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

2015 Data Educational Program

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West Palm Beach, FL

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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® Online** displays both production data and rejected data.

Detailed Claim Information via DCA Access® Online

Detailed Claim Information via **DCA Access® 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® Online** allows you to add, update, and delete DCI claims. You can:

- Add subsequent valuation report levels for NCCI states and Texas
- Pre-edit your data online prior to submitting the file to production
- Replace DCI claims online
- 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
- Online 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® 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).

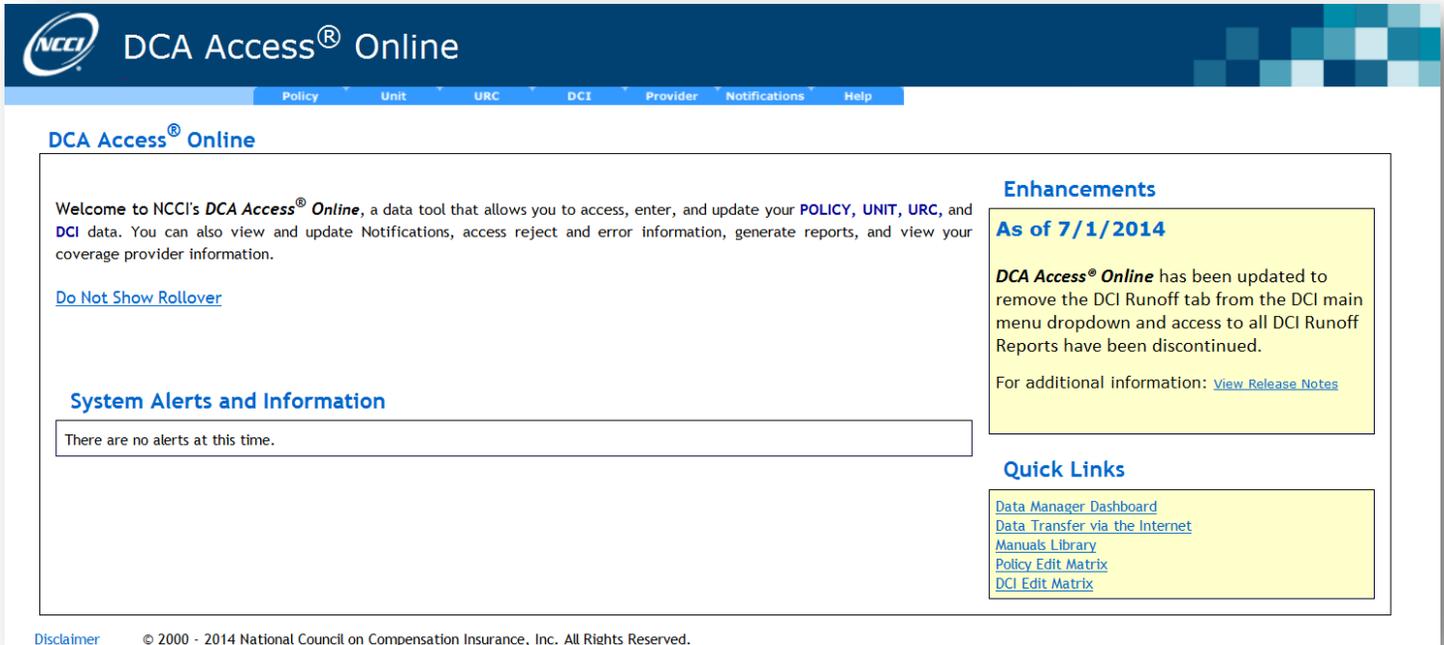
The screenshot shows the NCCI website home page. At the top left is the NCCI logo. Below it is a 'Log In' box with fields for 'User ID' (containing '1220461') and 'Password' (masked with dots). A 'Remember Me' checkbox is checked. A red arrow labeled '1' points to the 'Log In' box. A red arrow labeled '2' points to the 'Sign In' button. To the right of the login box is a navigation menu with tabs for 'Services & Tools', 'Industry Information', 'Data Reporting', 'Residual Markets', 'Events', and 'Education'. Below the navigation is a large banner for 'Experience Rating Update'. To the right of the banner are several promotional boxes: 'Terrorism Risk Insurance Act', 'Texas Update', and 'ONLINE EDUCATION'. At the bottom of the page is a 'WHAT'S NEW' section with two news items dated 10/23 and 10/20.

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

The screenshot shows the 'My Preferences' page on the NCCI website. At the top left is the NCCI logo. Below it is a 'Log In' box with a 'Sign Out' button. A red arrow labeled '1' points to the 'Sign Out' button. To the right of the login box is a navigation menu with tabs for 'Services & Tools', 'Industry Information', 'Data Reporting', 'Residual Markets', 'Events', and 'Education'. Below the navigation is a 'My Preferences' section with links for 'Update Profile', 'Update Notification Preferences', and 'Online Invoices'. Below that is a 'MY Services & Tools' section with a 'What's This?' link. The 'Data Reporting Tools' section is highlighted with a red arrow labeled '2'. Within this section, 'DCA Access® Online' is circled in red and has a red arrow labeled '3' pointing to it. Other sections include 'Risk/Underwriting Tools', 'Online Reference Library', 'Residual Market Tools', and 'Administrative Tools'. At the bottom of the page is a 'Services' section with a link for 'Online Invoice Service (OIS)'. On the left side of the page, there are several promotional boxes: 'ONLINE EDUCATION', 'Texas Update', and 'RESEARCH AND OUTLOOK'.

DCA Access® Online—Home Page Features

- ❑ The **DCA Access® Online** main page displays.



The screenshot shows the DCA Access® Online home page. The navigation menu at the top includes Policy, Unit, URC, DCI, Provider, Notifications, and Help. The DCI tab is highlighted in yellow. The main content area features a welcome message, a "Do Not Show Rollover" link, a "System Alerts and Information" section with a message "There are no alerts at this time.", an "Enhancements" section titled "As of 7/1/2014" describing a change to the DCI Runoff tab, and a "Quick Links" section with links to Data Manager Dashboard, Data Transfer via the Internet, Manuals Library, Policy Edit Matrix, and DCI Edit Matrix. A disclaimer is visible at the bottom left.

DCA Access® Online

Policy Unit URC **DCI** Provider Notifications Help

DCA Access® Online

Welcome to NCCI's **DCA Access® 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.

[Do Not Show Rollover](#)

System Alerts and Information

There are no alerts at this time.

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 Reports have been discontinued.

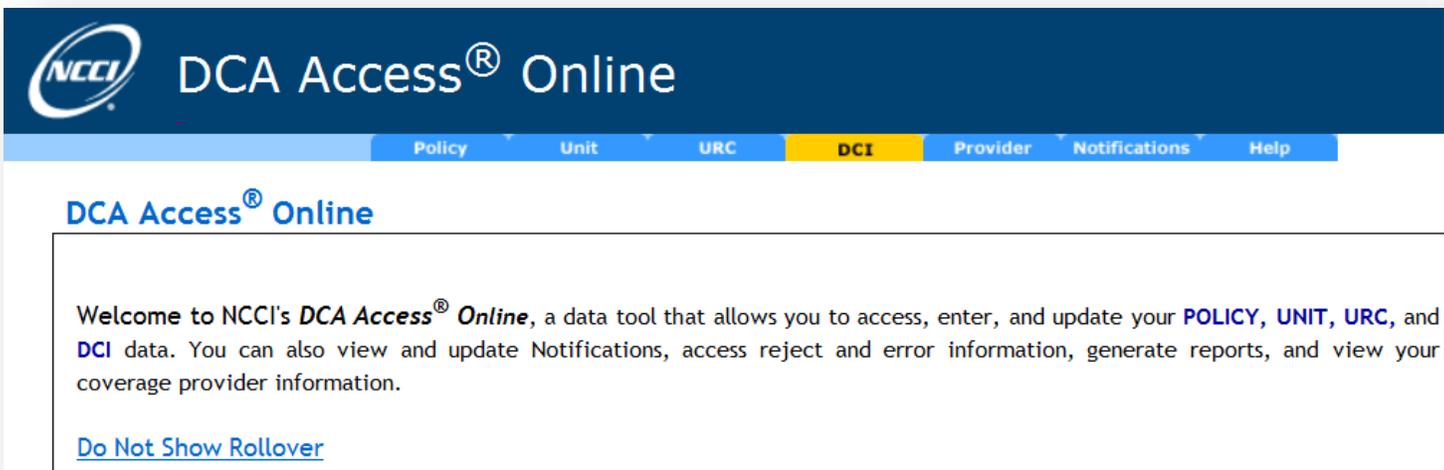
For additional information: [View Release Notes](#)

Quick Links

[Data Manager Dashboard](#)
[Data Transfer via the Internet](#)
[Manuals Library](#)
[Policy Edit Matrix](#)
[DCI Edit Matrix](#)

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- ❑ Click the **DCI** tab.



The screenshot shows the DCA Access® Online home page with the DCI tab highlighted in yellow in the navigation menu. The main content area features a welcome message and a "Do Not Show Rollover" link.

DCA Access® Online

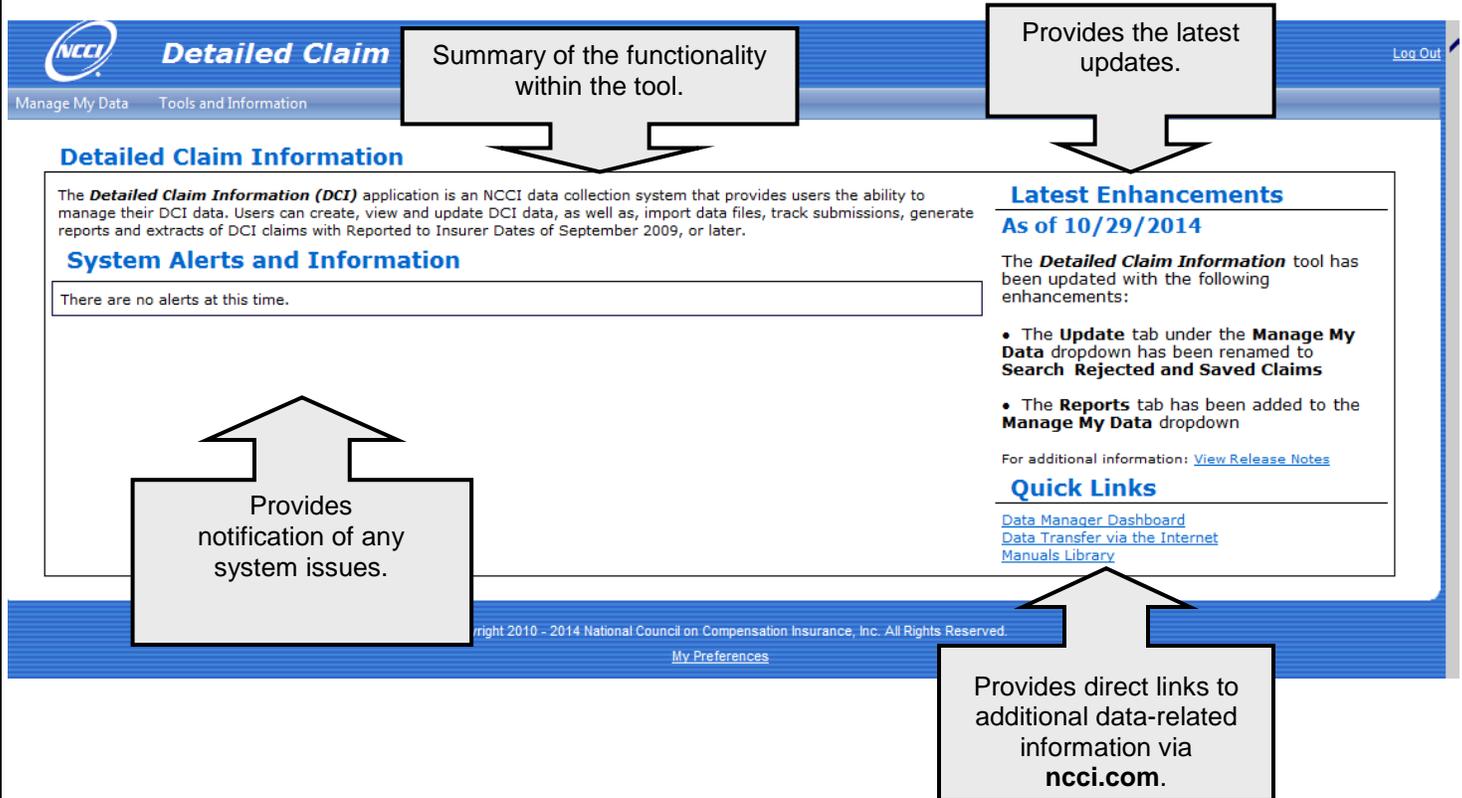
Policy Unit URC **DCI** Provider Notifications Help

DCA Access® Online

Welcome to NCCI's **DCA Access® 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.

[Do Not Show Rollover](#)

- ❑ You will be brought to the **Detailed Claim Information** tool.
- ❑ From this main page, you can access data for all claims with a Reported to Insurer Date of September 2009 and later.
- ❑ See below for a breakdown of each of the sections on the **Detailed Claim Information** tool's main page.



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.

The screenshot shows the 'Detailed Claim Information' web application interface. At the top, there is a blue header with the NCCI logo and the text 'Detailed Claim Information'. A 'Log Out' link is visible in the top right corner. Below the header, there are two tabs: 'Manage My Data' (which is active) and 'Tools and Information'. The 'Manage My Data' dropdown menu is open, showing options: Search, Create, Search Rejected and Saved Claims, Import File, Track Submissions, Data Extract, and Reports. The main content area is partially obscured by the dropdown menu. To the right, there is a section titled 'Latest Enhancements As of 10/29/2014' which lists two updates: the 'Update' tab under 'Manage My Data' is renamed to 'Search Rejected and Saved Claims', and a new 'Reports' tab is added to the 'Manage My Data' dropdown. Below this, there are 'Quick Links' for 'Data Manager Dashboard', 'Data Transfer via the Internet', and '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.

The screenshot shows the 'Detailed Claim Information' application interface. At the top, there is a blue header with the NCCI logo and the text 'Detailed Claim Information'. Below the header, there are two tabs: 'Manage My Data' and 'Tools and Information'. The 'Manage My Data' tab is active, and its dropdown menu is open, showing the following options: Search, Create, Search Rejected and Saved Claims, Import File, Track Submissions, Data Extract, and Reports. A red arrow points to the 'Search' option. The main content area is divided into two sections. The left section is titled 'Latest Enhancements' and contains the following text: 'As of 10/29/2014', 'The *Detailed Claim Information* tool has been updated with the following enhancements:', and a list of two bullet points: '• The **Update** tab under the **Manage My Data** dropdown has been renamed to **Search Rejected and Saved Claims**' and '• The **Reports** tab has been added to the **Manage My Data** dropdown'. Below this list, there is a link for 'View Release Notes'. The right section is titled 'Quick Links' and contains three links: 'Data Manager Dashboard', 'Data Transfer via the Internet', and 'Manuals Library'.

- ❑ The following search screen displays.

The screenshot shows the 'Search Claims' screen in the 'Detailed Claim Information' application. The screen has a blue header with the NCCI logo and the text 'Detailed Claim Information'. Below the header, there are two tabs: 'Manage My Data' and 'Tools and Information'. The 'Manage My Data' tab is active. The main content area is titled 'Search Claims' and contains a search form. At the top of the form, there is a dropdown menu for 'Select Type of Search' with 'All Claims' selected. Below this, there is a 'Hide Claim Filter' link. The search form is divided into two sections: 'Search All Claims' and 'To view all Non-rejected Claims, select filter criteria and click on Search.' The 'Search All Claims' section contains the following fields: 'Claim Number' (text input), 'Reported To Insurer Date' (date range input), 'Coverage Provider ID' (dropdown menu with 'All' selected), 'Valuation Level' (dropdown menu with 'Latest' selected), 'Jurisdiction State' (dropdown menu with 'All' selected), 'Policy Number' (text input), 'Claim Status' (dropdown menu with 'All' selected), 'Edit Number' (text input), and 'Submission ID' (text input). At the bottom of the form, there are 'Search' and 'Reset' buttons.

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

All Claims ▼

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.

Overdue Claims ▼

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

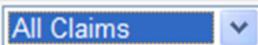
Expected Claims ▼

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

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

The screenshot displays the 'Search Claims' interface. At the top, there's a navigation bar with the NCCI logo and 'Detailed Claim Information'. Below it, a secondary bar contains 'Manage My Data' and 'Tools and Information'. The main heading is 'Search Claims'. A callout box shows a dropdown menu for 'Select Type of Search:' with options: 'All Claims', 'All Claims', 'Overdue Claims', and 'Expected Claims'. The main form has a 'Select Type of Search:' dropdown set to 'All Claims' and a 'Search All Claims' button. Below this is a filter section titled 'Search All Claims' with a 'Hide Claim Filter' link. The filter section includes: 'Claim Number' (text input), 'Reported To Insurer Date' (range input), 'Coverage Provider ID' (dropdown set to 'All'), 'Valuation Level' (dropdown set to 'Latest'), 'Jurisdiction State' (dropdown set to 'All'), 'Policy Number' (text input), 'Claim Status' (dropdown set to 'All'), 'Edit Number' (text input), and 'Submission ID' (text input). At the bottom of the filter section are 'Search' and 'Reset' buttons.

- ❑ The Search Claims screen offers the following filter criteria:
 - Claim Number
 - Reported to Insurer Date (range)
 - Coverage Provider ID
 - Valuation Level
 - Jurisdiction State
 - Policy Number
 - Claim Status
 - Edit Number
 - Submission ID



To search using **All Claims**, enter the Claim Number, Policy Number, or Reported to Insurer Date. Additional fields are optional.

