



Washington State Department of
Labor & Industries

**Medical Bill Electronic Data Interchange (EDI)
Trading Partner Profile Registration Instructions**

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Overview:

The Washington of Labor and Industries (L&I) - Medical Bill EDI Trading Partner Profile Registration provides each trading partner the ability to create and submit a New Profile or Updated Trading Partner Profile. The Trading Partner Profile will uniquely identify the sender of medical bill data, how the data will be sent, the business and technical contacts, and the trading partner relationship to the self-insurer(s) and claim administrators, if applicable.

Upon *completion* of the EDI Trading Partner Profile online, an auto response email will be sent to the primary contact, and to L&I. This will serve as notification, to all parties, of the EDI Trading Partner information for EDI implementation. See email example below in the [L&I Trading Partner Profile Registration Email Example](#) section.

Upon *approval* of the EDI Trading Partner Profile by L&I, the EDI Support Team will contact the primary contact to indicate when the profile will become effective for EDI reporting.

The following provides information on how to access and how to complete a NEW or UPDATED L&I Medical Bill EDI Trading Partner Profile.

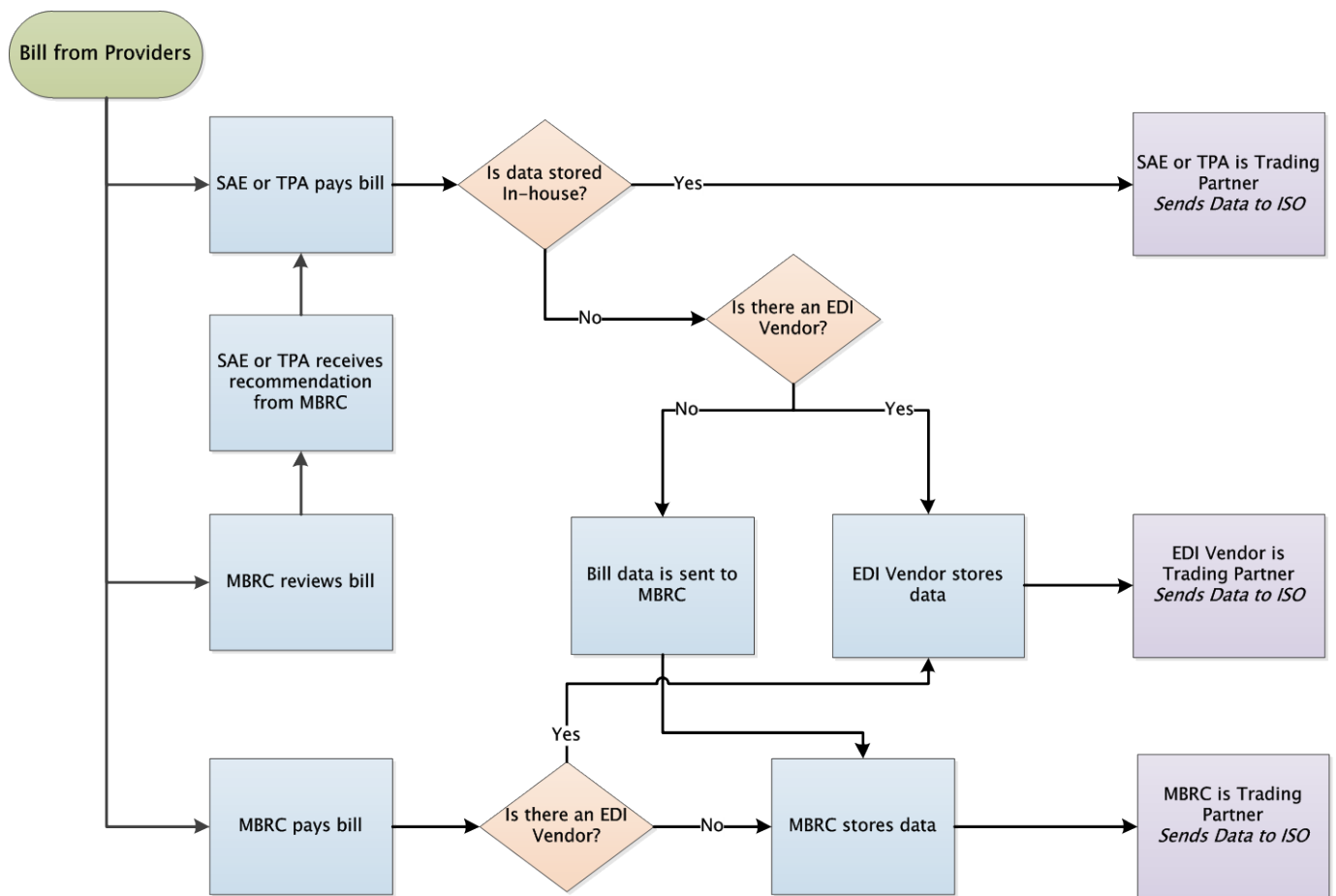
Medical Bill EDI Data Flow:

