EDI TEST and PRODUCTION GUIDELINES

I.   **EDI Test**

Before starting the testing process with Alabama Workers Compensation Division (AWCD), the following forms must be completed and filed with the AWCD EDI Business Contact:

> EDI Trading Partner Profile – Appendix C
> Transmission Profile – Sender's Response – Appendix F
> Insurer/Claims Administrator ID List – Appendix G

Each trading partner must test before using EDI to file Workers Compensation claims. During the testing process, First Reports of Injury claims already processed with AWCD should be used. The electronic claims test transactions will be compared to applicable claims already on file. The validation results must match.

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

AWCD EDI Business Contact 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 of Injury claims each.

Note: The second or third transmissions must contain a correction to a previously submitted form to verify trading partner's correction process. The third transmission should have no rejects.

OR

B.   For trading partners with a low volume of reports; three (3) consecutive transmissions of **less than** 10 first reports.

Note: The second or third transmissions must contain a correction to a previously submitted form to verify trading partner's correction process. The third transmission should have no rejects.

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

II.   **Moving from EDI Test to Production:**

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

o   The trading partner must complete, file, and receive AWCD approval for the EDI Trading Partner Agreement (Appendix B).

o   The trading partner will determine when to stop filing the applicable paper claims report and provide this date via Email to AWCD EDI Business Contact for coordination purposes. All First Reports of Injury claims will now be received and processed via EDI.

o   The trading partner's EDI status in our system 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.

o   An electronic acknowledgment will be returned for each electronic transmission received from the trading partner.

Production Changes:

Trading Partners may add or remove licensed carriers or approved self-insurers by updating its Claims Administrator ID List. Notification of such updates should be sent to AWCD EDI Business Contact within 7 days of the addition or removal.