



## WCSTAT SUBMISSION INSTRUCTIONS

Following are Wisconsin requirements for unit report electronic submissions. Before filing your first test submission, please contact Stephanie Staring at 262-796-4572 for scheduling.

### TESTING AND REQUIREMENTS

As another filing option for our membership, effective 7-1-01, Wisconsin began collecting unit statistical reports directly.

During testing, all carriers must submit “test” electronic submissions with duplicate hard copy unit reports for verification.

Carriers will be considered approved to submit production files when they have one successful test electronic file. (A successful test electronic file is a file where there are a limited number of errors with NO WCSTAT File pre-processing rejection errors and a file with no discrepancies between electronic transmission and hard copy reports.)

Your test file must contain one example of each of the following:

- **First Reports**

1. Experience Modification Factor
2. Split Unit Report Due to ARD or Experience Mod
3. Statistical Codes:

Premium Discount	0063/0064
Expense Constant	0900
Short Rate Penalty Premium	0931
Increased EL Limits	See WI Stat Plan
Minimum Premium Charge	0990
Increase on Outstanding Policies	0998
Decrease on Outstanding Policies	0994
WCPAP Premium Credit	9046
Waiver of Subrogation	See WI Stat Plan
Non-Ratable Element Codes	See WI Stat Plan
Per Capita Class	See WI Stat Plan
Volunteer Firemen	7709
Work Study Program	9428/9447
If Any (No Exposure) Unit Report	1111

- **Correction Reports**
  1. New loss claims
  2. Eliminated loss claims
  3. Updated loss claims
  4. New exposure codes
  5. Eliminated exposure codes
  6. Updated exposure codes
  7. ARD or Experience Mod Change
- **Subsequent Loss Reports**
- **Replacement Reports**

**Note:**

All statistical reports must be in accordance with the ASWG format adopted by WCRB on policies effective 1-1-96 and subsequent. For filing instructions, see the [Wisconsin Statistical Plan Manual](#) and the WCIO ([www.wcio.org](http://www.wcio.org)) [Workers Compensation Data Specifications Manual](#), General and WCSTAT sections.

**Hard Copy Unit Reports**

You must submit a set of hard copy unit reports for verification in testing. These hard copies must arrive with the test electronic submission.

ELECTRONIC UNIT STATISTICAL FILES MUST BE TRANSMITTED TO WCRB VIA CDX ([See General Circular 468](#), dated September 29, 2004 for more information).

**SUBMISSION INSTRUCTIONS**

We accept submissions only via the Compensation Data Exchange LLC (CDX) application.

**Compensation Data Exchange LLC (CDX)**

CDX is an internet-based service that facilitates the electronic transmission of worker's compensation data between member Insurers and Data Collection Organizations. Please visit the ACCCT Web site for more information at [www.accct.org](http://www.accct.org).

**Transmittal Requirements**

Refer to the General section of the WCIO Worker's Compensation Data Specifications Manual for the electronic transmittal requirements.

**Data Set Name**

Suggested Data Set Name Format: 12345\_WI\_UnitStat\_mm\_dd\_yy  
(carrier code in this example is 12345)

**Note:**

Carrier code is required to be listed within each data set name.

WCRB adopted ACCCT's file naming convention for all electronic submissions sent to the Bureau. This change will only affect files submitted from carrier systems directly to CDX and does not affect any carrier using BEEP, as this naming convention is built into the application. See [General Circular 508](#) for additional information.

**Quantity of Data**

Each test file must have between 25 and 50 unit reports. If this is not possible due to your company's volume of units submitted, please contact Kay Higgins for assistance.

**Type of Data**

Submit "live" production data. If live production "test" data is not available, please make prior arrangements for the submission of artificial data.

**CONTACT INFORMATION**

We hope to maintain a very high level of communication with each carrier during the test phase. Immediately after we process each file, we will contact you with the results. If you have any questions, please contact:

**Stephanie Staring**

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