

The format in which the WCIO Workers Compensation Data Specifications Manuals are presented has recently been revised. This format revision will simplify the manner in which the bi-annual changes to manuals are made and published. The previous version of these Manuals employed a very complicated header record that recited the date on which each specific and individual page had last been revised, and a footer record that showed a copyright date based on the last change made to each Manual page.

The reformatted WCIO Workers Compensation Data Specifications Manuals have adopted the following conventions:

- A common publication / effective date in each page header for a given version of the Manuals
- A footer record with a uniform copyright date based on the Manual version's publication date
- Section Titles are spelled out in the page headers in lieu of an abbreviated, shorthand reference to page number.
- The Table of Contents now outlines Manual structure only
- The Index displays Subject Heading and Field Position in lieu of page number (which often changed from update to update under the previous presentation format).

The reformatted version of the WCIO Workers Compensation Data Specifications Manuals will continue to:

- Use the "track changes" feature
- Publish a separate Summary of Changes document that will identify all pages that were changed in each published version of the Manual

Each new version of the Manuals will be accompanied by a chart similar to the one shown below listing all areas of the Manual that were modified with that version's publication. The chart of revisions will provide the following information:

- Manual Specification Name or Document Name
- Section Number
- Record Name (if applicable)
- Field Number (if applicable)
- Field Name or Item Name (if applicable)
- Reason for the Update

WCIO WORKERS COMPENSATION DATA SPECIFICATIONS MANUAL – May 21, 2007				
Section	Record	Field No.	Field Name / Item	Reason for Update
WCPOLS				
1	Record Type Descriptions	NA	Record Type Code 12	Removal of Record Type 12
1	Record Type Descriptions	NA	Record Type Code 89	Updated reporting instructions
2	Submission Requirements	NA	Transmittal	Updated reporting instructions
4	Header Record	9	Employee Leasing Policy Type Code	Updated reporting instructions
4	State Premium Record	19	Prorated Expense Constant Reason Code	Added code
4	State Premium Record	20	Prorated Minimum Premium Reason Code	Added code
4	State Premium Record	21	Reason State Was Added to Policy Code	Added code
6	Endorsement Record - 12	NA	Pending Rate Change Endorsement Record	Removal of endorsement
6	Endorsement Record - 89	3	Record Type Code	Updated reporting instructions

6	Endorsement Record - 89	5	Endorsement Number	Removal of endorsement
6	Endorsement Record - 89	8	Revised Type of Address Record Code	Removal of codes
8	Appendix VI	NA	NA	Removal of Pending Rate Change Endorsement Record 12
WCSTAT				
1	Tape Specifications	NA	NOTE	Updated reporting instructions
1	General Record Specifications	NA	Data Field Formats	Updated reporting instructions
3	Header Record	28	Policy Type ID Codes	Updated DCO Applicability
3	Header Record	31	Deductible Percent Factor	Updated DCO Applicability
3	Header Record	45	ASWG Unit Submission Code	Updated reporting instructions
3	Loss Record	24	Social Security Number	Updated DCO Applicability
3	ICR Record 7-F	15	Social Security Number	Added DCO reporting note, Updated reporting instructions
3	ICR Record 7-J	15	Data Provider Comments	Classification correction
4	DCO Differences-Loss Record	NA	Social Security Number	Updated DCO Applicability
4	DCO Differences-ICR Record 7-F	NA	Social Security Number	Updated DCO Applicability
6	Electronic Record Layouts and Hard Copy Examples	NA	NA	Removal of report
WCRATING				
2	Rating Information Record	13	Third Party Administration Policy Indicator	Text shift
2	Payroll/Loss Information Record	30	Loss Data Type Code	Updated DCO Applicability
2	Payroll/Loss Information Record	38	Catastrophe Number	Updated DCO Applicability
3	DCO Differences-Payroll/Loss Information Record	NA	Catastrophe Number	Updated DCO Applicability
WCNOA				
Index	NA	NA	Applicant Corp Officer, Sole Prop, Partner or Member of a LLC	Added to Index
Index	NA	NA	Prior Policy Insurance Company Name	Added to Index
Index	NA	NA	Prior Policy Insurance Company Name	Added to Index
Index	NA	NA	Prior Policy Insurance Company Name	Added to Index
3	State Premium Record	4	Independent DCO Risk ID Number/File Number/Account Number	Position change
3	General Information Record	9	Applicant E-mail Address	Updated DCO Applicability
3	Supplemental/Election Information Record	15	Applicant Corp Officer, Sole Prop, Partner or Member of a LLC Date of Birth	Added Field

3	Supplemental/ Election Information Record	16	Reserved for Future Use	Position/Bytes change
3	Insurance Record	5	No Previous Insurance Code	Added code, updated DCO Applicability
3	Insurance Record	15	Text for "Other" No Previous Insurance	Added Field
3	Insurance Record	16	Reserved for Future Use	Position/Field Change
3	Prior Policy Insurance Record	5	Prior Policy Insurance Company Code	Added DCO Applicability
3	Prior Policy Insurance Record	12	Prior Policy Insurance Company Code	Added DCO Applicability
3	Prior Policy Insurance Record	19	Prior Policy Insurance Company Code	Added DCO Applicability
3	Prior Policy Insurance Record	25	Prior Policy Insurance Company Code	Added Field
3	Prior Policy Insurance Record	26	Prior Policy Insurance Company Code	Added Field
3	Prior Policy Insurance Record	27	Prior Policy Insurance Company Code	Added Field
3	Prior Policy Insurance Record	28	Reserved for Future Use	Added Field
3	Agent Section Record	8	Agent's Social Security Number	Updated DCO Applicability
3	DCO Differences- General Information Record	NA	Applicant Email Address	Updated DCO Applicability
3	DCO Differences- Supplemental/ Election Information Record	NA	Applicant Corp Officer, Sole Prop, Partner or Member of a LLC Date of Birth	Added DCO Applicability
3	DCO Differences- Supplemental/ Insurance Record	NA	Text for "Other" No Previous Insurance	Added DCO Applicability
3	DCO Differences- Prior Policy Insurance Record	NA	Prior Policy Insurance Company Code	Added DCO Applicability
WCCNTL				
2	Submission Control Record	4	Blank	Bytes change
WCCRIT				
New Specification Added.				