- ❑ Enter your search criteria, such as **Claim Number** (see below), and click **Search**.

Detailed Claim Information Main Page | Log Out Search Go

Manage My Data Tools and Information

Search Claims

Select Type of Search: All Claims

Search All Claims

To view all Non-rejected Claims, select filter criteria and click on Search.

Claim Number: (Callout: Claim Number c2depp210101)

Reported To Insurer Date: To

Coverage Provider ID: All

Valuation Level: Latest

Jurisdiction State: All

Policy Number:

Claim Status: All

Edit Number:

Submission ID:

- ❑ Search results appear at the bottom of the screen.

Detailed Claim Information Main Page | Log Out Search Go

Manage My Data Tools and Information

Search Claims

Select Type of Search: All Claims

Search All Claims

To view all Non-rejected Claims, select filter criteria and click on Search.

Claim Number:

Reported To Insurer Date: To

Coverage Provider ID: All

Valuation Level: Latest

Jurisdiction State: All

Policy Number:

Claim Status: All

Edit Number:

Submission ID:

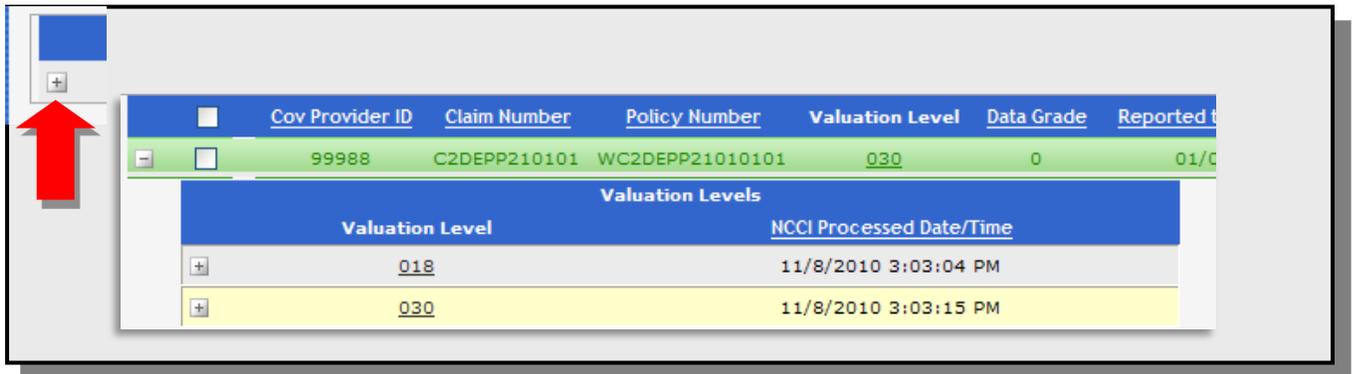
Export details of selected claims to or or

Export all rows to or or

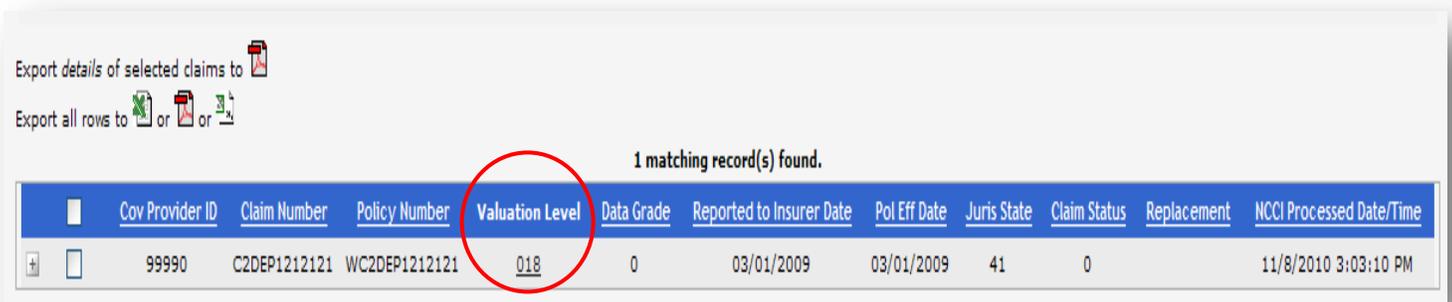
1 matching record(s) found.

<input type="checkbox"/>	Cov Provider ID	Claim Number	Policy Number	Valuation Level	Data Grade	Reported to Insurer Date	Pol Eff Date	Juris State	Claim Status	Replacement	NCCI Processed Date/Time
<input type="checkbox"/>	99988	C2DEPP210101	WC2DEPP21010101	030	0	01/01/2008	01/01/2008	05	0		11/8/2010 3:03:15 PM

- ❑ Click the plus sign (+) next to the **Coverage Provider ID** to view all Valuation Levels received for a specific claim.



- ❑ To see details of a specific DCI claim valuation, click the underlined **Valuation Level** number.



**2015 Data Educational Program
Detailed Claim Information via DCA Access® Online User's Guide**

- ❑ The following claim detail screen appears.

Detailed Claim Information

Main Page | Log Out Search Go

Manage My Data Tools and Information

Create Subsequent Create Replacement Delete

General Claim Information

Link 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	

General Claim Information	
Accident Date	03/01/2009
Accident State	41-TN
Jurisdiction State	41-TN
Extraordinary Loss Event	N
Claim Status	0
Closing Date	

Processing Information	
Replacement	
Data Grade	0
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	1
Birth Year	1981
Hire Year	2001
Classification Code	8810
Maximum Medical Improvement Date	
Return to Work Same Rate of Pay	
Return to Work Date	

Injury Description	Code
Part of Body Code	31
Nature of Injury Code	59
Cause of Injury Code	27

Loss Condition	Code
Type of Claim	01
Type of Loss	01
Type of Recovery	01

Claimant - Employer Information	
Impairment/Disability Percentage	000
Impairment Percentage Basis Code	
Pre-Injury/Average Weekly Wage Amount (\$)	500
Method of Determining Pre-Injury/Average Weekly Wage Code	1
Post Injury Weekly Wage Amount (\$)	1,500
Claimant Has Attorney or Authorized Rep	N
Case is or Has Been Controverted/Disputed	N

Claim Expense & Payment Information

Lump Sum Settlement	
Benefits Covered Code	Amount Paid (\$)

Vocational Rehabilitation Amount Paid	
Evaluation Expenses (\$)	0
Maintenance Benefits(\$)	0
Education Expenses (\$)	0
Other (\$)	0

Benefit Type	Amount Paid to Date (\$)	Weekly Amount (\$)
02	0	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	N
Claimant Legal Amount Paid (\$)	0
Employer Legal Amount Paid (\$)	0

Errors

Edit Number	Data Grade	Field Name	Reported Value	Defaulted Value	Error Description
No Errors					

- ❑ 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

Manage My Data | Tools and Information

Search Claims

Select Type of Search: **Overdue Claims** ▼

Select Type of Search: **All Claims** ▼
All Claims
Overdue Claims
Expected Claims

[Search All Claims](#)

[Hide Claim Filter](#)

Claim Filter

Reported To Insurer Date [] [] [] [] To [] [] [] [] Coverage Provider ID **All** ▼ Valuation Level **Latest** ▼ Jurisdiction State **All** ▼

Months Overdue **All** ▼

To view all Overdue Claims, select filter criteria and click on Search.

- ❑ 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 ▾

[Hide Filter](#)

Search Overdue Claims

Reported To Insurer Date To **Coverage Provider ID** 99990 ▾ Valuation Level Latest ▾ **Jurisdiction State** 28-NH ▾

Months Overdue All ▾

To view all Overdue Claims, select filter criteria and click on Search.

Search Reset

- ❑ Search results appear at the bottom of the screen.

The **Months Overdue** column lets you know how many months overdue the claim is.

Export details of selected claims to 

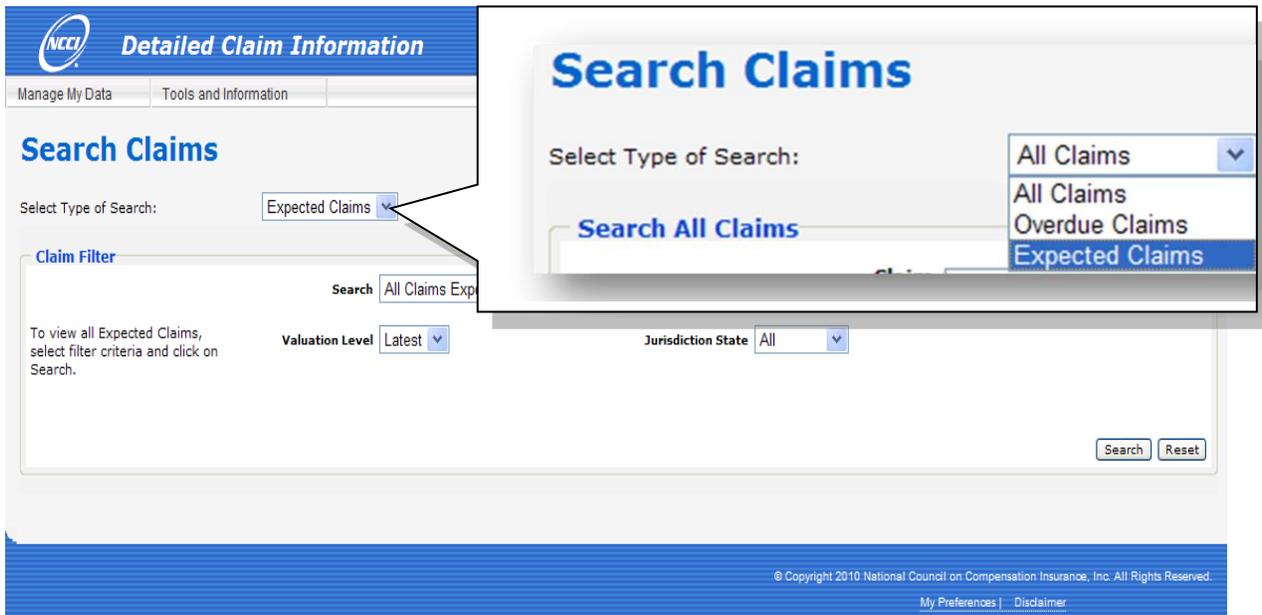
Export all rows to  or  or 

16 matching record(s) found.

	Cov Provider ID	Claim Number	Policy Number	Valuation Level Due	Valuation Level	Reported to Insurer Date	Pol Eff Date	Juris State	Months Overdue	Claim Rejected
<input type="checkbox"/>	99990	ODRJTEP3222	WCODRJTEP3222221	030	<u>018</u>	05/01/2006	05/01/2006	28	21	Y
<input type="checkbox"/>	99990	ODRJTEP3555	WCODRJTEP3555551	030	<u>018</u>	08/01/2006	08/01/2006	28		Y
<input type="checkbox"/>	99990	ODRJTEP3888	WCODRJTEP3888881	030	<u>018</u>	11/01/2006	11/01/2006	28		Y
<input type="checkbox"/>	99990	ODRJTEP3111	WCODRJTEP31111111	030	<u>018</u>					Y
<input type="checkbox"/>	99990	ODDEP2222221	WCODEP2222221	030	<u>018</u>					
<input type="checkbox"/>	99990	ODDEP3222221	WCODEP3222221	042	<u>030</u>					
<input type="checkbox"/>	99990	ODDEP4222221	WCODEP4222221	054	<u>042</u>	05/01/2005	05/01/2005	28	9	
<input type="checkbox"/>	99990	ODDEP5222221	WCODEP5222221	066	<u>054</u>	05/01/2004	05/01/2004	28	9	
<input type="checkbox"/>	99990	ODDEP2555551	WCODEP2555551	030	<u>018</u>	08/01/2007	08/01/2007	28	6	
<input type="checkbox"/>	99990	ODDEP3555551	WCODEP3555551	042	<u>030</u>	08/01/2006	08/01/2006	28	6	
<input type="checkbox"/>	99990	ODDEP4555551	WCODEP4555551	054	<u>042</u>	08/01/2005	08/01/2005	28	6	

The **Claim Rejected** column lets you know if the claim is overdue because it rejected and needs to be updated and resubmitted.

- ❑ To search for claims that NCCI is expecting to receive, select **Expected Claims** from the drop-down menu.



- ❑ 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** ▼

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.

- ❑ In the following example, the search is performed by using Coverage Provider ID 99990.

Detailed Claim Information Main Page | Log Out

Manage My Data | Tools and Information

Search Claims

Select Type of Search:

Claim Filter Hide Claim Filter

Search: Reported To Insurer Date: To Coverage Provider ID:

To view all Expected Claims, select filter criteria and click on Search.

Valuation Level: Jurisdiction State:

- ❑ The following search results appear at the bottom of the search screen.

45 matching record(s) found.

	Cov Provider ID	Claim Number	Policy Number	Valuation Level Due	Valuation Level	Reported to Insurer Date	Pol Eff Date	Juris State	NCCI Processed Date/Time	Report Due	Report Valued
<input type="checkbox"/>	99990	C1DEP18R0101	WC118R10201	030	018	02/01/2008	02/01/2008	05		11/2010	08/2010
<input type="checkbox"/>	99990	ODDEP21111111	WCODEP21111111	07	018	02/01/2008	02/01/2008	28		11/2010	08/2010
<input type="checkbox"/>	99990	ODDEP31111111	WCODEP31111111		030	02/01/2007	02/01/2007	28			08/2010
<input type="checkbox"/>	99990	ODDEP41111111	WCODEP41111111		042	02/01/2006	02/01/2006	28			08/2010
<input type="checkbox"/>	99990	ODDEP51111111	WCODEP51111111		054	02/01/2005	02/01/2005	28			08/2010
<input type="checkbox"/>	99990					02/15/2008	02				2010
<input type="checkbox"/>	99990					03/01/2008	03				2010
<input type="checkbox"/>	99990	ODDEP2121212	WCODEP2121212	030	018	03/01/2008	03				2010
<input type="checkbox"/>	99990	ODDEP3121212	WCODEP3121212	042	030	03/01/2007	03/01/2007	41		12/2010	09/2010
<input type="checkbox"/>	99990	ODDEP4121212	WCODEP4121212	054	042	03/01/2006	03/01/2006	41		12/2010	09/2010
<input type="checkbox"/>	99990	ODDEP5121212	WCODEP5121212	066	054	03/01/2005	03/01/2005	41		12/2010	09/2010
<input type="checkbox"/>	99990	C1DEPKFC0101	WC1KFC10301	030	018	03/15/2008	03/01/2008	05		12/2010	09/2010
<input type="checkbox"/>	99990	ODDEP21111111	WCODEP21111111	030	018	04/01/2008	04/01/2008	05		01/2011	10/2010
<input type="checkbox"/>	99990	ODDEP31111111	WCODEP31111111	042	030	04/01/2007	04/01/2007	05		01/2011	10/2010

The **Report Due** column lets you know what month the report is due.

Valuation Level Due is the valuation level NCCI is expecting to receive.

The **Report Valued** column lets you know what month the claim should be valued.

Regardless of the type of search selected, once you are at the DCI Claim Detail screen, you have the option of being able to create a subsequent, create a replacement, or delete a claim.

Create Subsequent

Create Replacement

Delete

Creating a Subsequent Report

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

NCCI Detailed Claim Information

Manage My Data | Tools and Information

Create Subsequent

General Claim Information

Link 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	

General Claim Information	
Accident Date	03/01/2009
Accident State	41-TN
Jurisdiction State	41-TN
Extraordinary Loss Event	N
Claim Status	0
Closing Date	

Processing Information	
Replacement	
Data Grade	0
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	1
Birth Year	1981
Hire Year	2001
Classification Code	8810
Maximum Medical Improvement Date	
Return to Work Same Rate of Pay	
Return to Work Date	

Injury Description	Code
Part of Body Code	31
Nature of Injury Code	59
Cause of Injury Code	27

Loss Condition	Code
Type of Claim	01
Type of Loss	01
Type of Recovery	01

Claimant - Employer Information	
Impairment/Disability Percentage	000
Impairment Percentage Basis Code	
Pre-Injury/Average Weekly Wage Amount (\$)	500
Method of Determining Pre-Injury/Average Weekly Wage Code	1
Post Injury Weekly Wage Amount (\$)	1,500
Claimant Has Attorney or Authorized Rep	N
Case is or Has Been Controverted/Disputed	N

Claim Expense & Payment Information

Lump Sum Settlement	
Benefits Covered Code	Amount Paid (\$)

Vocational Rehabilitation Amount Paid	
Evaluation Expenses (\$)	0
Maintenance Benefits(\$)	0
Education Expenses (\$)	0
Other (\$)	0

Weekly Benefit		
Benefit Type	Amount Paid to Date (\$)	Weekly Amount (\$)
02	0	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	N
Claimant Legal Amount Paid (\$)	0
Employer Legal Amount Paid (\$)	0

Errors

Edit Number	Data Grade	Field Name	Reported Value	Defaulted Value	Error Description
No Errors					

**2015 Data Educational Program
Detailed Claim Information via DCA Access® Online User's Guide**

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

Save Submit Reset

General Claim Information

Link Data	Current Keys	Previous Keys	General Claim Information	Processing Information
Claim Number	C2DEP1212121		Accident Date	03/01/2009
Policy Number	WC2DEP1212121		Accident State	41-TN
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	0
Valuation Level	030		Closing Date	00/00/0000
				Replacement
				Data Grade
				NCCI Receive Date
				NCCI Processed Date
				Submission Type
				User ID

Valuation level is automatically incremented to the next valuation level.

