

Working together toward data reporting success



Detailed Claim Information via DCA Access® Online User's Guide

# 2015 Data Educational Program

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# Overview

### Data Overview—Detailed Claim Information (DCI)

- The Call for Detailed Claim Information (DCI) is a data collection program monitored by NCCI, whereby insurance companies furnish specific information on workers compensation indemnity claims for NCCI and independent bureau states.
- Carriers are required to report all Death and Permanent Total disability claims along with a specified percentage of open and closed indemnity claims per state sampling ratio table.
- If indemnity benefits have been incurred or reserved as of loss valuation, the claim may be eligible for reporting.
- □ For NCCI states, the 18-month valuation report level must be sent to NCCI within 90 days after the valuation date. For Texas, the initial reporting occurs with the 6-month valuation report level.
- Subsequent valuations must take place every 12 months thereafter until the claim is closed, has reached the 138-month report level, or has been reclassified as:
  - Medical-only
  - Federal Act
  - Non-DCI jurisdiction state
- Error-Free and DCI reports containing default errors will be placed on the production database. Reports that reject continue to be expected and may be considered overdue.

## **DCI Process Flow**

- DCI reports are submitted to NCCI.
- □ The claim records go through NCCI's editing process.
- DCI Submission Results Report is produced.
- DCI data that rejects remains in the staging database until the specific report is corrected and resubmitted, reaches 120 days from the submission date, or the carrier opts to delete the reject from the system.
- DCI data with default errors moves to the production database awaiting possible correction.
- Detailed Claim Information via DCA Access<sup>®</sup> Online displays both production data and rejected data.

## Detailed Claim Information via DCA Access<sup>®</sup> Online

**Detailed Claim Information** via **DCA Access<sup>®</sup> Online** is a comprehensive Web-based tool used to easily search, view, and print claims with a Reported to Insurer Date of September 2009 and later. Subscribing to the update capabilities in **Detailed Claim Information** via **DCA Access<sup>®</sup> Online** allows you to add, update, and delete DCI claims. You can:

- □ Add subsequent valuation report levels for NCCI states and Texas
- D Pre-edit your data online prior to submitting the file to production
- Replace DCI claims online
- Delta Update and resubmit rejected claims online
- Import DCI data files for processing

#### Additional benefits include:

- □ Available to NCCI affiliates at no charge via ncci.com
- □ Instant access to claims with a Reported to Insurer Date of September 2009 and later
- □ Viewing/printing DCI reports
- Doline tracking of claims that have been accepted OR rejected
- □ Real-time processing of online submissions
- Electronic file of your transactions returned in a data file to your *Data Transfer via the Internet* mailbox for updating your database

## DCA Access<sup>®</sup> Online—Logging In

□ From the **ncci.com** home page, enter your **User ID** and **Password** in the **Log In** box (1). Check the **Remember Me** box and click **Sign In** (2).



□ To access the *Detailed Claim Information* tool, go to My Preferences (1) and, under Data Reporting Tools (2), click DCA Access<sup>®</sup> Online (3).



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# DCA Access<sup>®</sup> Online—Home Page Features

□ The *DCA Access<sup>®</sup> Online* main page displays.

A Access <sup>®</sup> Online	
elcome to NCCI's <i>DCA Access<sup>®</sup> Online</i> , a data tool that allows you to access, enter, and update your POLICY, UNIT, URC, and I data. You can also view and update Notifications, access reject and error information, generate reports, and view your verage provider information.	Enhancements As of 7/1/2014 DCA Access® Online has been updated to remove the DCI Runoff tab from the DCI main menu dropdown and access to all DCI Runoff
System Alerts and Information	Reports have been discontinued. For additional information: <u>View Release Notes</u>
	Quick Links           Data Manager Dashboard           Data Transfer via the Internet           Manuals Library           Policy Edit Matrix           DCI Edit Matrix
mer © 2000 - 2014 National Council on Compensation Insurance, Inc. All Rights Reserved.	
Click the DCI tab.	

# DCA Access<sup>®</sup> Online

Policy

Welcome to NCCI's *DCA Access<sup>®</sup> Online*, a data tool that allows you to access, enter, and update your POLICY, UNIT, URC, and DCI data. You can also view and update Notifications, access reject and error information, generate reports, and view your coverage provider information.

DCI

Provider

Notifications

Help

URC

#### Do Not Show Rollover

<ul> <li>You will be brought</li> <li>From this main page September 2009 an</li> <li>See below for a breamain page.</li> </ul>	to the <i>Detailed Claim Information</i> tool. e, you can access data for all claims with a Repo d later. akdown of each of the sections on the <i>Detailed</i> o	orted to Insurer Date of Claim Information tool's
Age My Data Tools and Information	Summary of the functionality within the tool.	Provides the latest updates.
The Detailed Claim Information (DCI) applici manage their DCI data. Users can create, view a reports and extracts of DCI claims with Reported System Alerts and Informat There are no alerts at this time. Provides notification of any system issues.	ation is an NCCI data collection system that provides users the ability to and update DCI data, as well as, import data files, track submissions, generate d to Insurer Dates of September 2009, or later. Ition	Latest Enhancements As of 10/29/2014 The Detailed Claim Information tool has been updated with the following enhancements: • The Update tab under the Manage My Data dropdown has been renamed to Search Rejected and Saved Claims • The Reports tab has been added to the Manage My Data dropdown For additional information: <u>View Release Notes</u> Quick Links Data Manager Dashboard Data Transfer via the Internet Manuals Library
	rright 2010 - 2014 National Council on Compensation Insurance, Inc. All Rights Rese <u>My Preferences</u>	Provides direct links to additional data-related information via <b>ncci.com</b> .

# **Detailed Claim Information Tool's Menu Option**

The *Detailed Claim Information* tool's **Manage My Data** menu option allows you to search and view Detailed Claim Information that is in NCCI's production and staging databases. If you signed up for the update capability, you can create new claims, enter subsequent and replacement claims, and update and resubmit rejected data.

Detailed	Claim Information	
nage My Data Tools and Information	1	
Search Create Search Rejected and Saved Claims Import File Track Submissions Data Extract Reports	ation ) application is an NCCI data collection system that provides users the can create, view and update DCI data, as well as, import data files, track racts of DCI claims with Reported to Insurer Dates of September 2009, or prmation	Latest Enhancements As of 10/29/2014 The Detailed Claim Information tool has been updated with the following enhancements:
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		Quick Links Data Manager Dashboard Data Transfer via the Internet Manuals Library

Manage My Data also allows you to:

- Import your DCI file through the tool (using the proper naming convention) to submit your data to
  production
- Pre-edit your claim data prior to submitting your production file
- Track the status of your submissions to see whether they have been accepted or rejected
- Extract claim data from our database to update your systems or to create subsequent reports
- View NCCI-Generated Reports

# Manage My Data—Search

The Search option allows you to:

- Locate All Claims, Expected Claims, and Overdue Claims from NCCI's database
- View Claim Detail
- Create Subsequent Reports
- Create Replacement Reports
- Delete Claims
- Generate DCI Reports

## **Locating DCI Claims**

□ To locate claims in the *Detailed Claim Information* tool, select **Search** from the **Manage My Data** drop-down menu.

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		<ul> <li>The Reports tab has been added to the Manage My Data dropdown</li> </ul>
		For additional information: View Release Notes
		Quick Links

#### □ The following search screen displays.

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Search All Clair	ms							Hide Claim Filter
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To view all Non- rejected Claims, select filter criteria	Valuation Level	Latest 🔻		Jurisdiction State	All 👻	Policy Number		
and click on Search.	Claim Status	All	•	Edit Number		Submission ID		
		Search Reset						

□ You have several options when performing a search from the search screen:



Select **All Claims** from the drop-down menu to view all claims within a selected search criteria with an RTI date of September 2009 and later—including original, subsequent, and replacement reports—that have been accepted by NCCI.

Texas Note: Search includes all claims with an RTI date of September 2010 and later.



Select **Overdue Claims** from the drop-down menu to view subsequent reports that were due to NCCI but not received.

Expected Claims 💙

Select **Expected Claims** from the drop-down menu to view subsequent reports that are to be valued or are due to NCCI.

**D** To perform a general search, select **All Claims** from the drop-down menu.

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and click on Search.	Claim Status	Edit Submis	ssion
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#### □ Enter your search criteria, such as **Claim Number** (see below), and click **Search**.

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To view all Non-rejected Claims, select filter       All       Policy       Claim State       All       Policy       Number       Claim State       All       Policy       Number       Edit       Number       Edit       Number       State       Number       State       Number       Edit       Number       Number       Edit       Number       State       Number       State       Number       State       Number       State       State       Number       State       State       Number       State       State       Number       State       Number       State	To view all Non- rejected Claims, select filter on Search. ID Policy Number Policy Number Claim All  Policy Number Claim Status All  Policy Number Claim Stat	To view all Non- rejected Claims, state Submission on Search. All V State Submission on Search. All V State Submission ID Policy Number Policy Number State State Claim All V Number State State State Claim All V State State St	To view all Non- rejected Claims, salest filter criteria and click on Search. Sport details of selected claims to xport details of selected claims to xport details of selected claims to xport details of selected claims to Search Real Search R	Claim Number C2depp210101 Insurer Date	Provider ID	Level Latest Valuation	
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				99988 C2DEPP210101 WC2DEPP21010101 030 0 01/01/2008	01/01/2008 05 0	11/8/2010 3:03:15 F	

11 © Copyright 2015 National Council on Compensation Insurance, Inc. All Rights Reserved. □ Click the plus sign (+) next to the **Coverage Provider ID** to view all Valuation Levels received for a specific claim.

Ð										
		Cov Provider ID	<u>Claim Nu</u>	umber	Policy Number	Valuati	on Level	Data Grad	de <u>Repo</u>	orted t
		99988	C2DEPP2	10101	WC2DEPP21010101	. <u>o:</u>	<u>30</u>	0		01/0
Valuation Levels										
		Valuati	on Level		<u>N</u>	CCI Proces	sed Date/	<u>lime</u>		
	1	<u>U</u>	<u>18</u>			11/8/2010	3:03:04	РМ		- 1
	+	0.	30			11/8/2010	3:03:15	PM		_
Ŧ										
To see of selected claims t	details of	a specific D	CI claim v	valuatic	on, click the und	erlined <b>V</b>	'aluatio	n Level	number	
To see of selected claims to sel	details of	a specific D	CI claim v	valuatio	on, click the und	erlined <b>V</b>	′aluatio	n Level	number.	
To see o selected claims t 靴 or 집 or ᆋ	details of	a specific D	CI claim v	valuatic 1 mat	on, click the unde	erlined <b>V</b>	'aluatio	n Level	number.	
To see of selected claims t Mor 配 or 꾀, ov Provider ID	details of	a specific Do	CI claim	valuatic 1 mat	on, click the unde ching record(s) found. <u>Reported to Insurer Date</u>	erlined <b>V</b> <u>Pol Eff Date</u>	Valuatio	on Level <u>Claim Status</u>	number.	NCCI P

□ The following claim detail screen appears.



- □ When searching for Overdue Claims, a search filter is not required; however, using a filter will narrow your search results.
- □ To search for claims that were expected but not received by the due date to NCCI, select **Overdue Claims** from the drop-down menu.

Detailed Claim	Information	Searc	h Claims		
Manage My Data Tools and Informatio Search Claims	n Ourretus Claime	Select Type of	Search: Claims	All Claims All Claims Overdue Claims Expected Claims	×
Claim Filter To view all Overdue Claims, select filter criteria and click on Search.	Reported To Insurer Date Months Overdue All V	To	Coverage Provider ID All	Valuation Level Latest V	Hide Claim Filter
		_			Search Reset

- □ The Search Claims screen appears with the following **optional** filter criteria:
  - Reported to Insurer Date (range)
  - Coverage Provider ID
  - Valuation Level
  - Jurisdiction State

□ In this example, **Coverage Provider ID** and **Jurisdiction State** are used for the search filter.

Search Claims	
Select Type of Search:	Overdue Claims 💌
Search Overdue Claims	<u>Hide Filter</u>
	Reported To Insurer Date To To Coverage Provider ID 99990 Valuation Level Latest V Jurisdiction State 28-NH V
To view all Overdue Claims, select filter criteria and click on Search.	Months Overdue All
	Search Reset

□ Search results appear at the bottom of the screen.

Export *details* of selected claims to  $\mathbf{E}$ Export all rows to  $\mathbf{E}$  or  $\mathbf{E}$  or  $\mathbf{E}$  The **Months Overdue** column lets you know how many months overdue the claim is.

				16 mat	ching record(s) four	ıd.				
	Cov Provider ID	<u>Claim Number</u>	Policy Number	Valuation Level Due	Valuation Level	Reported to Insurer Date	Pol Eff Date	Juris State	Months Overdue	Claim Rejected
ŧ	99990	ODRJTDEP3222	WCODRJTEP3222221	030	<u>018</u>	05/01/2006	05/01/2006	28	21	Y
÷	99990	ODRJTDEP3555	WCODRJTEP3555551	030	018	08/01/2006	08/01/2006	28		Y
ŧ	99990	ODRJTDEP3888	WCODRJTEP3888881	030	<u>018</u>	11/01/2006	11/01/2006	28		Y
±	99990	ODRJTDEP3111	WCODRJTEP31111111	030	018	The Claim R	ejected	column	lets you	Y
ŧ	99990	ODDEP2222221	WCODEP2222221	030	<u>018</u>	know if the cla	aim is o	/erdue	because it	
÷	99990	ODDEP3222221	WCODEP3222221	042	030	rejected and resubmitted.	neeas to	be up	dated and	
÷	99990	ODDEP4222221	WCODEP4222221	054	042	05/01/2005	05/01/2005	28	9	
÷	99990	ODDEP5222221	WCODEP5222221	066	054	05/01/2004	05/01/2004	28	9	
ŧ	99990	ODDEP2555551	WCODEP2555551	030	018	08/01/2007	08/01/2007	28	6	
±	99990	ODDEP3555551	WCODEP3555551	042	030	08/01/2006	08/01/2006	28	6	
+	99990	ODDEP4555551	WCODEP4555551	054	<u>042</u>	08/01/2005	08/01/2005	28	6	

□ To search for claims that NCCI is expecting to receive, select **Expected Claims** from the dropdown menu.

Manage My Data Tools and Info	aim Information	Search Claims	
Search Claims		Select Type of Search:	All Claims 💌
Select Type of Search:	Expected Claims	Search All Claims	All Claims Overdue Claims Expected Claims
To view all Expected Claims, select filter criteria and click on Search.	Valuation Level Latest	Jurisdiction State All	Search Reset
		@ Copyright 2010 National Cot	uncil on Compensation Insurance, Inc. All Rights Reserved. /ly Preferences   Disclaimer

- **D** The Search Claims screen appears with the following **optional** filter criteria:
  - Reported to Insurer Date (range)
  - Coverage Provider ID
  - Valuation Level
  - Jurisdiction State

The Expected Search screen has an additional search filter drop-down menu:

Search All Claims Expected at NCCI V

This option allows you to search for all claims that are expected at NCCI (with various valuation and due dates).

Search Claims Due within 3 months

This option allows you to search for all claims that have already been valued and are due to NCCI within three months.

Search Claims Valued within 3 months 💙

This option allows you to search for claims that will be valued within three months of the date you are in the tool.

When searching for Expected Claims, a search filter is not required; however, using a filter will narrow your search results.

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**I** In the following example, the search is performed by using Coverage Provider ID 99990.

Detailed Claim 1	nformation		Main Page   Log Out	Search
Manage My Data Tools and Informa	ation			
Search Claims				
Select Type of Search:	Expected Claims 💌			
Claim Filter	search All Claims Expected at NCCI 💙	Reported To	Coverage Provider I	Hide Claim Filter
To view all Expected Claims, select filter criteria and click on Search.	Valuation Level Latest 💌	Jurisdiction State All 💙		
			(	Search Reset

**D** The following search results appear at the bottom of the search screen.

								you kı is due	now wł	hat month the re	eport	
45 matching record(s) found.												
		Cov Provider ID	<u>Claim Number</u>	Policy Number	Valuation Level Due	Valuation Level	Reported to Insurer Date	Pol Eff Date	<u>Juris State</u>	NCCI Processed Date/Time	Report Due	Report Valued
+		99990	C1DEP18R0101	WC118R10201	030	018	02/01/2008	02/01/2008	05		11/2010	08/2010
+		99990	ODDEP2111111	WCODEP21111111	07	018	02/01/2008	02/01/2008	28		11/20	08/2010
+		99990	ODDEP3111111	WCODEP31111111		<u>030</u>	02/01/2007	02/01/2007	28		/ /	08/2010
÷		99990	ODDEP4111111	WCODEP41111111	/ \	042	02/01/2006	02/01/2006	28	/	/ /	08/2010
+		99990	000005111111	WCODED51111111		054	02/01/2005	02/01/2005	28		þ	08/2010
÷		99990	Valuatio	on Level D	ue is the	na to	02/15/2008	<sup>02</sup> The	Repo	rt Valued colum	nn lets	2010
+		99990	receive.				03/01/2008	os you	know	what month the	claim	2010
±		99990	ODDEP2121212	WCODEP21212121	030	018	03/01/2008	03 sho	uld be	valued.		2010
±		99990	ODDEP3121212	WCODEP31212121	042	030	03/01/2007	03/01/2007	41		12/2010	09/2010
±		99990	ODDEP4121212	WCODEP41212121	054	042	03/01/2006	03/01/2006	41		12/2010	09/2010
+		99990	ODDEP5121212	WCODEP51212121	066	054	03/01/2005	03/01/2005	41		12/2010	09/2010
+		99990	C1DEPKFC0101	WC1KFC10301	030	018	03/15/2008	03/01/2008	05		12/2010	09/2010
+		99990	ODDEP2111111	WCODEP2111111	030	018	04/01/2008	04/01/2008	05		01/2011	10/2010
٠		99990	ODDEP3111111	WCODEP3111111	042	030	04/01/2007	04/01/2007	05		01/2011	10/2010

The Report Due column lets

ardless of the type of sea on of being able to create	arch selected, once you a subsequent, create	are at the DCI Claim a replacement, or dele	Detail screen, you te a claim.	have the
Create Subsequent	Create Replacem	ent Delete		

## **Creating a Subsequent Report**

**D** To create a subsequent report, click **Create Subsequent**.

Manage My Data Tools and Information					
Create Subsequent Create Replacen	Delete				
		Concerned Claim Information			
Link Data Current Keys P	revious Keys	General Claim Info	ormation	Processing In	formation
Claim Number C2DEP1212121		Accident Date	03/01/2009	Replacement	
Policy Number WC2DEP1212121		Accident State	41-TN	Data Grade	0
Reported To Insurer Date 03/01/2009		Extraordinary Loss Event	41-1N N	NCCI Processed Date	e 11/08/2010
Policy Effective Date 03/01/2009		Claim Status	ŵ	Submission Type	PD
Valuation Level 018		Closing Date		User ID	923134
				View Replacem	ent History
		Claimant & Employer Informat	ion .		
Claimant Information	Iniury	Loss Condition Code	Clain	nant - Employer Informatio	on
Claimant Gender 🔱 1	Description	Type of Claim 01 👾	Impairment/Disability	Percentage	000
Birth Year 1981	Part of Body Code 31	Type of Loss 01Ŵ	Impairment Percenta	ge Basis Code	4
Hire Year 2001	Nature of Injury	Type of Recovery 014	Pre-Injury/Average W	/eekly Wage Amount (\$)	500
Classification Code 8810	Cause of Injury		Method of Determinin	g Pre-Injury/Average Weekly	Wage Code 🛛 🔍 🛛 🛛 🔍 🔍
Maximum Medical Improvement Date	Code 27		Post Injury Weekly W	age Amount (\$)	1,500
Return to Work Same Rate of Pay			Claimant Has Attorne	y or Authorized Rep	N
Retain to work bate			Case is or Has Been (	Controverted/Disputed	N
		Claim Expense & Payment Inforn	nation		
Lump Cum Cattlement	Vacational Dababilitation Ame	unt	laakku Banafit	To surred 1	)aid Aggrogato Infan
Repetite Covered	Paid	unt W	baid to Date		mnity Amount Total (¢)
Code (\$)	Evaluation Expenses (\$)	0 Type (\$)	alu to Date Weekly (\$)	Incurred Medi	ical Amount Total (\$)
	Maintenance Benefits(\$)	0 024	0	0 Recovery Rei	mbursement Amount (\$
	Education Expenses (\$)	0		Total Paid Me	dical Amount (\$)
	Other (\$)	0		Medical Paym	ents Extinguished
				Based on Lum	p Sum Settlement
				Claimant Lega	al Amount Paid (\$)
				chipioyer Leg	ar Amount Palu (ş)
		Errors			

□ The Subsequent Report template displays with certain fields prepopulated from the previous valuation.

