

**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

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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  
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  
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Telephone: 952-897-6417  
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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 1**

**RESERVED FOR FUTURE USE**

**WORKERS COMPENSATION REPORTING SPECIFICATIONS (WCMODS)**

**SECTION 2**

**RECORD LAYOUTS**

Field No	Field Title/Description	Class	Position	Bytes						
<b>I. HEADER RECORD</b>										
1	<b>STATE CODE</b> 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	<b>FILE TYPE CODE</b>  <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	<b>BUREAU RISK NUMBER/INTRASTATE RISK ID</b>	(AN)	4-12	9						
4	<b>RESERVED FOR FUTURE USE</b>		13-21	9						
5	<b>RATE CARD NUMBER</b> A number assigned by the DCO associated with an employer or location.  NOT APPLICABLE: CA, DE, NJ, PA	(N)	22-27	6						
6	<b>EXPERIENCE MODIFICATION ISSUE DATE</b> Formatted YYMMDD.  <b>NOTE:</b> 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	<b>RECORD SEQUENCE NUMBER</b> Sequentially assigned number for records having common data in Positions 1 – 33.	(N)	34-37	4						
8	<b>RECORD TYPE CODE</b> Report "01".	(N)	38-39	2						
9	<b>CURRENT POLICY CODE</b>  <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	<b>CARRIER CODE</b> 5-digit NCCI code.  NOT APPLICABLE: NJ	(N)	41-45	5						

Field No.	Field Title/Description	Class	Position	Bytes																																
11	<b>CARRIER GROUP CODE</b> 5-digit NCCI code.  NOT APPLICABLE: CA, DE, NJ, NY, PA	(N)	46-50	5																																
12	<b>POLICY NUMBER IDENTIFIER</b> No embedded blanks or punctuation marks.  NOT APPLICABLE: NJ	(AN)	51-68	18																																
13	<b>RESERVED FOR FUTURE USE</b>		69	1																																
14	<b>UNIT/CERTIFICATE NUMBER IDENTIFIER (CA ONLY)</b> No embedded blanks or punctuation marks.	(AN)	70-75	6																																
15	<b>POLICY EFFECTIVE DATE</b> Formatted YYMMDD.  NOT APPLICABLE: NJ	(N)	76-81	6																																
16	<b>POLICY EXPIRATION OR CANCELLATION DATE</b> Formatted YYMMDD.  NOT APPLICABLE: DE, NJ, PA	(N)	82-87	6																																
17	<b>LEGAL NATURE OF INSURED CODE</b>  <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																																			
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13	Limited Liability Partnership																																			
14	Governmental Entity																																			
99	Other																																			
8	<b>EXPERIENCE MODIFICATION TYPE CODE</b>  <table border="1"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr><td>1</td><td>Preliminary N/A: NJ</td></tr> <tr><td>2</td><td>Final N/A: NJ</td></tr> <tr><td>3</td><td>Independent Carrier Plan N/A: NJ</td></tr> <tr><td>4</td><td>Contingent</td></tr> </tbody> </table> NOT APPLICABLE: CA, DE, PA	Code	Description	1	Preliminary N/A: NJ	2	Final N/A: NJ	3	Independent Carrier Plan N/A: NJ	4	Contingent	(N)	90	1																						
Code	Description																																			
1	Preliminary N/A: NJ																																			
2	Final N/A: NJ																																			
3	Independent Carrier Plan N/A: NJ																																			
4	Contingent																																			
19	<b>RESERVED FOR FUTURE USE</b>		91-200	110																																

Field No	Field Title/Description	Class	Position	Bytes
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**II. EXPERIENCE MODIFICATION RECORD**

	<b>1 THROUGH 7</b> These fields are same as Header Record.		1-37	37
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8	<b>RECORD TYPE CODE</b> Report "02".	(N)	38-39	2
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9	<b>EXPERIENCE MODIFICATION FACTOR</b> Assumed decimal point between Positions 40 and 41.	(N)	40-43	4
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10	<b>EXPERIENCE MODIFICATION EFFECTIVE DATE</b> Formatted YYMMDD.	(N)	44-49	6
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11	<b>REVISION CODE</b> Indicates whether there has been a revision.	(N)	50	1
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Code	Description
1	Not revised
2	Revised

NOT APPLICABLE: DE, PA

12	<b>EXPERIENCE RATING MODIFICATION STATUS CODE</b> Status at time of experience modification issue date, Positions 28-33.	(N)	51-52	2
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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	<b>RESERVED FOR FUTURE USE</b>		53-200	148
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Field No.	Field Title/Description	Class	Position	Bytes
<b>III. CLASSIFICATION RECORD</b>				
	<b>1 THROUGH 6</b> These fields are same as Header Record.		1-33	33
7	<b>RECORD SEQUENCE NUMBER</b>	(N)	34-37	4
8	<b>RECORD TYPE CODE</b> Report "03".	(N)	38-39	2
9	<b>CONTINUATION CODE</b>	(N)	40	1
	<b>Code Description</b>			
	0 Not a continuation record			
	1 Record is continuation of the record that bears the next lower record sequence number			
10	<b>CLASSIFICATION CODE</b>	(N)	41-44	4
11	<b>CLASSIFICATION WORDING SUFFIX</b> 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	<b>CLASSIFICATION EFFECTIVE DATE</b> Formatted YYMMDD.  NOT APPLICABLE: CA, DE, NJ, NY, PA	(N)	47-52	6
13	<b>CLASSIFICATION WITHDRAWN DATE</b> Formatted YYMMDD.  NOT APPLICABLE: CA, DE, NJ, NY, PA	(N)	53-58	6
14	<b>CLASSIFICATION RATE</b> The manual rate or authorized rate associated with the classification. Assumed decimal point between Positions 64 and 65.	(N)	59-68	10
15	<b>CLASSIFICATION WORDING</b>	(AN)	69-128	60
16	<b>RESERVED FOR FUTURE USE</b>		129-147	19
17	<b>UNITED STATES LONGSHORE AND HARBOR WORKERS' CODE</b>	(N)	148	1
	<b>Code Description</b>			
	1 USL&HW exposure			
	2 None			