Claimant & Employer Information

Claimant Information	Injury Description	Loss Condition	Claimant - Employer Information
Claimant Gender	Part of Body Code	Type of Claim	Impairment/Disability Percentage
Birth Year	Nature of Injury Code	Type of Loss	Impairment Percentage Basis Code
Hire Year	Cause of Injury Code	Type of Recovery	Pre-Injury/Average Weekly Wage Amount (\$)
Classification Code			Method of Determining Pre-Injury/Average Weekly Wage Code
Maximum Medical Improvement Date			Post Injury Weekly Wage Amount (\$)
Return to Work Same Rate of Pay			Claimant Has Attorney or Authorized Rep
Return to Work Date			Case is or Has Been Controverted/Disputed

Claim Expense & Payment Information

Lump Sum Settlement	Vocational Rehabilitation Amount Paid	Weekly Benefit	Incurred-Paid Aggregate Information
Benefits Covered Code	Evaluation Expenses (\$)	Benefit Type	Incurred Indemnity Amount Total (\$)
Amount Paid (\$)	Maintenance Benefits(\$)	Amount Paid to Date (\$)	Incurred Medical Amount Total (\$)
	Education Expenses (\$)	Weekly Amount (\$)	Recovery Reimbursement Amount (\$)
	Other (\$)		Total Paid Medical Amount (\$)
			Medical Payments Extinguished Based on Lump Sum Settlement
			Claimant Legal Amount Paid (\$)
			Employer Legal Amount Paid (\$)

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

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

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?

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

If you select **No**, the claim displays.

Creating a Replacement Report

- 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

General Claim Information

Link 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	

General Claim Information	
Accident Date	03/01/2009
Accident State	41-TN
Jurisdiction State	41-TN
Extraordinary Loss Event	N
Claim Status	0
Closing Date	

Processing Information	
Replacement	
Data Grade	0
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	1
Birth Year	1981
Hire Year	2001
Classification Code	8810
Maximum Medical Improvement Date	
Return to Work Same Rate of Pay	
Return to Work Date	

Injury Description	Code
Part of Body Code	31
Nature of Injury Code	59
Cause of Injury Code	27

Loss Condition	Code
Type of Claim	01
Type of Loss	01
Type of Recovery	01

Claimant - Employer Information	
Impairment/Disability Percentage	000
Impairment Percentage Basis Code	
Pre-Injury/Average Weekly Wage Amount (\$)	500
Method of Determining Pre-Injury/Average Weekly Wage Code	1
Post Injury Weekly Wage Amount (\$)	1,500
Claimant Has Attorney or Authorized Rep	N
Case is or Has Been Controverted/Disputed	N

Claim Expense & Payment Information

Lump Sum Settlement	
Benefits Covered Code	Amount Paid (\$)

Vocational Rehabilitation Amount Paid	
Evaluation Expenses (\$)	0
Maintenance Benefits(\$)	0
Education Expenses (\$)	0
Other (\$)	0

Weekly Benefit		
Benefit Type	Amount Paid to Date (\$)	Weekly Amount (\$)
02	0	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	N
Claimant Legal Amount Paid (\$)	0
Employer Legal Amount Paid (\$)	0

Errors

Edit Number	Data Grade	Field Name	Reported Value	Defaulted Value	Error Description
No Errors					

**2015 Data Educational Program
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- ❑ The Replacement Report template displays with certain fields prepopulated from the previous claim screen.

Save
Submit
Reset

General Claim Information

Link 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	

General Claim Information	
Accident Date	03/01/2009
Accident State	41-TN
Jurisdiction State	41-TN
Extraordinary Loss Event	N
Claim Status	0
Closing Date	00/00/0000

Processing Information	
Replacement	R
Data Grade	0
NCCI Receive Date	
NCCI Processed Date	
Submission Type	DD
User ID	923134

Claimant & Employer Information

Claimant Information		Injury Description		Loss Condition		Claimant - Employer Information	
Field	Value	Description	Code	Description	Code	Field	Value
Claimant Gender	1	Part of Body Code	31	Type of Claim	01	Impairment/Disability Percentage	000
Birth Year	1981	Nature of Injury Code	59	Type of Loss	01	Impairment Percentage Basis Code	0
Hire Year	2001	Cause of Injury Code	27	Type of Recovery	01	Pre-Injury/Average Weekly Wage Amount (\$)	500
Classification Code	8810					Method of Determining Pre-Injury/Average Weekly Wage Code	1
Maximum Medical Improvement Date	00/00/0000					Post Injury Weekly Wage Amount (\$)	1500
Return to Work Same Rate of Pay						Claimant Has Attorney or Authorized Rep	N
Return to Work Date	00/00/0000					Case is or Has Been Controverted/Disputed	N

Claim Expense & Payment Information

Lump Sum Settlement		Vocational Rehabilitation Amount Paid		Weekly Benefit			Incurred-Paid Aggregate Information	
Benefits Covered Code	Amount Paid (\$)	Expense	Amount	Benefit Type	Amount Paid to Date (\$)	Weekly Amount (\$)	Field	Value
		Evaluation Expenses (\$)	0	02	0	0	Incurred Indemnity Amount Total (\$)	49000
		Maintenance Benefits (\$)	0				Incurred Medical Amount Total (\$)	0
		Education Expenses (\$)	0				Recovery Reimbursement Amount (\$)	0
		Other (\$)	0				Total Paid Medical Amount (\$)	0
							Medical Payments Extinguished Based on Lump Sum Settlement	N
							Claimant Legal Amount Paid (\$)	0
							Employer Legal Amount Paid (\$)	0

Replacement "R" indicator is auto-populated.

Valuation level remains the same.

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**.

NCCI Detailed Claim Information Main Page | Log Out Search Go

Manage My Data Tools and Information

Create Subsequent Create Replacement **Delete**

General Claim Information

Link Data	Current Keys	Previous Keys
Claim Number	CZDEP1212121	
Policy Number	WCZDEP1212121	
Coverage Provider ID	99990	
Reported To Insurer Date	03/01/2009	
Policy Effective Date	03/01/2009	
Valuation Level	018	

General Claim Information	
Accident Date	03/01/2009
Accident State	41-TN
Jurisdiction State	41-TN
Extraordinary Loss Event	N
Claim Status	0
Closing Date	

Processing Information	
Replacement	
Data Grade	0
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	1
Birth Year	1981
Hire Year	2001
Classification Code	8810
Maximum Medical Improvement Date	
Return to Work Same Rate of Pay	
Return to Work Date	

Injury Description	Code
Part of Body Code	31
Nature of Injury Code	59
Cause of Injury Code	27

Loss Condition	Code
Type of Claim	01
Type of Loss	01
Type of Recovery	01

Claimant - Employer Information	
Impairment/Disability Percentage	000
Impairment Percentage Basis Code	
Pre-Injury/Average Weekly Wage Amount (\$)	500
Method of Determining Pre-Injury/Average Weekly Wage Code	1
Post Injury Weekly Wage Amount (\$)	1,500
Claimant Has Attorney or Authorized Rep	N
Case is or Has Been Controverted/Disputed	N

Claim Expense & Payment Information

Lump Sum Settlement	
Benefits Covered Code	Amount Paid (\$)

Vocational Rehabilitation Amount Paid	
Evaluation Expenses (\$)	0
Maintenance Benefits(\$)	0
Education Expenses (\$)	0
Other (\$)	0

Benefit Type	Amount Paid to Date (\$)	Weekly Amount (\$)
02	0	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	N
Claimant Legal Amount Paid (\$)	0
Employer Legal Amount Paid (\$)	0

Errors

Edit Number	Data Grade	Field Name	Reported Value	Defaulted Value	Error Description
No Errors					

- 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

Warning: You are about to delete this claim. Deleted claims will remove all of this claim's valuation level reports on NCCI's database.

This claim has **1** valuation levels reported.
Do you want to continue?

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

Link Data	Valuation Data
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 deleting the claim.

Once you've entered a reason for deletion, click **Delete**.

Caution: Be careful using the delete transaction!

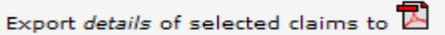
When you submit a delete transaction, you are not simply deleting the specific valuation level; you are actually deleting the **entire** claim (all valuation levels) from our database.

Generating a Report

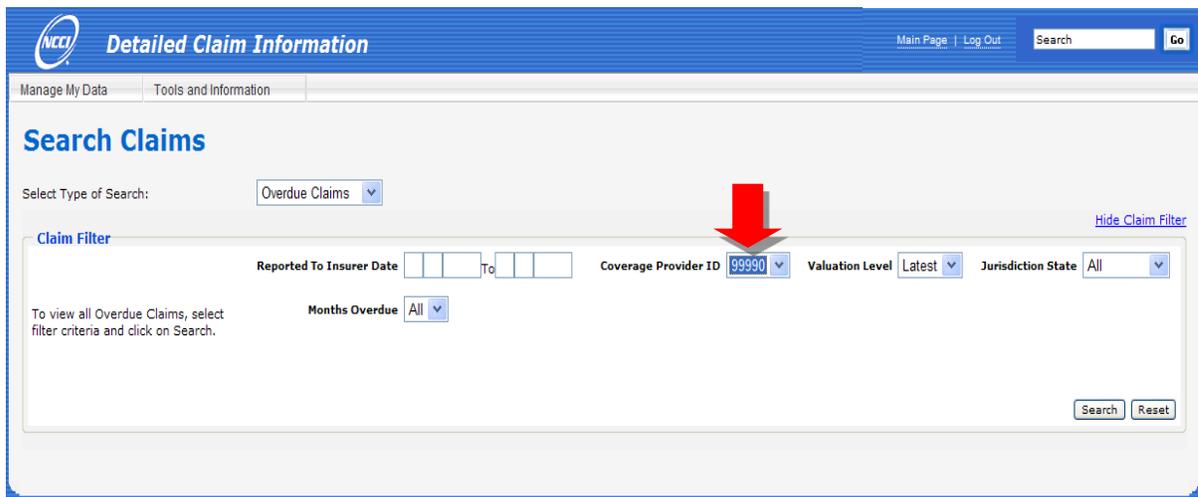
- This function allows you to generate the following types of reports at your convenience:
 - DCI Reject Report
 - DCI Expected Subsequents Report
 - DCI Overdue Subsequents Report
 - DCI Saved Claims Report
 - Claim Detail image
 - Customized reports for specific claim criteria

Reports are available in the following formats: Adobe® PDF, Microsoft® Excel, and CSV

Each search gives you the option to:

- Export details of an individual claim to a PDF: 
- Export a list of all claim rows to Microsoft® Excel, PDF, or CSV: 

- 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:

Claim Filter [Hide Claim Filter](#)

Reported To Insurer Date To Coverage Provider ID Valuation Level Jurisdiction State

Months Overdue

To view all Overdue Claims, select filter criteria and click on Search.

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

Export details of selected claims to
Export all rows to or or

50 matching record(s) found.

	Cov Provider ID	Claim Number	Policy Number	Valuation Level Due	Valuation Level	Reported to Insurer Date	Pol Eff Date	Juris State	NCCI Processed Date/Time	Months Overdue	Claim Rejected
	99990	ODRJTDEP3222	WCODRJTDEP3222221	030	<u>018</u>	05/01/2006	05/01/2006	28		21	Y
	99990	ODRJTDEP3333	WCODRJTDEP3333331	030	<u>018</u>	06/01/2006	06/01/2006	41		20	Y
	99990	ODRJTDEP3444	WCODRJTDEP3444441	030	<u>018</u>	07/01/2006	07/01/2006	05		19	Y
	99990	ODRJTDEP3555	WCODRJTDEP3555551	030	<u>018</u>	08/01/2006	08/01/2006	28		18	Y
	99990	ODRJTDEP3666	WCODRJTDEP3666661	030	<u>018</u>	09/01/2006	09/01/2006	41		17	Y
	99990	ODRJTDEP3777	WCODRJTDEP3777771	030	<u>018</u>	10/01/2006	10/01/2006	05		16	Y
	99990	ODRJTDEP3888	WCODRJTDEP3888881	030	<u>018</u>	11/01/2006	11/01/2006	28		15	Y
	99990	ODRJTDEP3999	WCODRJTDEP3999991	030	<u>018</u>	12/01/2006	12/01/2006	41		14	Y
	99990	ODRJTDEP3101	WCODRJTDEP31010101	030	<u>018</u>	01/01/2007	01/01/2007	05		13	Y
	99990	ODRJTDEP3111	WCODRJTDEP31111111	030	<u>018</u>	02/01/2007	02/01/2007	28		12	Y
	99990	ODRJTDEP3121	WCODRJTDEP31212121	030	<u>018</u>	03/01/2007	03/01/2007	41		11	Y
	99990	ODRJTDEP3111	WCODRJTDEP31111111	030	<u>018</u>	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:



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.

Date: 11/15/2010
 Time: 10:19:41

National Council on Compensation Insurance, Inc.
 Coverage Provider Group ID: 99990-NCCI INC
 Detailed Claim Information Overdue Subsequents Report

Page: 1

Search Results Report

Report Summary

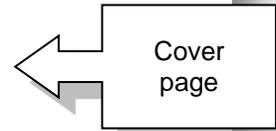
Group ID 99990-NCCI INC

Total Number of Overdue Subsequents: 50

Included Coverage Providers for Group

Total Number of Overdue Subsequents for Coverage Provider ID 99990: 50

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Benefits:
 Provides
 summary
 results
 and print
 image.

Date: 11/15/2010
 Time: 10:19:41

National Council on Compensation Insurance, Inc.
 Coverage Provider Group ID: 99990-NCCI INC
 Detailed Claim Information Overdue Subsequents Report

Search Results Report

Coverage Provider ID 99990

Coverage Provider ID	Claim Number	Valuation Level Due	Reported To Insurer Date	Policy Number	Jurisdiction State	Number of Months Overdue
99990	ODRJTEP3222	018	05/01/2006	WCODRJTEP3222221	28-NH	21
99990	ODRJTEP3333	018	06/01/2006	WCODRJTEP3333331	41-TN	20
99990	ODRJTEP3444	018	07/01/2006	WCODRJTEP3444441	05-CO	19
99990	ODRJTEP3555	018	08/01/2006	WCODRJTEP3555551	28-NH	18
99990	ODRJTEP3666	018	09/01/2006	WCODRJTEP3666661	41-TN	17
99990	ODRJTEP3777	018	10/01/2006	WCODRJTEP3777771	05-CO	16
99990	ODRJTEP3888	018	11/01/2006	WCODRJTEP3888881	28-NH	15
99990	ODRJTEP3999	018	12/01/2006	WCODRJTEP3999991	41-TN	14
99990	ODRJTEP3101	018	01/01/2007	WCODRJTEP31010101	05-CO	13
99990	ODRJTEP3111	018	02/01/2007	WCODRJTEP31111111	28-NH	12
99990	ODRJTEP3121	018	03/01/2007	WCODRJTEP31212121	41-TN	11



**2015 Data Educational Program
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- ❑ The following is an example of the report being exported as a Microsoft® Excel spreadsheet.

Date: 11/15/2010		National Council on Compensation Insurance, Inc.				
Time: 10:28:57		Coverage Provider Group ID: 99990-NCCI INC				
Search Results Report		Detailed Claim Information Overdue Subsequents Report				
Coverage Provider ID	Claim Number	Valuation Level Due	Reported To Insurer Date	Policy Number	Jurisdiction State	Number of Months Overdue
99990	ODRJTEP3222	030	05/01/2006	WCODRJT3222221	28-NH	21
99990	ODRJTEP3333	030	06/01/2006	WCODRJT3333331	41-TN	20
99990	ODRJTEP3444	030	07/01/2006	WCODRJT3444441	05-CO	19
99990	ODRJTEP3555	030	08/01/2006	WCODRJT3555551	28-NH	18
99990	ODRJTEP3666	030	09/01/2006	WCODRJT3666661	41-TN	17
99990	ODRJTEP3777	030	10/01/2006	WCODRJT3777771	05-CO	16
99990	ODRJTEP3888	030	11/01/2006	WCODRJT3888881	28-NH	15
99990	ODRJTEP3999	030	12/01/2006	WCODRJT3999991	41-TN	14
99990	ODRJTEP3101	030	01/01/2007	WCODRJT3101011	05-CO	13
99990	ODRJTEP3111	030	02/01/2007	WCODRJT3111111	28-NH	12
99990	ODRJTEP3121	030	03/01/2007	WCODRJT3121211	41-TN	11
99990	ODRJTEP3111	030	04/01/2007	WCODRJT3111111	05-CO	10
99990	ODDEP222221	030	05/01/2007	WCODEP2222221	28-NH	9
99990	ODDEP322221	042	05/01/2006	WCODEP3222221	28-NH	9
99990	ODDEP422221	054	05/01/2005	WCODEP4222221	28-NH	9
99990	ODDEP522221	066	05/01/2004	WCODEP5222221	28-NH	9
99990	ODDEP233331	030	06/01/2007	WCODEP2333331	41-TN	8
99990	ODDEP333331	042	06/01/2006	WCODEP3333331	41-TN	8
99990	ODDEP433331	054	06/01/2005	WCODEP4333331	41-TN	8

Benefits:
Provides sorting and filtering capabilities.

- ❑ The following is an example of the report being exported as a CSV file.

