

**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:

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**WORKERS COMPENSATION NOTIFICATION
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SECTION 1

RECORD LAYOUTS

Field No.	Field Title/Description	Class	Position	Bytes
I. RATING RECORD				
1	DATA TYPE CODE Report "R".	(AN)	1	1
2	CARRIER CODE Report the 5-digit code assigned to the reporting company by NCCI or independent jurisdiction.	(N)	2-6	5
3	POLICY NUMBER IDENTIFIER Alphanumeric characters used to uniquely identify the policy covering the insured for which the rating was promulgated.	(AN)	7-24	18
4	INDEPENDENT DCO RISK ID NUMBER/RISK ID/ ACCOUNT NUMBER Risk (Experience Rating) Identification Number issued by the DCO assigned to the state where applicable.	(AN)	25-33	9
5	STATE CODE The 2-digit code identifying the state in which the experience modification was promulgated.	(N)	34-35	2
6	POLICY EFFECTIVE DATE (YYYYMMDD) Effective date (Year, Month, Day) of the policy in effect when the rating was promulgated.	(N)	36-43	8
7	PROCESSED DATE Report the Issue Date of ratings YYYYMMDD.	(N)	44-51	8
8	RATING TYPE CODE Indicates the type of Rating being reported.	(AN)	52	1
	Code Description			
	D DNQ			
	E Experience Rating			
	M Merit Adjustment			
	W Withdraw			
	N Not Rated – No Current Coverage			
9	RATING EFFECTIVE DATE (YYYYMMDD) Year, Month, Day rating is effective.	(N)	53-60	8
10	RATING EXPIRATION DATE (YYYYMMDD) Year, Month, Day rating expires.	(N)	61-68	8
11	RATING FACTOR Report the 5-digit rating plan factor. There is an assumed decimal point between positions 69 and 70.	(N)	69-73	5
12	ASSIGNED RISK ADJUSTMENT PROGRAM (ARAP) FACTOR 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	UNIT/CERTIFICATE NUMBER IDENTIFIER (CA ONLY) 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	NAME OF INSURED Name of insured covered by policy.	(AN)	83-182	100
15	RESERVED FOR FUTURE USE	(AN)	182-200	18

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

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