Save Submit Reset		Coneral Claim Information	
Link Data         Current Keys           Claim Number         C2DEP           Policy Number         WC2DEP1212           Coverage Provider ID         Reported To Insurer Date           Policy Effective Date         0           Valuation Level         0	Previous Keys       1212121       12121       2121       99990 ▼       13/01/2009       030	General Claim Information         Accident Date       03/01/2009         Accident State       41-TN v         Jurisdiction State       41-TN v         Extraordinary Loss Event       N v         Claim Status       ij 0 v         Closing Date       00/00/0000	Processing InformationReplacementImage: Colspan="2">Image: Colspan="2"NCCI Processed DateSubmission TypeDDUser ID923134
	E Cla	nimant & Employer Information	
Claimant Information Claimant Gender Hirth Year Lire Year Classification Code Iaximum Medical Improvement Date 00/ Leturn to Work Same Rate of Pay Leturn to Work Date 00/	Imjury       Code         Description       Code         1981       Part of Body       31 • iv         2001       Nature of       59 • iv         1001       Cause of       27 • iv         100/0000       •       •         •	Loss Condition       Code         Type of Claim       01 v       iii         Type of Loss       01 v       iii         Type of Recovery       01 v       iii         Pre-Injury/Average Weekly W Method of Determining Pre-Injury Weekly Wage Amore Claimant Has Attorney or Auth Case is or Has Been Controver	t - Employer Information age 000 Code ↓0 ♥ /age Amount (\$) 500 jury/Average Weekly Wage Code ↓1 ♥ pount (\$) 1500 horized Rep N♥ erted/Disputed N♥
	E Claim	Expense & Payment Information	
Lump Sum Settlement enefits Covered Amount Paid ode (\$)	Vocational Rehabilitation Amount Paid       B         Evaluation Expenses (\$)       0         Maintenance Benefits(\$)       0         Education Expenses (\$)       0         Other (\$)       0	Weekly Benefit       Lenefit     Amount Paid to Date (\$)     Weekly Amount (\$)       02 ♥ ↓     0     0	Incurred-Paid Aggregate Information         Incurred Indemnity Amount Total (\$)       0         Incurred Medical Amount Total (\$)       0         Recovery Reimbursement Amount       0         (\$)       0         Total Paid Medical Amount (\$)       0         Medical Payments Extinguished       N         Based on Lump Sum Settlement       0         Claimant Legal Amount Paid (\$)       0         Employer Legal Amount Paid (\$)       0

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2015 Data Educational Program		
Detailed Claim Information via DCA Access <sup>®</sup>	<b>Online User's</b>	Guide

• Ensure that all fields are valued correctly and select **Submit**.

Once you've entered your subsequent claim information, you have three options:

Save Submit Reset

If you are unable to submit the claim immediately, you can **Save** your work for up to 24 hours.

Once you've completed all your updates, you can **Submit** your claim to production.

To clear all your changes, you can **Reset** the page and start over.

If you choose to save your entry, the following message appears:

Claim information was added successfully. Please note: The Submit button must be clicked for all changes to be processed. You MUST SUBMIT these changes within 24 hours or the changes will expire and must be reentered.

If you submit a claim that has been rejected in our database, the following message appears:

Key fields match a Rejected claim in the Staging database. Do you want to update the rejected claim?

Yes No

If you select **Yes**, a screen to update the rejected fields displays.

If you select No, the claim displays.

## **Creating a Replacement Report**

## D To create a replacement report, click Create Replacement.

Detailed Claim Information	Main Page   Log Out Search Go
Manage My Data Tools and Information Create Subsequent Create Replacement Delete	
Claim Number C2DEP1212121 Accident State 41-TN	Processing Information Replacement Data Grade 0
Coverage Provider ID     99990     Jurisdiction State     41-TN       Reported To Insurer Date     03/01/2009     Extraordinary Loss Event     N       Policy Effective Date     03/01/2009     Claim Status	NCCI Receive Date         11/08/2010           NCCI Processed Date         11/08/2010           Submission Type         PD           User ID         923134           View Replacement History
Claimant & Employer Information         Claimant Information         Claimant Gender	mployer Information       age     000       Code     iv       lage Amount (\$)     500       jury/Average Weekly Wage Code     iv1       sunt (\$)     1,500       norized Rep     N       rted/Disouted     N
Claim Expense & Payment Information	
Lump Sum Settlement     Vocational Rehabilitation Amount Paid     Weekly Benefit       Benefits Covered Code     Amount Paid (\$)     Evaluation Expenses (\$)     0       Maintenance Benefits(\$)     0       Education Expenses (\$)     0       Other (\$)     0	Incurred-Paid Aggregate Information           Incurred Indemnity Amount Total (\$) 49,000           Incurred Medical Amount Total (\$) 0           Recovery Reimbursement Amount (\$) 0           Total Paid Medical Amount (\$) 0           Medical Payments Extinguished           Based on Lump Sum Settlement           Claimant Legal Amount Paid (\$) 0           Employer Legal Amount Paid (\$) 0
Errors	
Edit Number Data Grade Field Name Reported Value Defaulted Va No Errors	lue Error Description

The Replacement Report template displays with certain fields prepopulated from the previous claim screen.

Save Submit Reset	Gen Previous Keys Valuation level remains the same. 9 9 018	General Claim Information         Accident Date       03/01/2009         Accident State       41-TN •         Jurisdiction State       41-TN •         Extraordinary Loss Event       N •         Claim Status       ij 0 •         Closing Date       00/00/0000	Replacement "R" indicator is auto-populated. Processing Information Replacement R Data Grade 0 NCCI Receive Date NCCI Processed Date Submission Type DD User ID 923134
	- Claima	nt & Employer Information	
Claimant Information         Claimant Gender       1         Birth Year       198         Hire Year       200         Classification Code       881         Maximum Medical Improvement Date       00/00/0000         Return to Work Same Rate of Pay       00/00/0000         Return to Work Date       00/00/0000	Injury Description     Code       Part of Body Code     31 • ij       Nature of Injury Code     59 • ij       Cause of Injury Code     27 • ij	Source       Code         Idition       01       i         e of Claim       01       i         e of Loss       01       i         overy       01       i         Other Loss       01       i         Output       i       i         Pre-Injury/Average       We         Method of Determining       Post Injury Weekly Wa         Claimant Has Attorney       Case is or Has Been Comparison	imant - Employer Information         Percentage       000         Percentage       000         Basis Code       iv 0 v         ekly Wage Amount (\$)       500         Pre-Injury/Average Weekly Wage Code       iv 1 v         ge Amount (\$)       1500         or Authorized Rep       N v         ontroverted/Disputed       N v
	Claim Exp	pense & Payment Information	
Lump Sum Settlement       Benefits Covered     Amount Paid       Code     (\$) <td>Ocational Rehabilitation Amount Paid     Bene Type       aluation Expenses (\$)     0       intenance Benefits(\$)     0       ucation Expenses (\$)     0       er (\$)     0</td> <td>Weekly Benefit       Amount Paid to Date     Weekly Am       e     (\$)       (\$)     0</td> <td>Incurred-Paid Aggregate Information         ount       Incurred Indemnity Amount Total (\$)       49000         Incurred Medical Amount Total (\$)       0       0         Recovery Reimbursement Amount (\$)       0       0         Total Paid Medical Amount (\$)       0       0         Medical Payments Extinguished Based on Lump Sum Settlement       N       ✓         Claimant Legal Amount Paid (\$)       0       0</td>	Ocational Rehabilitation Amount Paid     Bene Type       aluation Expenses (\$)     0       intenance Benefits(\$)     0       ucation Expenses (\$)     0       er (\$)     0	Weekly Benefit       Amount Paid to Date     Weekly Am       e     (\$)       (\$)     0	Incurred-Paid Aggregate Information         ount       Incurred Indemnity Amount Total (\$)       49000         Incurred Medical Amount Total (\$)       0       0         Recovery Reimbursement Amount (\$)       0       0         Total Paid Medical Amount (\$)       0       0         Medical Payments Extinguished Based on Lump Sum Settlement       N       ✓         Claimant Legal Amount Paid (\$)       0       0

Required fields to complete the following types of replacement transactions:

- Key Field Replacements—Enter the new current key(s); previous keys are auto-populated
- Non-Key Field Replacements—Enter all fields that are changing
  - Once all updates are complete, click **Submit**.

## **Deleting a Claim**

□ To delete a claim, click **Delete**.

Detailed Claim Information	Main Page   Log Out	Search	60
Manage My Data Tools and Information Create Subsequent Create Replacement Delete			
Ink Data       Current Keys       Previous Keys         Claim Number       C2DEP1212121         Policy Number       WC2DEP1212121         Coverage Provider ID       99990         Reported To Insurer Date       03/01/2009         Policy Effective Date       03/01/2009         Valuation Level       018	Processing Infor Replacement Data Grade NCCI Receive Date 1 NCCI Processed Date 1 Submission Type User ID View Replacement	nation 0 1/08/2010 1/08/2010 PD 923134 History	
Injury       Code         Claimant Information       Injury       Code         Claimant Gender       Ivit       Injury       Code         Birth Year       1981       Part of Body Code 314       Type of Claim       014         Hire Year       2001       Nature of Injury       5940       Code       Description       Type of Claim       114         Classification Code       8810       Nature of Injury       2740       Type of Recovery       0140       Method of Determining Pre-Injury/Average Weekly W         Maximum Medical Improvement Date       Return to Work Same Rate of Pay       Return to Work Date       Claimant Has Attorney or Auth	mployer Information age Code 'age Amount (\$) jury/Average Weekly Wa bunt (\$) rorized Rep rted/Disputed	000 (1) 500 ge Code (1) 1,500 N N	
Claim Expense & Payment Information           Lump Sum Settlement         Vocational Rehabilitation Amount Paid         Weekly Benefit           Benefits Covered (s)         Amount Paid (s)         Weekly Benefit         Weekly Amount (s)           Maintenance Benefits(s)         0         0         0           Education Expenses (s)         0         0         0	t Incurred -Paio Incurred Indemn Incurred Medical Recovery Reimbu Total Paid Medica Medical Payment Based on Lump S Claimant Legal A Employer Legal A	I Aggregate Inform ity Amount Total (\$) Amount Total (\$) ursement Amount (\$) I Amount (\$) s Extinguished ium Settlement mount Paid (\$) mount Paid (\$)	ation 49,000 0 0 N 0 0
Errors Edit Number Data Grade Field Name Reported Value Defaulted Val No Errors	lue	Error Description	

□ The following pop-up window displays:

Link Data	Valuation Data
Claim Number	C2DEP1212121
Policy Number	WC2DEP1212121
Coverage Provider ID	99990
Reported To Insurer Date	3/1/2009
Policy Effective Date	3/1/2009
Valuation Level	018
This claim has <b>1</b> valuation	on levels reported.
This claim has <b>1</b> valuation Do you want to	on levels reported. continue?
This claim has 1 valuatio Do you want to Yes N	on levels reported. continue?
This claim has 1 valuatio Do you want to Yes N	on levels reported. continue? o

□ If you choose to continue, the following pop-up window will appear requesting a reason for the deletion:

	Link Data	Valuation Date	
	Claim Number	C1DEP1212121	
	Policy Number	WC1DEP1212121	
	Coverage Provider ID	99990	
	Reported To Insurer Date	3/1/2009	
	Policy Effective Date	3/1/2009	
	Valuation Level	018	
	Please enter a reason for	r deleting the claim.	
		- 	
for deletion click <b>Delete</b>	ason Delete C	Cancel	
	_		
	,		
		Delete	
Caution: Be o	careful using the delete t	ransaction!	
When you sub you are actua	omit a delete transaction, y lly deleting the <b>entire</b> clair	ou are not simply de n (all valuation levels	eleting the specific valuation level;

## **Generating a Report**

- **□** This function allows you to generate the following types of reports at your convenience:
  - DCI Reject Report
  - DCI Expected Subsequents Report
  - DCI Overdue Subsequents Report
  - DCI Saved Claims Report
  - Claim Detail image
  - Customized reports for specific claim criteria

Reports are available in the following formats: $Adobe^{ extsf{B}}$ PDF, $Microsoft^{ extsf{B}}$ Excel, and CSV					
Each search gives you the option to:					
— Export details of an individual claim to a PDF:	Export <i>details</i> of sel	ected claims to 🔁			
- Export a list of all claim rows to Microsoft <sup>®</sup> Exc	el, PDF, or CSV:	Export all rows to 🐿 or 🖪 or 🖳			

- □ The steps for generating a report are the same from any search results screen. In the example below, an Overdue Report in all three formats is generated.
- Enter your search criteria and click Search (in this example, Coverage Provider ID 99990 was selected).

Detailed Claim Information	Main Page   Log Out	Search Go
Manage My Data Tools and Information		
Search Claims		
Select Type of Search: Overdue Claims 💌		
Claim Filter		Hide Claim Filter
Reported To Insurer Date To To Coverage Provider ID 99990 Valuation	Level Latest 🍸 Jurisd	iction State All
To view all Overdue Claims, select Months Overdue All V filter criteria and click on Search.		
		Search Reset

• Once your results are present, select which format you'd like to use to export your report.

Ć		Detaile	ed Claim	Information								
Manag	e My Data	Tools and	Information									
Se	arch	Claims										
Select	Type of S	earch:	0	verdue Claims 💌								
												Hide Filter
- Sei	arch Ove	rdue Claims	Export	details of se	lected claim	ns to 🖪	age Provider ID	99990 💌	Valuation	Level Latest 💌 Di	urisdiction State A	I 💌
filter	ew all Over criteria a	erdue Claims, nd click on Se	Export	all rows to 🕇	🛙 or 🔼 or							
											(	Search Reset
Export	details of s	selected claims to	1									
Export	all rows to	🐿 or 🔁 or 💐										
	_					50 matching	record(s) found.					
		Cov Provider ID	<u>Claim Number</u>	Policy Number	Valuation Level Due	Valuation Level	Reported to Insurer Date	Pol Eff Date	<u>Juris State</u>	NCCI Processed Date/Time	Months Overdue	Claim Rejected
		99990	ODRJTDEP3222	WCODRJTEP3222221	030	018	05/01/2006	05/01/2006	28		21	Y
		99990	ODRJTDEP3333	WCODRJTEP3333331	030	018	06/01/2006	05/01/2005	41		20	Ŷ
		99990		WCODRJTEP3444441	030	018	07/01/2006	07/01/2006	05		19	Y
		99990		WCODRJTEP3555551	030	010	08/01/2006	08/01/2006	20		10	T V
		99990		WCODRJTEP3866661	030	010	10/01/2006	10/01/2006	41		16	T V
		99990		WCODRITEP3999991	030	010	11/01/2006	11/01/2006	20		15	v
		99990	ODR ITDEP3999	WCODR ITEP3999991	030	018	12/01/2006	12/01/2006	41		14	Y
		99990	ODRJTDEP3101	WCODRJTEP31010101	030	018	01/01/2007	01/01/2007	05		13	Y
+		99990	ODRJTDEP3111	WCODRJTEP3111111	030	018	02/01/2007	02/01/2007	28		12	Y
+		99990	ODRJTDEP3121	WCODRJTEP31212121	030	018	03/01/2007	03/01/2007	41		11	Y
		99990	ODRJTDEP3111	WCODRJTEP3111111	030	018	04/01/2007	04/01/2007	05		10	Y

#### TIP:

To sort your results, click the underlined header name that you want to sort by and you'll notice an arrow appear next to the header name.

Example:

Policy Number 📣

The sort will default to descending order. If you'd like to change it to ascending order, click the arrow.

