

# IAIABC ELECTRONIC PARTNERING AGREEMENT

This is an agreement between the parties named below to use Electronic Data Interchange (EDI) technologies and techniques, for the purpose(s) and objective(s) set out below or as amended from time to time in writing by mutual agreement, and such further purposes and objectives as the parties may agree in writing from time to time with reference to this Agreement.

1. **Parties:** The parties to this agreement are: State of Idaho Industrial Commission {hereafter referred to as the Jurisdiction} and, \_\_\_\_\_ (*Insurer, Self-Insurer, Third Party Administrator, or other reporting entity; full legal name*) {hereafter referred to as the Reporter} and all other companies within the Company named and authorized to write workers' compensation insurance or provide insurance related services within the named state.
  
2. **Purpose:** The Reporter is either required to file or may be allowed by law or regulation to file for itself or on behalf of customers or clients the following reports to the Jurisdiction.
 

<input checked="" type="checkbox"/> First Report of Injury	<input type="checkbox"/> Subsequent Report of Injury
<input type="checkbox"/> Proof of Coverage	<input type="checkbox"/> Medical
  
3. **Objective:** To test, initiate, implement, and maintain these reports through electronic filing per the Jurisdiction Implementation Guide dated \_\_\_\_\_.
  
4. **Exhibits:** A – E are annexed and incorporated in this Agreement, set forth the format, release and version of data transmissions from the Reporter, including original submissions and corrections or re-submissions as needed:
  - A. Additional Terms
  - B. IAIABC Electronic Trading Partner Profile
  - C. IAIABC Electronic Transmission Profile -- Receiver's Specifications
  - D. IAIABC Electronic Transmission Profile -- Sender's Response
  - E. IAIABC Electronic Partnering Claims Administrator ID List
  
5. Both parties agree that the objective stated in Item 2 above is lawful, and performance hereunder shall be deemed complete performance of the parties' obligations under any law or regulation governing such objective. This document shall be deemed to fulfill any requirement on the part of the Reporter to apply to the Jurisdiction or any related governmental entity for permission to file information electronically.
  
6. Each party shall retain the content of data transmissions in confidence to the extent required by law.
  
7. The Reporter shall pay transmission costs for all reports being sent to or received from the Jurisdiction.
  
8. This agreement shall be binding on the Parties, subject to a 60-day written cancellation notification by either party. Neither party will incur any liability to the other for cancelling the agreement.

Agreed this \_\_\_\_\_ day (*e.g., eleventh or 11<sup>th</sup>*) of \_\_\_\_\_ (*e.g., February*), \_\_\_\_\_ (*e.g., 2010*) by the parties or by their duly authorized or lawfully empowered representatives.

*For the REPORTER:*

*For the JURISDICTION:*

(Signature) \_\_\_\_\_

(Signature) \_\_\_\_\_

(Name) \_\_\_\_\_

(Name) \_\_\_\_\_

(Title) \_\_\_\_\_

(Title) \_\_\_\_\_

## **Exhibit A, Additional Terms**

- A. Testing – Prior to implementation of EDI and discontinuing of hard copy First Report of Injury (FROI) forms, the parties will engage in a testing period which shall be deemed completed upon the mutual agreement of the parties.
- B. 1. Prior to testing of EDI, the Reporter will notify all of its affected policyholders that, for the duration of the testing period, they are to package and deliver all hard copy FROIs to the “EDI Manager” at the Idaho Industrial Commission (Commission).  
2. Prior to implementation of EDI, the Reporter will notify all of its affected policyholders of the date they are to discontinue sending hard copy FROIs to the Commission.
- C. Reporter agrees to correct Rejected Records and successfully re-submit within thirty (30) days of the original submission.
- D. Reporter agrees that all information transmitted to the Commission shall also be immediately accessible by the in-state adjuster for the subject claim.
- E. The Insurance Company holding liability on the claim must maintain the ability to provide a paper copy of the FROI, or image thereof, and provide it to the Commission upon request. In any litigated case where the Insurance Company cannot provide a legible copy of the FROI, the Insurance Company agrees not to assert any defense in litigation based on the absence of information that would normally be available from the FROI. If the Reporter is not the Insurance Company on the liability, the Reporter will advise the Insurance Company of these requirements.

