructions.	(AN)	43-143	101						
	NOTE: Nonstructured has no fixed format, may extend through Positions 43-143.									
12	ADDRESS - STREET Report the street number and name, post office box, or other description.	(AN)	43-102	60						
13	ADDRESS - CITY Report the city name.	(AN)	103-132	30						
14	ADDRESS - STATE Report the U.S. Postal Service abbreviation for the state.	(AN)	133-134	2						
15	ADDRESS - ZIP CODE U.S. post office zip code	(AN)	135-143	9						

Field No	Field Title/Description	Class	Position	Bytes
16	CLASSIFICATION/LOCATION LINK IDENTIFIER Provided to link location of operation's address to classification code reported on Record Type "03". NOT APPLICABLE: CA, NJ, NY	(N)	144-145	2
17	RESERVED FOR FUTURE USE		146-200	55