

## 5 Frequently asked questions (FAQs)

**1) Are electronic submissions of first reports of injury mandated in the state of Minnesota?**

As of Jan. 1, 2014, Minnesota mandated the electronic submission of first reports of injury via EDI or its eFROI Web portal.

**2) What steps are required to become a trading partner with the Minnesota Department of Labor and Industry?**

There is a progression of steps that trading partners interested in the electronic submission of claim information to the department must follow. See section 4 of this implementation guide for details.

**3) Which IAIABC release standards does Minnesota accept?**

Minnesota DLI currently accepts the IAIABC Claims Release 3.0 standards.

**4) What EDI and eFROI transactions does Minnesota accept?**

The Minnesota Department of Labor and Industry currently accepts only the “claims” transactions using the IAIABC Claims Release 3.0 standards. The “proof of coverage” (POC) and medical transactions are not accepted by DLI. Within the “claims” transactions, only the FROI transaction is accepted.

**5) Does Minnesota accept “Subsequent Report of Injury” (SROI) transactions?**

No. The department currently does not accept any subsequent reporting (SROI) transactions; however, these transactions may be accepted in the future.

**6) What format of EDI submissions does Minnesota accept?**

The IAIABC Claims Release 3.0 standards only allow for the flat-file format of the transactions; therefore, this is the format that is accepted.

**7) What transaction record types (Transaction Set IDs (DN0001)) should be sent with the EDI transmission?**

Trading partners are required to send their EDI transmissions as batches of transactions. Each batch requires a header record (HD1) as the first record in the batch, followed by one or more FROI transactions (148/R21) and a trailer record (TR2) as the last record in the batch. EDI batches that do not follow these standards will be rejected.

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<b>Claims Release 3.0</b>	
HD1 (header record)	
148 R21	(one or more FROI transactions – comprising both a 148 and R21)
...	
TR2 (trailer record)	

**8) Can multiple batches be sent in a single EDI transmission file?**

Yes. Multiple batches can be sent in a single EDI transmission file when trading partners are using the Claims Release 3.0 standards. The acknowledgments for each batch will also be returned to the trading partner in a single acknowledgment transmission file when multiple batches are processed. If one of the batches in a multiple batch is rejected, all batches within the single transmission are rejected.

**9) Which maintenance type codes (MTCs) are accepted for FROI transactions?**

The codes that are accepted for the FROI transaction are given below.

<b>Claims Release 3.0</b>	
00	New claim
02	Update claim
04	Denial of claim – processed as 00
CO	Correction of claim
AU	Acquired/unallocated claim
See section 3.1 of this implementation guide for more details	

**10) How should EDI transactions be transmitted to the Minnesota Department of Labor and Industry?**

The department accepts EDI transmissions through several different communication interfaces. A direct connection to the department’s EDI FTP server is available to trading partners that wish to use secure FTP using FTP/TLS encryption. Ebix, HealthTech, ISO, Marsh ClearSight and Mitchell products are communication options used by many of the department’s current trading partners.

**11) Does Minnesota always send EDI acknowledgments?**

Yes. An acknowledgment transaction (AKC) is generated for each FROI transaction that is received. The acknowledgment file will contain a header transaction (HD1) as the first record and a trailer transaction (TR2) as the last record in the file.

**12) Is each trading partner required to accept acknowledgment files?**

The department requires the acceptance and processing of acknowledgment files to obtain sufficient data quality standards. It is expected the trading partner will send correction (MTC CO) or update (MTC 02) transactions to correct any errors identified in the originally transmitted transaction that was accepted with errors.

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**13) How often should EDI and eFROI data files be transmitted?**

This is generally dictated by the statutory reporting requirements. Each trading partner can schedule its EDI data files to be transmitted daily, multiple times during the day or at less frequent intervals throughout the week as necessary. The department currently accesses and processes EDI and eFROI transmissions three times each business day, at 7 a.m., 12 p.m. CT and 4:30 p.m. CT. Transmissions sent after 4:30 p.m. CT will be processed the next business day.

**14) Does the trading partner need to continue filing paper claims?**

The trading partner will be required to continue filing paper claims while testing the processes with the department. After full production implementation occurs, the submission of paper claims will be eliminated.