# EXHIBIT B -IAIABC ELECTRONIC TRADING PARTNER PROFILE

**Trading Partner Type** (check all that apply):

- |   |  |
|---|--|
| <input type="checkbox"/> Jurisdiction         | <input type="checkbox"/> Third Party Administrator |
| <input type="checkbox"/> Service Bureau / DCO | <input type="checkbox"/> Self-Insurer              |
| <input type="checkbox"/> Employer             | <input type="checkbox"/> EDI Service Provider      |
| <input type="checkbox"/> Insurer              | <input type="checkbox"/> other (specify): _____    |

**Master Trading Partner Information:**

**Legal Name** (no abbreviations): \_\_\_\_\_

**Sender ID:** The Federal Employer's Identification Number of your business entity. This, along with the 9-position Postal Code (Zip+4), will be used to identify a unique trading partner. The Sender ID FEIN and Postal Code should be the same as those that will be used by the partner as the SENDER ID in the Header Record of all EDI transmissions from the partner:

**Sender ID FEIN:** \_\_\_\_\_ **Postal Code** (9 digits): { } - { }

**Physical Address:**

Address Line 1: \_\_\_\_\_  
Address Line 2: \_\_\_\_\_  
City: \_\_\_\_\_ State: { } Postal Code: { } - { }

**Mailing Address:**

Address Line 1: \_\_\_\_\_  
Address Line 2: \_\_\_\_\_  
City: \_\_\_\_\_ State: { } Postal Code: { } - { }

**Contact Information:**

- |  |   |
|--|---|
| <input type="checkbox"/> First Report of Injury (FROI) | <input type="checkbox"/> Subsequent Report of Injury (SROI) |
| <input type="checkbox"/> Proof of Coverage (POC)       | <input type="checkbox"/> Medical (MED)                      |

**Business Contact:**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Phone: \_\_\_\_\_  
FAX: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**Technical Contact:**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Phone: \_\_\_\_\_  
FAX: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**Claims Handling Location Contact:**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Phone: \_\_\_\_\_  
FAX: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**Preparer Information:**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Phone: \_\_\_\_\_  
FAX: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**EXHIBIT C - IAIABC  
ELECTRONIC TRANSMISSION PROFILE  
RECEIVER'S SPECIFICATIONS**

Receiver Name: State of Idaho Industrial Commission Date Prepared: \_\_\_\_\_  
(Jurisdiction Name & Workers' Compensation Agency Name)

Trading Partner Type:  Jurisdiction  Service Bureau  Other

Receiver ID: FEIN:826000952 Postal Code (9 digits): {83720\_\_\_\_\_} - {0041\_\_\_\_\_}

**Transaction Sets for this Profile:**

Transaction Information				Acknowledgment Information	
IAIABC	ANSI	Release	Version	Mode (EDI/Paper/None)	Production Response period
148	148	<u>1</u>		<u>EDI</u>	
A49	148				
POC	271				
MED	837				

**Transmission Frequencies for this Profile:**

Daily  
 Weekly Select Day: SUN MON TUE WED THU FRI SAT  
 Monthly Select Day (1-31): \_\_\_\_\_  
 Other: \_\_\_\_\_ Transmission Cut-off Time: \_\_\_\_\_ AM/PM

**Electronic Mailbox(s) for this Profile:**

Network:			Network:		
	Test	Production		Test	Production
Mailbox Acct ID:			Mailbox Acct ID:		
User ID:			User ID:		
Message Class:			Message Class:		

Network:			Network:		
	Test	Production		Test	Production
Mailbox Acct ID:			Mailbox Acct ID:		
User ID:			User ID:		
Message Class:			Message Class:		

**Secure File Transfer Protocol (SFTP) for this Profile:**

Web Site	Test	Production
URL:		
Security Protocol:		
Encryption Level:		

Flat File Record Delimiter:  Carriage Return (CR)  Carriage Return Line Feed (CRLF)