#### □ The following is an example of the report being exported as a PDF.



## □ The following is an example of the report being exported as a Microsoft<sup>®</sup> Excel spreadsheet.

Date: 11/15/2010		National Council on Compensation Insurance, Inc.								
Time: 10:28:57			Coverage Provi	der Group ID: 99	990-NCCLINC					
Search Results Report		[	Detailed Claim Inform	nation Overdue S	ubsequents Re	port				
Coverage Provider ID	Claim Number	Valuation Level Due	Reported To Insurer Date	Policy Number	Jurisdiction State	Number of Months Overdue				
99990	ODRJTDEP3222	030	05/01/2006	WCODRJTEP3222221	28-NH	21				
99990	ODRJTDEP3333	030	06/01/2006	WCODRJTEP3333331	41-TN	20				
99990	ODRJTDEP3444	030	07/01/2006	WCODRJTEP3444441	05-CO	19				
99990	ODRJTDEP3555	030	08/01/2006	WCODRJTEP3555551	28-NH	18				
99990	ODRJTDEP3666	030	09/01/2006	WCODRJTEP3666661	41-TN	17				
99990	ODRJTDEP3777	030	10/01/2006	WCODRJTEP3777771	05-CO	16				
99990	ODRJTDEP3888	030	11/01/2006	WCODRJTEP3888881	28-NH					
99990	ODRJTDEP3999	030	12/01/2006	WCODRJTEP3999991	41-TN	Benefits:				
99990	ODRJTDEP3101	030	01/01/2007	WCODRJTEP31010101	05-CO	Provides				
99990	ODRJTDEP3111	030	02/01/2007	WCODRJTEP31111111	28-NH	FIOVICES				
99990	ODRJTDEP3121	030	03/01/2007	WCODRJTEP31212121	41-TN	sorting and				
99990	ODRJTDEP3111	030	04/01/2007	WCODRJTEP3111111	05-CO	filtering				
99990	ODDEP2222221	030	05/01/2007	WCODEP2222221	28-NH	canabilities				
99990	ODDEP3222221	042	05/01/2006	WCODEP3222221	28-NH					
99990	ODDEP4222221	054	05/01/2005	WCODEP4222221	28-NH	9				
99990	ODDEP5222221	066	05/01/2004	WCODEP5222221	28-NH	9				
99990	ODDEP2333331	030	06/01/2007	WCODEP2333331	41-TN	8				
99990	ODDEP3333331	042	06/01/2006	WCODEP3333331	41-TN	8				
99990	ODDEP4333331	054	06/01/2005	WCODEP4333331	41-TN	8				

#### □ The following is an example of the report being exported as a CSV file.

	MyExc	el[1].cs	SV						
	А	В	С	D	E	F	G	н	1
1	National C	Inc.							
2	Coverage	Provider G	roup ID: 99	990-NCCI	INC				
3	Detailed C	Claim Infor	mation Ove	erdue Sub	sequents R	Report			
4	Coverage	Claim Nur	Valuation	Reported	Policy Nur	Jurisdictio	Number of	Months O	verdue
5	99990	ODRJTDEP	30	5/1/2006	WCODRJT	28-NH	21		
6	99990	ODRJTDEP	30	6/1/2006	WCODRJT	41-TN	20		
7	99990	ODRJTDEP	30	7/1/2006	WCODRJT	05-CO	19		
8	99990	ODRJTDEP	30	8/1/2006	WCODRJT	28-NH	18		
9	99990	ODRJTDEP	30	9/1/2006	WCODRJT	41-TN	17		
10	99990	ODRJTDEP	30	9/1/2006	WCODRJT	05-CO	16		
11	99990	ODRJTDEP	30	9/1/2006	WCODRJT	28-NH	15		
12	99990	ODRJTDEP	30	9/1/2006	WCODRJT	41-TN	14		
13	99990	ODRJTDEP	30	1/1/2007	WCODRJT	05-CO	13		
14	99990	ODRJTDEP	30	2/1/2007	WCODRJT	28-NH	12		
15	99990	ODRJTDEP	30	3/1/2007	WCODRJT	41-TN	11		
16	99990	ODRJTDEP	30	4/1/2007	WCODRJT	05-CO	10		
17	99990	ODDEP222	30	5/1/2007	WCODEP2	28-NH	9		
18	99990	ODDEP322	42	5/1/2006	WCODEP3	28-NH	9		Bonof
19	99990	ODDEP422	54	5/1/2005	WCODEP4	28-NH	9		Cent
20	99990	ODDEP522	66	5/1/2004	WCODEP5	28-NH	9		Can b
21	99990	ODDEP233	30	6/1/2007	WCODEP2	41-TN	8		upload
22	99990	ODDEP333	42	6/1/2006	WCODEP3	41-TN	8		into vo
23	99990	ODDEP433	54	6/1/2005	WCODEP4	41-TN	8		syster
24	99990	ODDEP533	66	6/1/2004	WCODEP5	41-TN	8		oyotor
25	99990	ODDEP244	30	7/1/2007	WCODEP2	05-CO	7		
26	99990	ODDEP344	42	7/1/2006	WCODEP3	05-CO	7		
27	99990	ODDEP444	54	7/1/2005	WCODEP4	05-CO	7		
28	99990	ODDEP544	66	7/1/2004	WCODEP5	05-CO	7		
29	99990	ODDEP255	30	8/1/2007	WCODEP2	28-NH	6		
30	99990	ODDEP355	42	8/1/2006	WCODEP3	28-NH	6		

- □ You can export the details of a claim from any search results screen.
- □ For this example, Coverage Provider ID 99990 was selected with an RTI range of 01/01/2009 to 02/01/2009.

Detailed Claim Information	n		
Manage My Data Tools and Information			
Search Claims			
Select Type of Search:			
Claim Filter			Hide Claim Filter
Claim Number	Reported To Insurer Date 01 01 2009 To 02 01 2009	Coverage Provider ID	Valuation Level
To view all Non- rejected Claims, State All V	Policy Number	Claim Status	Edit Number
criteria and click Submission			
			Search Reset

To export details of a particular claim, place a check mark next to the claim and select the Adobe<sup>®</sup> PDF icon.

	xport xport	: details o : all rows	of selected claims to 🕙 or 🔽 or 🖳	to î 🦛	•								
1							4 matc	hing record(s) found.					
			Cov Provider ID	<u>Claim Number</u>	Policy Number	Valuation Level	<u>Data Grade</u>	Reported to Insurer Date	Pol Eff Date	<u>Juris State</u>	<u>Claim Status</u>	Replacement	NCCI Processed Date/Time
	ŧ	V	99990	C2DEP1111111	WC2DEP1111111	<u>018</u>	0	02/01/2009	02/01/2009	28	0		11/8/2010 3:03:10 PM
	Ŧ		99990	C2DEP1010101	WC2DEP1010101	<u>018</u>	0	01/01/2009	01/01/2009	05	0		11/8/2010 3:03:10 PM
	Ŧ		99990	C1DEP1111111	WC1DEP1111111	<u>018</u>	0	02/01/2009	02/01/2009	28	0		11/8/2010 3:03:07 PM
	÷		99990	C1DEP1010101	WC1DEP1010101	<u>018</u>	0	01/01/2009	01/01/2009	05	0		11/8/2010 3:03:07 PM

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### **D** The print image of the detail screen for the claim appears.

			Claim Det	ail Information			
			General C	aim Information			
Link Data	Current Keys	Previous Keys		General Claim Info	ormation	Processing Info	rmation
Claim Number	C2DEP1111111			Accident Date	02/01/2009	Replacement	
Policy Number	WC2DEP1111111			Accident State	28-NH	Data Grade	0
Coverage Provider ID	99990			Jurisdiction State	28-NH	NCCI Received Date	11/08/2010
Reported To Insurer Date	02/01/2009			Extraordinary Loss Event	Ν	NCCI Processed Date	11/08/2010
Policy Effective Date	02/01/2009			Claim Status	0	Submission Type	PD
Valuation Level Code	018			Closing Date		User ID	923134
				Not Applicable			

Claimant Information	
Claimant Gender	1
Birth Year	1981
Hire Year	2001
Not Applicable	
Classification Code	8742
Maximum Medical Improvement Date	
Return To Work Same Rate of Pay	
Return To Work Date	

#### **Claimant and Employer Information**

Injury Description	Code
Part of Body	31
Nature of Injury	59
Cause of Injury	27
Loss Condition	Code
Loss Condition Type of Claim	Code 01
Loss Condition Type of Claim Type of Loss	Code 01 01
Loss Condition Type of Claim Type of Loss Type of Recovery	Code 01 01 01

# Claimant - Employer Information Not Applicable Not Applicable Impairment/Disability Percentage 000 Impairment Percentage Basis Pre-Injury/Average Weekly Wage Amount 500 Not Applicable Post Injury Weekly Wage Amount 1,500 Claimant Has Attorney or Authorized Rep N Claim Is or Has Been Controverted/Disputed N

## Claim Expense & Payment Information

Lump Sum Settlem	ient	Vocational Rehabilitation	Amount Paid		Weekly Benefit		Incurred-Paid Aggregate Inf	ormation
Benefits Covered Code Am	nount Paid	Evaluation Expenses	0	Benefit Type	Amount Paid To Date	Weekly Amount	Incurred Indemnity Amount	49,000
		Maintenance Expenses	0	02	0	0	Incurred Medical Amount	0
		Education Expenses	0				Recovery Reimbursement Amount	0
		Other	U				Total Paid Medical Amount	0
							Medical Payments Extinguished Based On Lump Sum Settlement	N
							Claimant Legal Amount Paid	0
							Not Applicable	
							Not Applicable	
							Employer Legal Amount Paid	0

# Manage My Data—Create

With update capability, you can use the **Create** option from the **Detailed Claim Information** tool's menu to enter an original 18-month valuation claim into NCCI's production database. For Texas claims, you can enter an original 6-month valuation claim.

Once an 18- (or 6-) month valuation report (original, updated, or replaced) is in the database for a particular claim, a subsequent report can be submitted via that valuation report level.

## **Creating DCI Claims**

□ To create a claim in the *Detailed Claim Information* tool, select **Create** from the **Manage My Data** drop-down menu.

Ma	anage My Data Tools and Information		
	Search Create	ation	
	Search Rejected and Saved Claims	) application is an NCCI data collection system that provides users the	Latest Enhancements
	Import File	acts of DCI claims with Reported to Insurer Dates of September 2009, or	As of 10/29/2014
	Track Submissions Data Extract Reports	ormation	The <b>Detailed Claim Information</b> tool has been updated with the following enhancements:
			The Update tab under the Manage My Data dropdown has been renamed to Search Rejected and Saved Claims
			<ul> <li>The Reports tab has been added to the Manage My Data dropdown</li> </ul>
			For additional information: View Release Notes
			Quick Links
			Quick Links
			Data Transfer via the Internet

#### □ The following screen displays.

		General C	Claim Information	
ink Data	Current Keys			
Claim Number				
olicy Number				
Coverage Provider	ID	<b>~</b>		
eported To Insure	Date			
olicy Effective Date	2	_		
aluation Level	018	<b>~</b>		
Next				

□ In the open fields under **Current Keys**, enter the link data for the claim and click **Next**.

Detailed Claim Information		Main Page   Log Out	Search Go
Manage My Data Tools and Information			
_			
	General Claim	Information	
Link Data Current Keys			
Claim Number EXCLAIM1			
Policy Number CLAIMEX1		You must enter the month	and
Coverage Provider ID 999	90 🗸	day as two-digit fields.	
Reported To Insurer Date 10/01/	2009	, , , , , , ,	
Policy Effective Date 01/01/	2009	either two or four digits	WITN
Valuation Level	18 🗸		
Next Reset			
-			
Points to Remember:			
Data fielda ara atriatly numeria an	d abauld not include d	$a_{2}a_{2}a_{3}$ () or cleases (). The ta	al automatically
updates the date field when either	r of those marks is use	ed.	or automatically
Reported To Insurer Date			
Policy Effective Date			
Policy chective Date			
Entering the data incorrectly displ	ays the following error	message:	
	14/2 1 1 /		
	windows Interne	et Explor 🔀	
	Please enter a	valid date.	

The default value for the **Valuation Level** field is 018. If you are entering a Texas claim, be sure to change the valuation level from 018 to 06.

OK

Valuation Level

018 🗸

□ The following claim detail screen displays for data entry:

Notes and thimmakes           aver before           Sector           Sector      <	Detailed Claim I	nformation			Main Page   Log Out	Search	Go
Claimant       Claimant <th< th=""><th>Ianage My Data Tools and Information Save Submit Reset Link Data Current Keys</th><th>n Previous Keys</th><th>General Claim Information</th><th>eral Claim Information</th><th>Processi</th><th>ng Information</th><th></th></th<>	Ianage My Data Tools and Information Save Submit Reset Link Data Current Keys	n Previous Keys	General Claim Information	eral Claim Information	Processi	ng Information	
Claimant Information         Claimant Gender         Birth Year         Birth Year         Claimant Information         Claimant Gender         Birth Year         Claimant Sender         Claimant Kender         Birth Year         Claimant Sender         Naviewond Medical Improvement Date (00000000)         Return to Work Same Rate of Pay         Return to Work Date         OUD000000         Claimat Expanse & Payment Information         Claimat Expanse & Payment Information         Claimat Negation         Paidet Scovered         Amount Paid         Code       0         Claimat Expanse S( )       0         Cher (s)       0         Ch	Policy Number CLAIMEX1 Coverage Provider ID Reported To Insurer Date 10/ Policy Effective Date 01/ Valuation Level	99990 ♥	Accident Accident Jurisdicti Extraord Claim St Closing I	State VUVUVUUUUUUUUUUUUUUUUUUUUUUUUUUUUUUUU	Replacemen Data Grade NCCI Recei NCCI Proce Submission User ID	ve Date ssed Date Type DD 923134	
Claimant Information       Injury       Code       Claimant Gender         Birth Year       Implement/Disability Percentage       000         Birth Year       Implement/Disability Percentage       000         Type of Claim       Implement/Disability Percentage       000         Claimant Gender       Implement/Disability Percentage       000         Reture of improvement Date (00000000       Implement/Disability Percentage       000         Return to Work Same Rate of Pay       Implement/Disability Percentage       000         Return to Work Date       Implement/Disability Percentage       Implement/Disability Percentage         Claimant Heas Attorney or Authorized Rep       Implement/Disability Percentage       Implement/Disability Percentage         Return to Work Date       Implement/Disabilitation Anount (\$)       Implement/Disabilitation       Implement/Disabilitation         Lump Sum Settlement       Vocational Rehabilitation Anount Peid       Vocational Rehabilitation Anount Peid (\$)       Implement/Paid Aggregate Information         Implement Peide       Noter (\$)       Implement Paid       Vocational Rehabilitation Anount Peid (\$)       Implement Paid Aggregate Information         Implement Peide       Noter (\$)       Implement Paid Aggregate Information       Implement Paid Aggregate Information         Implement Peide (\$)       Implement Peide (\$)<			Claimant & Employer Informat	on			
Claim Expense & Payment Information         Lump Sum Settlement       Vocational Rehabilitation Amount Paid (\$)       Weekly Benefit (\$)       Incurred-Paid Aggregate Information Incurred Indemnity Amount Total (\$)       0         ©( ♥ i)       0	Claimant Information Claimant Gender Birth Year Hire Year Classification Code Maximum Medical Improvement Date 00/0 Return to Work Same Rate of Pay Return to Work Date 00/0	Injury Description     Code       Part of Body Code     •       0000     Injury Code       0000     Injury Code       Injury Code     •       10/0000     •	Loss Condition Type of Claim Type of Loss Type of Recovery	Claiman Impairment/Disability Percen Impairment Percentage Basis Pre-Injury/Average Weekly V Method of Determining Pre-Ir Post Injury Weekly Wage Am Claimant Has Attorney or Aut Case is or Has Been Controv	t - Employer Informatio tage : Code Vage Amount (\$) ijury/Average Weekly Wag ount (\$) horized Rep erted/Disputed	n 000 400 0 e Code 0	× ×
Lump Sum Settlement       Vocational Rehabilitation Amount Paid       Weekly Benefit       Incurred-Paid Aggregate Information         Benefits Covered Code       Amount Paid       Evaluation Expenses (\$)       0       0       Incurred Indemnity Amount Total (\$)       0         Image: Code       Image: Co		a d	laim Expense & Payment Inform	ation			
Errors Fdit Number Data Grade Field Name Reported Value Defaulted Value Error	Lump Sum Settlement Benefits Covered Amount Paid Code (\$) 0(♥↓↓) 0 	Vocational Rehabilitation Amount Paid           Evaluation Expenses (\$)         0           Maintenance Benefits(\$)         0           Education Expenses (\$)         0           Other (\$)         0	Weekł Benefit Amount Paid Type (\$) 0(↓↓) 0	y Benefit to Date (\$ (\$) 0	Incurred -Paid Ay Incurred Indemnity Am Incurred Indemnity Am Recovery Reimburseme (\$) Total Paid Medical Amou Medical Payments Extin Based on Lump Sum Se Claimant Legal Amount Employer Legal Amount	ggregate Informa       ount Total (\$)     0       nt Total (\$)     0       ent Amount     0       unt (\$)     0       guished     ettlement       Paid (\$)     0       t: Paid (\$)     0	tion
Edit Number Data Grade Field Name Reported Value Defaulted Value Excer Description			Errors				
CIU NULLIER LATA VALUE FIEIN NADE REPORTED VALUE LATA VALUE LATA VALUE LATA VALUE	F.Jit Number	to Conda Civili Non-	December 11/1	D. C. J. J.	alua	Fran Description	

34

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#### **D** Enter the necessary information in the **General Claim Information** section.

		🗖 General C	laim Information		
Link Data	Current Keys	Previous Keys	General Claim Info	ormation	Processing Informatio
Claim Number	EXCLAIM1		Accident Date	10/01/2009	Replacement
Policy Number	CLAIMEX1		Accident State	10-GA 💙	Data Grade NCCI Receive Date
Coverage Provider ID	99990 🗸		Jurisdiction State	10-GA 💙	NCCI Processed Date
Reported To Insurer Date	e 10/01/2009		Extraordinary Loss Event	N V	Submission Type User ID 9231
Policy Effective Date	01/01/2009		Claim Status	W O Y	
Valuation Level	018		Closing Date	00/00/0000	

Helpful Hints When Entering:						
Accident Date and Closing Date—These fields are automatically defaulted to 00/00/0000. When updating this field, remember to omit dashes from the date:						
Example: Accident Date 100109						
Drop-down menu—Contains the code values for each of the fields for you to choose from.						
<b>Look-up information icon</b> — Displays a pop-up window of the Look-Up Table with a description of the code value. To select your choice, click the arrow in the <b>Select this value</b> column next to the applicable value.						
x						
Claim Status						
Select this value Value Code Description						
> 0 Open						
X						
#### **□** Enter the necessary information in the **Claimant & Employer Information** section.

	Claimant & Employer Information						
Claimant Informa	tion	Injury	Code	Loss	Code	Claimant - Employer Information	
Claimant Gender	🤍 1 💌	Description		Condition		Impairment/Disability Percentage	000
-1.1.1.	4000	Part of Body	31 V W	Type of Claim	01 🗸 😳	Impairment Disability Percentage	000
Birth Year	1980	Code			04 (3)	Impairment Percentage Basis Code	🤑 O 🗸
Hire Vear	2007	Nature of	59 🗸 🛈	Type of Loss	U1 Y W		
	2001	Injury Code		Type of	01 🗸 💬	Pre-Injury/Average Weekly Wage Amount (\$)	500
Classification Code	8810	Cause of	27 🗸 🛈	Recovery		Method of Determining Pre-Injury/Average Weekly	
		Injury Code				Wage Code	<b>V</b>
Maximum Medical	00/00/0000					Post Injury Weekly Wage Amount (\$)	1500
Improvement Date						Post Injury weekly wage Amount (\$)	1300
Return to Work Same Rate of	V					Claimant Has Attorney or Authorized Rep	×
ray							
Return to Work Date	00/00/0000					Case is or Has Been Controverted/Disputed	×
					_		

#### Helpful Hints When Entering:

Fields with values that have been defaulted to zero should be updated as necessary. (In some cases, you may not have a value to enter here.)