**15) Does Minnesota require the use of the jurisdiction (agency) claim number (DN0005)?**

Yes for MTC codes 02 and CO. The jurisdiction (agency) claim number is returned in the acknowledgment file for each FROI transaction processed. Minnesota processes rely on the jurisdiction claim number for processing of updates or corrections. Therefore, the trading partner will get a TR if that field is missing on those transactions. If the jurisdiction claim number is not available, contact the DLI EDI coordinator at [dli.edi@state.mn.us](mailto:dli.edi@state.mn.us) to obtain it.

**16) What if I need to change the SSN or date of injury on a claim?**

For EDI trading partners, the SSN and date of injury can be updated by using the MTC 02 transaction. For eFROI trading partners, the SSN and date of injury can be changed by using the eFROI Web portal.

**17) Is the Minnesota worker identification (WID) number available in the claim standards?**

The term WID number is specific to Minnesota. The IAIABC standards recently added DN0206 Employee Security ID. This is a 15-digit A/N field with the first two digits being the assigning jurisdiction's two-digit jurisdiction state code. In Minnesota, the digits following the "MN" in DN0206 will be the WID number, e.g., MN99999999. The Employee Security ID containing the WID number will be sent to the trading partner in the acknowledgment record starting in position 230 so that the trading partner can use it on any of its correspondence to parties on the claim. In the FROI R21 record layout, DLI will process DN0206 as part of the match data processing for MTCs 02 and CO. For further information about the WID number, visit the DLI website at [www.dli.mn.gov/WC/FaqWid.asp](http://www.dli.mn.gov/WC/FaqWid.asp).

**18) How do I get my account name that is required to be a part of the EDI data file?**

When you submit your trading partner profile and are approved for testing, the department will provide you with your assigned account name.

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**19) Why would a FROI be rejected as a duplicate filing if it has never been sent before?**

The most common reason is that the claim is already set up in the DLI system because of litigation documents being filed on the claim. Once a file is established, the Original (00) FROI can't be processed because the claim already exists. The trading partner should resend the Original (00) FROI as a Change (02) FROI using the jurisdiction claim number (DN0005) sent back to them in the acknowledgment record.

**20) Does Minnesota have Managed Care Organizations involved on claims and, if so, how is that information reported to DLI on the FROI?**

The use of managed care is voluntary for employers in Minnesota and there are three "certified" Managed Care Organizations that can be involved in claims. They are Corvel, GENEX Services d.b.a. Intracorp and HealthPartners. Because only one of these organizations can be involved on any given claim, the trading partner would report such an occurrence by sending the value 01 in DN0207 and the appropriate code 1, 2 or 3 in DN0208.

**21) Does Minnesota accept AQ transactions?**

No, Minnesota prefers all changes in claim administrator on accounts be reported via email. This will allow the department to change all claims for that account en masse instead of processing large quantities of individual AQ transactions on all the claims involved. Send changes to [dli.edi@state.mn.us](mailto:dli.edi@state.mn.us).

**22) Does Minnesota have any special reporting processes for asbestosis and other similar occupational disease cases?**

Most asbestosis cases involve multiple employers and insurers in a single litigated date of injury. When that occurs, DLI sets up a single case file for that date of injury and captures all the employers and insurers involved on the case in its litigation system. As such, the individual insurers involved do not need to file a FROI form via EDI or eFROI Web portal because their company is already part of the litigated claim.

**23) What if I need to change trading partner information?**

Contact the DLI EDI coordinator at [dli.edi@state.mn.us](mailto:dli.edi@state.mn.us) if you need to make changes to your trading partner profile after it has been received by the department (i.e., contact information, claim administrator address, FEINs, etc.). An email message may suffice or a revised trading partner profile form may be required.

**24) Are there any special requirements for sending first reports of injury for death or serious injury claims?**

Where death or serious injury occurs to an employee during the course of employment, the statutes require the employer to report the injury or death to DLI and the insurer within 48 hours after its occurrence. The initial report may be made by telephone or personal notice and must be followed up by a written report of the injury filed with DLI by the employer within seven days from its occurrence. The insurer may file the report on

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behalf of the employer via EDI or eFROI within the seven-day time period. If they do so, they must file the FROI electronically via EDI or eFROI Web portal. If the employer has already filed the written report, the insurer might have to send their first report of injury as a Change (02) FROI.

**25) Whom do I contact to assign an identification number when there is no Social Security number for an employee?**

Call Cheryl Scherbel, supervisor of Compliance, Records and Training, at (651) 284-5299.