

## EDI TEST and PRODUCTION

### I. EDI Test

Prior to starting the testing process with BWC, the following forms must be completed and filed with the BWC Business Contact:

Claims Administrator ID List – Appendix C  
Master Trading Partner Profile – Appendix H  
Transmission Profile – Sender’s Response – Appendix J

Each trading partner must test prior to using EDI to file First Reports. During the testing process, test transactions will be sent representing data from paper First Reports filed with BWC. The electronic test transactions will be compared to the paper First Reports filed by mail. The paper First Reports must match the information received in the electronic First Reports.

BWC will coordinate the date to begin testing with the trading partner. Please notify BWC Business Contact at least three (3) days prior to sending the first test transmission.

BWC will authorize the trading partner to move from test to production status after successful completion of:

- A) Three (3) consecutive transmissions containing at least 10 First Reports each with no more than 10% of the First Reports being rejected.

Note: The second or third transmissions must contain a correction to a previously submitted form to verify trading partner’s correction process.

OR

- B) For trading partners with a low volume of reports; three (3) consecutive transmissions of less than 10 first reports each with none of the first reports being rejected.

Note: The second or third transmissions must contain a correction to a previously submitted form to verify trading partner’s correction process.

*NOTE: Do not send more than 3 test transmissions unless requested by BWC. If the trading partner fails testing, BWC will notify the trading partner and the next step will be determined.*

### II. Testing Procedure

A batch of paper First Reports must be faxed or mailed to BWC for each electronic First Report in the transmission batch. The batch should contain a completed EDI Test Batch Identification form (Appendix D). Remember, the paper First Report must match the information received in the electronic First Report. The test will be delayed if we do not receive the paper First Reports.

These documents may be faxed to the EDI Business Coordinator at 717-705-1629.

OR

The batch may be placed in an envelope marked “**Personal and Confidential**” and mailed to:

Commonwealth of Pennsylvania  
Department of Labor and Industry  
Bureau of Workers’ Compensation  
Attention: EDI Business Coordinator  
1171 S. Cameron Street, Room 103  
Harrisburg, PA 17104-2501

### **III. EDI Test Batch Identification form completion**

The Trading Partner's section should match the information on your Master Trading Partner Profile. The "Date Electronic Transmission Sent" should indicate the date on which the electronic transmission is scheduled to be sent. The "Date Paper Reports Mailed" should indicate the date that the paper reports are mailed to BWC. Indicate the number of reports attached to the EDI Test Batch Identification form. Indicate who prepared the document and a phone number in the event additional information is needed.

### **IV. Moving from EDI Test to Production:**

After the successful completion of EDI Test, section A or B:

- The trading partner must complete, file, and receive BWC approval for the EDI Trading Partner Agreement (Appendix K).
- The trading partner will receive written authorization from BWC to stop filing paper First Reports. All First Reports will now be received and processed via EDI.
- The trading partner's EDI status will be changed from test to production. At this time, the trading partner should update its system to production status and begin sending a 'P' in the Test/Production Indicator of the Header Record.
- An electronic acknowledgment will be returned for each electronic transmission received from the trading partner.

### **V. Production Changes:**

Trading Partners may add or remove licensed carriers or approved self-insurers by updating its Claims Administrator ID List (Appendix C). Notification of such updates shall be sent to BWC within 7 days of the addition or removal.