Medical bill data can flow from self-administered employer (SAE), third party administrator (TPA), EDI vendor or medical bill review company (MBRC) to ISO through Medical Bill EDI.

A self-insurer can have multiple trading partners submitting data on their behalf. For example, a SAE or TPA handles simple medical bills and contracts with a MBRC for more complex bills – both the SAE or TPA and the MBRC are trading partners and should register to submit medical bill data.

SAE, TPA, EDI Vendor, and MBRC specific and detailed Medical Bill EDI data flows are available. These can be found at:

https://walniedi.info/documents/WA_Medical%20EDI%20Flows.pdf.



Accessing and Creating an Account for the Trading Partner Profile:

In order to access and complete a Trading Partner Profile, the trading partner will need to sign in to [ISO's Trading Partner Registration](#) system (if previously registered).

If this is the *first time* accessing the L&I EDI Medical Trading Partner Registration system, create an account by clicking on the 'Get Started' button. Once the 'Get Started' button is selected, enter your e-mail address and choose a password for your new account.

After your account has been created, a message will be sent to the specified e-mail address from www-data@wccapture.com with an activation code to activate your account. Once the activation code is obtained, enter the code in the 'Activation Code' box and click 'Continue'.

Sign In

Username

Password

[Sign in](#) [Forgot Password?](#)

Create Account

New user? Create an account below to begin using the ISO Trading Partner Registration system.

[Get Started](#)

Once signed in the trading partner will have the option to create a new profile if it's the first time or update a previously submitted profile. Any previously submitted Trading Partner Profiles would be available on the below screen:

Trading Partner Profiles
My Profiles
New Profile

Trading Partner Profiles

Welcome to the Trading Partner Registration system. Get started creating your first profile by clicking the button below.

[Create New Profile](#)

The Trading Partner Profile Registration system is made up of the following sections which will be explained in the [How to complete a New L&I EDI Trading Partner Profile](#) section below:

Profile Sections
EDI Sender/Receiver
Preparer Contact Info
Primary Contact Info
Secondary Contact Info
Insurers
Claim Administrators
Filing Method
Comments
Submit Profile

How to complete a New L&I EDI Trading Partner Profile:

In order to create a New Profile, click on the 'Create New Profile' button.

Required fields are indicated throughout the instructions in bold formatting. Upon clicking on the 'Continue' button or 'Next Page' button, any required fields that are not completed will be noted with a red box around the required field.

When filling out the profile, if you see a reference to a DN, e.g., Insurer Name (DN0007), this will indicate that the information requested is a Data Element (DN) that is part of the EDI transmissions for specific medical bill reports.

- a. EDI Sender: This section provides identifying information about the Master Trading Partner (Sender).

What You'll Need to Complete the Profile:

- i. **Sender Master FEIN**: Enter the Federal Employer Identification Number (FEIN) of your business entity. Please enter 9 digits with no dashes.
- ii. **Sender Postal Code**: Enter the Postal Code (Zip+4) of your business entity. Please enter 9 digits with no dashes. Once Sender Master FEIN and Sender Postal Code fields are populated, click on 'Continue'.
- iii. **Company Name**: Enter the entire Company Name of the EDI Sender. Please do not use an acronym, if possible.
- iv. **Company Type (Select one)**:
 - Self-Insurer
 - Third Party Administrator,
 - Medical Bill Review Company
 - EDI Service Provider (Vendor)
- v. **Medical Jurisdictions**: Please indicate the number of jurisdictions that your company currently reports medical bill data to. Once the Company Name is populated, the Company Type is selected and the number of Medical Jurisdictions is entered, click on 'Next Page'.

Note: Sender Master FEIN and Sender Postal Code should be the same as those that the trading partner will use as the Sender ID (DN0098) in the Header Record of all of its EDI transmissions.