**ANSI Information:**

Segment Terminator:	ISA Information:	Test	Production
Data Element Separator:	Sender/Receiver Qualifier:		
Sub-Element Separator:	Sender/Receiver ID:		

**EXHIBIT D - IAIABC  
ELECTRONIC TRANSMISSION PROFILE  
SENDER'S RESPONSE**

Return this page to:

Receiver Name: Idaho Industrial Commission  
 Receiver ID: Receiver FEIN: 826000852\_\_\_\_\_  
 Receiver Postal Code (9 digits): {83720\_\_\_\_\_} – {0041\_\_\_\_\_}

**Sender Selections/Information**

Master Trading Partner Information:

Legal Name (no abbreviations): \_\_\_\_\_

Trading Partner Type: \_\_\_ Jurisdiction \_\_\_ Third Party Administrator \_\_\_ Employer  
 \_\_\_ Service Bureau/DCO \_\_\_ EDI Service Provider \_\_\_ Self-Insurer \_\_\_ Insurer  
 Other (specify): \_\_\_\_\_

Sender ID: Sender FEIN: \_\_\_\_\_ Sender Postal Code (9digits): \_\_\_\_\_

Transaction Sets for This Profile:

Transaction Information					Acknowledgment
IAIABC	ANSI	Release	Version	Projected # per Transmission	Mode (EDI/Paper/None)
148	148		1		EDI
A49	148	See Jurisdiction's Event Table			
POC	271				
MED	837				

Transmission Frequency (select only one from Receiver's options):

\_\_\_ Daily  
 \_\_\_ Weekly Select Day: SUN MON TUE WED THU FRI SAT  
 \_\_\_ Monthly Select Day (1-31): \_\_\_\_\_ Other: \_\_\_\_\_

Selected Media: \_\_\_ Network \_\_\_ Secure FTP

Electronic Mailbox for this Profile:

Network:		
	Test	Production
Mailbox Acct ID:		
User ID:		
Message Class:		

\*Secure File Transfer Protocol (SFTP) for this Profile:

Site	Test	Production
URL:		
Security Protocol:		
Encryption Level:		

\* See Instructions for additional information on securing Internet sessions.

# EXHIBIT E - IAIABC ELECTRONIC PARTNERING INSURER/CLAIM ADMINISTRATOR ID LIST

**TO: State of Idaho Industrial Commission**  
 EDI Coordinator & Technical Contact Information  
 IT Contact Name: Mary Stumpp \_\_\_\_\_  
 IT Contact Phone Number: 208-334-6039 \_\_\_\_\_  
 IT Contact E-mail Address: mstumpp@iic.idaho.gov \_\_\_\_\_  
 IT Contact Fax Number: \_\_\_\_\_

**FROM: (Trading Partner)** \_\_\_\_\_

**Legal Name (no abbreviations):** \_\_\_\_\_

**\*Sender ID FEIN:** \_\_\_\_\_ **\* Postal Code (9 digits):** \_\_\_\_\_ - \_\_\_\_\_

**Date Prepared:** \_\_\_\_\_

\* The **Sender ID FEIN** and **Postal Code** should be the same as those that your company will use as the SENDER ID in the Header Record of all EDI transmissions, and should match information submitted on your IAIABC Electronic Trading Partner Profile.

Provide the Insurer/Claim Administrator FEIN, full Legal Name, and Jurisdiction Assigned ID, if applicable, as assigned by the Jurisdiction for whose claims the Sender (Trading Partner) will be transmitting data. The Jurisdiction must notify the Sender of any discrepancy between the identifying information in the table and the Jurisdiction's present records. This list will be used to reconcile identification tables, whereas Insurer/Claim Administrator FEIN is the primary key. It is understood that this list will have entries added or removed from time to time, and those changes will be reported in accordance with jurisdiction requirements as outlined in the Trading Partner Documents Instructions.

#	Insurer/Claim Administrator FEIN	Insurer/Claim Administrator Legal Name
1		
2		
3		
4		
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11		
12		
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14		
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16		
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