If the Jurisdiction State is Texas, this section will display additional Texas-only fields to be populated:

	Clain	nant & Employer Information	1	
Claimant Information         Claimant Gender       1         Birth Year       1980         Hire Year       2007         Employee SSN       2007         Classification Code       8810         Maximum Medical Improvement Date       00/00/0000         Return to Work Same Rate of       v	☐ Clain Injury Description Part of Body Code Nature of Injury Code Cause of Injury Code 27 ✓ iv	Loss     Code       Condition     01       Type of Claim     01       Type of Loss     01       Type of Recovery     01	Claimant - Employer Information Employer FEIN Impairment/Disability Percentage Impairment Percentage Basis Code Pre-Injury/Average Weekly Wage Amount (\$) Method of Determining Pre-Injury/Average Weekly Wage Code Post Injury Weekly Wage Amount (\$)	on 000 000 0 v 500 0 v 1500
Return to Work Date 00/00/0000			Claimant Has Attorney or Authorized Rep Case is or Has Been Controverted/Disputed	×

#### **□** Enter the necessary information in the **Claim Expense & Payment Information** section.

Lump Sum Settlement	Vocational Rehabilitation		Weekly Benef	fit	Incurred-Paid Aggregate Information	
Amount Paid overed Code (\$) ( ) ( ) ) add additional Lum des and amounts, cli	Amount Paid         Evaluation       0         Expenses (\$)       0         Maintenance       0         Benefits(\$)       0         Education       0         Expenses (\$)       0         Other (\$)       0         p Sum Settlement and ck the plus sign (+).	Benefit Type 01 ♥ ↓↓ Weekly	Amount Paid to Date (\$) 0 Benefit	Weekly Amount (\$) 0	Incurred Indemnity Amount Total (\$) Incurred Medical Amount Total (\$) Recovery Reimbursement Amount (\$) Total Paid Medical Amount (\$) Medical Payments Extinguished Based on Lump Sum Settlement Claimant Legal Amount Paid (\$)	49000 0 0 0 0 0
Helpful Hints:						<u> </u>

Fields with values that have been defaulted to zero should be updated as necessary. (In some cases, you may not have a value to enter here.)

If the Jurisdiction State is Texas, the fields in this section will display differently, with additional fields to be populated.

Lump Sum Settle	ment	Vocational Reh	abilitation		Weekly Bene	Incurred-Paid Aggregate		
Benefits Amo Covered Code (\$) 0(♥;) 0 ⊕	unt Paid	Evaluation Expenses (\$) Maintenance Benefits(\$) Education Expenses (\$) Other (\$)	0 0 0 0 0	Benefit Type 02 vij	Amount Paid to Date (\$) 0	Weekly Amount (\$)	Incurred Indemnity Amount Total (\$) Incurred Medical Amount Total (\$) Recovery Reimbursement Amount (\$) Total Paid Medical Amount (\$) Claimant Legal Amount Paid (\$) Employer Legal Amount Paid (\$) Date of First Payment Hospital Costs Amount Paid (\$) Total Payments To Physicians (\$)	49000 0 0 0 0 0 0 0 0 0 0 0 0 0 0

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After a	ll the necessary i	nformation has b	ubmit Reset	ıbmit.	
If there screen	are any default e under the followi	errors, or if this c ing section.	laim rejected, they wo	ould appear at the botto	om of your
			Errors		
dit Number	Data Grade	Field Name	Reported Value	Defaulted Value	Error Description
u find that yo n to save yo	ou are not able to our information an	submit the data nd return within 2	at the time of enterin 4 hours to submit it.	g it into the tool, you al	ways have the
u find that yo on to save yo	ou are not able to our information an	submit the data nd return within 2	at the time of enterin 4 hours to submit it.	g it into the tool, you al	ways have the
u find that yo on to save yo	ou are not able to our information an	submit the data nd return within 2	at the time of enterin 4 hours to submit it.	g it into the tool, you al	ways have the
u find that yo on to save yo	ou are not able to our information an	submit the data nd return within 2	at the time of enterin 4 hours to submit it.	g it into the tool, you al	ways have the
u find that yo on to save yo	ou are not able to our information an	submit the data nd return within 2	at the time of enterin 4 hours to submit it.	g it into the tool, you al	ways have the
u find that yo	ou are not able to our information an	submit the data nd return within 2	at the time of enterin 4 hours to submit it.	g it into the tool, you al	ways have the
u find that yo	ou are not able to our information an	e submit the data nd return within 2	at the time of enterin 4 hours to submit it.	g it into the tool, you al	ways have the

## Manage My Data—Search Rejected and Saved Claims

You can use the **Search Rejected and Saved Claims** option from the **Detailed Claim Information** tool's menu to search for claims that either rejected or were saved but not submitted.

□ To access these claims, go to Manage My Data and select the Search Rejected and Saved Claims option from the drop-down menu.

(NCCI)	Detailed	Claim Information	
Manage My Data Search Create Search Reject Import File Track Submis Data Extract Reports	Tools and Informatio	ation application is an NCCI data collection system that provides users the can create, view and update DCI data, as well as, import data files, track acts of DCI claims with Reported to Insurer Dates of September 2009, or prmation	Latest Enhancements As of 10/29/2014 The Detailed Claim Information tool has been updated with the following enhancements: • The Update tab under the Manage My Data dropdown has been renamed to Search Rejected and Saved Claims • The Reports tab has been added to the Manage My Data dropdown For additional information: View Release Notes Outlock Linke
			Data Manager Dashboard Data Transfer via the Internet Manuals Library

□ The following screen displays.

Detailed	Claim Information	Main Page   Log Out	Search Go
Manage My Data Tools and Int	ormation		
Search and Upc	late Claims		
Select Type of Search:	All Rejected and Saved Claims		
⊂ Search All Rejected and Save	ed Claims		<u>Hide Filter</u>
	Claim Number Reported To To Coverage Provider ID	All 💌	Valuation Level Latest 🔽
To view all Rejected and Saved	Jurisdiction State All V Policy Number Claim Status	All	Edit Number
click on Search.	Submission ID User ID		
			Search Reset
	39		
©	Copyright 2015 National Council on Compensation Insurance, Inc. All Rights Re	served.	

# 2015 Data Educational Program Detailed Claim Information via DCA Access<sup>®</sup> Online User's Guide

Helpful Hints:
· ·
The search and update screen has three types of searches that you can choose from:
All Rejected and Saved Claims 💌
This option allows you to search for all claims that have been rejected and saved but not submitted.
Rejected Claims
This option allows you to search for only claims that have been rejected.
Saved Claims
This option allows you to search for only claims that have been saved within the last 24 hours but have not yet been submitted.

## **Saved Claims**

- D To resume working on a claim that has been saved but not submitted, select Saved Claims from the drop-down menu and enter your filter criteria.
- In this example, the claim number was used.

Detailed Claim Information		Main Page   Log Out	Search Go
Manage My Data Tools and Information  Search and Update Claims  Select Type of Search: Saved Claims	Saved Claims All Rejected and Saved Claims Rejected Claims Saved Claims		
Claim Filter Claim Number EXCLAIM1 Reporte Insurer To view all Saved Claims, select Jurisdiction State All V Policy Nur filter criteria and click on Search.	ed To	· · · · · · · · · · · · · · · · · · ·	Hide Claim Filter
	10	-	Search Reset

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Search and Update Claims       Serd Dams         det Type of Search:       Serd Dams         Search Saved Claims       Search Saved Claims         Search Saved Claims       Converge Provider 10 All V Valuation Level [Lifet V]         To view al Saved Claims, seled:       Immediate State All V Peloy Number         To view al Saved Claims, seled:       Immediate State All V Peloy Number         Converge Provider 10 All V Valuation Level [Lifet V]       Immediate State All V Peloy Number         Samething record(s) Found.       Samething record(s) Found.         Converge Provider 10 Contention Pelosy Number       Immediate provider 10 All V Valuation Level [Lifet V]         Samething record(s) Found.       Samething record(s) Found.         In nothing needs to be updated, place a check mark in the box and click Submit.       Samething record(s) found.         In nothing needs to be updated, place a check mark in the box and click Submit.       Samething record(s) found.         In matching record(s) found.       Immediate Pelophenet Record PeloPhenet	-	Searc	ch resu	lts appe	ar at the	bottom of th	ne scree	en.						
Het Type of Serd: Serd: Swed Claims  Serd: Swed	ie	arch an	d Upda	ate Claii	ms									
Search Saved Claims          Search Saved Claims       Cam Number ancient       Regorded To in a Course provider ID Al V Valuation Level (Listed V         To view all Saved Claims, select       Javedetion State Al V       Policy Number       Claim Status Al V       User ID         sort data of salected claims to B       Javedetion State Al V       Policy Number       Claim Status Al V       User ID         sort data of salected claims to B       Javedetion State Al V       Policy Number       State Status Explorement       School Claim Status Al V       User ID         sort data of salected claims to B       Javedetion State Valuation Level (Listed Valuation Level	elec	Type of Search:		Saved (	Claims	۷								
Claim Number got@in1       Reported to	Se	arch Saved Clai	ims											<u>Hide Filter</u>
To view all Seved Claims, soled: The orders and cloid or Search. The order orders and cloid or Search. The order order or or order or or or order or				Claim Nur	nber exclaim1	Reported To Insurer Date	То			Coverage I	Provider ID 🛛 🖊	Va	luation Level Lat	est 💌
Ifter others and click on Search.         Interference in Search.         port all now is Search.         Dot details of selected claims to Search.         Imatching record(c) found.         Contravider D Claim Number Network Reported to Insurer Date Art (#Date June State Septement NCC Processed Date/Time Semission D Mer         99990 EXCLAIM CLAIMERL 018         Imatching record(c) found.         Im	Τοι	iew all Saved Cla	ims, select	Jurisdiction S	itate All	Y Policy Number				c	laim Status All	v	User ID	
pot details of selected claims to 10 more fail rows to 10 mor	filte	criteria and click	on Search.											
Search data of selected data to a selected to a selected data to a selected data to a selected d														
por details of selected claims to portal rous to													Search	Reset
of static of selected datins to and the selected datins to an attain or selected datins to an attain or selected datins to an attain or selected datins to an attain and attain a			📆											
I matching record(s) found.         Our Provider ID Claim Number Policy Number Valuation Level Reported to Insurer Date Polich Date Quris State Claim Status Replacement NCCI Processed Date/Time SudedStatus Policy Valuation ID User         99990       EXCLAIM1       CLAIMEX1 <u>018</u> 10/01/2009       10       0       11/18/2010 12:40:118 PM       92311         If nothing needs to be updated, place a check mark in the box and click Submit.       Imatching record(s) found.       Imatching record(s) found.       Imatching record(s) found.       Imatching record(s) found.         Cov Provider       Claim       Policy       Valuation       Reported to Insurer       Policif Date       State       Status       Replacement       NCCI Processed       Saved Date/Time       Submission       Duris         9990       EXCLAIM1       Claim       Policy       Valuation       Reported to Insurer       Juris       Claim       Replacement       NCCI Processed       Saved Date/Time       Submission         9990       EXCLAIM1       CLAIMEX1       018       10/01/2009       01/01/2009       0       0       11/18/2010 12:40:18         99990       EXCLAIM1       CLAIMEX1       018       10/01/2009       10       0       11/18/2010 12:40:18	ort ort	details of selected all rows to 🖄 or	f claims to 🗠 a or 🖳										Submit	Delete
Cov Provider       Claim       Policy Number       Valuation       Level       Reported to Insurer Date       Policit Date       Junis State       Claim       State State       State							1 matching	record(s) fo	und.					
9990       EXCLAIM       CLAIMERI       018       10/01/2009       0./01/2009       10       0       11/18/2010 12:40:18 PM       92311         Imatching needs to be updated, place a check mark in the box and click Submit.       Imatching needs to be updated, place a check mark in the box and click Submit.       Imatching needs to be updated, place a check mark in the box and click Submit.         Imatching record(s) found.       Imatching record(s) found.       Imatching record(s) found.       Imatching record(s) found.         Cov Provider       Claim       Policy       Valuation       Reported to Insurer       PolEff Date       Juris       Claim       MCCI Processed       Saved Date/Time       Submission         Imatching record(s)       Date       PolEff Date       Status       Replacement       MCCI Processed       Saved Date/Time       Submission         Imatching record(s)       0       0       11/18/2010 12:40:18       Imatching         9990       EXCLAIM1       CLAIMEX1       018       10/01/2009       01/01/2009       0       0       11/1/18/2010 12:40:18         99990       EXCLAIM1       CLAIMEX1       018       10/01/2009       0       0       11/18/2010 12:40:18       Imatching		0												
□ If nothing needs to be updated, place a check mark in the box and click <b>Submit</b> . ails of selected daims to ails of selected daims to Torus to T		<u>Cov Provi</u>	<u>der ID</u> <u>Claim Nu</u>	<u>mber</u> <u>Policy Nun</u>	<u>iber</u> Valuation L	evel <u>Reported to Insurer</u>	Date Pol Eff Dat	e <u>Juris Stat</u>	<u>e</u> <u>Claim Stat</u>	us <u>Replacement</u>	NCCI Processed Date	Time Saved Date/Time	Submission I	D <u>User ID</u>
If nothing needs to be updated, place a check mark in the box and click <b>Submit</b> . is of selected claims to is of selected claims to over to To to to to to to to to t		9999	<u>der ID</u> <u>Claim Nu</u> 0 EXCLA:	<u>mber</u> <u>Policy Nun</u> IM1 CLAIME)	<u>nber</u> Valuation Lo K1 <u>018</u>	evel <u>Reported to Insurer</u> 10/01/2009	Date Pol Eff Dat 01/01/200	<u>e</u> <u>Juris Stat</u> 19 10	<u>e Claim Stat</u> O	<u>us</u> <u>Replacement</u>	NCCI Processed Date	Time Saved Date/Time 11/18/2010 12:40:1	<u>Submission I</u> 8 PM	<u>D</u> <u>User ID</u> 923134
ails of selected claims to rows to or or or or or or or o		99999	<u>der ID</u> Claim Nu 0 EXCLA:	<u>mber Policy Nun</u> IM1 CLAIME)	<u>ıber</u> Valuation Lı (1 <u>018</u>	evel <u>Reported to Insurer</u> 10/01/2009	Date <u>Pol Eff Dat</u> 01/01/200	<u>e Juris Stat</u> 19 10	<u>e Claim Stat</u> O	us <u>Replacement</u>	NCCI Processed Date.	T <u>ime Saved Date/Time</u> 11/18/2010 12:40:1	<u>Submission I</u> 8 PM	<u>D</u> <u>User ID</u> 923134
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ows to b or c o		99999	der ID <u>Claim Nu</u> 0 EXCLA: hing ne	mber <u>Policy Nun</u> IM1 CLAIME) eds to b	i <u>ber</u> Valuation La (1 <u>018</u> De update	evel <u>Reported to Insurer</u> 10/01/2009 ed, place a d	Date Pol Eff Dat 01/01/200 Check m	<u>e Juris Stat</u> 19 10 nark ir	e <u>Claim Stat</u> 0	us <u>Replacement</u>	<u>NCCI Processed Date</u>	<u>Time Saved Date/Time</u> 11/18/2010 12:40:1 nit.	<u>Submission I</u> 8 PM	<u>D</u> <u>User ID</u> 923134
I matching record(s) found.         Cov Provider       Claim       Policy       Valuation       Reported to Insurer       Dol Eff Date       Juris       Claim       Replacement       NCCI Processed       Saved Date/Time       Submission         ID       Number       Number       Level       Date       Pol Eff Date       Status       Replacement       NCCI Processed       Saved Date/Time       Submission         99990       EXCLAIM1       CLAIMEX1       018       10/01/2009       01/01/2009       10       0       11/18/2010 12:40:18         PM       PM       Notice       Notice       Notice       Notice       Notice       Notice		9999 If notil	der ID Claim Nu 0 EXCLA: hing ne ms to 🔁	mber <u>Policy Nun</u> (M1 CLAIME) eds to b	u <u>ber</u> Valuation Li (1 <u>018</u> De update	evel <u>Reported to Insurer</u> 10/01/2009 ed, place a d	Date Pol Eff Dat 01/01/200	<u>e Juris Stat</u> 9 10 nark ir	e <u>Claim Stat</u> o	us <u>Replacement</u>	NCCI Processed Date	<u>Time Saved Date/Time</u> 11/18/2010 12:40:1 nit.	8 PM	<u>D</u> <u>User ID</u> 923134
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□ If you need to return to the claim to make updates, click the underlined Valuation Level number.

						1	matching reco	ord(s) four	id.
	<b>V</b>	<u>Cov Provider</u> <u>ID</u>	<u>Claim</u> <u>Number</u>	<u>Policy</u> <u>Number</u>	Valuation Level	Reported to Insurer Date	Pol Eff Date	<u>Juris</u> <u>State</u>	<u>Claim</u> <u>Status</u>
+		99990	EXCLAIM1	CLAIMEX1	018	10/01/2009	01/01/2009	10	0
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**D** The following screen appears with previous claim data displayed.

**D** To make updates, click **Update Claim**.

Detailed Claim Information		Main Page   Log Out Search Go
Manage My Data Tools and Information		
Update Claim		
	General Claim Information	
Lini Current Keys Previous Keys	General Claim Information	Processing Information
Claim Number EXCLAIM1	Accident Date 10/01/2009	Replacement
Policy Number CLAIMEX1	Accident State 10-GA	Data Grade 0
Coverage Provider ID 99990	Jurisdiction State 10-GA	NCCI Receive Date
Reported To Insurer Date 10/01/2009	Extraordinary Loss Event N	NCCI Processed Date
Valuation Level 01/01/2009	Clarins Data 00/00/0000	Submission Type DD
		03611D 923134
	Claimant & Employer Information	
Claimant Information Injury	Code Loss Condition Code C	aimant - Employer Information
Claimant Gender W 1 Description	Type of Claim 01 Impairment/Disab	ility Percentage 000
Birth Year 1980 Part of Body (	Code 31 Type of Loss 01 Impairment Perce	ntage Basis Code 🔱 🕠
Hire Year 2007 Nature of Inju	IFY         59W         Type of Recovery         01W         Pre-Injury/Average	e Weekly Wage Amount (\$) 500
Classification Code 8810 Cause of Inju	Method of Determ	ining Pre-Injury/Average Weekly Wage Code 🛛 🔱
Maximum Medical Improvement Date 00/00/0000 Code	Post Injury Week	y Wage Amount (\$) 1,500
Return to Work Same Rate of Pay	Claimant Has Atto	rney or Authorized Rep
Return to work Date 00/00/0000	Case is or Has Be	en Controverted/Disputed
	Claim Expense & Payment Information	
Lump Sum Settlement Vocational Rehabilitation	Amount Paid Weekly Benefit	Incurred-Paid Aggregate Information
Benefits Covered Code Amount Paid (\$) Evaluation Expenses (\$)	Benefit Type Amount Paid to Date (\$) Weekly	Amount (\$) Incurred Indemnity Amount Total (\$) 49,000
00 0 Maintenance Benefits(\$)	0 02 0 0	0 Incurred Medical Amount Total (\$) 0
00 0 Education Expenses (\$)	0 00 0	0 Recovery Reimbursement Amount (\$) 0
00 0 Uther (\$)	00 0	I otal Paid Medical Amount (\$)     O     Medical Payments Extinguished
0 0	00 0	Based on Lump Sum Settlement
	0	Claimant Legal Amount Paid (\$) 0
		Employer Legal Amount Paid (\$) 0
	42	

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#### **D** The following screen appears with open white boxes where data can be entered:

Detailed Claim 1	information		Main Page   Log Out Search Go
Manage My Data Tools and Information			
Save Submit Reset			
		General Claim Information	
Link Data Current Keys Claim Number EXCLAIM1	Previous Keys	General Claim Information Accident Date 10/01/200	Processing Information           09         Replacement         V
Policy Number CLAIMEX1 Coverage Provider ID 99	990 🔽	Accident State 10-GA Jurisdiction State 10-GA	Data Grade     O     NCCI Receive Date     NCCI Processed Date
Reported To Insurer Date 10/01 Policy Effective Date 01/01	/2009	Extraordinary Loss Event N Claim Status 400	v         Submission Type         DD           User ID         923134
Valuation Level	018	Closing Date 00/00/000	00
		Claimant & Employer Information	
Claimant Information         Claimant Gender       Image: Claimant Gender         Birth Year         Hire Year         Classification Code         Maximum Medical Improvement Date         00/00//         Return to Work Same Rate of Pay         Return to Work Date	I       Injury       Code         1980       Part of Body       31 • • •         2007       Nature of       59 • • •         8810       Cause of       27 • • •         0000       •       •         0000       •       •	Loss Condition       Code         Type of Claim       01 • ij         Type of Loss       01 • ij         Type of Loss       01 • ij         Type of Recovery       01 • ij         Method of Determining P         Post Injury Weekly Wage         Claimant Has Attorney o         Case is or Has Been Cor         Claim Expense & Payment Information	mant - Employer Information  proentage  Basis Code  kly Wage Amount (\$)  foo  re-Injury/Average Weekly Wage Code  Amount (\$)  r Authorized Rep  troverted/Disputed
Lump Sum Settlement           Benefits Covered Code         Amount Paid (\$)           0( v i/)         0           0( v i/)         0	Vocational Rehabilitation Amount Paid           Evaluation Expenses (\$)         0           Maintenance Benefits(\$)         0           Education Expenses (\$)         0           Other (\$)         0	Weekly Benefit           Benefit Type         Amount Paid to Date (\$)         Weekly Am (\$)           02         100         100           00         0         0         0           00         0         0         0         0           00         0         0         0         0         0           00         0         0         0         0         0         0           00         0 <td>Incurred-Paid Aggregate Information         ount       Incurred Indemnity Amount Total (\$)       49000         0       Incurred Medical Amount Total (\$)       0         Recovery Reimbursement Amount (\$)       0       0         Total Paid Medical Amount (\$)       0       0         Medical Payments Extinguished       •       •         Employer Legal Amount Paid (\$)       0       0</td>	Incurred-Paid Aggregate Information         ount       Incurred Indemnity Amount Total (\$)       49000         0       Incurred Medical Amount Total (\$)       0         Recovery Reimbursement Amount (\$)       0       0         Total Paid Medical Amount (\$)       0       0         Medical Payments Extinguished       •       •         Employer Legal Amount Paid (\$)       0       0

D When you've completed your updates, click Submit.