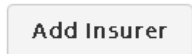
- b. Preparer Contact Information: This section provides identifying information about the person completing the EDI Trading Partner Profile.
 - i. **Preparer Name**: Enter the contact name of the person completing the EDI Trading Partner Profile.
 - ii. **Preparer Job Title**: Enter the preparer's job title.
 - iii. **Preparer Address, City, State, and Zip**: Enter the preparer's address.
 - iv. **Preparer Phone, Fax, and Email**: Enter the preparer's phone, fax and email address.
- c. Primary/Secondary Contact for EDI Implementation/Setup: This section provides the ability to identify individuals within your business entity who can be used as the main contacts for this trading partner profile. Two types of contacts should be identified: one for business practices and issues, and one for technical and system issues. In the event there is any communications on medical EDI reporting, requirements, etc. these contacts will be notified.

On the form, click the 'radio button' beside Business or Technical and complete the following information for each specific contact. The first contact entered will be the primary contact. If the secondary contact is the same as the primary, click on 'Copy from primary

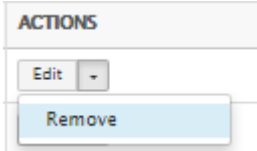
contact':

- i. Contact Name: **First**, Middle, **Last**, Suffix
 - ii. Job Title: Enter **Contact's Job Title**
 - iii. **Address Line 1**, Address Line 2, **City, State, Zip**
 - iv. **Phone, Fax, Email**
- d. Self-Insurer(s): Provide the full **Insurer Legal Name** (DN0007) and **Insurer FEIN** (DN0006) for each Self-Insurer for whose medical reports the Sender will be transmitting data. The Insurer FEIN entered should be the 'certified' FEIN that L&I has on file for the self-insurer. If you are an entity other than the self-insurer and you don't have the 'certified' Insurer FEIN please contact the self-insurer directly to obtain this. If you are the self-insurer and you need to validate your 'certified' Insurer FEIN please contact L&I's Certification Services section at CertificationSvcs@Lni.wa.gov.

It is understood that this list will have entries added or removed from time to time. Please reference the [How to Update an Existing L&I EDI Trading Partner Profile](#) section for instructions for adding or removing a self-insurer.



: This button is used to allow you to access the entry to add new Self-Insurer on a Trading Partner Profile.



: This button is used to allow you to remove the last Self-Insurer that was entered during the current Trading Partner Profile submission.

i. To 'Add a Self-Insurer':

- Click on the 'Add Insurer' button
 - **Insurer FEIN:** Enter the certified FEIN of the self-insurer. Please enter 9 digits with no dashes.
 - **Insurer Legal Name:** Enter the entire legal name of the self-insurer. Please do not use an acronym, if possible.

Insurer FEIN
Required field

Insurer Name
Required field

ii. To continue 'Adding Self-Insurers':

- Click the 'Add Insurer' button again, otherwise proceed to the Add Claim Administrator(s) section.
- By clicking 'Add Insurer' another Insurer entry will be presented (# 2 in this case). Complete the required information and repeat the process to add the Self-Insurer until completed, and then move to the Claim Administrator section.

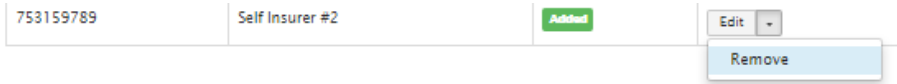
Self Insurer(s)


FEIN	INSURER NAME	STATUS	ACTIONS
123456789	Self Insurer #1		Edit ▾
753159789	Self Insurer #2		Edit ▾

Add Insurer **Next Page**

iii. To remove the last Self-Insurer entered during the entry of the profile:

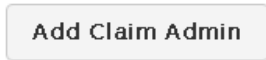
- Click on the downward arrow alongside the 'Edit' button in the Action column of the Self-Insured and select 'Remove'.



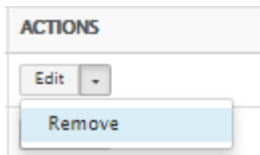
- Once selected, then confirm you wish to delete this entry just added by clicking on 'Delete Insurer':  and the entry will be deleted.

- e. Claim Administrator(s): Provide the Claim Administrator Name (DN0188), Claim Administrator FEIN (DN0187) and Claim Administrator physical and mailing addresses. If the claim administrator is the same entity as the self-insurer then enter the self-insurer claim contact information.

It is understood that this list will have entries added or removed from time to time. Please reference the [How to Update an Existing L&I EDI Trading Partner Profile](#) section for instructions for adding or removing a claim administrator.



