

**WCIO WORKERS COMPENSATION
DATA SPECIFICATIONS MANUAL**

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

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

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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
Programming Analyst
60 Park Place
Newark, NJ 07102
Telephone: 973-622-6014, ext. 268
Fax: 973-622-1548

North Carolina Rate Bureau
Workers Compensation Manager
5401 Six Forks Road
Raleigh, NC 27609-4435
Telephone: 919-783-9790, ext. 1050
E-mail: jgh.@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, ~~ext. 284~~

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, ~~ext. 284~~

Insurance Services Office, Inc.
~~Wendy Mayotte, Director~~
~~Cliff Hall~~
~~545 Washington Blvd~~
~~6392 Grand Cypress Circle~~
~~Jersey City, NJ 07310-1686~~
~~Lake Worth, FL 33463~~
Telephone: ~~201-469-2228~~~~561-434-7749~~
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E-mail: ~~chall@iso.com~~~~Wmayotte@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
Steve Bourdeau
Systems & Programming
525 Market Street, Suite 800
San Francisco, CA 94105
Telephone: 415-778-7180

National Council on Compensation Insurance, Inc.
Customer Service
901 Peninsula Corporate Circle

Boca Raton, FL 33487

Telephone: 800-NCCI 1-2-3 (800-622-123)
E-mail: customer_service@ncci.com

Workers Compensation Rating and Inspection
Bureau of Massachusetts
~~Manager of Data Operations or~~
~~Assistant Vice~~
~~President, Statistician or~~
~~Chief Information Officer~~
~~Director of Information~~
~~Services~~
101 Arch Street, 5th Floor
Boston, MA 02110
Telephone: 617-439-9030, ext. 576

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

GENERAL

These specifications are for the distribution of experience rating modifications to insurers by jurisdictions. Requests for this data should be directed to the appropriate jurisdiction.

Unless otherwise specified, the following standards will apply:

1. All alpha (A) and alphanumeric (AN) data fields are to be left-justified and right blank-filled.
2. All numeric (N) data fields are to be right-justified and left zero-filled, and unsigned.
3. All "RESERVED FOR FUTURE USE" fields are to be blank.
4. Fields indicated as "Not Applicable" will be zero-filled or blank by the jurisdiction whose abbreviations follow the phrase.
5. Data shall be written on 9-track, odd parity at 6,250 BPI density or, if requested by insurers, at 1,600 BPI.
6. Records will be blocked 50 (10,000 characters per block).
7. Tapes will contain internal IBM standard OS or DOS-generated labels.
8. All fields will be character; no signed or packed fields will be written.

WORKERS COMPENSATION REPORTING SPECIFICATIONS (WCMODS)

SECTION 2

Field No	Field Title/Description	Class	Position	Bytes
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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
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2	FILE TYPE CODE	(N)	3	1
	Code Description			
	1 Update records			
	2 Master			

3	BUREAU RISK NUMBER/INTRASTATE RISK ID	(AN)	4-12	9
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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
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9	CURRENT POLICY CODE	(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.			

NOT APPLICABLE: NJ

10	CARRIER CODE 5-digit NCCI code. NOT APPLICABLE: NJ	(N)	41-45	5
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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	CERTIFICATE NUMBER IDENTIFIER (CA ONLY) No embedded blanks or punctuation marks.	(AN)	69-75	7																																
14	POLICY EFFECTIVE DATE Formatted YYMMDD. NOT APPLICABLE: NJ	(N)	76-81	6																																
15	POLICY EXPIRATION OR CANCELLATION DATE Formatted YYMMDD. NOT APPLICABLE: DE, NJ, PA	(N)	82-87	6																																
16	LEGAL NATURE OF INSURED CODE	(N)	88-89	2																																
	<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>	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			
Code	Description																																			
01	Individual																																			
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14	Governmental Entity																																			
99	Other																																			
	NOT APPLICABLE: DE, NJ, NY, PA																																			