## **Rejected Claims**

- **D** To find a claim that has been rejected, select **Rejected Claims** from the drop-down menu.
- **I** In this example, the optional filter criterion of **Reported to Insurer Date** range was used.

Detailed Claim Information         Manage My Data       Tools and Information         Search and Update Claims         Select Type of Search:	Rejected Claims All Rejected and Saved Claims Rejected Claims Saved Claims	Main Page   Log Out Search Go							
To view all Rejected Claims, select       Claim Number       Claim Status       All v       Valuation       Level       Level       Letel v       Level									
Detailed Claim Information		Main Page   Log Out Search Go							
Manage My Data Tools and Information Search and Update Claims		Main Page   Log Out Search Go							
Detailed Claim Information         Manage My Data       Tools and Information         Search and Update Claims         Select Type of Search:       Rejected Claims         Search Rejected Claims       Image of Search         To view all Rejected Claims, select filter criteria and click on Search.       Submission ID	eported To 01 01 2008 To 01 31 2008 Coverage P surer Date Coverage P cy Number Cla	Main Page   Log Out Search Go Hide Filter ovider ID All Valuation Level Latest V im Status All Edit Number							
Detailed Claim Information         Manage My Data       Tools and Information         Search and Update Claims         Select Type of Search:       Rejected Claims         Search Rejected Claims       Image My Data         To view all Rejected Claims, select filter oriteria and click on Search.       Claim Number       Reference         Submission ID       Submission ID       Policy Number       Valuation Level       Policy Number         Export details of selected claims to the or the o	aported To       01	Main Page   Log Out     Search     Go       Hide Filter       ovider ID All Valuation Level Latest V       im Status All Valuation Level Latest V       Edit Number       Search Reset       Submit: Delete       Month March 10       11/9/2010 10:07:10 AM       1763159       1763159       923134							

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<u>Cov Pro</u>	<u>ovider</u> <u>Clai</u>	<u>m Number</u> <u>Poli</u>	cy Number Valuation Level	<u>Reported</u> Di	<u>to Insurer</u> ite	<u>Pol Eff Date</u>	<u>Juris</u> State	<u>Claim</u> Status	Replacem	<u>hent</u> <u>NCCI Processed</u> Date/Time	<u>Saved</u> Date/Time	<u>Submission</u> ID	
999	90 WC21	RJCTDRJCT WC2R	JCTDRJCT22 <u>018</u>	01/01	/2008	01/01/2008	05	0	_	11/9/2010 10:07:10 A	М	1763159	9
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	Lump Sum :	Settlement	Vocational Rehabi	litation		Wee	kly Bene	fit		Incurred-Paid Aggree	gate Informatio	n	
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## All Rejected and Saved Claims

- □ To see all claims that have been rejected or saved but not submitted at once, select **All Rejected and Saved Claims** from the drop-down menu.
- □ In this example, the **Reported to Insurer Date** range was used.
- Click Search.

geldy Data Tots and information   All Rejected and Saved Claims Rejected Claims Saved Claims Coverage Provider Use an Saved Claims <p< th=""><th>ge Wy Dala Tools and Information   All Rejected and Saved Claims   All Rejected and Saved Claims   All Rejected and Saved Claims   Saved Claims   Saved Claims   Saved Claims   Saved Claims   Coverage Provider   All v   Valuation   Insurer Date   It rype of Search:   All Rejected and Saved Claims   Saved Claims   Saved Claims   Coverage Provider   All v   Valuation   Valuation   View all Rejected and Saved   Claim Number   Image: Coverage Provider   Valuation   View all Rejected and Saved   Claim Number   View all Rejected and Saved   Claim Status   All v   Policy Number   Claim Status   All v   View all Rejected and Saved   Claim Status   All v   Claim Status   All v   Claim Status   All v   Claim Status   All v   View ID   View ID   Claim Status   All v   Claim Status   All v   View ID  Claim Status Claim Status All v     View ID  Claim Status  Claim Status   Claim Status All v  Claim Status  View ID  V</th></p<>	ge Wy Dala Tools and Information   All Rejected and Saved Claims   All Rejected and Saved Claims   All Rejected and Saved Claims   Saved Claims   Saved Claims   Saved Claims   Saved Claims   Coverage Provider   All v   Valuation   Insurer Date   It rype of Search:   All Rejected and Saved Claims   Saved Claims   Saved Claims   Coverage Provider   All v   Valuation   Valuation   View all Rejected and Saved   Claim Number   Image: Coverage Provider   Valuation   View all Rejected and Saved   Claim Number   View all Rejected and Saved   Claim Status   All v   Policy Number   Claim Status   All v   View all Rejected and Saved   Claim Status   All v   Claim Status   All v   Claim Status   All v   Claim Status   All v   View ID   View ID   Claim Status   All v   Claim Status   All v   View ID  Claim Status Claim Status All v     View ID  Claim Status  Claim Status   Claim Status All v  Claim Status  View ID  V
thype of Search: arch All Rejected and Saved Claims iter all Rejected and Saved Claims iter all Rejected and Saved Claims iter all Rejected and Saved on Search. All claims within that date range appear in the search results portion of the screen. All claims within that date range appear in the search results portion of the screen. All claims within that date range appear in the search results portion of the screen. By selecting a claim(s), and clicking the Adobe <sup>®</sup> icon, you can export and print the claim details to a report. By selecting a claim(s), and clicking the Adobe <sup>®</sup> icon, you can export and print the claim details to a report. By selecting a claim(s) and clicking the Adobe <sup>®</sup> icon, you can export and print the claim details to a report. Exercise the search results on a report. Exercise the s	t Type of Search: All Rejected and Saved Claims arch All Rejected and Saved Claims Claim Number Claim Number Claim Status Claim Status Claim Status Claim Status Claim Status Claim Status All Claim Status All Claim Status Claim
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Submission ID       User ID         By selecting a claim(s), and clicking the Adobe <sup>®</sup> icon, you can export and print the claim details to a report.       search         tails of selected claims to a r a r a r a r a r a r a r a r a r a	n Search. Submission ID User ID
Cov Provider_ID         Claim Number         Policy Number         Volusion Numero Reported to Insurero Reported to Insur	By selecting a claim(s), and clicking the Adobe <sup>®</sup> icon, you can export and print the claim details to a report.
99990         WC2RJCTDRJCT         018         01/01/2008         01/01/2008         05         0         11/9/2010         10/07/10         AM         1763159         922           99990         WC2RJCTDRJCT         018         02/01/2008         02/01/2008         28         0         11/9/2010         10/07/10         AM         1763159         922           99990         WC2RJCTDRJCT         018         02/01/2008         02/01/2008         1         0         11/9/2010         10/07/10         AM         1763159         923           99990         WC2RJCTDRJCT         WC2RJCTDRJCT         018         03/01/2008         03/01/2008         1         0         11/9/2010         10/07/10         AM         1763159         923           99990         WC2RJCTDRJCT WC2RJCTDRJCT         018         03/01/2008         03/01/2008         0         11/9/2010         10/07/10         AM         1763159         923           99990         WC2RJCTDRJCT WC2RJCTDRJCT35         018         03/01/2008         03/01/2008         1         11/9/2010         10/07/10         AM         1763159         923           99990         WC2RJCTDRJCT WC2RJCTDRJCT46         018         01/01/2008         03/01/2008         0         0	12 matching record(s) found.
99990       WC2RJCTRJCT WC2RJCTDRJCT 2       018       02/01/2008       28       0       11/9/2010 10:07:10 AM       1763159       922         99990       WC2RJCTDRJCT WC2RJCTDRJCT24       018       03/01/2008       03/01/2008       41       0       11/9/2010 10:07:10 AM       1763159       922         99990       WC2RJCTDRJCT WC2RJCTDRJCT34       018       03/01/2008       02/01/2008       28       0       11/9/2010 10:07:10 AM       1763159       922         99990       WC2RJCTDRJCT WC2RJCTDRJCT35       018       02/01/2008       02/01/2008       28       0       11/9/2010 10:07:10 AM       1763159       923         99990       WC2RJCTDRJCT WC2RJCTDRJCT35       018       02/01/2008       03/01/2008       41       0       11/9/2010 10:07:10 AM       1763159       923         99990       WC2RJCTDRJCT WC2RJCTDRJCT4       018       03/01/2008       03/01/2008       05       0       11/9/2010 10:07:10 AM       1763159       923         99990       WC2RJCTDRJCT WC2RJCTDRJCT4       018       01/01/2008       03/01/2008       05       0       11/9/2010 10:07:10 AM       1763159       923         99990       WC2RJCTDRJCT WC2RJCTDRJCT4       018       03/01/2008       03/01/2008       05       0 <td< td=""><td>Cov Provider ID Claim Number Policy Number Valuation Level Reported to Insurer Date Pol Eff Date Juris State Claim Status Replacement NCCI Processed Date/Time Saved Date/Time Sub</td></td<>	Cov Provider ID Claim Number Policy Number Valuation Level Reported to Insurer Date Pol Eff Date Juris State Claim Status Replacement NCCI Processed Date/Time Saved Date/Time Sub
99990         WC2RJCTDRJCT WC2RJCTDRJCT34         018         01/01/2008         01/01/2008         05         0         11/9/2010 10:07:10 AM         1763159         922           99990         WC2RJCTDRJCT WC2RJCTDRJCT35         018         02/01/2008         02/01/2008         28         0         11/9/2010 10:07:10 AM         1763159         922           99990         WC2RJCTDRJCT WC2RJCTDRJCT36         018         02/01/2008         03/01/2008         41         0         11/9/2010 10:07:10 AM         1763159         923           99990         WC2RJCTDRJCT WC2RJCTDRJCT46         018         03/01/2008         03         0         11/9/2010 10:07:10 AM         1763159         923           99990         WC2RJCTDRJCT WC2RJCTDRJCT46         018         03/01/2008         05         0         11/9/2010 10:07:10 AM         1763159         923           99990         WC2RJCTDRJCT WC2RJCTDRJCT4         018         03/01/2008         05         0         11/9/2010 10:07:10 AM         1763159         923           99990         WC2RJCTDRJCT WC2RJCTDRJCT4         018         03/01/2008         03/01/2008         05         0         11/9/2010 10:07:10 AM         1763159         923           99990         WRJCTDRJCTRJ WCRJCTDRJCT10         018         01/01	Cov Provider ID Claim Number Policy Number Valuation Level Reported to Insurer Date Pol Eff Date Juris State Claim Status Replacement NCCI Processed Date/Time Submit Submit State State Claim Status Replacement NCCI Processed Date/Time Submit Submit State Claim Status Replacement NCCI Processed Date/Time Submit Submit State Claim Status Replacement NCCI Processed Date/Time Submit Submit State Claim Status Replacement NCCI Processed Date/Time Submit Submit State Claim Status Replacement NCCI Processed Date/Time Submit Submit State Claim Status Replacement NCCI Processed Date/Time Submit Submit State Claim Status Replacement NCCI Processed Date/Time Submit Submit State Claim Status Replacement NCCI Processed Date/Time Submit Submit State Claim Status Replacement NCCI Processed Date/Time Submit State Claim State Sta
99990         WC2RICTDRICT WC2RICTDRICT35         018         02/01/2008         02         0         11/9/2010         10/07.10         AM         1761319         922           99990         WC2RICTDRICT WC2RICTDRICT35         018         03/01/2008         03/01/2008         41         0         11/9/2010         10/07.10         AM         1761319         922           99990         WC2RICTDRICT WC2RICTDRICT46         018         03/01/2008         05/01/2008         05         0         11/9/2010         10/07.10         AM         1763159         923           99990         WC2RICTDRICT WC2RICTDRICT46         018         02/01/2008         02/01/2008         05         0         11/9/2010         10/07.10         AM         1763159         923           99990         WC2RICTDRICT WC2RICTDRICT47         018         02/01/2008         03/01/2008         05         0         11/9/2010         10/07.10         AM         1763159         923           99990         WC2RICTDRICT WC2RICTDRICT10         018         03/01/2008         03/01/2008         05         0         11/9/2010         10/07.00         AM         1763159         923           99990         WRICTDRICTRJ WCRICTDRICT11         018         02/01/2008         03/	Cov Provider ID         Claim Number         Policy Number         Valuation Level         Reported to Insurer Date         Polif If Date         Juris State         Claim Status         Replacement         NCCI Processed Date/Time         Saved Date/Time         Submit           99990         WC2RJCTDRJCT WC2RJCTDRJCT22         018         01/01/2008         01         01         01/01/2008         01         01/01/2008         01         01/01/2008         01         01/01/2008         01         01/01/2008         01         01/01/2008         01         01/01/2008         01         01/01/2008         01         01/01/2008         01         01/01/2008         01         01/01/2008         01         01/01/2008         01         01         01/01/2008         01         01/01/2008         01         01/01/2008         01         01/01/2008         01         01/01/2008         01         01/01/2008         01         01/01/2008         01         01/01/2008         01         01/01/2008         01         01/01/2008         01         01/01/2008         01         01/01/2008         01         01/01/2008         01         01/01/2008         01         01/01/2008         01         01/01/2008         01         01/01/2008         01         01/01/2008         01
Image: Section of the sectio	Cov Provider ID         Claim Number         Policy Number         Valuation Level         Reported to Insurer Date         Polif Date         Juris State         Claim Status         Replacement         NCCI Processed Date/Time         Saved Date/Time         Submit           99990         WC2RJCTDRJCT WC2RJCTDRJCT22         018         01/01/2008         01/01/2008         0         11/9/2010 10:07:10 AM         174           99990         WC2RJCTDRJCT WC2RJCTDRJCT22         018         02/01/2008         024         0         11/9/2010 10:07:10 AM         174           99990         WC2RJCTDRJCT WC2RJCTDRJCT24         018         03/01/2008         03/01/2008         41         0         11/9/2010 10:07:10 AM         174           99990         WC2RJCTDRJCT WC2RJCTDRJCT24         018         03/01/2008         03/01/2008         41         0         11/9/2010 10:07:10 AM         174           99990         WC2RJCTDRJCT WC2RJCTDRJCT24         018         01/01/2008         03/01/2008         41         0         11/9/2010 10:07:10 AM         174           99990         WC2RJCTDRJCT WC2RJCTDRJCT34         018         01/01/2008         01/01/2008         05         0         11/9/2010 10:07:10 AM         174
99990         WC2RJCTDRJCT WC2RJCTDRJCT47         018         02/01/2008         02/01/2008         05         0         11/9/2010 10:07:10 AM         1763159         922           99990         WC2RJCTDRJCT WC2RJCTDRJCT48         018         03/01/2008         03/01/2008         05         0         11/9/2010 10:07:10 AM         1763159         923           99990         WRJCTDRJCTRJ WCRJCTDRJCT10         018         03/01/2008         03/01/2008         05         0         11/9/2010 10:07:10 AM         1763159         923           99990         WRJCTDRJCTRJ WCRJCTDRJCT10         018         03/01/2008         03/01/2008         05         0         11/9/2010 10:07:09 AM         1763159         923           99990         WRJCTDRJCTRJ WCRJCTDRJCT11         018         02/01/2008         22/01/2008         28         0         11/9/2010 10:07:09 AM         1763159         923           99990         WRJCTDRJCTRJ WCRJCTDRJCT12         018         02/01/2008         20/01/2008         41         0         11/9/2010 10:07:09 AM         1763159         923	Cov Provider ID         Claim Number         Policy Number         Valuation Level         Reported to Insurer Date         Pol Eff Date         Juris State         Claim Status         Replacement         NCCI Processed Date/Time         Saved Date/Time         Submit           99990         WC2RUCTORJCT WC2RUCTORJCT22         018         01/01/2008         01/01/2008         05         0         11/9/2010 10:07:10 AM         17/           99990         WC2RUCTORJCT WC2RUCTORJCT22         018         02/01/2008         02/01/2008         28         0         11/9/2010 10:07:10 AM         17/           99990         WC2RUCTORJCT WC2RUCTORJCT22         018         02/01/2008         03/01/2008         41         0         11/9/2010 10:07:10 AM         17/           99990         WC2RUCTORJCT WC2RUCTORJCT24         018         01/01/2008         01/01/2008         50         0         11/9/2010 10:07:10 AM         17/           99990         WC2RUCTORJCT WC2RUCTORJCT35         018         01/01/2008         02/01/2008         28         0         11/9/2010 10:07:10 AM         17/           99990         WC2RUCTORJCT WC2RUCTORJCT35         018         02/01/2008         28         0         11/9/2010 10:07:10 AM         17/           99990         WC2RUCTORJCT WC2RUCTORJCT35
99990         WC2RUCTORUCT WC2RUCTORUCT48         018         03/01/2008         03         0         11/9/2010 10:07:10 AM         1763159         922           99990         WRUCTORUCTRJ WCRUCTORUCT10         018         01/01/2008         03/01/2008         05         0         11/9/2010 10:07:10 AM         1763159         923           99990         WRUCTORUCTRJ WCRUCTORUCT1         018         01/01/2008         01/01/2008         28         0         11/9/2010 10:07:09 AM         1763159         923           99990         WRUCTORUCTRJ WCRUCTORUCT11         018         02/01/2008         02/01/2008         28         0         11/9/2010 10:07:09 AM         1763159         923           99990         WRUCTORUCTRJ WCRUCTORUCT12         018         02/01/2008         02/01/2008         41         0         11/9/2010 10:07:09 AM         1763159         923	Cov Provider ID         Claim Humber         Policy Humber         Valuation Level         Repried to Insurer Date         Pol Eff Date         Juris State         Glaim Status         Replacement         NCCI Processed Date/Time         Saved Date/T
Image: Second	Cov Provider ID         Claim Humber         Policy Humber         Valuation Level         Reported to Insurer Date         Pol Eff Date         Juris State         Claim Status         Replacement         NCCI Processed Date/Time         Saved Date/
99990 WRJCTDRJCTRJ WCRJCTDRJCT12 018 03/01/2008 03/01/2008 41 0 11/9/2010 10:07:09 AM 1763159 923	Cov Provider ID         Claim Humber         Policy Humber         Valuation Level         Reprired to Insurer Date         Pol Eff Date         Juris State         Claim Status         Replacement         NCCI Processed Date/Time         Saved Date/
999901 WRIGHRIGTELVERIGTELTE THE HZ70127009 /8 0 1000/000/0000000 000 0000000000000	Cov Provider ID         Claim Number         Policy Number         Valuation Level         Reported to Insurer Date         Pol Eff Date         Juris State         Claim Status         Replacement         NCCI Processed Date/Time         Saved Date/

## Manage My Data—Import File

The import feature allows you to import data files for purposes of certification, production, and preediting your data. The import feature can be accessed from the **Manage My Data** tab.