Field No.	Field Title/Description	Class	Position	Bytes						
18	<b>PHYSICALLY SURVEYED BY BUREAU CODE</b>	(N)	149	1						
	<table border="0"> <tr> <td><b>Code</b></td> <td><b>Description</b></td> </tr> <tr> <td>1</td> <td>Yes</td> </tr> <tr> <td>2</td> <td>No</td> </tr> </table> <p>NOT APPLICABLE: DE, NJ, NY, PA</p>	<b>Code</b>	<b>Description</b>	1	Yes	2	No			
<b>Code</b>	<b>Description</b>									
1	Yes									
2	No									
19	<b>EXPOSURE RECORD LINK FOR EXPOSURE CODE</b> 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	<b>NAME ENTITY IDENTIFIER (CLASSIFICATION/NAME LINK)</b> 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	<b>RESERVED FOR FUTURE USE</b>		190-200	11						

Field No	Field Title/Description	Class	Position	Bytes																																
<b>IV. NAME RECORD</b>																																				
	<b>1 THROUGH 6</b> These fields are same as Header Record.		1-33	33																																
7	<b>RECORD SEQUENCE NUMBER</b>	(N)	34-37	4																																
8	<b>RECORD TYPE CODE</b> Report "04".	(N)	38-39	2																																
9	<b>CONTINUATION CODE</b>	(N)	40	1																																
	<table border="0"> <tr> <td><b>Code</b></td> <td><b>Description</b></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>	<b>Code</b>	<b>Description</b>	0	Not a continuation record	1	Record is continuation of the record that bears the next lower record sequence number																													
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0	Not a continuation record																																			
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10	<del>TYPE OF NAME</del> <b>TYPE CODE</b>	(N)	41	1																																
	<table border="0"> <tr> <td><b>Code</b></td> <td><b>Description</b></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>	<b>Code</b>	<b>Description</b>	1	Personal name type	2	Commercial name type	3	String name type																											
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3	String name type																																			
11	<b>ENTITY IDENTIFIER (CLASSIFICATION/NAME LINK)</b> 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	<del>LEGAL NATURE OF ENTITY CODE (CA ONLY)</del> <b>RESERVED FOR FUTURE USE</b> Report the legally filed entity code for each name record reported.	(N)	45-46	2																																
	<table border="0"> <tr> <td><b>Code</b></td> <td><b>Description</b></td> </tr> <tr> <td>01</td> <td>Individual</td> </tr> <tr> <td>02</td> <td>Partner</td> </tr> <tr> <td>03</td> <td>Corperation</td> </tr> <tr> <td>04</td> <td>Association, Labor Union, Religious Organization</td> </tr> <tr> <td>05</td> <td>Limited Partner</td> </tr> <tr> <td>06</td> <td>Joint Venture</td> </tr> <tr> <td>07</td> <td>Reserved for Future Use</td> </tr> <tr> <td>08</td> <td>-Reserved for Future Use</td> </tr> <tr> <td>09</td> <td>-Reserved for Future Use</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>Reserved for Future Use</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> </table> <p>OPTIONAL: NCCI</p>	<b>Code</b>	<b>Description</b>	01	Individual	02	Partner	03	Corperation	04	Association, Labor Union, Religious Organization	05	Limited Partner	06	Joint Venture	07	Reserved for Future Use	08	-Reserved for Future Use	09	-Reserved for Future Use	10	-Limited Liability Company (LLC)	11	Trust or Estate	12	Reserved for Future Use	13	Limited Liability Partnership	14	Governmental Entity	99	Other			
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01	Individual																																			
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14	Governmental Entity																																			
99	Other																																			

Field No.	Field Title/Description	Class	Position	Bytes						
13	<b>PRIMARY NAME CODE</b>	(N)	47	1						
	<table border="1"> <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	<b>NAME ENTITY IDENTIFIER (CLASSIFICATION/NAME LINK)</b> See field description in Classification Record (Record Type Code 03, positions 166 – 168).  NOT APPLICABLE: CA, NJ, NY	(N)	48-50	3						
15	<b><del>INSURED NAME</del> NAME OF INSURED</b> <del>Type of Name</del> <u>Type Code</u> 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	<b>RESERVED FOR FUTURE USE</b>		141-200	60						

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

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Field No	Field Title/Description	Class	Position	Bytes
16	<b>CLASSIFICATION/LOCATION LINK IDENTIFIER</b> 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	<b>RESERVED FOR FUTURE USE</b>		146-200	55