

DECEMBER 13, 2023

PROOF OF COVERAGE

FYI-POC-ID-2023-02

Idaho—Proof of Coverage Update

The Idaho Industrial Commission (IC) is requiring that the Claim Administrator Federal Employer Identification Number (FEIN) and the Email Address data elements be reported through Proof of Coverage (POC).

Claim Administrator FEIN

The Idaho IC has been requiring the Claim Administrator FEIN since July 1, 2023. The Claim Administrator FEIN represents the FEIN corresponding to the Claim Administrator for the state being reported. It is reported on the Workers Compensation Insurance Organizations (WCIO) Workers Compensation Policy Reporting Specifications (WCPOLS) State Premium Record—Record Type 04.

NCCI's edit 0317-01, a Data Grade 6 (POC Error) edit, is given if the field is missing, not numeric, or invalid for states that require the Claim Administrator FEIN. The Data Grade 6 edit alerts you before we send the data to the POC state that would subsequently reject the data for these reasons. This edit has been turned on for Idaho since July 1, 2023.

The Idaho IC has been returning a Transaction with Error (TE) for Mandatory Field Not Present on the International Association of Industrial Accident Boards and Commissions (IAIABC) POC Coverage Provider Reject and Error Reports when the Claim Administrator FEIN was missing on all POC transactions since July 1, 2023. The TEs do not appear on your IAIABC POC Coverage Provider Monthly Outstanding Reject Report.

Effective January 1, 2024, the IC will return a Transaction Reject (TR) for Mandatory Field Not Present when the Claim Administrator FEIN is missing and for Not Statutorily Valid when the Claim Administrator FEIN is reported as all the same digits or the FEIN is not found on Idaho's authorized list of Claim Administrator FEINs. The State of Idaho requires all aspects of claims adjusting to be conducted in-state by an employee of the insurer or a licensed third-party claims administrator, and accordingly, they will not accept a Claim Administrator FEIN for an entity not established in Idaho. If you receive errors or rejections and believe the Claim Administrator FEIN submitted is correct, please reach out directly to Richelle Flores at the Idaho IC for assistance. You can reach her at Richelle.Flores@iic.idaho.gov or at 1-208-334-6010.

Email Address

The Email Address is reported on the Workers Compensation Insurance Organizations (WCIO) WCPOLS Address Record—Record Type 03. In July 2023, the Workers Compensation Insurance Organizations' Electronic Data Interchange Committee approved a new field to be added to WCPOLS to accommodate longer email addresses. The new field, Email Address - Continued, is found on the Address Record—Record Type 03 in WCPOLS in positions 162–186.

At this time, NCCI captures only the first 39 bytes of an email address when reported in positions 225–263. If data is reported in the new Email Address - Continued field, it will not be stored. In February 2024, NCCI will begin a project to allow for the processing of this new field. The project is tentatively planned to be completed by the third quarter of 2024.

Once the NCCI project is completed, email addresses can be reported as follows:

- Up to 42 bytes in the Email Address field, positions 225–266
- Up to 25 bytes in the Email Address - Continued field, positions 162–186

If an email address is truncated due to its length, you may encounter default Data Grade 3 edit 0314-01 for an invalid email address. If you are reporting an email address for an Idaho employer, you may encounter POC Error Data Grade 6 edit 0314-02 for the invalid email address if it is truncated.

The Idaho IC has been editing the Email Address field on all POC transactions since December 1, 2022, for policies effective December 1, 2022, and later. Idaho is returning a Transaction with Error (TE) for Mandatory Field Not Present when the email address is missing. The TEs only appear on your International Association of Industrial Accident Boards and Commissions (IAIABC) POC Coverage Provider Reject and Error Reports. The TEs do not appear on your IAIABC POC Coverage Provider Monthly Outstanding Reject Report.

The Idaho IC will continue to return the TEs until NCCI's project for accepting the new Email Address - Continued field is completed. When the Idaho IC changes its process to return a Transaction Reject (TR), NCCI will inform you in a circular.

Contact information

If you have any general data reporting questions, please contact NCCI's Customer Service Center

- by telephone at 800-NCCI-123 (800-622-4123), and select Option 6, or
- by email at data@ncci.com.

Hours available

We are here to assist you Monday through Friday, 8:00 a.m.–8:00 p.m. ET.