**□** From the **Manage My Data** drop-down menu, select **Import File**.

lanage My Data	Tools and Information		
Search Create		ation	
Search Rejected	l and Saved Claims	) application is an NCCI data collection system that provides users the	Latest Enhancements
Import File		can create, view and update DCI data, as well as, import data files, track acts of DCI claims with Reported to Insurer Dates of September 2009, or	As of 10/29/2014
Track Submissic Data Extract	ons	ormation	The <b>Detailed Claim Information</b> tool has been updated with the following enhancements:
Reports			The Update tab under the Manage My Data dropdown has been renamed to Search Rejected and Saved Claims
			<ul> <li>The Reports tab has been added to the Manage My Data dropdown</li> </ul>
			For additional information: View Release Notes
			Quick Links
			<u>Data Manager Dashboard</u> Data Transfer via the Internet

Once you've selected the Import File option, the following screen displays, letting you know that you've successfully logged on.

The following information has been returned.		
Logon is successful.		
Import DCI Data		
nporting DCI Data allows you to send a properly formatted file to NCCI for DCI collection processing. lease note the following NCCI system recognized file naming conventions:		
ouduation mes. vzboch, kak pre-cak mes, vzbochk, tak certailadian mes, vzboch, kak		
o upload a file, fill in the fields below and press Send:		
File name: Browse		
Send File Reset		

# Importing a File Into Detailed Claim Information via DCA Access<sup>®</sup> Online

To import a file into **Detailed Claim Information** via **DCA Access<sup>®</sup> Online**:

- Click Browse (1).
- □ Search and select the correct file to submit (2).
- □ Make sure the correct file name and extension appear in the **File name** box (3).
- Click Send File (4).

Import DCI Data         Importing DCI Data allows you to send a properly formatted file to NCCI for DCI collection processing.         Please note the following NCCI system recognized file naming conventions:         Production Files: V2DCI.*.txt Pre-Edit Files: V2DCIPR.*.txt Certification Files: V2DCI.*.txt         Note:         To upload a file, fill in the fields below and press Sent:         Importing DCI Data allows you to send a properly file name:         Importing DCI program files:         Production Files:         Very Conse file         Importing DCI Data allows you to send a properly formatted file to NCCI for DCI collection processing.         Production Files:         Production Files:         V2DCI.*.txt         Choose file         Import or submit any files to NCCI using the Import Files option, you must follow the proper file-naming convention or else the file will not be recognized.         Production Files:       V2DCI.*.txt         Certification Files:       V2DCI.*.txt         Pre-Edit Files:       V2DCI.PR.*.txt	
Importing DCI Data allows you to send a properly formatted file to NCCI for DCI collection processing. Please note the following NCCI system recognized file naming conventions: Production Files: V2DCI.*.txt Pre-Edit Files: V2DCIPR.*.txt Certification Files: V2DCI.*.tst: Note: The variable name (.*.) can consist of upto 18 alphanumeric characters to identify the new DCI program files. To upload a file, fill in the fields below and press Send:	Import DCI Data
Note: The variable name (.*.) can consist of upto 18 alphanumeric characters to identify the new DCI program files.         To upload a file, fill in the fields below and press Sent:         Image: Send File         Reset         Choose file         Image: Series         This screen functions very similarly to another data reporting tool on ncci.com—Data Transfer via the Internet.         In order to submit any files to NCCI using the Import Files option, you must follow the proper file-naming convention or else the file will not be recognized.         Production Files: V2DCI.*.txt         Certification Files: V2DCI.*.txt         Pre-Edit Files: V2DCI.*.txt	Importing DCI Data allows you to send a properly formatted file to NCCI for DCI collection processing. Please note the following NCCI system recognized file naming conventions: Production Files: V2DCI.*.txt Pre-Edit Files: V2DCIPR.*.txt Certification Files: V2DCI.*.tst
To upload a file, fill in the fields below and press Send:         3       File name:       V2DCI.january.txt       I Browse         4       Send File       Reset       2       Choose file       I I I I I I I I I I I I I I I I I I I	Note: The variable name (.*.) can consist of upto 18 alphanumeric characters to identify the new DCI program files.
4       Send File       Reset       2       Choose file       Image: Choose file       Iman	To upload a file, fill in the fields below and press Send: 3 File name: V2DCI.january.txt 1 Browse
Note:         This screen functions very similarly to another data reporting tool on ncci.com—Data Transfer via the Internet.         In order to submit any files to NCCI using the Import Files option, you must follow the proper file-naming convention or else the file will not be recognized.         Production Files: V2DCI.*.txt         Certification Files: V2DCI.*.txt         You must be certified to submit production files.         Pre-Edit Files: V2DCIPR.*.txt	4 Send File Reset 2 Choose file ?X
Note: This screen functions very similarly to another data reporting tool on ncci.com—Data Transfer via the Internet. In order to submit any files to NCCI using the Import Files option, you must follow the proper file-naming convention or else the file will not be recognized. Production Files: V2DCI.*.txt Certification Files: V2DCI.*.tst Pre-Edit Files: V2DCIPR.*.txt	Lookin: 🔐 Destan 🗸 🔶 🖻 💣 🛃 🕶
Note: This screen functions very similarly to another data reporting tool on ncci.com—Data Transfer via the Internet. In order to submit any files to NCCI using the Import Files option, you must follow the proper file-naming convention or else the file will not be recognized. Production Files: V2DCI.*.txt Certification Files: V2DCI.*.tst Pre-Edit Files: V2DCI.*.txt	
This screen functions very similarly to another data reporting tool on ncci.com—Data Transfer via the Internet. In order to submit any files to NCCI using the Import Files option, you must follow the proper file-naming convention or else the file will not be recognized. Production Files: V2DCI.*.txt Certification Files: V2DCI.*.tst Pre-Edit Files: V2DCIPR.*.txt	Note:
In order to submit any files to NCCI using the Import Files option, you must follow the proper file-naming convention or else the file will not be recognized. Production Files: V2DCI.*.txt Certification Files: V2DCI.*.tst Pre-Edit Files: V2DCIPR.*.txt	This screen functions very similarly to another data reporting tool on <b>ncci.com</b> —Data Transfer via the Internet.
Production Files: V2DCI.*.txt Certification Files: V2DCI.*.tst Pre-Edit Files: V2DCIPR.*.txt	In order to submit any files to NCCI using the Import Files option, you must follow the proper file-naming convention or else the file will not be recognized.
Certification Files: V2DCI.*.tst Pre-Edit Files: V2DCIPR.*.txt You must be certified to submit production files prior to being allowed to submit pre-edit files.	Production Files: V2DCI.*.txt
Pre-Edit Files: V2DCIPR.*.txt	Certification Files: V2DCI.*.tst You must be certified to submit production files
	prior to being allowed to submit pre-edit files.
	Pre-Edit Files: V2DCIPR.*.txt
	Pre-Edit Files: V2DCIPR.*.txt

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#### **Pre-Editing Your Data**

- Once you've been certified to submit production files to NCCI, you will have the ability to submit DCI pre-edit files.
- □ This functionality allows you to submit a DCI data file to pre-edit so that you have the opportunity to view rejects and errors, and correct the source system prior to submitting the file to production.
- After your file has been submitted to production, you will receive a data file of your submission.

Remember, when submitting pre-edit files, you must use the V2DCIPR.\*.txt file-naming convention.

### **Certification Files**

- Certification is a process that must occur prior to submitting any new data types.
- Certification is also recommended whenever you have made any changes within your company's reporting system. This helps to ensure that your changes have not affected your DCI reporting elements.

Remember, when submitting certification files, you must use the V2DCI.\*.tst file-naming convention

## Manage My Data—Track Submissions

The **Track Submissions** option allows you to track submissions previously sent to NCCI's **Detailed Claim Information** tool. Data providers can:

- Monitor the electronic and *Detailed Claim Information* via *DCA Access<sup>®</sup> Online* submissions that they submit to NCCI.
- □ Verify that the amount of records submitted is equal to the amount of records processed.
- □ View the status of their submissions.
- □ Search and view data submissions using all electronic media types.

### **Using Track Submissions**

• From the Manage My Data tab, click Track Submissions.

lanage My Data Tools and Informatio	n	
Search Create Search Rejected and Saved Claims Import File Track Submissions Data Extract Penortr	ation ) application is an NCCI data collection system that provides users the can create, view and update DCI data, as well as, import data files, track racts of DCI claims with Reported to Insurer Dates of September 2009, or prmation	Latest Enhancements As of 10/29/2014 The Detailed Claim Information tool has been updated with the following enhancements:
		The Update tab under the Manage M Data dropdown has been renamed to Search Rejected and Saved Claims     The Reports tab has been added to the Manage My Data dropdown For additional information: <u>View Release Notes</u> Quick Links

□ The following screen displays.

Detailed Claim Information           Manage My Data         Tools and Information           Track Submissions	All Submissions All Submissions Online Submissions DTVI Submissions	Main Page   Log Ou	Search
Track Submissions		Designed Company (Company)	
Submission Type All Submissions 💌		To Submission ID	User ID
Please enter desired criteria and Submission File Name click on Search to view Submissions .			
			Search Reset
	50		
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□ Input the preferred search criteria and click **Search**. In this example, we are searching for all submissions sent to NCCI from 10/01/2010 to 12/31/2010.

Detailed Claim Information	Main Page   Log Out	Search
Manage My Data Tools and Information		
Track Submissions		Hide Parameters Section
Track Submissions	Received 10 01 2010 - 12 31 2010 Submission ID	
Please enter desired criteria and click on Search to view Submission s.	Date Range	
		Search Reset

□ A screen similar to the one below displays.

## Export all rows to 🕷

Coverage Provider Group ID	NCCI Received DTM	NCCI Processed DTM	<u>Submission</u> <u>Status</u>	<u>Records</u> Submitted	<u>Records</u> Rejected	Records Rejected With Default Errors	Records With Default Errors	<u>Records Error</u> <u>Free</u>	<u>Media</u> Type	<u>Submission</u> <u>ID</u>	Submission File Name
99990	11/18/2010 12:26:04 PM	11/18/2010 12:26:04 PM	In Progress						Online	1763403	
99990	11/9/2010 10:05:00 AM	11/9/2010 10:07:42 AM	Completed	72	60	0	0	12	DTVI	1763159	v2dci.deprjct.txt
99990	11/9/2010 8:39:16 AM	11/9/2010 8:41:08 AM	Completed	48	48	0	0	0	DTVI	1763151	v2dci.deprjct.txt
99990	11/8/2010 3:56:22 PM	11/8/2010 3:58:05 PM	Completed	36	36	0	0	0	DTVI	1763137	v2dci.deprjct.txt
99990	11/8/2010 2:55:29 PM	11/8/2010 3:09:56 PM	Completed	27	0	0	0	27	DTVI	1763129	v2dci.deprkfc.txt
99990	11/8/2010 2:55:10 PM	11/8/2010 3:08:46 PM	Completed	240	0	0	240	0	DTVI	1763128	v2dci.depod.txt
99990	11/8/2010 2:54:53 PM	11/8/2010 3:03:38 PM	Completed	714	0	0	0	714	DTVI	1763126	v2dci.depall.txt
99990	11/8/2010 12:04:53 PM	11/8/2010 12:06:55 PM	Rejected						DTVI	1763084	v2dci.tst91pup.txt
99990	11/8/2010 10:36:45 AM	11/8/2010 11:39:50 AM	Rejected						DTVI	1763057	v2dci.tst91grp.txt

The example above indicates that there were 19 submissions found for Coverage Provider Group ID 99990 in the fourth quarter of 2010.

Export all rows to 🕙

<u>Coverage Provider</u> <u>Group ID</u>	NCCI Received DTM	NCCI Processed DTM	<u>Submission</u> <u>Status</u>	<u>Records</u> Submitted	<u>Records</u> Rejected	Records Rejected With Default Errors	Records With Default Errors	<u>Records Error</u> <u>Free</u>	<u>Media</u> <u>Type</u>	<u>Submission</u> <u>ID</u>	Submission File Name
99990	11/18/2010 12:26:04 PM	11/18/2010 12:26:04 PM	In Progress						Online	1763403	
99990	11/9/2010 10:05:00 AM	11/9/2010 10:07:42 AM	Completed	72	60	0	0	12	DTVI	1763159	v2dci.deprjct.txt
99990	11/9/2010 8:39:16 AM	11/9/2010 8:41:08 AM	Completed	48	48	0	0	0	DTVI	1763151	v2dci.deprjct.txt
99990	11/8/2010 3:56:22 PM	11/8/2010 3:58:05 PM	Completed	36	36	0	0	0	DTVI	1763137	v2dci.deprjct.txt
99990	11/8/2010 2:55:29 PM	11/8/2010 3:09:56 PM	Completed	27	0	0	0	27	DTVI	1763129	v2dci.deprkfc.txt
99990	11/8/2010 2:55:10 PM	11/8/2010 3:08:46 PM	Completed	240	0	0	240	0	DTVI	1763128	v2dci.depod.txt
99990	11/8/2010 2:54:53 PM	11/8/2010 3:03:38 PM	Completed	714	0	0	0	714	DTVI	1763126	v2dci.depall.txt
99990	11/8/2010 12:04:53 PM	11/8/2010 12:06:55 PM	Rejected						DTVI	1763084	v2dci.tst91pup.txt
99990	11/8/2010 10:36:45 AM	11/8/2010 11:39:50 AM	Rejected						DTVI	1763057	v2dci.tst91grp.txt

The screen above provides a snapshot of some key information regarding the DCI submissions received:

- NCCI Received and Processed Dates—Lets you know when we received your data and completed the
  editing
- Submission Status—Tells you whether the file completed processing or rejected
- Records Submitted—Provides the total number of records in the file
- Records Rejected—Provides the total number of records within the file that rejected
- Records With Default Errors and Records Error Free—Tells you how many records were loaded into our production database
- Media Type—Lists what data tool was used to submit the file
- Submission ID—Assigned number that allows you to identify your submission file in our system and when performing a search using the tool
- Submission File Name—File name you used to send your data to NCCI (name will match what you have stored in your system)

# Manage My Data—Data Extract

This function allows you to search and extract claim data from our database to help you update your system or create subsequent report files to submit to NCCI.

### **Using the Data Extract Feature**

**□** From the Manage My Data drop-down menu, select Data Extract.

	Detailed Claim Information										
N	lanage My Data	Tools and Information									
	Search Create		ation								
	Search Rejected	l and Saved Claims	) application is an NCCI data collection system that provides users the	Latest Enhancements							
	Import File		can create, view and update DCI data, as well as, import data files, track acts of DCI claims with Reported to Insurer Dates of September 2009, or	As of 10/29/2014							
	Track Submissions Data Extract		ormation	The <b>Detailed Claim Information</b> tool has been updated with the following							
	Reports			<ul> <li>ennancements:</li> <li>The Update tab under the Manage My Data dropdown has been renamed to Search Rejected and Saved Claims</li> <li>The Reports tab has been added to the Manage My Data dropdown</li> </ul> For additional information: <u>View Release Notes</u> Quick Links Data Manager Dashboard Data Transfer via the Internet							
				<u>Data Transfer via the Internet</u> <u>Manuals Library</u>							

□ The following screen displays.