MyExcel[1].csv									
	A	B	C	D	E	F	G	H	I
1	National C Inc.								
2	Coverage Provider Group ID: 99990-NCCI INC								
3	Detailed Claim Information Overdue Subsequents Report								
4	Coverage	Claim Nur	Valuation	Reported	Policy Nur	Jurisdiction	Number of Months	Overdue	
5	99990	ODRJTEP	30	5/1/2006	WCODRJT	28-NH	21		
6	99990	ODRJTEP	30	6/1/2006	WCODRJT	41-TN	20		
7	99990	ODRJTEP	30	7/1/2006	WCODRJT	05-CO	19		
8	99990	ODRJTEP	30	8/1/2006	WCODRJT	28-NH	18		
9	99990	ODRJTEP	30	9/1/2006	WCODRJT	41-TN	17		
10	99990	ODRJTEP	30	9/1/2006	WCODRJT	05-CO	16		
11	99990	ODRJTEP	30	9/1/2006	WCODRJT	28-NH	15		
12	99990	ODRJTEP	30	9/1/2006	WCODRJT	41-TN	14		
13	99990	ODRJTEP	30	1/1/2007	WCODRJT	05-CO	13		
14	99990	ODRJTEP	30	2/1/2007	WCODRJT	28-NH	12		
15	99990	ODRJTEP	30	3/1/2007	WCODRJT	41-TN	11		
16	99990	ODRJTEP	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		
19	99990	ODDEP422	54	5/1/2005	WCODEP4	28-NH	9		
20	99990	ODDEP522	66	5/1/2004	WCODEP5	28-NH	9		
21	99990	ODDEP233	30	6/1/2007	WCODEP2	41-TN	8		
22	99990	ODDEP333	42	6/1/2006	WCODEP3	41-TN	8		
23	99990	ODDEP433	54	6/1/2005	WCODEP4	41-TN	8		
24	99990	ODDEP533	66	6/1/2004	WCODEP5	41-TN	8		
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		

Benefits:
Can be uploaded into your system.

- ❑ 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.

- ❑ To export details of a particular claim, place a check mark next to the claim and select the Adobe® PDF icon.

Export details of selected claims to     

Export all rows to  or  or 

4 matching record(s) found.

	Cov Provider ID	Claim Number	Policy Number	Valuation Level	Data Grade	Reported to Insurer Date	Pol Eff Date	Juris State	Claim Status	Replacement	NCCI Processed Date/Time
<input checked="" type="checkbox"/>	99990	C2DEP1111111	WC2DEP1111111	018	0	02/01/2009	02/01/2009	28	0		11/8/2010 3:03:10 PM
<input type="checkbox"/>	99990	C2DEP1010101	WC2DEP1010101	018	0	01/01/2009	01/01/2009	05	0		11/8/2010 3:03:10 PM
<input type="checkbox"/>	99990	C1DEP1111111	WC1DEP1111111	018	0	02/01/2009	02/01/2009	28	0		11/8/2010 3:03:07 PM
<input type="checkbox"/>	99990	C1DEP1010101	WC1DEP1010101	018	0	01/01/2009	01/01/2009	05	0		11/8/2010 3:03:07 PM

- ❑ The print image of the detail screen for the claim appears.

Claim Detail Information

General Claim Information

Link Data	Current Keys	Previous Keys	General Claim Information		Processing Information	
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	N	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 and Employer Information

Claimant Information	Injury Description	Code	Claimant - Employer Information	
Claimant Gender	Part of Body	31	Not Applicable	
Birth Year	Nature of Injury	59	Not Applicable	
Hire Year	Cause of Injury	27	Impairment/Disability Percentage	000
Not Applicable			Impairment Percentage Basis	
Classification Code			Pre-Injury/Average Weekly Wage Amount	500
8742			Not Applicable	
Maximum Medical Improvement Date			Post Injury Weekly Wage Amount	1,500
Return To Work Same Rate of Pay			Claimant Has Attorney or Authorized Rep	N
Return To Work Date			Claim Is or Has Been Controverted/Disputed	N

Claim Expense & Payment Information

Lump Sum Settlement		Vocational Rehabilitation	Amount Paid	Weekly Benefit			Incurred-Paid Aggregate Information	
Benefits Covered Code	Amount Paid			Benefit Type	Amount Paid To Date	Weekly Amount		
		Evaluation Expenses	0	02	0	0	Incurred Indemnity Amount	49,000
		Maintenance Expenses	0				Incurred Medical Amount	0
		Education Expenses	0				Recovery Reimbursement Amount	0
		Other	0				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.

Detailed Claim Information Log Out

Manage My Data | Tools and Information

- Search
- Create**
- Search Rejected and Saved Claims
- Import File
- Track Submissions
- Data Extract
- Reports

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](#)

Quick Links

- [Data Manager Dashboard](#)
- [Data Transfer via the Internet](#)
- [Manuals Library](#)

- ❑ The following screen displays.

General Claim Information

Link Data	Current Keys
Claim Number	<input type="text"/>
Policy Number	<input type="text"/>
Coverage Provider ID	<input type="text"/> ▼
Reported To Insurer Date	<input type="text"/>
Policy Effective Date	<input type="text"/>
Valuation Level	018 ▼

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

Link Data	Current Keys
Claim Number	EXCLAIM1
Policy Number	CLAIMEX1
Coverage Provider ID	99990
Reported To Insurer Date	10/01/2009
Policy Effective Date	01/01/2009
Valuation Level	018

Next Reset

You must enter the month and day as two-digit fields.

The year may be entered with either two or four digits.

Points to Remember:

Date fields are strictly numeric and should not include dashes (-) or slashes (/). The tool automatically updates the date field when either of those marks is used.

Reported To Insurer Date	<input type="text"/>
Policy Effective Date	<input type="text"/>

Entering the data incorrectly displays the following error message:



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.

Valuation Level	018
-----------------	-----

- The following claim detail screen displays for data entry:

Detailed Claim Information

[Main Page](#) | [Log Out](#)

Manage My Data
Tools and Information

General Claim Information

Link Data	Current Keys	Previous Keys
Claim Number	<input type="text" value="EXCLAIM1"/>	<input type="text"/>
Policy Number	<input type="text" value="CLAIMEX1"/>	<input type="text"/>
Coverage Provider ID	<input type="text" value="99990"/>	<input type="text"/>
Reported To Insurer Date	<input type="text" value="10/01/2009"/>	<input type="text"/>
Policy Effective Date	<input type="text" value="01/01/2009"/>	<input type="text"/>
Valuation Level	<input type="text" value="018"/>	<input type="text"/>

General Claim Information	
Accident Date	<input type="text" value="00/00/0000"/>
Accident State	<input type="text"/>
Jurisdiction State	<input type="text"/>
Extraordinary Loss Event	<input type="text"/>
Claim Status	<input type="text"/>
Closing Date	<input type="text" value="00/00/0000"/>

Processing Information	
Replacement	<input type="text"/>
Data Grade	<input type="text" value="0"/>
NCCI Receive Date	<input type="text"/>
NCCI Processed Date	<input type="text"/>
Submission Type	<input type="text" value="DD"/>
User ID	<input type="text" value="923134"/>

Claimant & Employer Information

Claimant Information	
Claimant Gender	<input type="text"/>
Birth Year	<input type="text"/>
Hire Year	<input type="text" value="0000"/>
Classification Code	<input type="text"/>
Maximum Medical Improvement Date	<input type="text" value="00/00/0000"/>
Return to Work Same Rate of Pay	<input type="text"/>
Return to Work Date	<input type="text" value="00/00/0000"/>

Injury Description	Code
Part of Body	<input type="text"/>
Nature of Injury Code	<input type="text"/>
Cause of Injury Code	<input type="text"/>

Loss Condition	Code
Type of Claim	<input type="text"/>
Type of Loss	<input type="text"/>
Type of Recovery	<input type="text"/>

Claimant - Employer Information	
Impairment/Disability Percentage	<input type="text" value="000"/>
Impairment Percentage Basis Code	<input type="text" value="0"/>
Pre-Injury/Average Weekly Wage Amount (\$)	<input type="text" value="0"/>
Method of Determining Pre-Injury/Average Weekly Wage Code	<input type="text"/>
Post Injury Weekly Wage Amount (\$)	<input type="text" value="0"/>
Claimant Has Attorney or Authorized Rep	<input type="text"/>
Case is or Has Been Controverted/Disputed	<input type="text"/>

Claim Expense & Payment Information

Lump Sum Settlement	
Benefits Covered Code	<input type="text" value="00"/>
Amount Paid (\$)	<input type="text" value="0"/>

Vocational Rehabilitation Amount Paid	
Evaluation Expenses (\$)	<input type="text" value="0"/>
Maintenance Benefits (\$)	<input type="text" value="0"/>
Education Expenses (\$)	<input type="text" value="0"/>
Other (\$)	<input type="text" value="0"/>

Benefit Type	Amount Paid to Date (\$)	Weekly Amount (\$)
<input type="text" value="00"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Incurred-Paid Aggregate Information	
Incurred Indemnity Amount Total (\$)	<input type="text" value="0"/>
Incurred Medical Amount Total (\$)	<input type="text" value="0"/>
Recovery Reimbursement Amount (\$)	<input type="text" value="0"/>
Total Paid Medical Amount (\$)	<input type="text" value="0"/>
Medical Payments Extinguished Based on Lump Sum Settlement	<input type="text"/>
Claimant Legal Amount Paid (\$)	<input type="text" value="0"/>
Employer Legal Amount Paid (\$)	<input type="text" value="0"/>

Errors

Edit Number	Data Grade	Field Name	Reported Value	Defaulted Value	Error Description
No Errors					

- ❑ Enter the necessary information in the **General Claim Information** section.

General Claim Information		
Link Data	Current Keys	Previous Keys
Claim Number	EXCLAIM1	
Policy Number	CLAIMEX1	
Coverage Provider ID	99990	
Reported To Insurer Date	10/01/2009	
Policy Effective Date	01/01/2009	
Valuation Level	018	
General Claim Information		
Accident Date	10/01/2009	
Accident State	10-GA	
Jurisdiction State	10-GA	
Extraordinary Loss Event	N	
Claim Status	0	
Closing Date	00/00/0000	
Processing Information		
Replacement		
Data Grade		0
NCCI Receive Date		
NCCI Processed Date		
Submission Type		DD
User ID		923134

Helpful Hints When Entering:

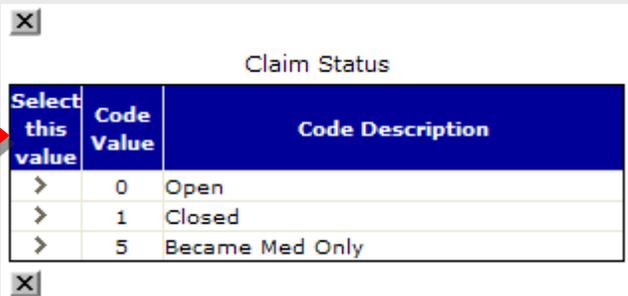
Accident Date and Closing Date—These fields are automatically defaulted to 00/00/0000. When updating this field, remember to omit dashes from the date:

Example:

Accident Date	100109
---------------	--------

Drop-down menu—Contains the code values for each of the fields for you to choose from.

Look-up information icon —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 **Select this value** column next to the applicable value.



Claim Status		
Select this value	Code Value	Code Description
>	0	Open
>	1	Closed
>	5	Became Med Only

- Enter the necessary information in the **Claimant & Employer Information** section.

Claimant & Employer Information			
Claimant Information		Injury Description	Code
Claimant Gender	1	Part of Body Code	31
Birth Year	1980	Nature of Injury Code	59
Hire Year	2007	Cause of Injury Code	27
Classification Code	8810	Loss Condition	Code
Maximum Medical Improvement Date	00/00/0000	Type of Claim	01
Return to Work Same Rate of Pay		Type of Loss	01
Return to Work Date	00/00/0000	Type of Recovery	01
		Claimant - Employer Information	
		Impairment/Disability Percentage	000
		Impairment Percentage Basis Code	0
		Pre-Injury/Average Weekly Wage Amount (\$)	500
		Method of Determining Pre-Injury/Average Weekly Wage Code	
		Post Injury Weekly Wage Amount (\$)	1500
		Claimant Has Attorney or Authorized Rep	
		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:

Claimant & Employer Information			
Claimant Information		Injury Description	Code
Claimant Gender	1	Part of Body Code	31
Birth Year	1980	Nature of Injury Code	59
Hire Year	2007	Cause of Injury Code	27
Employee SSN		Loss Condition	Code
Classification Code	8810	Type of Claim	01
Maximum Medical Improvement Date	00/00/0000	Type of Loss	01
Return to Work Same Rate of Pay		Type of Recovery	01
Return to Work Date	00/00/0000	Claimant - Employer Information	
		Employer FEIN	
		Impairment/Disability Percentage	000
		Impairment Percentage Basis Code	0
		Pre-Injury/Average Weekly Wage Amount (\$)	500
		Method of Determining Pre-Injury/Average Weekly Wage Code	
		Post Injury Weekly Wage Amount (\$)	1500
		Claimant Has Attorney or Authorized Rep	
		Case is or Has Been Controverted/Disputed	

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

Claim Expense & Payment Information																																																					
<table border="1"> <thead> <tr> <th colspan="2">Lump Sum Settlement</th> </tr> <tr> <th>Benefits Covered Code</th> <th>Amount Paid (\$)</th> </tr> </thead> <tbody> <tr> <td>00</td> <td>0</td> </tr> <tr> <td colspan="2" style="text-align: center;">+</td> </tr> </tbody> </table>		Lump Sum Settlement		Benefits Covered Code	Amount Paid (\$)	00	0	+		<table border="1"> <thead> <tr> <th colspan="2">Vocational Rehabilitation Amount Paid</th> </tr> </thead> <tbody> <tr> <td>Evaluation Expenses (\$)</td> <td>0</td> </tr> <tr> <td>Maintenance Benefits (\$)</td> <td>0</td> </tr> <tr> <td>Education Expenses (\$)</td> <td>0</td> </tr> <tr> <td>Other (\$)</td> <td>0</td> </tr> </tbody> </table>		Vocational Rehabilitation Amount Paid		Evaluation Expenses (\$)	0	Maintenance Benefits (\$)	0	Education Expenses (\$)	0	Other (\$)	0	<table border="1"> <thead> <tr> <th colspan="3">Weekly Benefit</th> </tr> <tr> <th>Benefit Type</th> <th>Amount Paid to Date (\$)</th> <th>Weekly Amount (\$)</th> </tr> </thead> <tbody> <tr> <td>02</td> <td>0</td> <td>0</td> </tr> <tr> <td colspan="3" style="text-align: center;">+</td> </tr> </tbody> </table>		Weekly Benefit			Benefit Type	Amount Paid to Date (\$)	Weekly Amount (\$)	02	0	0	+			<table border="1"> <thead> <tr> <th colspan="2">Incurred-Paid Aggregate Information</th> </tr> </thead> <tbody> <tr> <td>Incurred Indemnity Amount Total (\$)</td> <td>49000</td> </tr> <tr> <td>Incurred Medical Amount Total (\$)</td> <td>0</td> </tr> <tr> <td>Recovery Reimbursement Amount (\$)</td> <td>0</td> </tr> <tr> <td>Total Paid Medical Amount (\$)</td> <td>0</td> </tr> <tr> <td>Medical Payments Extinguished Based on Lump Sum Settlement</td> <td>N</td> </tr> <tr> <td>Claimant Legal Amount Paid (\$)</td> <td>0</td> </tr> <tr> <td>Employer Legal Amount Paid (\$)</td> <td>0</td> </tr> </tbody> </table>		Incurred-Paid Aggregate Information		Incurred Indemnity Amount Total (\$)	49000	Incurred Medical Amount Total (\$)	0	Recovery Reimbursement Amount (\$)	0	Total Paid Medical Amount (\$)	0	Medical Payments Extinguished Based on Lump Sum Settlement	N	Claimant Legal Amount Paid (\$)	0	Employer Legal Amount Paid (\$)	0
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To add additional **Lump Sum Settlement** and **Weekly Benefit** codes and amounts, click the plus sign (+).

Helpful Hints:

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.

Claim Expense & Payment Information																																																									
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- ❑ After all the necessary information has been entered, click **Submit**.



- ❑ If there are any default errors, or if this claim rejected, they would appear at the bottom of your screen under the following section.

Errors						
Edit Number	Data Grade	Field Name	Reported Value	Defaulted Value	Error Description	
No Errors						

Note:

If you find that you are not able to submit the data at the time of entering it into the tool, you always have the option to save your information and return within 24 hours to submit it.

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.

The screenshot shows the 'Detailed Claim Information' application. The 'Manage My Data' dropdown menu is open, with a red arrow pointing to the 'Search Rejected and Saved Claims' option. The main content area displays 'Latest Enhancements' as of 10/29/2014, stating that the 'Manage My Data' dropdown 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](#)

Quick Links

- [Data Manager Dashboard](#)
- [Data Transfer via the Internet](#)
- [Manuals Library](#)

- ❑ The following screen displays.

The screenshot shows the 'Search and Update Claims' interface. The 'Select Type of Search' dropdown is set to 'All Rejected and Saved Claims'. The search criteria section includes the following fields:

- Claim Number:
- Reported To Insurer Date: To
- Coverage Provider ID:
- Valuation Level:
- Jurisdiction State:
- Policy Number:
- Claim Status:
- Edit Number:
- Submission ID:
- User ID:

Buttons:

- ❑ Search results appear at the bottom of the screen.

Search and Update Claims

Select Type of Search: [Hide Filter](#)

Search Saved Claims

Claim Number: Reported To Insurer Date: To Coverage Provider ID: Valuation Level:

Jurisdiction State: Policy Number: Claim Status: User ID:

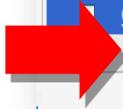
To view all Saved Claims, select filter criteria and click on Search.

Export details of selected claims to

Export all rows to or or

1 matching record(s) found.

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	Submission ID	User ID
99990	EXCLAIM1	CLAIMEX1	018	10/01/2009	01/01/2009	10	0			11/18/2010 12:40:18 PM		923134



- ❑ If nothing needs to be updated, place a check mark in the box and click **Submit**.

Export details of selected claims to

Export all rows to or or

1 matching record(s) found.

