

**WCIO WORKERS COMPENSATION  
DATA SPECIFICATIONS MANUAL**

**WORKERS COMPENSATION NOTIFICATION  
REPORTING SPECIFICATIONS (WCNOTIFY)**

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**WCNOTIFY CONTACT PAGE**

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

Pennsylvania/Delaware Compensation Rating Bureau  
John Murphy, Systems and Programming  
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Philadelphia, PA 19103-4007  
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**WORKERS COMPENSATION NOTIFICATION  
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**SECTION 2**

**RECORD LAYOUTS**

Field No.	Field Title/Description	Class	Position	Bytes												
<b>I. RATING RECORD</b>																
1	<b>DATA TYPE CODE</b> Report "R".	(AN)	1	1												
2	<b>CARRIER CODE</b> Report the 5-digit code assigned to the reporting company by NCCI or independent jurisdiction.	(N)	2-6	5												
3	<b>POLICY NUMBER IDENTIFIER</b> Alphanumeric characters used to uniquely identify the policy covering the insured for which the rating was promulgated.	(AN)	7-24	18												
4	<b>INDEPENDENT DCO RISK ID NUMBER/RISK ID/ ACCOUNT NUMBER</b> Risk (Experience Rating) Identification Number issued by the DCO assigned to the state where applicable.	(AN)	25-33	9												
5	<b>STATE CODE</b> The 2-digit code identifying the state in which the experience modification was promulgated.	(N)	34-35	2												
6	<b>POLICY EFFECTIVE DATE (YYYYMMDD)</b> Effective date (Year, Month, Day) of the policy in effect when the rating was promulgated.	(N)	36-43	8												
7	<b>PROCESSED DATE</b> Report the Issue Date of ratings YYYYMMDD.	(N)	44-51	8												
8	<b>RATING TYPE CODE</b> Indicates the type of Rating being reported.	(AN)	52	1												
	<table border="0"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>D</td> <td>DNQ</td> </tr> <tr> <td>E</td> <td>Experience Rating</td> </tr> <tr> <td>M</td> <td>Merit Adjustment</td> </tr> <tr> <td>W</td> <td>Withdraw</td> </tr> <tr> <td>N</td> <td>Not Rated – No Current Coverage</td> </tr> </tbody> </table>	Code	Description	D	DNQ	E	Experience Rating	M	Merit Adjustment	W	Withdraw	N	Not Rated – No Current Coverage			
Code	Description															
D	DNQ															
E	Experience Rating															
M	Merit Adjustment															
W	Withdraw															
N	Not Rated – No Current Coverage															
9	<b>RATING EFFECTIVE DATE (YYYYMMDD)</b> Year, Month, Day rating is effective.	(N)	53-60	8												
10	<b>RATING EXPIRATION DATE (YYYYMMDD)</b> Year, Month, Day rating expires.	(N)	61-68	8												
11	<b>RATING FACTOR</b> Report the 5-digit rating plan factor. There is an assumed decimal point between positions 69 and 70.	(N)	69-73	5												
12	<b><u>ASSIGNED RISK ADJUSTMENT PROGRAM (ARAP) FACTOR</u></b> A program that imposes additional charges on employers in the residual market where applicable. There is an assumed decimal point between Positions 74 and 75.	(N)	74-76	3												

Field No.	Field Title/Description	Class	Position	Bytes
13	<b>UNIT/CERTIFICATE NUMBER IDENTIFIER (CA ONLY)</b> For policies that use a unit or certificate number identifier as part of the policy number, report the numeric characters of the unit/certificate number identifier used to uniquely identify the policy.	(N)	77-82	6
14	<del><b>INSURED NAME</b></del> <b>NAME OF INSURED</b> Name of insured covered by policy.	(AN)	83-182	100
15	<b>RESERVED FOR FUTURE USE</b>	(AN)	182-200	18

Field No.	Field Title/Description	Class	Position	Bytes
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**II. FILE CONTROL RECORD**

<u>1</u>	<b><u>DATA TYPE CODE</u></b> <u>Report "Z".</u>	<u>(AN)</u>	<u>1</u>	<u>1</u>
<u>2</u>	<b><u>DETAIL RECORD COUNT TOTAL</u></b> <u>Report the total number of records on the file including the transmittal record, excluding this file control record.</u>	<u>(N)</u>	<u>2-9</u>	<u>8</u>
<u>3</u>	<b><u>NOTIFICATION TOTAL</u></b> <u>Report the total number of notifications contained on file.</u>	<u>(N)</u>	<u>10-16</u>	<u>7</u>
<u>4</u>	<b><u>RESERVED FOR FUTURE USE</u></b>		<u>17-200</u>	<u>184</u>