Detailed Cl	aim Information		Main Page   Log Out	Search	Go
lanage My Data Tools and Inform	ation				
Create Data Extract					
	Submission Type Latest Valuation Level (Non-Reject)	Extract Name	Coverage Provi Valuatior	der ID All 💙	
Enter desired criteria. Select an option from the dropdown listbox to narrow down the result set.	Claim Number	Submission ID Data Grade All 🔽	Jurisdiction	ı State 📶 💌	
			Cr	eate Extract Reset	
	53				
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u have three or	tions to choose from when	n creatina vour	Data Extract:	
ubmission Type	Latest Valuation Level (No	on-Reject)	*	
Ibmission Type	Subsequent Valuations L	evels Overdue	at NCCI 🔽	
ubmission Type	Rejected Claim Transact	ions	~	
To create yo	ur extract, use the followin	g fields: Extra	ct Name, Coverage	Provider ID, and
Reported to	Insurer Date range (addi	tional fields are	e optional).	
Click Create	Extract.			
Detailed Cl	im Information			Main Page   Log Out Search Go
, Detailed en				
e My Data I ools and Inform	300N			
eate Extract				
ate Data Extract				
	Submission Type Latest Valuation Level (Non-Rejec	t) 🗸	Extract Name Subsequents	Coverage Provider ID 99990 💙
	Submission Type Latest Valuation Level (Non-Rejec	t) 💙	Extract Name Subsequents	Coverage Provider ID
desired criteria. Select an	Submission Type Latest Valuation Level (Non-Rejec Reported To 05 01 2010 To 06 01 2010 Insurer Date	x) 🔽	Extract Name Subsequents	Coverage Provider ID 99990 V Valuation Level All V
r desired oriteria. Select an n from the dropdown listbox rrow down the result set.	Submission Type Latest Valuation Level (Non-Rejected To 05 01 2010 To 06 01 2010 Insurer Date Claim Number	:t) v	Extract Name Subsequents	Coverage Provider ID 99990 V Valuation Level All V Jurisdiction State All V
r desired criteria. Select an n from the dropdown listbox rrow down the result set.	Submission Type Latest Valuation Level (Non-Rejected To 05 01 2010 To 06 01 2010 Insurer Date Claim Number	:t) v	Extract Name Subsequents CCCI Received Date To Submission ID Data Grade All V	Coverage Provider ID 99990 V Valuation Level All V Jurisdiction State All V
r desired criteria. Select an n from the dropdown listbox rrow down the result set.	Submission Type Latest Valuation Level (Non-Rejected To 05 01 2010 To 06 01 2010 Insurer Date Claim Number	:t) v	Extract Name Subsequents	Coverage Provider ID 99990 V Valuation Level All V Jurisdiction State All V
r desired criteria. Select an n from the dropdown listbox rrow down the result set.	Submission Type Latest Valuation Level (Non-Rejected To 05 01 2010 To 06 01 2010 Insurer Date Claim Number	:t) v	Extract Name Subsequents	Coverage Provider ID 99990 V Valuation Level All V Jurisdiction State All V Create Extract Reset
r desired criteria. Select an n from the dropdown listbox rrow down the result set.	Submission Type Latest Valuation Level (Non-Reject Reported To 05 01 2010 To 06 01 2010 Insurer Date	:t) v	Extract Name Subsequents	Coverage Provider ID 99990 V Valuation Level All V Jurisdiction State All V Create Extract Reset
r desired oriteria. Select an n from the dropdown listbox rrow down the result set.	Submission Type Latest Valuation Level (Non-Reject Reported To 05 01 2010 To 06 01 2010 Insurer Date	st) v	Extract Name Subsequents	Coverage Provider ID 99990 V Valuation Level All V Jurisdiction State All V Create Extract Reset
r desired criteria. Select an n from the dropdown listbox rrow down the result set.	Submission Type Latest Valuation Level (Non-Rejected To 05 01 2010 To 06 01 2010 Claim Number		Extract Name Subsequents	Coverage Provider ID
r desired criteria. Select an n from the dropdown listbox rrow down the result set.	Submission Type Latest Valuation Level (Non-Rejected To 05 01 2010 To 06 01 2010 Insurer Date	t) ب ت st, the followir	Extract Name Subsequents	Coverage Provider ID
r desired criteria. Select an n from the dropdown listbox rrow down the result set.	Submission Type Latest Valuation Level (Non-Rejected To 05 01 2010 To 06 01 2010 Insurer Date Claim Number Claim Status All V	t) ب بst, the followir <mark>۱۲ DTVI Mailbox.</mark>	Extract Name Subsequents	Coverage Provider ID

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# Manage My Data—Reports

NCCI-Generated Reports are automatically created and distributed on a production schedule by NCCI. Each of these reports is available in the *Detailed Claim Information* tool.

### **Accessing NCCI-Generated Reports**

#### □ From the Manage My Data drop-down menu, select Reports.

anago hay bata Libools and intermaty		
Search Create Search Rejected and Saved Claims Import File Track Submissions Data Extract Reports	ation         ) application is an NCCI data collection system that provides users the can create, view and update DCI data, as well as, import data files, track racts of DCI claims with Reported to Insurer Dates of September 2009, or         prmation         Latest Enhance         As of 10/29/2014         The Detailed Claim Infinas been update duith the onhancements:         • The Update tab under Data dropdown has bee Search Rejected and sthe Manage My Data dropdown has bee Search Rejected and sthe Manage My Data dropdown has bee Search Rejected and sthe Manage My Data dropdown has bee Search Rejected and sthe Manage My Data dropdown has bee Search Rejected and sthe Manage My Data dropdown has bee Search Rejected and sthe Manage My Data dropdown has bee Search Rejected and sthe Manage My Data dropdown has bee Search Rejected and sthe Manage My Data dropdown has bee Search Rejected and sthe Manage My Data dropdown has bee Search Rejected and sthe Manage My Data dropdown has bee Search Rejected and starter My Data dropdown has bee Search Rejected and starter My Data dropdown has bee Search Rejected and starter My Data dropdown has bee Search Rejected and starter My Data dropdown has bee Search Rejected and starter My Data dropdown has bee Search Rejected and starter My Data dropdown has bee Search Rejected and starter My Data dropdown has bee Search Rejected and starter My Data dropdown has bee Search Rejected and starter My Data dropdown has bee Search Rejected and starter My Data dropdown has bee Search Rejected and starter My Data dropdown has bee Search Rejected and starter My Data dropdown has bee Search Rejected and starter My Data dropdown has bee Search Rejected and starter My Data dropdown has bee Search Rejected and starter My Data dropdown has bee Search Rejected and starter My Data dropdown has bee Search Rejected an	ments prmation tool he following r the Manage My h renamed to Saved Claims been added to opdown w Release Notes

□ The following reports screen appears.

(NCC)	Re	ports					
Policy	Unit	URC	DCI				
Reports - NCCI-Gene	– DCI D rated Rep	ata ports					
Report Name:	— Please s	elect a Report N	lame — 🦯	•	The followin Reports	g NCCI reports are available: – DCI Data	
	-	_	_		NCCI-Gene	erated Reports	
				55	Report Name:	— Please select a Report Name —     —     —     —     Please select a Report Name —     DCI Certification Submission Results Report     DCI Expected Subsequents Report     DCI Online Submission Results Report     DCI Overdue Subsequents Report     DCI Overdue Subsequents Report     DCI Pre-Edit Service Submission Results Report     DCI Reject Follow-up Report	ona
	© Copyr	ight 2015 Natio	nal Council or	n Compensation I	nsurance, Inc. All F	Rights Reserved.	

□ Each search screen allows you to input specific filter criteria to look up NCCI-Generated Reports.

#### **DCI Certification Submission Results Report**

(NCC	P F	Repor	ts			
Policy	Unit	URC	DCI			
Reports · NCCI-Gene	- DCI Da rated Rep	ita orts - DCI	Certificatio	n Sul	omission Results Repo	omission Results Report
Peport Name:	DCI Certificatio	un Submission F	Results Report	•		
<ul> <li>Report Criter</li> </ul>	ia Filter					
Select and/or er generate a repo 'Retrieve Report	nter criteria to ort, then click	Cove Provider G	rage roup 99990 ID:		Select Submission ID :	Select Submission ID :
					or Report Create Date/Range :	or Report Create Thru Thru
					Report Format :	Acrobat/PDF  Report Format: ① Excel
2 S						

#### **DCI Expected Subsequents Report**

(NCC)	Re	ports				Log
Policy	Unit	URC	DCI			
Reports NCCI-Gene	- DCI Dat erated Repo	a rts - DCI I	Expected	Subsequents Report		
Report Name:	DCI Expected Su	ibsequents Re	port	<b>▼</b>		
Report Criter	ria Filter					
Select and/or er generate a report 'Retrieve Report	nter criteria to ort, then click ť.	Cov Provider	verage Group 99990 ID:			
				Report Forma	<ul> <li>Acrobat/PDF</li> <li>t: Excel</li> <li>CSV</li> </ul>	Retrieve Report Reset

#### **DCI Online Submission Results Report**

	R R	eports	Log
Policy	Unit	URC DCI	
Reports	– DCI Da	ta	
NCCI-Gene	erated Rep	orts - DCI Online Submis	sion Results Report
Report Name:	DCI Online Sub	mission Results Report 🔹	
Report Crite	ria Filter		
Calcat and/an a	nter criteria to	Coverage	
generate a report 'Retrieve Report	ort, then click ť.	ID :	Select Submission ID: Select Value or Enter Date(s)
generate a rep 'Retrieve Repor	ort, then click ť.	ID :	or Report Create Thru
Select and/or e generate a rep 'Retrieve Repor	ort, then click ť.	Provider Group 99990 ID :	or Report Create Date/Range : Thru IIII IIIIIIIIIIIIIIIIIIIIIIIIIIIIIII
select ano/or e generate a rep 'Retrieve Repoi	ort, then click ť.	Provider Group 99990 ID :	or Report Create Date/Range : Thru © Acrobat/PDF Report Format : Excel

### **DCI Overdue Subsequents Report**

NCCI.	Rej	ports					<u>Log Ou</u>
Policy Reports NCCI-Gene	Unit – DCI Dat erated Repo	urc Do a orts - DCI Ove	due Subs	equents R	eport		
Report Name:	DCI Overdue Su ria Filter	bsequents Report	T				
Select and/or e generate a repo 'Retrieve Repor	nter criteria to ort, then click ť.	Coverag Provider Grou ID	99990		Depart Format .	Acrobat/PDF	
					кероrt Format :	CSV	Retrieve Report Reset

#### **DCI Pre-Edit Service Submission Results Report**

(NCC)	R	eports			<u>Log Out</u>					
Policy	Unit	URC DCI								
Reports	Reports – DCI Data NCCI-Generated Reports - DCI Pre-Edit Service Submission Results Report									
Report Name:	DCI Pre-Edit Se	ervice Submission Results Repo	ort 🔻							
Report Criter Select and/or e generate a report 'Petrieve Report	ria Filter nter criteria to ort, then click +	Coverage Provider Group 99990	Select Submission ID :	Select Value or Enter Date(s)	-					
Nonere Repor		10.	or Report Create Date/Range :	Thru						
			Report Format :	Acrobat/PDF     Excel     CSV	Retrieve Report Reset					

#### **DCI Reject Follow-Up Report**

(NCC)	R	eports				Log Out
Policy	Unit	URC DCI				
Reports NCCI-Gene	- DCI Dat erated Repo	ta orts - DCI Reject Fo	llow-up Repo	ort		
Report Name:	DCI Reject Follo	w-up Report	•			
Report Criter Select and/or e generate a repor 'Retrieve Repor	ria Filter Inter criteria to ort, then click rt'.	Coverage Provider Group 9999 ID :	D			
				Report Format :	<ul> <li>Acrobat/PDF</li> <li>Excel</li> <li>CSV</li> </ul>	Retrieve Report Reset

#### **DCI Submission Results Report**

(NCC)	Reports			<u>Log Out</u>
Policy	Unit URC DCI			
Reports	– DCI Data erated Reports - DCI Submissio	on Results Report		
Report Name:	DCI Submission Results Report	<b>~</b>		
- Report Criter	ria Filter			
Select and/or er generate a repo 'Retrieve Report	nter criteria to Coverage ort, then click Provider Group 99990 ť. ID :	Select Submission ID :	Select Value or Enter Date(s)	-
		or Report Create Date/Range :	Thru	
			Acrobat/PDF	
		Report Format :	© Excel © CSV	Retrieve Report Reset

## **Detailed Claim Information—Tools and Information**

The Tools and Information tab provides a path for accessing additional tools for reporting DCI data.

- Click **Tools and Information** and the following drop-down menu appears.
- □ To access the main page of any of the tools listed, click the respective drop-down option.

(NCCI)	Detailed Claim Inform	nation	L
Manage My Data Detaile The Detailed ability to mar submissions,	Tools and Information         Data Manager Dashboard         Data Transfer Via Internet         DCI Edit Matrix         DCI Reporting Guidebook 2009 Edition	data collection system that provides users the date DCI data, as well as, import data files, track eported to Insurer Dates of September 2009, or	Latest Enhancements As of 10/29/2014
There are no	Manuals Library Alerts and Information alerts at this time.		The Detailed Claim Information tool has been updated with the following enhancements: • The Update tab under the Manage My Data dropdown has been renamed to Search Rejected and Saved Claims • The Reports tab has been added to the Manage My Data dropdown For additional information: <u>View Release Notes</u> Quick Links Data Manager Dashboard Data Transfer via the Internet Maguet Links

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# **DCI Edit Matrix**

The DCI edit matrix can be found in the *DCI Reporting Guidebook*.

- □ To access the guidebook, go to **ncci.com** and log in.
- Once logged in, click the Manuals Library link under Online Reference Library.

Size Dut	My Preferences	
sign Out	Update Profile   Update Notification Preferences My Company Administrators	6   Online Invoices
Current Features	MY Services & Tools What's This	\$?
ONLINE	Risk/Underwriting Tools	Online Reference Library
View NCCI's extensive	» Classification Inspection Service	» Circulars
today.	» Riskworkstation <sup>™</sup>	» Manuals Library
	-	

□ In the **Manuals Library**, you will see the following options:

Manuals Library	
Filter By State Historical Table of Contents - Show	
<ul> <li>Underwriting Manuals</li> <li>Data Manuals</li> <li>Reference Manuals</li> <li>Previous Editions</li> </ul>	

□ Expand the Data Manuals option and select DCI Reporting Guidebook 2009 Edition.



Manuals Library	Manuals/Circulars 👻 Search
By State Historical Table of Contents - Show	
nderwriting Manuals	
ata Manuale	
- DCI Reporting Guidebook 2009 Edition	
Part 1—DCI Reporting Guidebook	(NCC)
Part 2—General Rules	
Part 3-DCI Structure	
Part 4—Claim Selection and Sampling	Detailed Claim Information Reporting Guidebook—2009 Edition
Part 5—Reporting and Record Lavouts	
Part 6-Data Dictionary	
Part 7—Edits, Edit Messages, and Corrections	Copyright
Part 8—Reports	
Part 9—Data Quality Compliance Program	© Copyright 2000–2014 National Council on Compensation Insurance, Inc. All Rights Reserved.
Part 10-Glossary	Disclaimer
Elorida State Exceptions	This product is comprised of materials and information, which are proprietary to NCCI and are protected by United States and
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Michigan State Exceptions	Use of this product for any other purpose, including but not limited to reproduction or storage in a retrieval system, by any
Minnesota State Exceptions	means, electronic or mechanical, photocopying, creating an infobase or database, disseminating, selling, assigning, preparing derivative works, using the product for commercial purposes or otherwise transferring the product to any third party, in whole or
New Jersey State Exceptions	in part, in any media, without the prior written consent of NCCI is strictly prohibited.
New York State Exceptions	The product is furnished "As Is" and includes information available at the time of publication only. NCCI makes no
Pennsylvania State Exceptions	representations or warranties relating to this product, and expressly disclaims any and all express, statutory, or implied
Texas State Exceptions	warrances of any Annu including the implied warrancy of merchanizability and indexs for a particular purpose. Additionally, you assume responsibility for the use of, and for any and all results derived or obtained as a result of the product. No employee or
West Virginia State Exceptions	agent of NCCI or its affiliates is authorized to make any warranties of any kind regarding this product. Any and all results,
Wisconsin State Exceptions	NCCI does not endorse, approve, or otherwise acquiesce in your actions, results, analyses, or decisions, nor shall NCCI have any
Manual in PDF Format	liability thereto. This product is the copyrighted material of the National Council on Compensation Insurance, Inc. All Rights
Electronic Transmission User's Guide	Reserved. This product may be subject to a license agreement that governs the specific use of the product.
Financial Call Reporting Guidebook	
Medical Data Call Reporting Guidebook	

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# Expand Part 7—Edits, Edit Messages, and Corrections (1), select Section F. DCI Edit Matrix (2), and click DCI Edit Matrix—All Edits in Production.



□ A pop-up window will display, asking you what you'd like to do with the matrix. To open the file, select the first option—**Open**.

Windows Internet Explorer	X
What do you want to do with DCI_EditMatrix_Production.doc?	
Size: 426 KB Type: Microsoft Word 97 - 2003 From: www.ncci.com	
Open The file won't be saved automatically.	
→ Save	
→ Save as	
	Cancel

#### □ The Edit Matrix (in production) displays.

		6
6		1
("	ully	
<u>.</u>	<u></u>	

DETAILED CLAIM INFORMATION EDIT MATRIX-ALL EDITS IN PRODUCTION (April 10, 2014 Release)

Record Type	Edit Number	Data Grade	Data Field	Edit Message	Report Type	Edit Type	Applic- able States	Ex- cluded States	Effective Date	Edit Change
1	0001-01	9	Accident Date	Must be a valid date.	Original, Subsequent, Replacement	F	All		10/01/10	Added edit.
1	0033-01	9	Claim Number Identifier	Must not equal: • All blanks • All zeros • Any combination of just zero(s) and blank(s) • All punctuation marks • All special characters	Original, Subsequent, Replacement	F	All		10/01/10	Added edit.
1	0033-02	3	Claim Number Identifier	Must contain only alphabetic and/or numeric characters and must not contain embedded spaces, punctuation marks, or special characters. Default Value: Compressed Claim Number Identifier	Original, Subsequent, Replacement	F	All		10/01/10	Added edit.
1	0034-01	9	Claim Status Code	Must be valid per table.	Original, Subsequent, Replacement	F	All		10/01/10	Added edit.
1	0034-02	9	Claim Status Code	Must be Open or Closed for the first valuation level report.	Original	L	All		03/11/11	Updated Edit Message to remove redundancy between Data Field and Edit Message. Added edit.

The DCI Edit Matrix gives you a more detailed explanation of the edit by edit number and edit message.

## Supplemental Information

## What Is DCA Access<sup>®</sup> Online?—General Information

- DCA Access<sup>®</sup> Online is a comprehensive Web-based tool used to easily search for and view your policy, unit report, unit report control (URC), unit notifications, detailed claim information, and coverage provider information online.
- Subscribing to the update capabilities in DCA Access<sup>®</sup> Online allows you to correct, enter, and update unit statistical data; add subsequent reports; and respond to notifications. The URC Inquiry and Update Tool allows you to update URC information at the policy, state, and report levels.
- DCA Access<sup>®</sup> Online also allows Bureau Compliance Statistical Service (BCSS) customers to track, update, and resubmit data to the independent bureaus.

## DCA Access<sup>®</sup> Online—Subscriptions

#### Inquiry Feature

View policy, unit statistical, URC, detailed claim information, noncompliance/compliance, notifications, and coverage/data provider information.

 Policy Entry, Correction, and Update Feature Enter new, renewal, and annual rerate policies. Correct and update policy data that was processed or rejected.

#### Unit Report Entry, Correction, and Update Feature Enter, correct, and update all report levels (1st–10th) of unit statistical data that was processed, and correct rejected unit statistical data. Also, you can now add subsequent unit reports.

Unit Report Control (URC) Update Feature

Update URC information at the policy and state levels. View report levels to help monitor the timely submission of unit report data. Link from URC records to corresponding policies and unit reports for viewing and making changes to that data.

Detailed Claim Information (DCI) Entry, Update, and Replacement Feature Enter and update Detailed Claim Information Reports for claims with a Reported to Insurer Date

of September 2009 and later.

### **Coverage Provider Features**

The **Provider** tab allows you to view detailed information for all coverage providers associated with your specific Coverage Provider Group ID. Detailed information includes:

- The Coverage Provider's Group ID
- The Coverage Provider's ID
- The Coverage Provider's Name
- Any Buyout/Runoff Information for the Coverage Provider
- The Coverage Provider's FEIN

DCA Access <sup>®</sup> Online Policy Unit URC DCI Provider Notifications Help	
DCA Access <sup>®</sup> Online	
	Enhancements
Welcome to NUCIS <i>DLA Access Online</i> , a data tool that allows you to access, enter, and update your POLICY, UNIT, URC, and DCI data. You can also view and update Notifications, access reject and error information, generate reports, and view your coverage provider information.	As of 7/1/2014
Do Not Show Rollover	DCA Access® Online has been updated to remove the DCI Runoff tab from the DCI main menu dropdown and access to all DCI Runoff Reports have been discontinued.
System Alerts and Information	For additional information: <u>View Release Notes</u>
There are no alerts at this time.	
	Quick Links
	Data Manager Dashboard Data Transfer via the Internet Manuals Library
	Policy Edit Matrix DCI Edit Matrix

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□ To view details of a specific Coverage Provider Group, click the **Provider** tab and select **Search Coverage Providers** from the drop-down menu.

