

August 1, 2007

Special Attention: All Holders of WCIO Workers Compensation Data Specifications Manual

ALL ASSOCIATION MEMBERS

Circular Letter 07-1513

RE: Updated WCIO Workers Compensation Data Specifications Manual

In March 2007, the WCIO/EDI Committee met to review and discuss proposed changes to the ***WCIO Workers Compensation Data Specifications Manual*** and the ***Data Reporting Handbook***. The updated pages reflect the revisions as approved by the committee.

The updated version of the ***WCIO Workers Compensation Data Specifications Manual*** is now available on the WCIO Web site at www.wcio.org under the "Products" section. Revisions were also made to the ***Data Reporting Handbook***.

Please note the format in which the WCIO Workers Compensation Data Specifications Manuals are presented has recently been revised. This format revision will simplify the manner in which the bi-annual changes to manuals are made and published. The previous version of these manuals employed a very complicated header record that recited the date on which each specific and individual page had last been revised, and a footer record that showed a copyright date based on the last change made to each Manual page.

The reformatted WCIO Workers Compensation Data Specifications Manuals have adopted the following conventions:

- A common publication/effective date in each page header for a given version of the manuals.
- A footer record with a uniform copyright date based on the manual version's publication date.
- Section titles are spelled out in the page headers in lieu of an abbreviated, shorthand reference to page number.
- The Table of Contents now outlines manual structure only.
- The Index displays Subject Heading and Field Position in lieu of page number (which often changed from update to update under the previous presentation format).

The reformatted version of the WCIO Workers Compensation Data Specifications Manuals will continue to:

- Use the “track changes” feature.
- Publish a separate Summary of Changes document that will identify all pages that were changed in each published version of the manuals.

Each new version of the manuals will be accompanied by a chart listing all areas of the manuals that were modified with that version’s publication. The chart of revisions will provide the following information:

- Manual Specification Name or Document Name
- Section Number
- Record Name (if applicable)
- Field Number (if applicable)
- Field Name or Item Name (if applicable)
- Reason for the Update

Contact the appropriate individual insurance organization/jurisdiction concerning any questions you have regarding the additions, deletions, changes and any applicable effective date of this reprint. The contact person at MWCIA is Pam Flaten at 952.897.6417 or a message can be emailed to pam.flaten@mwcia.org.