

**WCIO WORKERS COMPENSATION  
DATA SPECIFICATIONS MANUAL**

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

**WCNOTIFY CONTACT PAGE**

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

Pennsylvania/Delaware Compensation Rating Bureau  
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**WORKERS COMPENSATION NOTIFICATION  
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**SECTION 1**

**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
	<b>Code</b> <b>Description</b>			
	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>ASSIGNED RISK ADJUSTMENT PROGRAM (ARAP) FACTOR</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

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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	<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

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

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