Policy Unit URC DCL	
Coverage Provider Welcome to NCCI's DCA Access <sup>®</sup> Online, a data tool that allows you to access, enter, and update your POLICY, UNIT, URC, and	Enhancements
DCI data. You can also view and update Notifications, access reject and error information, generate reports, and view your coverage provider information.	As of 7/1/2014
Do Not Show Rollover	remove the DCI Runoff tab from the DCI mai menu dropdown and access to all DCI Runof Reports have been discontinued.
System Alerts and Information	For additional information: <u>View Release Notes</u>
There are no alerts at this time.	
	Quick Links
	Data Manager Dashboard Data Transfer via the Internet Manuals Library
	Policy Edit Matrix DCI Edit Matrix

□ A screen similar to the one below appears.

Coverage Provider ID Find All My Coverage Providers  Coverage Provider Name Coverage Provider FEIN Search Reset	Find All My Coverage Providers V       Search	Coverage Provider Search Coverage Provider Name Coverage Provider FEIN Search Reset	
Coverage Provider FEIN  Search Reset	Search Reset	Coverage Provider FEIN  Search Reset	_
Coverage Provider FEIN Search Reset	Search Reset	Coverage Provider FEIN Search Reset	_
Search Reset	Search Reset	Search Reset	_
			_

67 © Copyright 2015 National Council on Compensation Insurance, Inc. All Rights Reserved. **□** From the Coverage Provider ID drop-down menu, select a coverage provider and click **Search**.

Coverage Provider ID Coverage Provider Name Coverage Provider FEIN	Policy	Unit URC Coverage Provider 45856	DCI Provider Search	Notifications	Help
Coverage Provider ID Coverage Provider Name Coverage Provider FEIN	e	Coverage Provider	Search		
Coverage Provider ID Coverage Provider Name Coverage Provider FEIN	e	45856	<b>~</b>		
Coverage Provider Name Coverage Provider FEIN	e				
Coverage Provider FEIN		,			
		Search Res	set		
Search Results					
		Total Matching Reco	ords: 1		
Group ID Pr	ovider ID	Name	Buyout	/ Runoff	FEIN
<u>1. 45856</u> 458	356	NCCI TRAINING COMPANY	No Chang	e-	

□ Click the **Group ID** link to see further details for this Coverage Provider Group ID (e.g., Coverage Provider Type; Affiliation Type; POC Participation).

CA Acces	ss <sup>®</sup> Online		6 B B
P	olicy Unit URC DCI	Provider Notificati	ons Help
Cov Provider Coverage Pro	Group ID: 45856 Cov Provide ovider Group Name: NCCI TRAINING C	r Type: pc ☑ COMPANY	Afltn Type: M
Cov Provider Coverage Pro	Group ID: 45856 Cov Provide ovider Group Name: NCCI TRAINING C Cov Provider Name	r Type: pc 🗹 COMPANY FEIN NAIC Nbr	Afltn Type: 2
Cov Provider Coverage Pro Cov Provider ID 13118	Group ID: 45856 Cov Provide ovider Group Name: NCCI TRAINING C Cov Provider Name NCCI TRAINING INDEMNITY COMPANY	r Type: pc 🖾 COMPANY FEIN NAIC Nbr	Afitn Type: POC Participation
Cov Provider Coverage Pro Cov Provider ID 13118 16962	Group ID: 45856 Cov Provide ovider Group Name: NCCI TRAINING C Cov Provider Name NCCI TRAINING INDEMNITY COMPANY NCCI TRAINING CASUALTY COMPANY	r Type: PC 네 COMPANY FEIN NAIC Nbr	Afitn Type: POC Participation N
Cov Provider Coverage Pro Cov Provider ID 13118 16962 40743	Group ID: 45856 Cov Provide ovider Group Name: NCCI TRAINING C Cov Provider Name NCCI TRAINING INDEMNITY COMPANY NCCI TRAINING CASUALTY COMPANY NCCI TRAINING INSURANCE COMPANY	r Type: pc ☑ COMPANY FEIN NAIC Nbr	Afltn Type: POC Participation N N

Click the **Buyout/Runoff** button to see more buyout and/or runoff details for the Coverage Provider Group ID.

	CA Aco	cess®	Online						
		Policy	Unit	URC	DCI	Provider	<sup>•</sup> Notificatio	ns	Help
Group Buyout/Runoff Branch Contact	Cov Provider Group ID: 45856 Cov Provider Type: PC Afltn Type: Coverage Provider Group Name: NCCI TRAINING COMPANY								
	Cov Provid	er ID/Cov P	rovider Name	Mem Type	bership	Group ID	Eff Dt	End Dt	Past Liability
	13118 - NC Company	CI TRAINING	<b>SINDEMNITY</b>	No C	hange	45856	1/1/1995	5	N
	16962 - NC Company	CI TRAINING	G CASUALTY	No C	hange	45856	1/1/1995	5	N
	40743 - NC Company	CI TRAINING	<b>INSURANCE</b>	No C	hange	45856	1/1/1995	5	N

 Click the Branch button to see details for each branch location for the Coverage Provider Group ID.



Click the Contact button to see contact details for each data type for the Coverage Provider Group ID.

D	CA Access <sup>®</sup> Onlin		Provider Notifications Help					
Group Buyout/Runoff	Cov Provider Group ID: 45856 Cov Provider Type: Pc Afltn Type: Coverage Provider Group Name: NCCI TRAINING COMPANY Coverage Provider Message If any information shown is incorrect, contact NCCI Customer Service at 800-NCCI-123 (800-622-4123). Contact Name Contact Role Phone Fax E-Mail							
Branch								
	DEP ONE TRAINER 901 PENINSULA CORPORATE CIR BOCA RATON, FL 334871339	DCI Data Reporting	julie_gonzalez@NCCI.COM					
	DEP ONE TRAINER 901 PENINSULA CORPORATE CIR BOCA RATON, FL 334871339	POLICY Data Reporting	julie_gonzalez@NCCI.COM					
	DEP ONE TRAINER 901 PENINSULA CORPORATE CIR BOCA RATON, FL 334871339	UNIT Data Reporting	julie_gonzalez@NCCI.COM					
	DEP ONE TRAINER 901 PENINSULA CORPORATE CIR BOCA RATON, FL 334871339	URC Data Reporting	julie_gonzalez@NCCI.COM					

# Reports

NCCI provides reports to inform data providers about the results of data submissions for all data types, including the data expected to be reported to NCCI. The reports provide key details about data that may require corrective action as identified during the editing process. The reports are distributed through a variety of delivery mechanisms and are available in PDF, Microsoft<sup>®</sup> Excel, and CSV formats.

NCCI Reports are accessible as NCCI-Generated or Customer-Generated.

NCCI-Generated Reports are automatically created and distributed on a production schedule by NCCI. An email will be sent to you indicating that the report is available via **DCA Access®** Online.

Customer-Generated Reports are requested by you using defined parameters within the **Detailed Claim Information** tool. Most reports will be available to view immediately on the screen.

### **Data Reports Guide**

For information on each of our reports, NCCI has a Data Reports Guide to assist you. This guide provides you with a complete listing of all NCCI-Generated and Customer-Generated data reports, including the report names, descriptions, schedule, and available formats.

To access the Data Reports Guide, go to My Preferences (1) and, under Data Reporting (2), click Data Reports (3).

	Search	Go Advanced S			
	Services & Tools Industry Ir 2	Data Reporting	Residual Markets	Events	Educa
Log In	Home	Policy & Proof of	Coverage Data		
Sign Out Current Features CLASSIFICATION UPDATES	My Preferences	Unit Statistical Data		011	0101010101 1010101011
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	Update Profile   Update Notification Preferer	Detailed Claim Information			
	My Company Administrators	Medical Data			
	MY Services & Tools What's	Noncompliance Data			
		Pool Data			
	Risk/Underwriting Tools	Data Quality		ars	
The Upcoming research and analysis of NCCI's class system.	» Classification Inspection Ser 3	Data Reports			
	» Riskworkstation	Guides & Guidelines			
more 🖬		General Announc	ements		
- □ The **Data Reports** Web section displays with links to a variety of report information resources.
- Click Data Reports Guide.



## □ The Data Reports Guide Web section displays.

	Home 🏫   My Prefere	ences   About NCCI   Ca	areers   Contact Us	Search	Go Ad	vanced Search
(NEEI)	Welcome Drw One			Custome	r Service: 1·	-800-622-4123
	Services & Tools	Industry Information	Data Reporting	Residual Markets	Events	Education
Log In	Home > Data Repo	rting > Data Reports				
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Sign Out	Data Reports	6		100 2	r06 9 \	18
Data Reporting	Data Reports Guide					
Policy & Proof of	Posted Date: Ma	y 23, 2014				
Coverage Data						
Unit Statistical Data	The Data Reports Guide has been updated to remove the DCI Run-Off reports. NCCI's Data Reports					
Financial Data	Guide provides you with a complete listing of all enhanced NCCI-generated and customer-generated data					
Detailed Claim	reports, including t	neir report names, des	criptions, schedule	e, and available form	ats.	
Information	NCCI-Generated	Reports—Distributed (	on a production so	hedule. An email will	be sent to	you
Medical Data	indicating the repor	t is available via <b>DCA</b> A	Access <sup>®</sup> Online.			
Noncompliance Data	Customer Generated Reports — Requested by you using defined parameters. Most reports will be					
Pool Data	available to view im	mediately on the scree	n. , , , , , , , , , , , , , , , , , , ,			
Data Quality	The Data Reports O	Guide is organized by t	he following data t	ype:		
Data Reports	Daliau	5 ,	5			
Guides & Guidelines	<ul> <li>Policy</li> <li>Proof of Cov</li> </ul>	verage (POC)				
General Announcements	• Unit					
Esperience Ratios Pla	Unit Report Control (URC)     Detailed Claim Information (DCI)     Financial Calls, Pool, and Medical     Data Quality and Data Tool Access					
Was Indente	view the Data Kep		aiis on aii the data	reports.		

□ Click the **Data Reports Guide** link, and a pop-up window will display asking if you would like to open or save the file. Click **Open**.



- □ The **Data Reports Guide** will display in Microsoft<sup>®</sup> Excel format.
- □ To find a listing of the available DCI Reports, select **DCI** from the tabs at the bottom of the screen.

	NCCI Data Reports Guide*				
Detailed Claim Information (DCI)					
	NCCI-Generated Reports				
			Available	Email Notification	
Report Name	Report Description	Schedule	Formats	Sent to:	
	This report contains Detailed Claim records that have been submitted and have either		PDF		
DCI Submission Results Report	completely rejected from NCCI's database or have been accepted with default errors.	Upon Submission	Excel	File Submitter	
			CSV		
	This report contains Detailed Claim records that have been submitted and have either				
	completely rejected from NCCI's database or have been accepted with default errors.		PDF		
DCI Online Submission Results Report		Daily	Excel	Online Submitter	
	Note: The report will include all online submissions per day for Group.		CSV		
	This report includes the results of your test file submission.				
			225		
DCI Contification Scherizing Results Report		Users Coloristes	PDF	File Coloritation	
DCI Certification Submission Results Report		Upon Submission	Excel	File Submitter	
			CSV		
	This report includes the results of your file submission that was pre-edited via NCCI's				
	editing process.		PDF		
DCI Pre-Edit Submission Results Report		Upon Submission	Excel	File Submitter	
			CSV		
	This report contains Detailed Claim records that were rejected from NCCI's database		PDF		
DCI Reject Follow-Up Report	and remain uncorrected.	Monthly	Excel	DCI wain Contact	
			CSV	on file	
	This report notifies Coverage Providers of Detailed Claims for which NCCI is expecting				
	subsequent valuations. This report only requests subsequent information for Detailed		PDF	DCI Main Contact	
DCI Expected Subsequents Report	Claims in which the prior valuation level was successfully processed onto NCCI's	Monthly	Excel	on file	
POLICY / IAIABC POC / UNIT / URC DCI	FINANCIAL & POOL / DATA QUALITY & TOOL ACCESS		I		

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## Scroll down the page for a listing of all DCI reports available in the **Detailed Claim** *Information* tool.

	NCCI Data Reports Guide*				
Detailed Claim Information (DCI)					
NCCI-Generated Reports					
Report Name	Report Description	Schedule	Available Formats	Email Notification Sent to:	
DCI Submission Results Report	This report contains Detailed Claim records that have been processed and have either completely rejected from NCCI's database or have been accepted with errors.	Upon Submission	PDF Excel CSV	File Submitter	
DCI Online Submission Results Report	This report contains Detailed Claim records that have been processed and have either completely rejected from NCCI's database or have been accepted with errors. Note: The report will include all online submissions per day for Group.	Daily	PDF Excel CSV	Online Submitter	
DCI Certification Submission Results Report	This report includes the results of your test file submission.	Upon Submission	PDF Excel CSV	File Submitter	
DCI Pre-Edit Submission Results Report	This report includes the results of your file submission that was pre-edited via NCCI's editing process.	Upon Submission	PDF Excel CSV	File Submitter	
DCI Reject Follow-Up Report	This report contains Detailed Claim records that were rejected from NCCI's database and remain uncorrected.	Monthly	PDF Excel CSV	DCI Main Contact on file	
DCI Expected Subsequents Report	This report notifies Coverage Providers of Detailed Claims for which NCCI is expecting subsequent valuations. This report only requests subsequent information for Detailed Claims in which the prior valuation level was successfully processed onto NCCI's database.	Monthly	PDF Excel CSV	DCI Main Contact on file	
DCI Overdue Subsequents Report	This report notifies Coverage Providers of Detailed Claims for which subsequent valuations are past due. This report only requests subsequent information for Detailed Claims in which the prior valuation level was successfully processed onto NCCI's database.		PDF Excel CSV	DCI Main Contact on file	
Customer-Generated Reports via DCA Acces	ss® Online			<i>b</i>	
· · · · · · · · · · · · · · · · · · ·			Available	Email Notification	
Report Name	Report Description	Schedule	Formats	Sent to:	
DCI Reject Report	This report will list Detailed Claim records that were rejected from NCCI's database and remain uncorrected.	Upon Request	PDF Excel CSV	No emails distributed	
DCI Expected Subsequents Report	This report will list Detailed Claim records for which NCCI is expecting subsequent valuations.	Upon Request	PDF Excel CSV	No emails distributed	
DCI Overdue Subsequents Report	This report will list Detailed Claim records for which subsequent valuations are past due.	Upon Request	PDF Excel CSV	No emails distributed	
DCI Saved Claims Report	This report will list Detailed Claims that have been saved but not submitted to NCCI's database via <i>DCA Access<sup>®</sup> Online</i> .	Upon Request	PDF Excel CSV	No emails distributed	
Customer-Generated Reports via Data Man	ager Dashboard			-	
Report Name	Report Description	Schedule	Available Formats	Email Notification Sent to:	
DCI First Validation Report	This report contains the counts of First Valuations expected, received, and missing.	Upon Request	HTML CSV	Report Requestor	
DCI Overdue Subsequent Report	This report contains a list of overdue subsequent valuations that are 1 or 2 months past due.	Upon Request	HTML CSV	Report Requestor	
Top 5 Outstanding DCI Reject Reasons	This report contains the top 5 reject reasons for rejected claims.	Upon Request	HTML CSV	Report Requestor	
				1	

\*Report Availability:

NCCI-Generated Reports will only be produced if data has been submitted within the applicable time frame for the report. NCCI-Generated Reports produced on a monthly basis are available for up to 6 months. All other reports are available for up to 3 months. Monthly reports will be available on the first Monday of the month.

Customer-Generated Reports created in DCA Access® Online for DCI Run-Off are located in the Report Queue and are available for up to 10 calendar days.

NOTE: Some Customer-Generated Reports will be viewable immediately upon execution instead of being retrieved from the Report Queue. This depends upon the volume of data produced on the report, in addition to the time it takes for the report to generate.

Customer-Generated Reports created in Data Manager Dashboard are available via Data Transfer via the Internet for up to 8 calendar days.

NOTE: Customer-Generated Reports created in DCA Access® Online and Data Manager Dashboard that appear on your screen are not automatically saved.

## **Release Notes**

Release Notes provide the latest information on updates made to the tool and are accessible through the Latest Enhancements section of the main page of *Detailed Claim Information* via *DCA Access*<sup>®</sup> *Online*.

Tools and Information         Detailed Claim Information (DCI) application is an NCCI data collection system that provides users the ability to manage their DCI data. Users can create, view and update DCI data, as well as, import data files, track submissions, generate reports and extracts of DCI claims with Reported to Insurer Dates of September 2009, or later.       Latest Enhancements         System Alerts and Information       The Petailed Claim Information tool 1       The Detailed Claim Information tool 1         There are no alerts at this time.       • The Update tab under the Manage 1       Data dropdown has been renamed to Search Rejected and Saved Claims         • The Reports tab has been added to Manage My Data dropdown       • The Reports tab has been added to Manage My Data dropdown         For additional information: View Release Notes       Data Manager Dashboard Data Transfer via the Internet	Log(
Detailed Claim Information         The Detailed Claim Information (DCI) application is an NCCI data collection system that provides users the ability to manage their DCI data. Users can create, view and update DCI data, as well as, import data files, track submissions, generate reports and extracts of DCI claims with Reported to Insurer Dates of September 2009, or later.       Latest Enhancements         System Alerts and Information       The Detailed Claim Information Information       The Detailed Claim Information tool I been updated with the following enhancements:         There are no alerts at this time.       • The Update tab under the Manage I Data dropdown has been renamed to Search Rejected and Saved Claims         • The Reports tab has been added to Manage My Data dropdown         For additional information: View Release Notes         Quick Links         Data Manager Dashboard         Data Transfer via the Intermet	
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## **Supplemental Information**

**Jacqueline Ganthier** has worked at NCCI for 17 years and is a senior data analyst in the Data Services Department within NCCI's Data Resources Division. Jacqueline has held positions in Customer Operations and Data Resources, including customer service analyst, operational lead of the Bureau Compliance Statistical Service, and New York Policy Services. She was also responsible for carrier certification.

Presently, her responsibilities include product support, data reporting compliance and external training, and focusing on NCCI's Webinars on Demand modules. Jacqueline also contributes as a technical writer to NCCI's data reporting communications and guidebooks.

Jacqueline holds a bachelor of science degree in business management from Florida Atlantic University.

**Lory Mills** has worked throughout NCCI in her 20 years of employment, with positions in the Assigned Risk, Regulatory, Underwriting/Classification, and Plan/Pool Administration Departments.

As a lead data analyst in NCCI's Data Collection Department, Lory was the project lead in the design, implementation, training, and enhancements for the *Detailed Claim Information* tool. Previous projects led by Lory include the *Data Quality Incentive Program*, *Carrier Report Card*, and related online tools.