

MEDICAL DATA CALL ELECTRONIC SUBMISSION GUIDELINES

A. Medical Data Call Overview and Resources

This document is intended to explain the standard electronic submission procedures for carrier groups that meet the Medical Data Call participation and eligibility requirements set forth in the Medical Data Call Manual. Please refer to the Medical Data Call Manual for participation and eligibility requirements as well as the Medical Data Call record layout, reporting requirements and the associated data dictionary. [Click on this link to view the Medical Data Call Manual on www.pcrb.com.](#)

The NCCI Medical Data Call was shared with the Workers Compensation Insurance Organizations (WCIO) and has been adapted into a flat file data specification referred to as the Workers Compensation Medical Data Call Reporting Specification, or by the acronym "WCMED."

As you read through the guidelines, note that blue stars have been strategically placed to point out valuable hints related to the topic.

In addition to these guidelines, additional reference materials that may assist in the proper submission are: Medical Data Call Manual, Medical Data Call Edit Matrix and Compensation Data Exchange (CDX) Users' Guide.

B. Submitting Files

Medical Data Call transactions are to be submitted electronically to the Bureau through CDX.

CDX is a self-administered service offered to carriers who are members of one or more of the ACCCT members. The use of CDX for the submission or retrieval of data and to provide access to other services or products is subject to availability and the terms and conditions of use established by ACCCT, Compensation Data Exchange, LLC., or individual DCOs. These guidelines may be accessed through the ACCCT web site at www.accct.org. ACCCT disclaims all liability, direct or implied, and all damages, whether direct, incidental, or punitive, arising from the use or misuse of the CDX site or services by any person or entity.

C. Set-Up

Before data submitters can send Medical Data Call test or production files using CDX, a completed CDX Insurance Group Administrator (IGA) Application must be on file. If you need to establish an IGA refer to the **Medical Data Call Manual or CDX Users Guide**.

★ If a carrier group has already established a CDX IGA and currently submits policy data (WCPOLS) or unit statistical data (WCSTAT) to the Bureau via CDX, a carrier does not need to submit an additional IGA application to submit the Medical Data Call.

★ Current CDX carrier group users only need to request that their carrier group IGA activate the **WCMED** file transfer option now available on CDX. By activating this option (button), it authorizes the carrier group to send this data type.

If you are unsure if you currently use CDX to submit or receive data, or you would like to know the name of the designated IGA within your organization, please contact the Bureau's Help Desk at (215) 320-4453.

Note that for carriers that use a Third Party Administrator (TPA), bill review vendor, or pharmacy vendor, the Bureau requires the CDX permission(s) to be handled through the standard TPA user setup within CDX. This means if you have vendors that report, you must have them set-up by your Carrier Administrator (CA) on your CDX account.

It is the Carrier Administrator's responsibility to manage all of the TPA user access to CDX.

D. Testing

Testing consists of the data provider creating a WCMED test file, file acceptance by CDX, file acceptance by

the Bureau, and a quality review of the accepted file.

1. Creating a Test File

Data providers must submit a file of detailed medical transactions. The data can be either current, live data or a set of historical data from the data providers systems. The reporting year must be within the past two years and transaction dates must be within the reporting quarter.

An **Electronic Transmittal Record (ETR)** and a **Submission Control Record** must be included in the test submission. To ensure that the entire file is properly formatted, refer to the Medical Data Call Manual and to the WCIO WCMED data specification. For further information on the ETR format, refer to the WCIO Data Specifications Manual, under the General section, where the ETR format is specified. Click on this link to view the [Universal Electronic Transmittal Record](#) layout in the Manual.

A single file should be submitted for testing. The volume of transactions should be between 5,000 and 50,000. The data file should include **original, cancellation and replacement types of transactions**. Note that when cancellations or replacements are sent, they must be related to the original transactions contained in the files submitted.



The Medical Data Call files utilize the same CDX naming convention used for all other Bureau products, e.g., WCSTAT and WCPOLS files. The first two positions of the file name must be "MC" for Medical Data Call and all other parts of the naming convention remain the same. **The following is an example of how to apply ACCCT's File Naming Convention for CDX.**

MCEP_SSSSC_RRRRR_CCYYMMDDHHMM.FFF

Where:

MC = Type of Data

MC = WCMED – Medical Call Data

E = Source

E = ACCCT's EDI

D = Direct FTP

M = E-mail

P = Data Type

P = Production

T = Test

_ = 1 underscore delimiter for readability

SSSSS = Sender Carrier/State Code (preceded by ZEROS if code is less than 5)

C = Sender Type

C = Carrier

T = TPA

D = DCO

_ = 1 underscore delimiter for readability

RRRRR = Receiver Carrier/State Code (preceded by ZEROS if code is less than 5)

_ = 1 underscore delimiter for readability

CCYYMMDDHHMM = Submission Date/Time

CC = Century (i.e. 20)

YY = Year (i.e. 03)

MM = Month (i.e. 01 thru 12)

DD = Day (i.e. 01 thru 31)

HH = Hour (on a 24-hour clock [i.e. 01 thru 24])

MM = Minute (on a 60-minute hour [i.e. 01 thru 60])

FFF = File Extension

BIN = Binary
TXT = Text

Please refer to the CDX Users Guide located on the ACCCT website for further information.

2. File Acceptance by CDX

CDX is the first step in the electronic file transfer process. CDX will electronically deliver your Medical Data Call (WCMED) file to the Bureau. CDX acceptance guidelines are very basic. CDX edits will consist of checking for the presence of both an electronic transmittal record and a submission control record which are needed to validate the record count and to grant the authority to send the WCMED file via CDX.

Note: When sending the submission control record, it is required to be at the end of the file. The data submission should have the ETR as the first record, then the medical data records, and finally the Submission Control Record as the last record in the file.

If the WCMED file is in order, the file will then be passed to the Bureau. CDX will automatically generate one email message when the file is received by CDX and a second email message when the file is successfully received by the Bureau.

3. File Acceptance by the Bureau

When CDX passes the file to the Bureau, the Bureau will check that the file meets those edits listed in the **Medical Data Call Edit Matrix** with a **Stage of Tracking** note of **"File Acceptance."**

If a file fails to meet any of the edits marked "File Acceptance", the file will be rejected by the Bureau and notification will be sent to the carrier via email message.

4. Quality Check

Once the file has been electronically accepted by CDX and the Bureau, the Bureau will provide feedback as to the quality of the test file. Feedback will consist of either recommendations for changes to pass the quality check or it will be noted that the file is accepted and the data has moved into the approval phase.

E. Approval

This is the final step of the process. If the Bureau concludes that the file has passed all the File Acceptance edits and the quality is suitable, the Bureau will notify the contact person via email and grant permission to send production files.

F. Medical Data Call Manager

The Medical Data Call Manager is available on the Bureau's website. This new web application will provide carriers, and their data providers, a central location to monitor their medical data call submissions, review quality statistics and download returned medical data call records.

The Medical Data Call Manager is being rolled out in two phases. The current release (Phase I) includes Submission Tracking functionality, and Phase II will include Quality Tracking and Quarter End Validation functionality. Phase II will be made available to carriers in the near future.

By using the secure portion of the Bureau's website, carrier users can request access to the Medical Data Call Manager from their Carrier Group Administrator (CGA) via the "Request Access to Application" link located within the blue or green side bar. The user will then be prompted to select the Medical Data Call Manager.