



Trading Partner Registration

Email: editpinfo@workcomp.virginia.gov | Toll-Free: 877-664-2566

The Virginia Workers' Compensation Commission currently uses the IAIABC Release 3.1 Format for the electronic submission of workers' compensation data. When an entity (Sender/Trading Partner) plans to exchange workers' compensation claims data electronically with the Commission, an electronic Trading Partner Profile must be submitted.

A Sender/Trading Partner who wishes to administer workers' compensation claims in Virginia is required to register at <https://wcs.iso.com/tp-register/login> and this must be completed prior to the Commission approving the entity for production in Virginia.

When information for a current Sender needs to be updated, the information must immediately be updated and submitted in order for the Commission to update our records and our vendor's system. This can be any of the Sender's information, including their contact information, or when a Claim Administrator is added or removed from under the Sender.

The information in this profile is not only essential to the Commission's claims processing system and to ensure transactions are acknowledged correctly but also for the issuance of quarterly Report Cards. Report Card grades are based on the acceptance, rejection, and timeliness of transactions and are comprised of the submitting Claim Administrators listed under each Sender. If the Commission does not have the correct Claim Administrators under each Sender, the grades calculated may be incorrect. In addition, these forms tell the Commission who to send the Report Card to each quarter and who approves requests to add additional people to receive a copy of the quarterly Report Card.

Terms to Know

Trading Partner: An entity that has entered into an agreement with another entity to exchange data electronically. For EDI purposes, this is the Claim Administrator.

Sender: The Sender is the master Trading Partner that is authorized to send electronic data via EDI on behalf of a Claim Administrator.

Claim Administrator: The legal name of the entity adjusting the claim. A Claim Administrator can either be a self-administered insurance carrier, self-administered self-insured employer, or a third-party administrator hired by an insurance company or self-insured employer to handle their workers' compensation claims.

Insurance Carrier: An Insurance Carrier is the insurance company, self-insured employer, or guarantee fund assuming the employer's financial responsibility for the claim.

Business Contact: The individual most familiar with the transmission and business processes, as well as data quality issues, within the business entity.

Technical Contact: The individual to be contacted if issues regarding the actual transmission process arise.



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Important Information to Know

- The information provided in this profile is used to populate the Commission's claims processing system and our vendor's system in order to identify valid submitters in Virginia.
- The listed Business Contact will receive all EDI business related emails. The email address must be to the person listed as the contact and not a group mailbox.
- In the Claim Administrator Section of the profile,
 - Each Claim Administrator FEIN can only be linked to one Sender.
 - Only Claim Administrators should be listed; not insurance carriers.
 - Insurance Carriers are tracked through NCCI and the Commission's Self-Insured Database.
 - The Mailing Address listed for each Claim Administrator listed will advise us where we should mail all claim correspondence. Please make note, Virginia only uses one mailing address per Claim Administrator Name/FEIN combo and does not capture an alternative address.
- The Comments section of the profile allows you to add, update, and remove any additional contacts you wish to receive a copy of the quarterly Report Cards alongside the list Business Contact. This will allow you to notify the Commission of these changes through the profile instead of reaching out individually.

Questions

My company no longer wishes to be listed as a Trading Partner with the Commission for the purpose of submitting workers' compensation claims data electronically. How can our entity become inactive in Virginia?

Email EDI at editpinfo@workcomp.virginia.gov advising the Commission's EDI QA team that you will no longer be submitting in Virginia and wish to become an inactive submitter. Please also provide information regarding who is taking over the handling of your currently active claims or any claims that may become active in the future. Providing this information will help us assist the Claim Administrator when they begin the process of taking over your active claims and also who to reach out to when one of the currently inactive claims becomes active in the future.

What do I do if my company chooses to become active again after being marked inactive?

Follow the new Sender process and submit a Trading Partner Profile to alert the Commission's EDI QA Team that your company wishes to become an active sender/submitter again.

Can a group email be used for any of the required contacts on the Trading Partner Profile?

Preparer Contact is preferred to be a direct email of the person listed as preparing the Partner Profile, but a group email address may be listed with the understanding that, at submission of the profile, should any issues arise with the information submitted or with getting any required updates, the responsibility of this information will fall back on the listed Business Contact.

Business Contact must be a direct email address. For EDI compliance purposes, we need verification that the Business Contact is the one who receives our courtesy follow-up for failure to respond to letters prior to a fine/penalty being issued or any issues with an EDI submission in order to streamline our processes; especially in those cases that may need to go to a hearing. If you are needing another team member to receive these emails in the Business Contacts absence, we suggest a rule being set-up or assistance received from your internal technical team to have those emails forwarded during that time.

Technical Contact can be a group email address.