012. SUBMISSION OF FIRST REPORTS OF INJURY AND CLAIMS FOR COMPENSATION TO THE INDUSTRIAL COMMISSION.

01. Purpose. The Industrial Commission seeks to develop a form for reporting work-related injuries and occupational diseases that is compatible with emerging standards for electronic submission of data. This will allow for more timely entry of information into the database system from which statistical reports are generated by the Commission, reduce the paper that the Commission currently receives, and is expected to reduce the cost of reporting for insurance carriers, employers and the Commission. (3-25-16)

601. SUBMISSION OF FROI AND SROI

01. Purpose. Pursuant to Sections 72-602(1)-(2), Idaho Code, employers must submit a FROI and/or SROI in accordance with these rules.

02. Procedure for Submitting Claims. (3-25-16)

a. FROI & SROI EDI Reporting. The Commission requires electronic submission of a First Report of Injury (FROI) and a Supplemental or Subsequent Report of Injury (SROI) FROIs and SROIs in accordance with the most current versions of the IAIABC EDI Release 3.0 and the Commission's EDI Guides and Tables, for insurance carriers, in-state Claims Administrators, and self-insured employers, from any employer not otherwise exempt by these rules. Each FROI and SROI must comply with formatting requirements and must contain the information identified as those entities are not otherwise exempted by these rules. (_______) mandatory or mandatory conditional, as applicable.

b. Trading Partner Agreements. Before commencing with electronic reporting, trading partners shall sign a trading partner agreement with the Commission, which the Commission must approve prior to submitting reports. This agreement must provide the effective date to send and receive electronic reporting, self-insured employers reports, the acceptable data to be sent and insurance carriers, or their claims administrator, shall electronically submit a Trading Partner Agreement with the Commission, which must be approved by received, the Commission prior to initial data submission method of transmission to be used, and other pertinent elements. This agreement will identify the insurance carrier, the claims administrator, the sender of the electronic files, and the electronic filing method. To ensure the accuracy of reported data, the Trading Partner must maintain their profile to reflect changes as they occur. The and the Commission may make periodic audits of insurance carrier and self-insured employer trading partner files. In the event that a Trading Partner Agreement is entered into by a claims administrator, notice to the Trading Partner trading partner agreement is entered into by a claims administrator, notice to the Trading Partner trading partner of a FROI shall be deemed to be notice to the underlying insurance carrier or self-insured employer. The and the Commission may make periodic audits of insurance carrier and self-insured employer trading partner files. In the event that a Trading Partner Agreement is entered into by a claims administrator, notice to the Trading Partner trading partner of a FROI shall be deemed to be notice to the underlying insurance carrier or self-insured employer. (_______)

c. FROI. Each electronic First Report of Injury (FROI) must comply with the formatting requirements of the most current versions of the IAIABC EDI Claims Release 3.0 Implementation Guide and Idaho Industrial Commission Claims EDI Implementation Guide & Tables, and must contain the information identified as mandatory or mandatory conditional, as
d. SROI. Each electronic Supplemental or Subsequent Report of Injury (SROI) must comply with the formatting requirements of the most current versions of the IAIABC EDI Claims Release 3.0 Implementation Guide and the Idaho Industrial Commission Claims EDI Implementation Guide & Tables, and must contain the information identified as mandatory or mandatory conditional, as applicable.

e. Report Form and Content for Parties Exempt from EDI Requirements:

i. Individual injured workers, injured workers' legal counsel, and employers that are not insured are not required to comply with IAIABC EDI requirements for filing of the FROI and SROI. SROIs filed on legacy claims will not be accepted via IAIABC EDI Release 3.0 standards.

ii. Employers that are not insured, individual injured workers, and injured workers' legal counsel shall submit all FROI to the Commission on single-sided eight and one-half inch by eleven inch (8½” X 11”) white paper in a format substantially similar to Form 1A-1. Form 1A-1 is available from the Benefits Bureau of the Industrial Commission or on the Commission's website at www.iic.idaho.gov.

iii. Employers that are not insured, individual injured workers, and injured workers' legal counsel, shall submit all SROI to the Commission on single-sided eight and one-half inch by eleven inch (8¼” X 11") white paper in a format substantially similar to Form SROI-1. Form SROI-1 is available from the Benefits Bureau of the Industrial Commission or on the Commission's website at www.iic.idaho.gov.

b. Parties exempt from EDI requirements must submit FROIs on a form 1A-1 and SROIs on a form SROI-1, or in a format substantially similar. Both forms are available on the Commission’s website.

05. Retaining Claims Files. All insurance carriers and their claims administrators shall maintain their respective claim files in accordance with IDAPA 17.02.10, “Administrative Rules of the Industrial Commission Under the Workers’ Compensation Law—Security for Compensation—Insurance Carriers,” Section 051. IDAPA 17.02.11, “Administrative Rules of the Industrial Commission Under the Workers’ Compensation Law—Security for Compensation—Self Insured Employers,” Section 051. Upon request of the Commission, insurance carriers, claims administrators, or employers shall provide to the Commission, in whole or in part according to the request, a copy of the claim file at no cost to the Commission.

a. All insurance carriers, claims administrators, or employers shall retain complete copies of claims files for the life of the claim and a minimum of five (5) years from the date of
04. Filing Not an Admission. Filing a claim is not an admission of liability and is not conclusive evidence of any fact stated therein. If a claim is submitted electronically, no signatures are required.——(7-1-97)

0507. Filing Considered Authorization. Filing of a claim shall be considered an authorization for the release of medical records that are relevant to or bearing upon the particular injury or occupational disease for which the claimant is seeking compensation.——(7-1-97)

0608. Timely Response Requirement. When the Commission requests additional information in order to process the Claim, the claimant or employer shall provide the requested information promptly. The Commission request may be either in writing or telephonic.——(7-1-97)