<input type="checkbox"/>	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	Submission ID
<input checked="" type="checkbox"/>	99990	EXCLAIM1	CLAIMEX1	018	10/01/2009	01/01/2009	10	0			11/18/2010 12:40:18 PM	



If the saved claim will not be submitted, place a check mark in the box and click **Delete**.

**2015 Data Educational Program
Detailed Claim Information via DCA Access® Online User's Guide**

- If you need to return to the claim to make updates, click the underlined **Valuation Level** number.

1 matching record(s) found.

<input checked="" type="checkbox"/>	<u>Cov Provider</u> ID	<u>Claim</u> Number	<u>Policy</u> Number	<u>Valuation</u> Level	<u>Reported to Insurer</u> Date	<u>Pol Eff Date</u>	<u>Juris</u> State	<u>Claim</u> Status
<input type="checkbox"/>	99990	EXCLAIM1	CLAIMEX1	<u>018</u>	10/01/2009	01/01/2009	10	0

- The following screen appears with previous claim data displayed.
- To make updates, click **Update Claim**.

Detailed Claim Information
Main Page | Log Out

Manage My Data
Tools and Information

General Claim Information

Lin	Current Keys	Previous Keys
Claim Number	EXCLAIM1	
Policy Number	CLAIMEX1	
Coverage Provider ID	99990	
Reported To Insurer Date	10/01/2009	
Policy Effective Date	01/01/2009	
Valuation Level	018	

General Claim Information	
Accident Date	10/01/2009
Accident State	10-GA
Jurisdiction State	10-GA
Extraordinary Loss Event	N
Claim Status	0
Closing Date	00/00/0000

Processing Information	
Replacement	
Data Grade	0
NCCI Receive Date	
NCCI Processed Date	
Submission Type	DD
User ID	923134

Claimant & Employer Information

Claimant Information		Injury	Loss Condition	Code	Claimant - Employer Information
Claimant Gender	1	Description			
Birth Year	1980	Part of Body Code	31		Impairment/Disability Percentage
Hire Year	2007	Nature of Injury Code	59		Impairment Percentage Basis Code
Classification Code	8810	Cause of Injury Code	27		Pre-Injury/Average Weekly Wage Amount (\$)
Maximum Medical Improvement Date	00/00/0000				Method of Determining Pre-Injury/Average Weekly Wage Code
Return to Work Same Rate of Pay					Post Injury Weekly Wage Amount (\$)
Return to Work Date	00/00/0000				Claimant Has Attorney or Authorized Rep
					Case is or Has Been 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	Incurred Medical Amount Total (\$)	0
00	0	Education Expenses (\$)	0	00	0	0	Recovery Reimbursement Amount (\$)	0
00	0	Other (\$)	0	00	0	0	Total Paid Medical Amount (\$)	0
00	0			00	0	0	Medical Payments Extinguished Based on Lump Sum Settlement	
00	0			00	0	0	Claimant Legal Amount Paid (\$)	0
00	0			00	0	0	Employer Legal Amount Paid (\$)	0

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- ❑ The following screen appears with open white boxes where data can be entered:

Save **Submit** **Reset**

General Claim Information

Link Data	Current Keys	Previous Keys
Claim Number	EXCLAIM1	
Policy Number	CLAIMEX1	
Coverage Provider ID	99990	
Reported To Insurer Date	10/01/2009	
Policy Effective Date	01/01/2009	
Valuation Level	018	

General Claim Information	
Accident Date	10/01/2009
Accident State	10-GA
Jurisdiction State	10-GA
Extraordinary Loss Event	N
Claim Status	0
Closing Date	00/00/0000

Processing Information	
Replacement	
Data Grade	0
NCCI Receive Date	
NCCI Processed Date	
Submission Type	DD
User ID	923134

Claimant & Employer Information

Claimant Information	
Claimant Gender	1
Birth Year	1980
Hire Year	2007
Classification Code	8810
Maximum Medical Improvement Date	00/00/0000
Return to Work Same Rate of Pay	
Return to Work Date	00/00/0000

Injury Description	Code
Part of Body Code	31
Nature of Injury Code	59
Cause of Injury Code	27

Loss Condition	Code
Type of Claim	01
Type of Loss	01
Type of Recovery	01

Claimant - Employer Information	
Impairment/Disability Percentage	000
Impairment Percentage Basis Code	0
Pre-Injury/Average Weekly Wage Amount (\$)	500
Method of Determining Pre-Injury/Average Weekly Wage Code	
Post Injury Weekly Wage Amount (\$)	1500
Claimant Has Attorney or Authorized Rep	
Case is or Has Been Controverted/Disputed	

Claim Expense & Payment Information

Lump Sum Settlement	
Benefits Covered Code	Amount Paid (\$)
00	0
00	0
00	0
00	0
00	0
00	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 Amount (\$)
00	100	100
00	0	0
00	0	0
00	0	0
00	0	0

Incurred-Paid Aggregate Information	
Incurring Indemnity Amount Total (\$)	49000
Incurring 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

- ❑ When you've completed your updates, click **Submit**.

Rejected Claims

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

The screenshot shows the 'Search and Update Claims' page. At the top, there is a navigation bar with the NCCI logo and 'Detailed Claim Information' text. Below this, there are tabs for 'Manage My Data' and 'Tools and Information'. A search bar is located in the top right corner. The main heading is 'Search and Update Claims'. Underneath, there is a dropdown menu for 'Select Type of Search:' with 'Rejected Claims' selected. A callout box points to this dropdown, showing a list of options: 'Rejected Claims', 'All Rejected and Saved Claims', 'Rejected Claims', and 'Saved Claims'. Below the dropdown, there are several search filters: 'Claim Number', 'Reported to Insurer Date' (with a date range of 01/01/2008 to 01/31/2008 circled in red), 'Coverage Provider ID', 'Valuation Level', 'Jurisdiction State', 'Policy Number', 'Claim Status', and 'Edit Number'. There are also input fields for 'Submission ID' and 'User ID'. At the bottom right, there are 'Search' and 'Reset' buttons.

- ❑ Search results appear at the bottom of the screen.

The screenshot shows the same 'Search and Update Claims' page, but now displaying search results. The search filters are the same as in the previous screenshot. Below the search filters, there is a table with 4 matching records. A red arrow points to the first row of the table. The table has the following columns: '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', 'Submission ID', and 'User ID'. The table contains 4 rows of data, all with a 'Valuation Level' of 018 and a 'Claim Status' of 0.

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	Submission ID	User ID
99990	WC2RJCTDRJCT	WC2RJCTDRJCT22	018	01/01/2008	01/01/2008	05	0		11/9/2010 10:07:10 AM		1763159	923134
99990	WC2RJCTDRJCT	WC2RJCTDRJCT34	018	01/01/2008	01/01/2008	05	0		11/9/2010 10:07:10 AM		1763159	923134
99990	WC2RJCTDRJCT	WC2RJCTDRJCT46	018	01/01/2008	01/01/2008	05	0		11/9/2010 10:07:10 AM		1763159	923134
99990	WRJCTDRJCTRJ	WCRJCTDRJCT10	018	01/01/2008	01/01/2008	05	0		11/9/2010 10:07:09 AM		1763159	923134

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- To view the rejected claim, click the underlined **Valuation Level** number.

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	Submission ID	User ID
99990	WC2RJCTDRJCT	WC2RJCTDRJCT22	<u>018</u>	01/01/2008	01/01/2008	05	0		11/9/2010 10:07:10 AM		1763159	923134

- The errors for the claim appear at the bottom of the screen.

Claim Expense & Payment Information								
Lump Sum Settlement		Vocational Rehabilitation Amount Paid		Weekly Benefit			Incurred-Paid Aggregate Information	
Benefits Covered Code	Amount Paid (\$)		Amount Paid	Benefit Type	Amount Paid to Date (\$)	Weekly Amount (\$)		
00	0	Evaluation Expenses (\$)	0	024	0	0	Incurred Indemnity Amount Total (\$) 49,000	
00	0	Maintenance Benefits(\$)	0	00	0	0	Incurred Medical Amount Total (\$) 0	
00	0	Education Expenses (\$)	0	00	0	0	Recovery Reimbursement Amount (\$)	
00	0	Other (\$)	0	00	0	0	Total Paid Medical Amount (\$) 0	
00	0			00	0	0	Medical Payments Extinguished Based on Lump Sum Settlement N	
00	0			00	0	0	Claimant Legal Amount Paid (\$) 0	
00	0			00	0	0	Employer Legal Amount Paid (\$) 0	

Errors					
Edit Number	Data Grade	Field Name	Reported Value	Defaulted Value	Error Description
0428-03	9	RETURN TO WORK RATE OF PAY INDICATOR	Y		RETURN-TO-WORK RATE OF PAY INDICATOR MUST BE BLANK IF THE RETURN- TO-WORK DATE EQUALS 0.

Note:

- The Errors section of the screen provides complete details of the edit(s) that the claim received during the editing process.
- Field Name** displays what element received the edit.
- Error Description** gives you detail on why the error was received.
- For more information about the edit, you can look up the **Edit Number** in the DCI Edit Matrix.

- Once the error(s) have been corrected, click **Submit**.

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**.

- ❑ All claims within that date range appear in the search results portion of the screen.

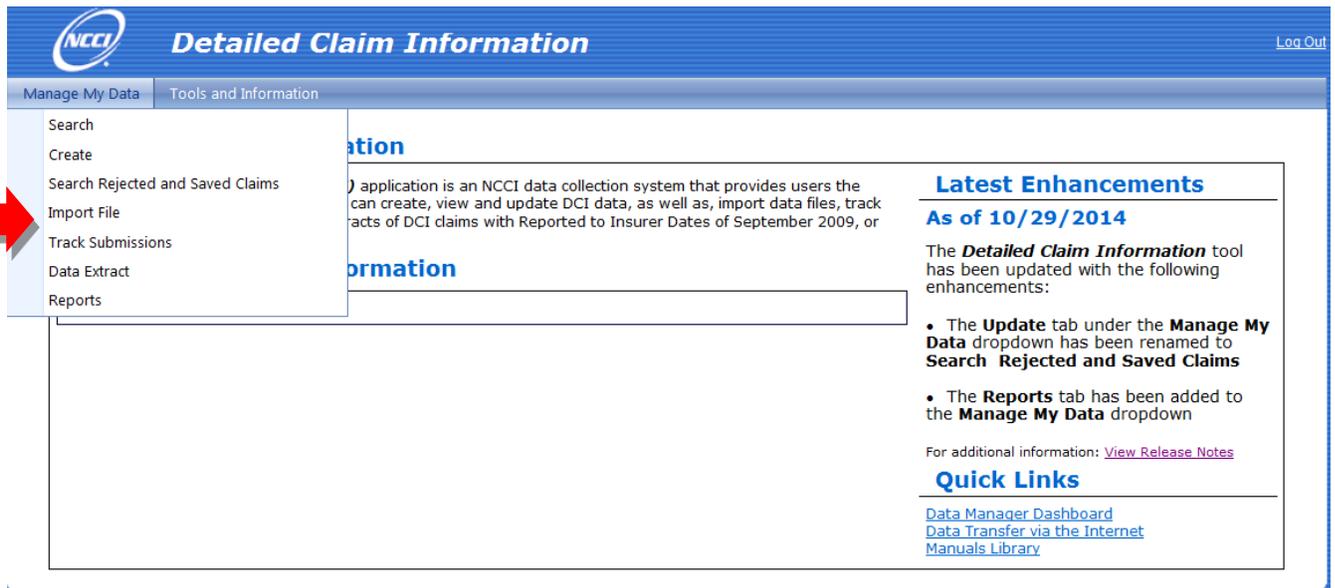
12 matching record(s) found.

	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	Submission ID	User ID
<input type="checkbox"/>	99990	WC2RJCTDRJCT WC2RJCTDRJCT22		018	01/01/2008	01/01/2008	05	0		11/9/2010 10:07:10 AM		1763159	923134
<input type="checkbox"/>	99990	WC2RJCTDRJCT WC2RJCTDRJCT23		018	02/01/2008	02/01/2008	28	0		11/9/2010 10:07:10 AM		1763159	923134
<input type="checkbox"/>	99990	WC2RJCTDRJCT WC2RJCTDRJCT24		018	03/01/2008	03/01/2008	41	0		11/9/2010 10:07:10 AM		1763159	923134
<input type="checkbox"/>	99990	WC2RJCTDRJCT WC2RJCTDRJCT34		018	01/01/2008	01/01/2008	05	0		11/9/2010 10:07:10 AM		1763159	923134
<input type="checkbox"/>	99990	WC2RJCTDRJCT WC2RJCTDRJCT35		018	02/01/2008	02/01/2008	28	0		11/9/2010 10:07:10 AM		1763159	923134
<input type="checkbox"/>	99990	WC2RJCTDRJCT WC2RJCTDRJCT36		018	03/01/2008	03/01/2008	41	0		11/9/2010 10:07:10 AM		1763159	923134
<input type="checkbox"/>	99990	WC2RJCTDRJCT WC2RJCTDRJCT46		018	01/01/2008	01/01/2008	05	0		11/9/2010 10:07:10 AM		1763159	923134
<input type="checkbox"/>	99990	WC2RJCTDRJCT WC2RJCTDRJCT47		018	02/01/2008	02/01/2008	05	0		11/9/2010 10:07:10 AM		1763159	923134
<input type="checkbox"/>	99990	WC2RJCTDRJCT WC2RJCTDRJCT48		018	03/01/2008	03/01/2008	05	0		11/9/2010 10:07:10 AM		1763159	923134
<input type="checkbox"/>	99990	WRJCTDRJCTRJ WCRJCTDRJCT10		018	01/01/2008	01/01/2008	05	0		11/9/2010 10:07:09 AM		1763159	923134
<input type="checkbox"/>	99990	WRJCTDRJCTRJ WCRJCTDRJCT11		018	02/01/2008	02/01/2008	28	0		11/9/2010 10:07:09 AM		1763159	923134
<input type="checkbox"/>	99990	WRJCTDRJCTRJ WCRJCTDRJCT12		018	03/01/2008	03/01/2008	41	0		11/9/2010 10:07:09 AM		1763159	923134

Manage My Data—Import File

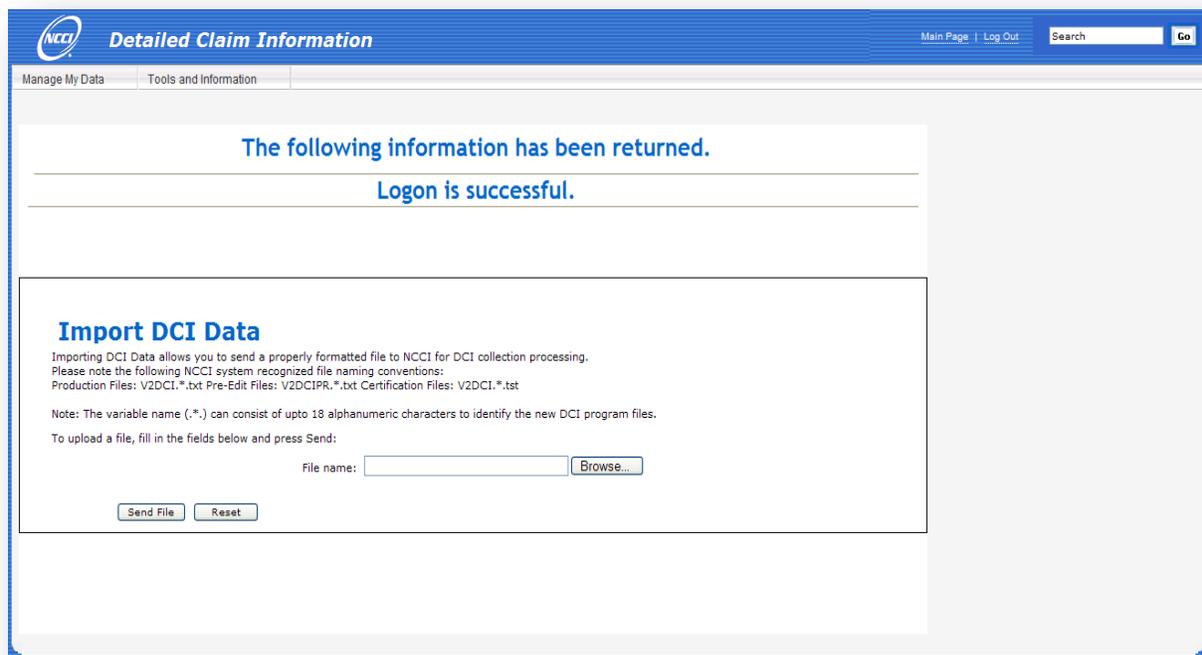
The import feature allows you to import data files for purposes of certification, production, and pre-editing your data. The import feature can be accessed from the **Manage My Data** tab.

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



The screenshot shows the NCCI Detailed Claim Information application interface. The top navigation bar includes the NCCI logo, the title "Detailed Claim Information", and a "Log Out" link. Below the navigation bar, there are two tabs: "Manage My Data" and "Tools and Information". The "Manage My Data" dropdown menu is open, displaying several options: "Search", "Create", "Search Rejected and Saved Claims", "Import File", "Track Submissions", "Data Extract", and "Reports". A red arrow points to the "Import File" option. The main content area is partially visible, showing a "Latest Enhancements" section dated "As of 10/29/2014" and a "Quick Links" section with links to "Data Manager Dashboard", "Data Transfer via the Internet", and "Manuals Library".

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



The screenshot shows the NCCI Detailed Claim Information application interface after a successful login. The top navigation bar includes the NCCI logo, the title "Detailed Claim Information", and links for "Main Page" and "Log Out". A search bar is also present. Below the navigation bar, there are two tabs: "Manage My Data" and "Tools and Information". The main content area displays a message: "The following information has been returned." followed by "Login is successful." Below this message, there is a section titled "Import DCI Data" with the following text: "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:". There is a text input field for "File name:" and a "Browse..." button. Below the input field, there are two buttons: "Send File" and "Reset".