: This button is used to allow you to access the entry to add a new Claim Administrator on a Trading Partner Profile.



: This button is used to allow you to remove the last Claim Administrator that was entered during the current Trading Partner Profile submission.

i. To 'Add a Claim Administrator':

- Click on the 'Add Claim Admin' button
 - **Claim Administrator FEIN:** Enter the FEIN of the Claim Administrator. Please enter 9 digits with no dashes.
 - **Claim Administrator Name:** Enter the entire Claim Administrator business name. Please do not use acronyms.
 - **Claim Representative Phone Number:**
 - **Claim Administrator Mailing Address,**
 - Secondary Address, City, State Code, Postal Code,
 - **Claim Administrator Physical Address,**
 - Secondary Address, City, State Code, Postal Code.

The screenshot displays a web form for adding a claim administrator. It consists of several sections:

- Claim Admin FEIN:** A text input field containing 'DN0167' with a 'Required field' label below it.
- Claim Admin Name:** A text input field containing 'DN0168' with a 'Required field' label below it.
- Claim Representative Phone:** An empty text input field with a 'Required field' label below it.
- Claim Admin Mailing Address:** A section containing five input fields: 'Primary Address' (Required field), 'Secondary Address', 'City' (Required field), 'State' (Required field), and 'Postal Code' (Required field).
- Claim Admin Physical Address:** A section containing five input fields: 'Primary Address' (Required field), 'Secondary Address', 'City' (Required field), 'State' (Required field), and 'Postal Code' (Required field).

ii. To continue 'Adding Claim Administrators':

- Click the Add Claim Admin button otherwise proceed to complete the EDI Trading Partner Profile.
- By clicking 'Add Claim Admin' another Claim Admin entry screen will be presented (# 2 in this case). Complete the required information and repeat the process to add the Claim

Administrators until completed, and then proceed to complete the Trading Partner Profile.

Claim Administrators

FEIN	CLAIM ADMIN NAME	STATUS	ACTIONS
753159789	Claim Admin #1		Edit -
951234567	Claim Admin #2		Edit -

iii. To remove the last Claim Administrator entered:

- Click on the downward arrow alongside the 'Edit' button in the Action column of the Claim Administrator and select 'Remove'.

951234567	Claim Admin #2	Add	Edit - Remove
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- Once selected, then confirm you wish to delete this entry just added by clicking on 'Delete Claim Administrator': and the entry will be deleted.

f. Filing Method: At least one method required.

- EDI Software Vendor:** If you are using a Vendor's software to support your EDI reporting, complete this section. First click the 'radio button' beside EDI Vendors under the Jurisdiction EDI Resources section. Then complete the following information.

Vendor Company Name: Enter the Vendors Company Name.

Vendor Contact Name: Enter the Vendors Contact Name.

Vendor Phone: Enter the Vendors Phone Number.

Vendor Email: Enter the Vendors Email Address.

- Direct SFTP:** Select Direct SFTP if Sender will be exchanging EDI files directly with L&I's vendor using SFTP.
 - Other, please explain:** First click the 'radio button' beside 'other, please explain'. Then enter the information in the area provided.
- g. Comments: Please include any comments in this section. Clicking on 'Next Page' will direct you to the 'Submit Profile' section.

Comments

- h. Submit the Jurisdiction EDI Trading Partner Profile: Click the 'Submit Profile' button on the Submit Profile section to complete the registration process. An email confirmation will be generated per the example in [L&I Trading Partner Profile Registration Email Example](#). The EDI Support Team will respond via email on confirmation and approval of the Trading Partner Profile.

Submit Profile

How to Update an Existing L&I EDI Trading Partner Profile:

To update a previously submitted Trading Partner Profile, select 'Update' in the actions column of the Trading Partner Profile to be updated:

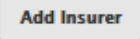
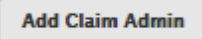
Trading Partner Profiles
My Profiles
New Profile

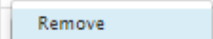

Trading Partner Profiles



JUR	TYPE	COMPANY FEIN	COMPANY NAME	STATUS	ACTIONS
WA	Medical	111111111	Trading Partner (Sender)	Submitted	Update ▾

a. To Update Self –Insurers or Claim Administrators:

There are 3 options for updating Self- Insurers (Insurer Section) and/or Claim Administrators (Claim Administrators Section) within the EDI Trading Partner Profile Update:


- i. Click the 'Add Insurer' button:  to add a new Self-Insurer or click on the 'Add Claim Admin' button:  to add a Claim Administrator to your EDI Trading Partner Profile (one that has never been added or was added and removed).