Field No.	Field Title/Description	Class	Position	Bytes
17	EXPERIENCE MODIFICATION CODE	(N)	90	1
	Code			
	1			
	2			
	3			
	4			
	NOT APPLICABLE: CA, DE, PA; NJ (1, 2, 3)			
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	(N)	50	1												
	<table border="0"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Not a revised modification</td> </tr> <tr> <td>2</td> <td>Revision of previously issued modification</td> </tr> </tbody> </table> <p>NOT APPLICABLE: DE, PA</p>	Code	Description	1	Not a revised modification	2	Revision of previously issued modification									
Code	Description															
1	Not a revised modification															
2	Revision of previously issued modification															
12	EXPERIENCE RATING 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</td> </tr> <tr> <td>03</td> <td>Material ownership change</td> </tr> <tr> <td>04</td> <td>Not experience rated</td> </tr> <tr> <td>05</td> <td>Experience rated</td> </tr> </tbody> </table> <p>NOT APPLICABLE: 02 and 03 in DE, PA; 04 in NJ</p>	Code	Description	01	Insufficient premium	02	No current coverage	03	Material ownership change	04	Not experience rated	05	Experience rated			
Code	Description															
01	Insufficient premium															
02	No current coverage															
03	Material ownership change															
04	Not experience rated															
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						
	<table border="0"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <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> </tbody> </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	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	USL&HW CODE	(N)	148	1						
	<table border="0"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>USL&HW exposure</td> </tr> <tr> <td>2</td> <td>None</td> </tr> </tbody> </table>	Code	Description	1	USL&HW exposure	2	None			
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	CLASSIFICATION/LOCATION LINK IDENTIFIER	(N)	150-151	2						
	2-digit identifier assigned to location of Address Record Type 05 at which operations of classification on this record are performed.									
	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)	(N)	166-168	3						
	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.									
	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
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IV. NAME RECORD

	1 THROUGH 6 These fields are same as Header Record.		1-33	33
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7	RECORD SEQUENCE NUMBER	(N)	34-37	4
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8	RECORD TYPE CODE Report "04".	(N)	38-39	2
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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	TYPE OF NAME CODE	(N)	41	1
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Code	Description
1	Personal
2	Commercial
3	Entity String

NOT APPLICABLE: NY

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.	(N)	42-44	3
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NOT APPLICABLE: CA, NJ, NY

12	LEGAL NATURE OF ENTITY CODE (CA ONLY)	(N)	45-46	2
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Code	Description
01	Individual
02	Partner
03	Corporation
04	Association, Labor Union, Religious Organization
05	Limited Partner
06	Joint Venture
07	(Not Applicable)
08	(Not Applicable)
09	(Not Applicable)
10	Trust or Estate
11	Executor or Trustee
12	Trade Name (T/A, D/B/A, etc.)
13	Limited Liability Company (LLC)
14	Governmental Entity
99	Other

OPTIONAL: NCCI

Field No.	Field Title/Description	Class	Position	Bytes						
13	PRIMARY NAME CODE	(N)	47	1						
	<table border="0"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>Not primary name</td> </tr> <tr> <td>1</td> <td>Primary name</td> </tr> </tbody> </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)	(N)	48-50	3						
	See field description in Classification Record (Record Type Code 03, positions 166 – 168).									
	NOT APPLICABLE: CA, NJ, NY									
15	NAME	(AN)	51-140	90						
	Type of Name 1, a personal name, is presented as surname, comma, first or given name or initials, comma, middle name(s) or initial(s).									
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"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <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> </tbody> </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"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Mailing address of insured</td> </tr> <tr> <td>2</td> <td>Location of operation's address</td> </tr> </tbody> </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"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <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> </tbody> </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	ADDRESS	(AN)	43-143	101						
	1. Structured address is formatted as:									
	a. Street number and name or post office box number.		43-102	60						
	b. City name		103-132	30						
	c. U.S. post office state abbreviation		135-134	2						
	d. U.S. post office zip code		135-143	9						
	2. Nonstructured has no fixed format, may extend through positions 43-143.									
13	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						
14	RESERVED FOR FUTURE USE		146-200	55						