Importing a File Into Detailed Claim Information via DCA Access® Online

To import a file into **Detailed Claim Information** via **DCA Access® 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

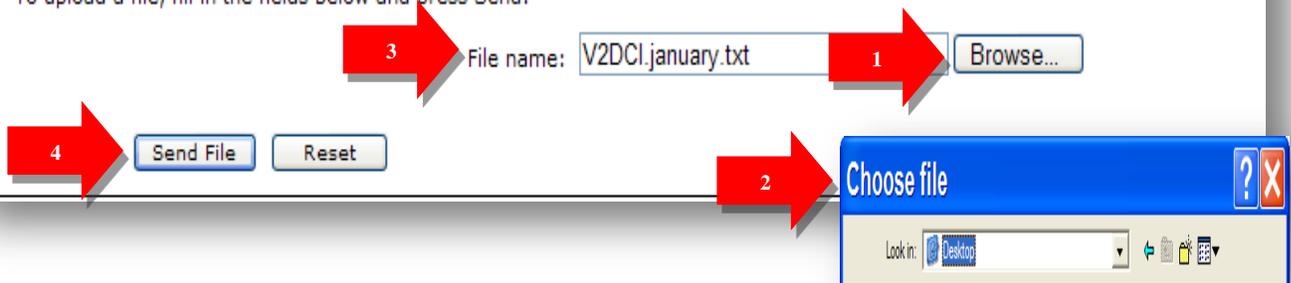
Importing DCI Data allows you to send a properly formatted file to NCCI for DCI collection processing.

Please note the following NCCI system recognized file naming conventions:

Production Files: V2DCI.*.txt Pre-Edit Files: V2DCIPR.*.txt Certification Files: V2DCI.*.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:



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

You must be certified to submit production files prior to being allowed to submit pre-edit files.

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

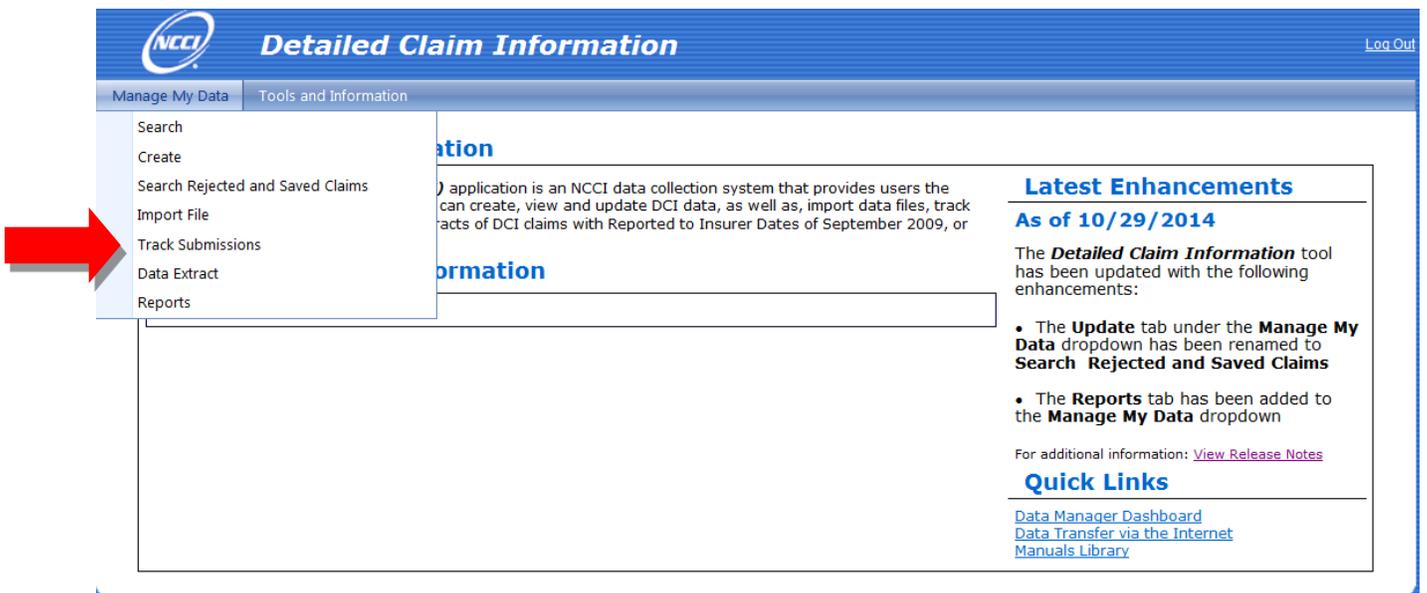
Manage My Data—Track Submissions

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® 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.

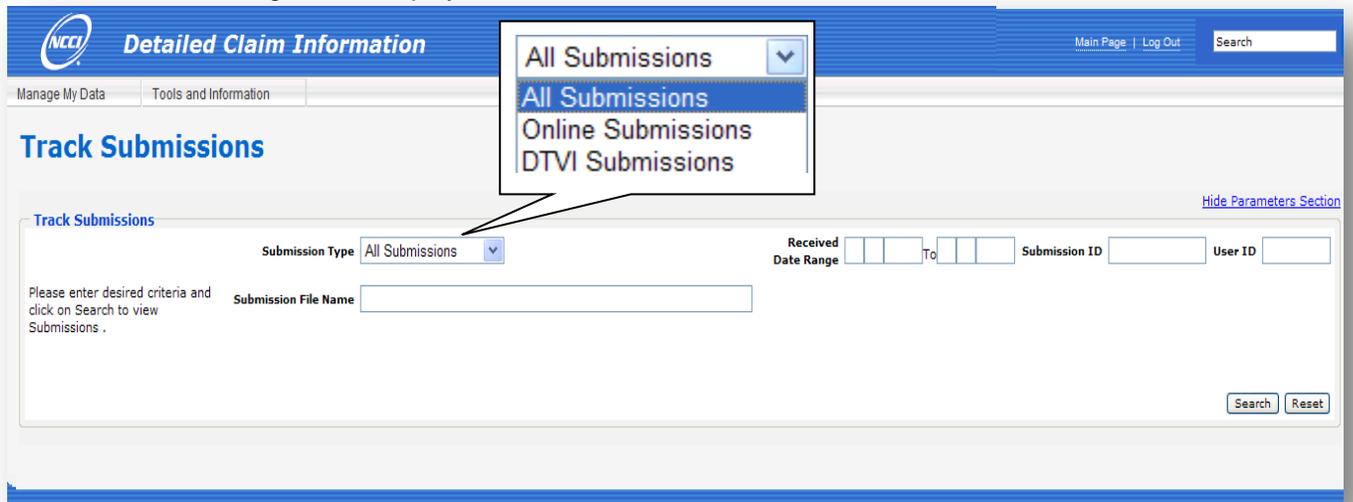
Using Track Submissions

- ❑ From the **Manage My Data** tab, click **Track Submissions**.



The screenshot shows the NCCI Detailed Claim Information application interface. At the top, there is a blue header with the NCCI logo and the text "Detailed Claim Information" and "Log Out". Below the header, there are two tabs: "Manage My Data" and "Tools and Information". The "Manage My Data" dropdown menu is open, showing options: Search, Create, Search Rejected and Saved Claims, Import File, Track Submissions (highlighted with a red arrow), Data Extract, and Reports. To the right of the dropdown, there is a section titled "Latest Enhancements As of 10/29/2014" which lists updates to the tool and includes a "Quick Links" section with links to "Data Manager Dashboard", "Data Transfer via the Internet", and "Manuals Library".

- ❑ The following screen displays.



The screenshot shows the "Track Submissions" screen in the NCCI Detailed Claim Information application. The header includes the NCCI logo, "Detailed Claim Information", and "Main Page | Log Out" with a search box. Below the header, there are two tabs: "Manage My Data" and "Tools and Information". The "Track Submissions" section is active, showing a "Submission Type" dropdown menu with options: "All Submissions" (selected), "All Submissions", "Online Submissions", and "DTVI Submissions". Below the dropdown, there are input fields for "Received Date Range" (with "To" and "From" boxes), "Submission ID", and "User ID". A "Submission File Name" input field is also present. At the bottom right, there are "Search" and "Reset" buttons. A "Hide Parameters Section" link is visible in the top right corner of the main content area.

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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

Submission Type: Received Date Range: To Submission ID: User ID:

Please enter desired criteria and click on Search to view Submissions .

Submission File Name:

- A screen similar to the one below displays.

Export all rows to

19 matching record(s) found.

Coverage Provider Group ID	NCCI Received DTM	NCCI Processed DTM	Submission Status	Records Submitted	Records Rejected	Records Rejected With Default Errors	Records With Default Errors	Records Error Free	Media Type	Submission ID	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	DTV1	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	DTV1	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	DTV1	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	DTV1	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	DTV1	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	DTV1	1763126	v2dci.depall.txt
99990	11/8/2010 12:04:53 PM	11/8/2010 12:06:55 PM	Rejected						DTV1	1763084	v2dci.tst91pup.txt
99990	11/8/2010 10:36:45 AM	11/8/2010 11:39:50 AM	Rejected						DTV1	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.

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Export all rows to 

19 matching record(s) found.

Coverage Provider Group ID	NCCI Received DTM	NCCI Processed DTM	Submission Status	Records Submitted	Records Rejected	Records Rejected With Default Errors	Records With Default Errors	Records Error Free	Media Type	Submission ID	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:

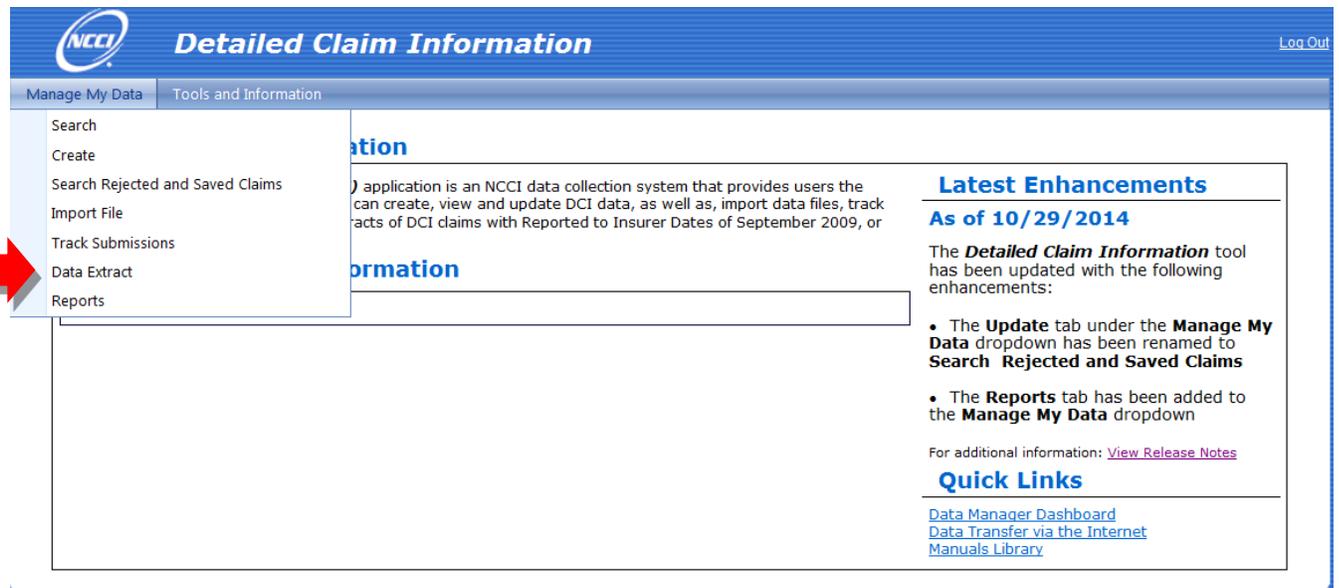
- **NCCI Received and Processed Dates**—Lets you know when we received your data and completed the editing
- **Submission Status**—Tells you whether the file completed processing or rejected
- **Records Submitted**—Provides the total number of records in the file
- **Records Rejected**—Provides the total 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.

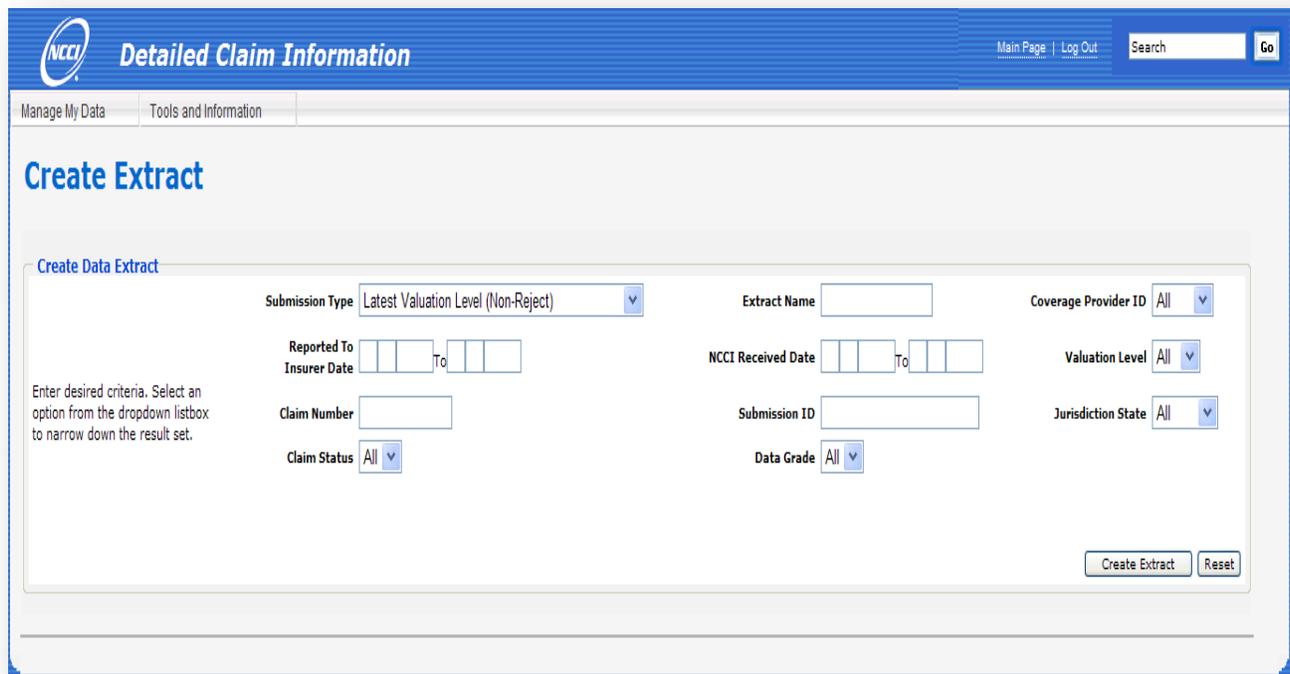
Using the Data Extract Feature

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



The screenshot shows the NCCI Detailed Claim Information application interface. The top navigation bar includes the NCCI logo, the title "Detailed Claim Information", and a "Log Out" link. Below the navigation bar, there are two tabs: "Manage My Data" and "Tools and Information". The "Manage My Data" dropdown menu is open, showing options: Search, Create, Search Rejected and Saved Claims, Import File, Track Submissions, Data Extract (highlighted with a red arrow), and Reports. The main content area is partially visible, showing a "Latest Enhancements" section dated 10/29/2014, which lists updates to the "Manage My Data" dropdown and the addition of a "Reports" tab. Below this, there are "Quick Links" for the Data Manager Dashboard, Data Transfer via the Internet, and Manuals Library.

- ❑ The following screen displays.



The screenshot displays the "Create Extract" form within the NCCI Detailed Claim Information application. The form is titled "Create Data Extract" and contains several input fields and dropdown menus for specifying search criteria. The fields include: Submission Type (set to "Latest Valuation Level (Non-Reject)"), Extract Name (text input), Coverage Provider ID (dropdown set to "All"), Reported To Insurer Date (date range input), NCCI Received Date (date range input), Valuation Level (dropdown set to "All"), Claim Number (text input), Submission ID (text input), Jurisdiction State (dropdown set to "All"), Claim Status (dropdown set to "All"), and Data Grade (dropdown set to "All"). A "Create Extract" button and a "Reset" button are located at the bottom right of the form. A search bar with a "Go" button is visible in the top right corner of the application interface.

You have three options to choose from when creating your Data Extract:

Submission Type Latest Valuation Level (Non-Reject) ▼

Submission Type Subsequent Valuations Levels Overdue at NCCI ▼

Submission Type Rejected Claim Transactions ▼

- ❑ To create your extract, use the following fields: **Extract Name**, **Coverage Provider ID**, and **Reported to Insurer Date** range (additional fields are optional).
- ❑ Click **Create Extract**.

Detailed Claim Information Main Page | Log Out Search Go

Manage My Data Tools and Information

Create Extract

Create Data Extract

Enter desired criteria. Select an option from the dropdown listbox to narrow down the result set.

Submission Type	Latest Valuation Level (Non-Reject) ▼	Extract Name	Subsequents	Coverage Provider ID	99990 ▼
Reported To Insurer Date	05/01/2010 To 06/01/2010	NCCI Received Date		Valuation Level	All ▼
Claim Number		Submission ID		Jurisdiction State	All ▼
Claim Status	All ▼	Data Grade	All ▼		

Create Extract **Reset**

Once you've submitted your extract request, the following message displays:

Your extract file was successfully sent to your DTVI Mailbox.

