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## Indemnity Data Call—New Optional Key Field Change Process

Based on stakeholder feedback, we're providing you with a new optional process to make key field changes to previously reported Indemnity Data Call records. This flexible alternative does not change the current reporting requirements, but rather provides an option to ease the process for making key field changes.

The Indemnity Data Call key fields are as follows:

- Carrier Code
- Policy Number Identifier
- Policy Effective Date
- Claim Number Identifier
- Accident Date

For details on how to make key field changes, see **Attachment A**—Indemnity Data Call Key Field Changes.

The *Indemnity Data Call Reporting Guidebook* will be updated in Third Quarter 2019 to add the optional Key Field Change feature.

### Contact

If you have any general data reporting questions, please contact NCCI's Customer Service Center at 800-NCCI-123 (800-622-4123) and select **Option 6**, or email our Indemnity Data Call team at [indemnitydata@ncci.com](mailto:indemnitydata@ncci.com). We are here to assist you Monday through Friday, 8:00 a.m.–8:00 p.m. ET.



## Indemnity Data Call Key Field Changes FYI-IND-2019-01—Attachment A

This attachment provides the details of the current process and the new additional process for making changes to key fields for the Indemnity Data Call.

### Current Process

To change key field(s) on a Transactional record:

- When using Option 1 to make changes, submit a Cancellation record for the record with incorrect key field(s) and then submit a new Original record with correct key field(s). This process only corrects one Transactional record at a time.
- When using Option 2 to make changes, submit an offsetting Original record and then submit a new Original record with the new key fields. This process only corrects one Transactional record at a time.

To change key field(s) on a Quarterly record:

- Submit a subsequent original Quarterly record with the same key fields and all other fields zero-filled. Then report a new original Quarterly record with the correct key fields. This process only corrects one Quarterly record at a time.

### Additional Process

To change key field(s) on all previously reported impacted Indemnity Data Call records (Transactional and/or Quarterly records):

- Submit a Key Field Change file with Key Field Change record(s)—Record Type 04

The Key Field Change file naming convention is as follows:

File Name	File Name Description
idckey*.txt	<ul style="list-style-type: none"><li>• Prefix = "idckey*"</li><li>• (*) = Up to 30 additional characters (no spaces) can be included</li><li>• Extension = ".txt"</li><li>• Valid characters include 0 through 9, A through Z, - (dash), _ (underscore), or . (period)</li><li>• No special characters, e.g., ampersand (&amp;) or comma (,)</li></ul> Example: idckey1052020.txt



**Indemnity Data Call Key Field Changes  
FYI-IND-2019-01—Attachment A**

The record layout of the Key Field Change Record Type 04 is as follows:

Indemnity Data Call—Record Type 04—Key Field Change Record Layout				
Field No.	Field Title	Class	Position	Bytes
1	Record Type Code	N	1–2	2
2	Previous Carrier Code	N	3–7	5
3	Previous Policy Number Identifier	AN	8–25	18
4	Previous Policy Effective Date	N	26–33	8
5	Previous Claim Number Identifier	AN	34–45	12
6	Previous Accident Date	N	46–53	8
7	Carrier Code	N	54–58	5
8	Policy Number Identifier	AN	59–76	18
9	Policy Effective Date	N	77–84	8
10	Claim Number Identifier	AN	85–96	12
11	Accident Date	N	97–104	8
12	Reserved for Future Use		105–300	196

When using this option of changing key fields on all previously reported impacted records through the Key Field Change file and Record Type 04, the process below must be followed to allow NCCI to apply the key field changes to all affected records in the Indemnity Data Call database:

- Create an idkey\*.txt file with only Key Field Change records—Record Type 04.
  - Add an Indemnity Data Call File Control Record. The File Control Record must be the first record in the Key Field Change file and must be reported as follows:

Field No.	Field Title/Description	Reported As
1	Record Type	03
2	Submission File Type Code	O (Original)
3	Carrier Group Code	99990
4	Reporting Quarter Code	3
5	Reporting Year	2020
6	Submission File Identifier	9999022020KEYFIELDCHANGE
7	Submission Date	20200921
8	Submission Time	124233
9	Record Total	00000000010
10	Reserved for Future Use	

- The File Control Record should be reported as an Original (Submission File Type Code “O”).
- The Reporting Quarter Code and Reporting Year should reflect the current reporting quarter and year.
- The Submission File Identifier is a unique identifier that is used to distinguish the file being submitted from previously submitted files.



## Indemnity Data Call Key Field Changes FYI-IND-2019-01—Attachment A

- Each Key Field Change record—Record Type 04—should contain:
  - All five of the previous key fields, as they were reported, for a given claim.
  - All five of these key fields as they should be reported going forward.
  - Once the Key Field Change file has been submitted to NCCI, all future associated Transactional records and Quarterly records must be submitted with the new key fields. This will link these records with the previously submitted records that changed because of the Key Field Change file.
- If the Key Field Change file was submitted in error, a new Key Field Change file can be submitted reflecting the correct data. The File Replacement option (using Submission File Type Code “R” for Replacement on the File Control Record) will not be allowed for the Key Field Change file type.

The Key Field Change file can be submitted at any time regardless of quarter-end due dates. The editing process for this new record type is currently being developed and will be communicated once it is available.