- ii. Click on 'Remove':  (drop-down of the 'Edit' button) then click on 'Mark Inactive': , to set a Self-Insurer Insurer or Claim Administrator from your EDI Trading Partner Profile that was has been submitted to the jurisdiction previously as inactive.

- iii. Click on the 'Edit' button:  to update the Self-Insurer or Claim Administrator entry fields previously submitted to the jurisdiction.
- iv. Once all updates necessary are completed, submit the profile by selecting the 'Submit Profile' button:  in the Submit Profile Section.

b. To Update Additional Sections of the Trading Partner Profile:


To update any of the other sections (EDI Sender, Preparer Contact Info, Primary Contact Info, Secondary Contact Info, and Filing Method) select the corresponding section and update the fields that need to be updated. Then provide a comment of any additional changes made in the Comments section.

- i. Once all updates necessary are completed, submit the profile by selecting the 'Submit Profile' button:  in the Submit Profile Section.


c. To Change Sender ID:

There is an option available to update any portion of the Sender ID (Sender FEIN or Sender Postal Code) of a previously submitted Trading Partner Profile. Click on 'Change Sender ID' (drop-down of the 'Update' button) and you will be redirected to the Sender ID section where you may edit either the Sender FEIN or Sender Postal Code.



JUR	TYPE	COMPANY FEIN	COMPANY NAME	STATUS	ACTIONS
WA	Medical	111111111	Trading Partner (Sender)	Submitted	Update 

Change Sender ID

Note: If all updates made to the existing Trading Partner Profile need to be canceled, in the Submit Profile section, select the 'Cancel Updates' button: 

L&I Trading Partner Profile Registration Email Example:

Upon **completion** of the Trading Partner Profile online, an auto response email will be sent to the primary contact and to the L&I. This will serve as notification, to all parties, of the EDI Trading Partner information for EDI implementation. Subsequent to the completion of the Trading Partner Profile, the EDI Support Team will send a confirmation email for final approval.

Below is an example of the Trading Partner Profile registration email (not populated). The information that is completed on the profile will be included in the email.

-----Original Message-----

From: www-data@wccapture.com [mailto:www-data@wccapture.com]

Sent: Friday, September 09, 2016 2:11 PM

To: WALNIEDI

Cc: Preparer's Email; Primary Contact's Email here

Subject: EDI New Medical Profile WA - Your Companies Name here

-- Medical Electronic Data Interchange Profile --

Jurisdiction: WA

EDI Profile: New

-- EDI Sender/Receiver (Primary Insurer/TPA) -- Company Name

Master FEIN:

Postal Code:

-- Preparer Contact Information --

Preparer Name:

Preparer Title:

Preparer Addr 1:

Preparer Addr 2:

Preparer City:

Preparer State:

Preparer Zip:

Preparer Phone:

Preparer Fax:

Preparer Email:

-- Filing Information --

Filing Method:

-- Primary Contact for EDI Implementation/Setup --

Primary Contact Type:

Primary Contact Name:

Primary Contact Title:

Primary Contact Addr 1:

Primary Contact Addr 2:

Primary Contact City:

Primary Contact State:

Primary Contact Zip:

Primary Contact Phone:

Primary Contact Fax:

Primary Contact Email:

-- Secondary Contact --

Secondary Contact Type:

Secondary Contact Name:
Secondary Contact Title:
Secondary Contact Addr 1:
Secondary Contact Addr 2:
Secondary Contact City:
Secondary Contact State:
Secondary Contact Zip:
Secondary Contact Phone:
Secondary Contact Fax:
Secondary Contact Email:

-- Insurers --

-- Insurer (1) --

Insurer Status: Add
Insurer FEIN (DN0006):
Insurer Name (DN0007):

-- Claim Administrators --

-- Claim Administrator (1) --

Claim Administrator Status: Add
Claim Admin FEIN (DN0187):
Claim Admin Name (DN0188):
Representative Business Phone:
Mailing Primary Addr:
Mailing Secondary Addr:
Mailing City:
Mailing State Code:
Mailing Postal Code:
Physical Primary Address:
Physical Secondary Address:
Physical City:
Physical State Code:
Physical Postal Code:

Number of jurisdictions currently reporting to:

Comments: Please add Trading Partner. Thank you.