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**.

Detailed Claim Information Log Out

Manage My Data | Tools and Information

- Search
- Create
- Search Rejected and Saved Claims
- Import File
- Track Submissions
- Data Extract
- Reports

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](#)

Quick Links

- [Data Manager Dashboard](#)
- [Data Transfer via the Internet](#)
- [Manuals Library](#)

- The following reports screen appears.

Reports

Policy | Unit | URC | DCI

Reports – DCI Data
NCCI-Generated Reports

Report Name: — Please select a Report Name —

The following NCCI reports are available:

Reports – DCI Data
NCCI-Generated Reports

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 Pre-Edit Service Submission Results Report
- DCI Reject Follow-up Report

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

DCI Certification Submission Results Report

The screenshot shows the NCCI Reports application interface. At the top, there is a blue header with the NCCI logo and the word "Reports". Below the header is a navigation bar with tabs for "Policy", "Unit", "URC", and "DCI". The main content area is titled "Reports – DCI Data" and "NCCI-Generated Reports - DCI Certification Submission Results Report". A dropdown menu for "Report Name" is set to "DCI Certification Submission Results Report". Below this is a "Report Criteria Filter" section with the instruction: "Select and/or enter criteria to generate a report, then click 'Retrieve Report'." The filter includes a "Coverage" section with "Provider Group 99990" and "ID :". There is a "Select Submission ID" dropdown menu. Below that is a "Report Create Date/Range" section with two date pickers and a "Thru" label. The "Report Format" section has three radio buttons: "Acrobat/PDF" (selected), "Excel", and "CSV". At the bottom right of the filter section are "Retrieve Report" and "Reset" buttons.

DCI Expected Subsequents Report

The screenshot shows the NCCI Reports application interface. At the top, there is a blue header with the NCCI logo and the word "Reports". Below the header is a navigation bar with tabs for "Policy", "Unit", "URC", and "DCI". The main content area is titled "Reports – DCI Data" and "NCCI-Generated Reports - DCI Expected Subsequents Report". A dropdown menu for "Report Name" is set to "DCI Expected Subsequents Report". Below this is a "Report Criteria Filter" section with the instruction: "Select and/or enter criteria to generate a report, then click 'Retrieve Report'." The filter includes a "Coverage" section with "Provider Group 99990" and "ID :". The "Report Format" section has three radio buttons: "Acrobat/PDF" (selected), "Excel", and "CSV". At the bottom right of the filter section are "Retrieve Report" and "Reset" buttons.

DCI Online Submission Results Report

The screenshot shows the NCCI Reports interface. At the top, there is a blue header with the NCCI logo and the word "Reports". Below the header is a navigation bar with tabs for "Policy", "Unit", "URC", and "DCI". The main content area is titled "Reports – DCI Data" and "NCCI-Generated Reports - DCI Online Submission Results Report". A dropdown menu for "Report Name" is set to "DCI Online Submission Results Report". Below this is a "Report Criteria Filter" section with the instruction: "Select and/or enter criteria to generate a report, then click 'Retrieve Report'." The filter includes a "Coverage Provider Group" field with the value "99990" and an "ID" field. There is also a "Select Submission ID" dropdown menu with the text "Select Value or Enter Date(s)". Below this is a "Report Create Date/Range" section with two date pickers and a "Thru" label. The "Report Format" section has three radio buttons: "Acrobat/PDF" (selected), "Excel", and "CSV". At the bottom right of the filter section are "Retrieve Report" and "Reset" buttons.

DCI Overdue Subsequents Report

The screenshot shows the NCCI Reports interface. At the top, there is a blue header with the NCCI logo and the word "Reports". Below the header is a navigation bar with tabs for "Policy", "Unit", "URC", and "DCI". The main content area is titled "Reports – DCI Data" and "NCCI-Generated Reports - DCI Overdue Subsequents Report". A dropdown menu for "Report Name" is set to "DCI Overdue Subsequents Report". Below this is a "Report Criteria Filter" section with the instruction: "Select and/or enter criteria to generate a report, then click 'Retrieve Report'." The filter includes a "Coverage Provider Group" field with the value "99990" and an "ID" field. The "Report Format" section has three radio buttons: "Acrobat/PDF" (selected), "Excel", and "CSV". At the bottom right of the filter section are "Retrieve Report" and "Reset" buttons.

DCI Pre-Edit Service Submission Results Report

The screenshot shows the NCCI Reports application interface. At the top, there is a blue header with the NCCI logo and the word "Reports". A navigation bar below the header contains tabs for "Policy", "Unit", "URC", and "DCI". The main content area is titled "Reports – DCI Data" and "NCCI-Generated Reports - DCI Pre-Edit Service Submission Results Report". A "Report Name" dropdown menu is set to "DCI Pre-Edit Service Submission Results Report". Below this is a "Report Criteria Filter" section with the instruction: "Select and/or enter criteria to generate a report, then click 'Retrieve Report'." The filter includes a "Coverage" section with "Provider Group" set to "99990" and "ID" set to an empty field. There is also a "Select Submission ID" dropdown menu set to "Select Value or Enter Date(s)". Below this is a "Date/Range" section with "or Report Create Date/Range" and "Thru" fields, each with a calendar icon. The "Report Format" section has three radio buttons: "Acrobat/PDF" (selected), "Excel", and "CSV". At the bottom right of the filter section are "Retrieve Report" and "Reset" buttons.

DCI Reject Follow-Up Report

The screenshot shows the NCCI Reports application interface for the DCI Reject Follow-up Report. The layout is similar to the previous screenshot, with the "DCI" tab selected in the navigation bar. The main content area is titled "Reports – DCI Data" and "NCCI-Generated Reports - DCI Reject Follow-up Report". The "Report Name" dropdown menu is set to "DCI Reject Follow-up Report". The "Report Criteria Filter" section includes the same instruction: "Select and/or enter criteria to generate a report, then click 'Retrieve Report'." The "Coverage" section has "Provider Group" set to "99990" and "ID" set to an empty field. The "Report Format" section has three radio buttons: "Acrobat/PDF" (selected), "Excel", and "CSV". At the bottom right of the filter section are "Retrieve Report" and "Reset" buttons.

DCI Submission Results Report

Log Out

Policy Unit URC DCI

Reports – DCI Data

NCCI-Generated Reports - DCI Submission Results Report

Report Name: DCI Submission Results Report

Report Criteria Filter

Select and/or enter criteria to generate a report, then click 'Retrieve Report'.

Coverage	
Provider Group	99990
ID :	

Select Submission ID : Select Value or Enter Date(s)

or Report Create Date/Range :  **Thru** 

Report Format : Acrobat/PDF

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.

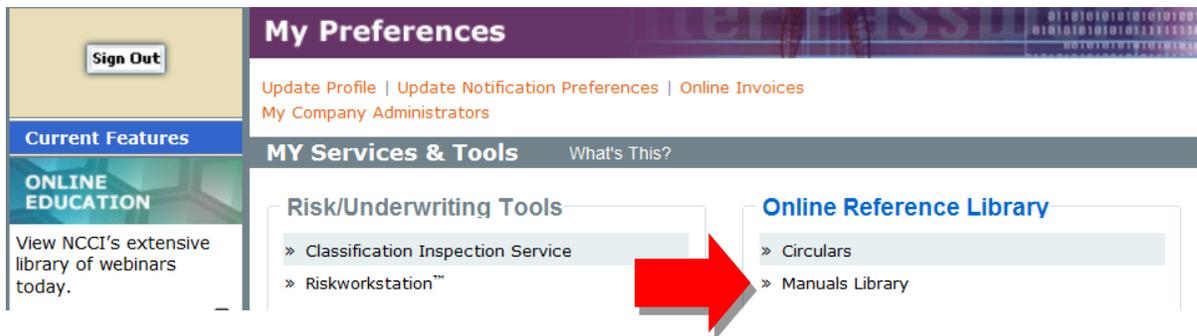
- ❑ Click **Tools and Information** and the following drop-down menu appears.
- ❑ To access the main page of any of the tools listed, click the respective drop-down option.

The screenshot shows the 'Detailed Claim Information' web application. At the top is a blue header with the NCCI logo and the title 'Detailed Claim Information'. Below the header is a navigation bar with two tabs: 'Manage My Data' and 'Tools and Information'. The 'Tools and Information' tab is active, and a dropdown menu is open, listing the following options: 'Data Manager Dashboard', 'Data Transfer Via Internet', 'DCI Edit Matrix', 'DCI Reporting Guidebook 2009 Edition', and 'Manuals Library'. The main content area is divided into three sections: 'Detailed Claim Information' (partially visible on the left), 'System Alerts and Information' (containing the message 'There are no alerts at this time.'), and 'Latest Enhancements As of 10/29/2014'. The 'Latest Enhancements' section lists two updates: the 'Update' tab under 'Manage My Data' has been renamed to 'Search Rejected and Saved Claims', and the 'Reports' tab has been added to the 'Manage My Data' dropdown. Below this, there is a 'Quick Links' section with links to 'Data Manager Dashboard', 'Data Transfer via the Internet', and 'Manuals Library'. At the bottom of the page, a blue footer contains the copyright notice: '© Copyright 2010 - 2014 National Council on Compensation Insurance, Inc. All Rights Reserved.' and a link to 'My Preferences'.

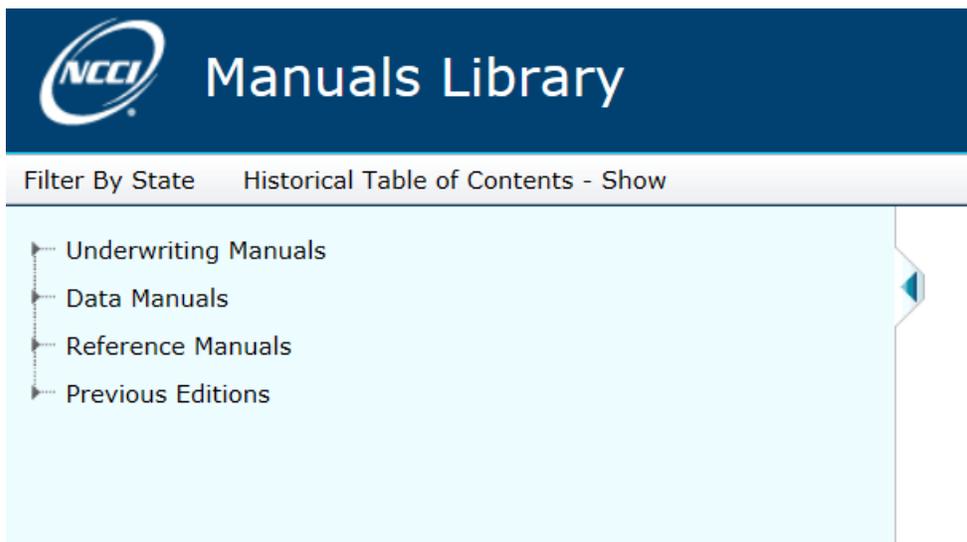
DCI Edit Matrix

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

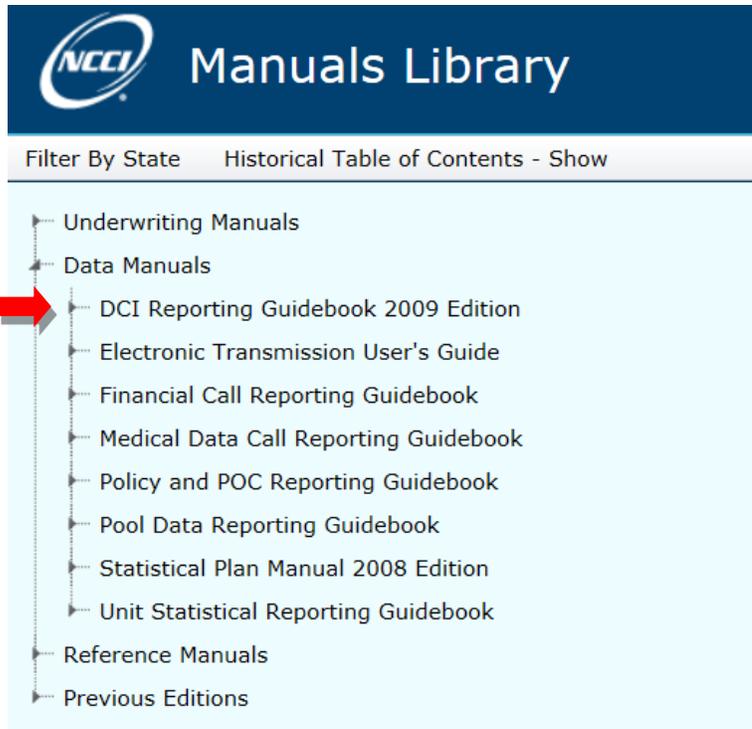
- ❑ To access the guidebook, go to **ncci.com** and log in.
- ❑ Once logged in, click the **Manuals Library** link under **Online Reference Library**.



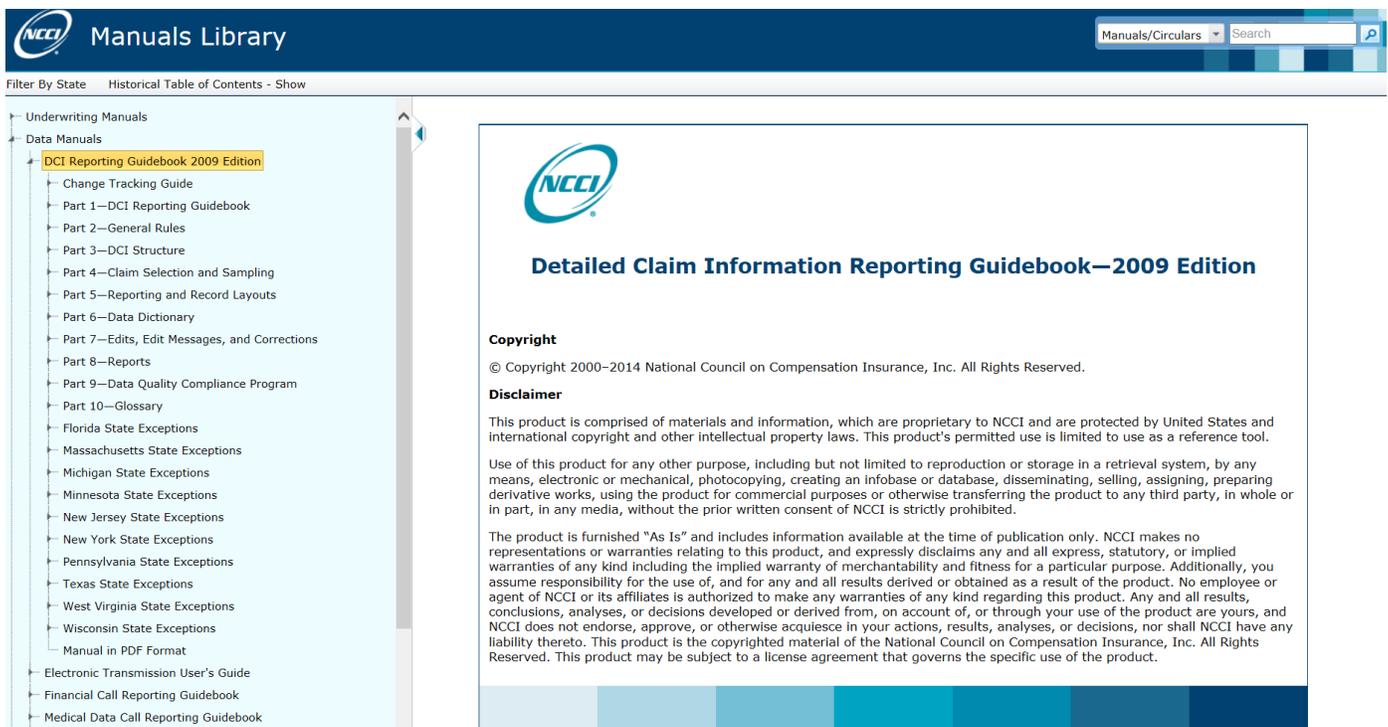
- ❑ In the **Manuals Library**, you will see the following options:



- ❑ Expand the **Data Manuals** option and select **DCI Reporting Guidebook 2009 Edition**.



- ❑ Once your selection has been made, the Table of Contents will appear to the left of the screen and the guidebook will appear to the right.



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**.

DCI Reporting Guidebook 2009 Edition

- Change Tracking Guide
- Part 1—DCI Reporting Guidebook
- Part 2—General Rules
- Part 3—DCI Structure
- Part 4—Claim Selection and Sampling
- Part 5—Reporting and Record Layouts
- Part 6—Data Dictionary
- Part 7—Edits, Edit Messages, and Corrections**
 - Overview
 - A. DCI Editing Process
 - B. Edit Numbers
 - C. Edit Messages
 - D. Error Classes and Data Grades
 - E. Edit Types
 - F. DCI Edit Matrix**
 - 1. DCI Edit Matrix—All Edits in Production**
 - 2. DCI Edit Matrix—Future Edit Enhancements
 - 3. Online Edit Matrix Updates
- Part 8—Reports
- Part 9—Data Quality Compliance Program

F. DCI Edit Matrix

1. DCI Edit Matrix—All Edits in Production

The DCI Edit Matrix—All Edits in Production contains details on the enhanced editing process that currently takes place in NCCI's database. This online Edit Matrix is the most comprehensive resource for information on NCCI's DCI editing and can be used when reviewing reject and error reports to obtain the details on each edit. It is updated frequently to ensure the most current editing information.

The DCI Edit Matrix—All Edits in Production is provided in this section of the online guidebook in a downloadable Microsoft® Word document, sorted by edit number.

Note: The edit sort can be modified by using the document's Sort option.

Online readers can click to view/print or download:

[DCI Edit Matrix—All Edits in Production \(downloadable Microsoft® Word doc\)](#)

2. DCI Edit Matrix—Future Edit Enhancements

The DCI Edit Matrix—Future Edit Enhancements contains edits scheduled for future implementation. This Edit Matrix provides you with lead-time and projected implementation dates for planned changes to DCI editing. This advanced information can be used for planning purposes.

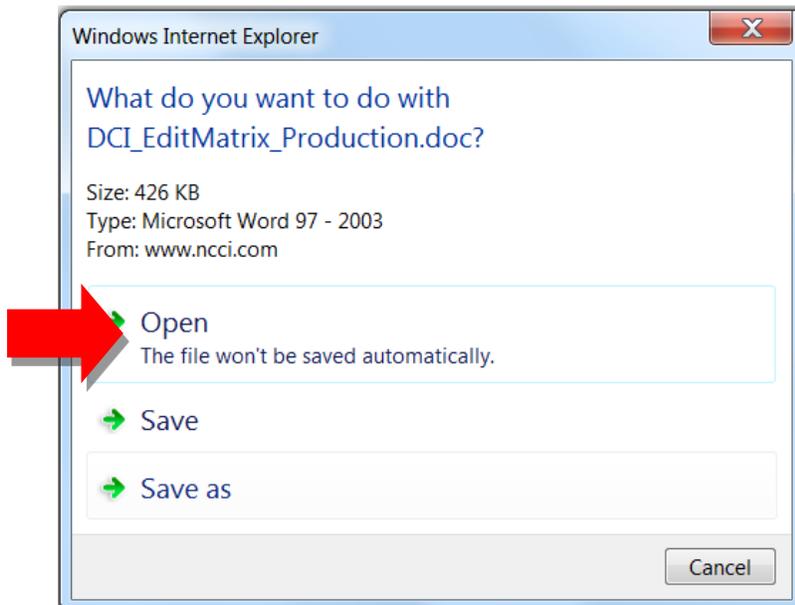
The DCI Edit Matrix—Future Edit Enhancements is provided in this section of the online guidebook. Online readers can click to view/print details:

[DCI Edit Matrix—Future Edit Enhancements \(pdf\)](#)

3. Online Edit Matrix Updates

When changes are made to the DCI Edit Matrix, they will be accompanied by a Change Tracking Guide, which describes the specific changes. When you have your **ncci.com** "My Preferences" set up to receive e-mail alerts of **Detailed Claim Information Reporting Guidebook** revisions, you will receive an e-mail notification when the Edit Matrix has been updated. This is the quickest and most effective way to keep current on all DCI edit changes.

- ❑ 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**.



**2015 Data Educational Program
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- ❑ The Edit Matrix (in production) displays.



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	Applicable States	Excluded 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: <ul style="list-style-type: none"> • 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 10/01/10	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® Online?—General Information

- ❑ **DCA Access® 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® 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® Online** also allows **Bureau Compliance Statistical Service (BCSS)** customers to track, update, and resubmit data to the independent bureaus.

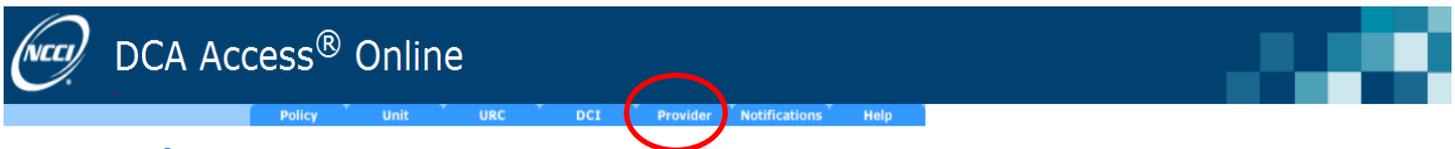
DCA Access® Online—Subscriptions

- ❑ **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® Online

Welcome to NCCI's **DCA Access® 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.

[Do Not Show Rollover](#)

System Alerts and Information

There are no alerts at this time.

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 Reports have been discontinued.

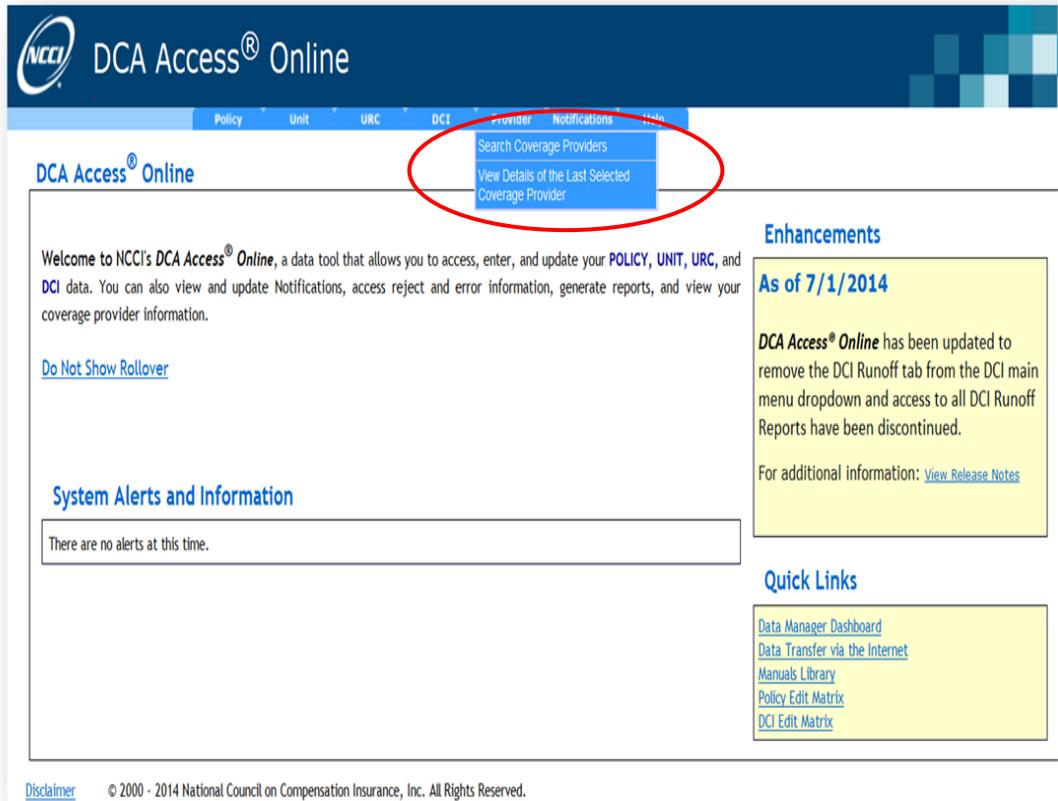
For additional information: [View Release Notes](#)

Quick Links

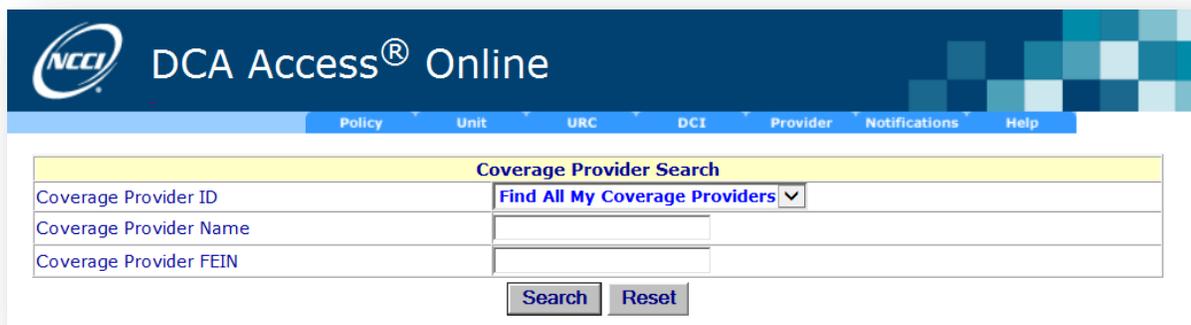
[Data Manager Dashboard](#)
[Data Transfer via the Internet](#)
[Manuals Library](#)
[Policy Edit Matrix](#)
[DCI Edit Matrix](#)

**2015 Data Educational Program
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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.



- ❑ A screen similar to the one below appears.



- From the Coverage Provider ID drop-down menu, select a coverage provider and click **Search**.

Coverage Provider Search

Coverage Provider ID: 45856

Coverage Provider Name:

Coverage Provider FEIN:

Search **Reset**

Search Results

Total Matching Records: 1

Group ID	Provider ID	Name	Buyout / Runoff	FEIN
1. 45856	45856	NCCI TRAINING COMPANY	No Change-	

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

Cov Provider Group ID: 45856 **Cov Provider Type: PC** **Afltn Type:**

Coverage Provider Group Name: NCCI TRAINING COMPANY

Cov Provider ID	Cov Provider Name	FEIN	NAIC Nbr	POC Participation
13118	NCCI TRAINING INDEMNITY COMPANY			N
16962	NCCI TRAINING CASUALTY COMPANY			N
40743	NCCI TRAINING INSURANCE COMPANY			N
45856	NCCI TRAINING COMPANY			N

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

DCA Access® Online

Policy Unit URC DCI Provider Notifications 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 Provider ID/Cov Provider Name	Membership Type	Group ID	Eff Dt	End Dt	Past Liability
13118 - NCCI TRAINING INDEMNITY COMPANY	No Change	45856	1/1/1995		N
16962 - NCCI TRAINING CASUALTY COMPANY	No Change	45856	1/1/1995		N
40743 - NCCI TRAINING INSURANCE COMPANY	No Change	45856	1/1/1995		N
45856 - NCCI TRAINING COMPANY	No Change	45856	1/1/1995		N

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

DCA Access® Online

Policy Unit URC DCI Provider Notifications 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 Provider Branch	BranchAddress
000	N 901 PENINSULA CORPORATE CIR BOCA RATON, FL 334871339
001	N CRESTWOOD PLAZA BUILDING 2400 CRESTWOOD ROAD SUITE 207 NORTH LITTLE ROCK, AR 72116
002	N 30501 AGOURA ROAD SUITE 201 AGOURA HILLS, CA 91301
003	N 1001 BISHOP STREET SUITE 1550 AMERICAN SAVINGS BANK BUILDING HONOLULU, HI 96813
004	N 11430 GRAVOIS ROAD SAINT LOUIS, MO 63126
005	N 111 RIVER STREET SUITE 1202 HOBOKEN, NJ 07030
006	N THE CITADEL 6301 INDIAN SCHOOL ROAD SUITE 990 ALBUQUERQUE, NM 87110
007	N 1 LINCOLN CENTER 10300 SW GREENBURG ROAD SUITE 550 PORTLAND, OR 97223
008	N 987 OLD EAGLE SCHOOL ROAD SUITE 711 WAYNE, PA 19087
009	N 204 CAUGHMAN FARM LANE SUITE 303 LEXINGTON, SC 29072
010	N 444 NORTH CAPITOL STREET NW SUITE 203 WASHINGTON, DC 20001

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



- Group
- Buyout/Runoff
- Branch
- Contact**



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
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® 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).

The screenshot displays the NCCI user interface. At the top, the NCCI logo is on the left, and navigation links for 'My Preferences', 'About NCCI', 'Careers', and 'Contact Us' are on the right. A search bar is also present. Below the navigation bar, the user is logged in as 'Drw One'. The main navigation menu includes 'Services & Tools', 'Industry In', 'Data Reporting', 'Residual Markets', 'Events', and 'Educa'. The 'Data Reporting' menu is expanded, showing options like 'Policy & Proof of Coverage Data', 'Unit Statistical Data', 'Financial Data', 'Detailed Claim Information', 'Medical Data', 'Noncompliance Data', 'Pool Data', 'Data Quality', 'Data Reports', 'Guides & Guidelines', and 'General Announcements'. The 'Data Reports' option is highlighted. On the left side, there is a 'Log In' section with a 'Sign Out' button, and a 'Current Features' section with a 'CLASSIFICATION UPDATES' banner. A 'Risk/Underwriting Tools' section is also visible, containing 'Classification Inspection Ser' and 'Riskworkstation'.

- ❑ The **Data Reports** Web section displays with links to a variety of report information resources.
- ❑ Click **Data Reports Guide**.

The screenshot shows the NCCI website interface. At the top, there is a navigation bar with links for Home, My Preferences, About NCCI, Careers, and Contact Us, along with a search box and an 'Advanced Search' button. Below this is a 'Welcome Drw One' message and a horizontal menu with categories: Services & Tools, Industry Information, Data Reporting (selected), Residual Markets, Events, and Education. A breadcrumb trail shows 'Home > Data Reporting'. Utility links for 'Print Page', 'Font Size', and 'E-Mail Page' are visible. The main heading is 'Data Reports'. A paragraph explains that NCCI provides data reports to inform data providers about submission results. A 'Related Links' box contains a link to 'Data Reporting Education'. Below this, a paragraph states that the section serves as a central source for data reports information. A red arrow points to the 'Data Reports Guide' link, which is followed by a paragraph describing the guide's content and a 'Posted Date: May 24, 2012'. Two other links are listed: '.CSV Report Format Specifications' and 'Changes to Data Reports in .CSV Format', both with their respective 'Posted Date: May 24, 2012'. On the left sidebar, a 'Log In' section contains a 'Sign Out' button. Below it is a 'Data Reporting' menu with 'Data Reports' highlighted. At the bottom left, there is a graphic for 'NCCI and Workers Compensation: A Rich History' featuring an 'Experience Rating Pla 1928'.

- ❑ The **Data Reports Guide** Web section displays.

Home | My Preferences | About NCCI | Careers | Contact Us Search Go Advanced Search

Welcome Drw One Customer Service: 1-800-622-4123

Services & Tools | Industry Information | Data Reporting | Residual Markets | Events | Education

Home > Data Reporting > Data Reports

Print Page | Font Size | E-Mail Page

Data Reports

Data Reports Guide

Posted Date: May 23, 2014

The Data Reports Guide has been updated to remove the DCI Run-Off reports. NCCI's Data Reports Guide provides you with a complete listing of all enhanced NCCI-generated and customer-generated data reports, including their report names, descriptions, schedule, and available formats.

NCCI-Generated Reports—Distributed on a production schedule. An email will be sent to you indicating the report is available via **DCA Access® Online**.

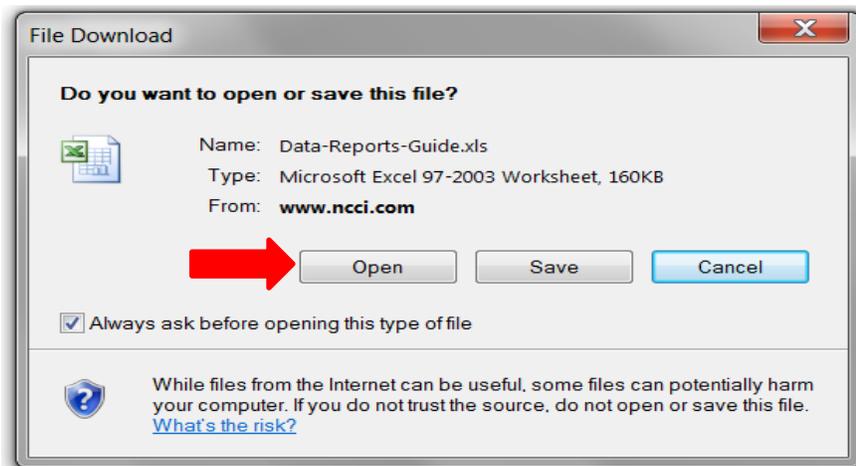
Customer Generated Reports —Requested by you using defined parameters. Most reports will be available to view immediately on the screen.

The Data Reports Guide is organized by the following data type:

- Policy
- Proof of Coverage (POC)
- Unit
- Unit Report Control (URC)
- Detailed Claim Information (DCI)
- Financial Calls, Pool, and Medical
- Data Quality and Data Tool Access

View the [Data Reports Guide](#) for details on all 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**.



**2015 Data Educational Program
Detailed Claim Information via DCA Access® Online User's Guide**

- ❑ The **Data Reports Guide** will display in Microsoft® 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				
Report Name	Report Description	Schedule	Available Formats	Email Notification Sent to:
DCI Submission Results Report	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.	Upon Submission	PDF Excel CSV	File Submitter
DCI Online Submission Results Report	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. 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



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**2015 Data Educational Program
Detailed Claim Information via DCA Access® Online User's Guide**

- ❑ 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.	Monthly	PDF Excel CSV	DCI Main Contact on file
Customer-Generated Reports via DCA Access® Online				
Report Name	Report Description	Schedule	Available Formats	Email Notification 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 DCA Access® Online .	Upon Request	PDF Excel CSV	No emails distributed
Customer-Generated Reports via Data Manager 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

***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® Online**.

The screenshot displays the user interface for the Detailed Claim Information application. At the top, there is a blue header with the NCCI logo and the text "Detailed Claim Information". Below the header, there are navigation tabs for "Manage My Data" and "Tools and Information". The main content area is titled "Detailed Claim Information" and contains several sections:

- System Alerts and Information:** A box indicating "There are no alerts at this time."
- Latest Enhancements:** A section titled "Latest Enhancements As of 10/29/2014" (circled in red in the image). It states: "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
- Quick Links:** A section with links to "Data Manager Dashboard", "Data Transfer via the Internet", and "Manuals Library".

At the bottom of the page, there is a copyright notice: "© Copyright 2010 - 2014 National Council on Compensation Insurance, Inc. All Rights Reserved." and a link for "My Preferences".

Supplemental Information

Presenter Biographies

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.