



Minnesota Workers' Compensation  
Insurers Association, Inc.  
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## Special Attention: Data Transmission Personnel

October 24, 2003

**To: ALL ASSOCIATION MEMBERS**

Circular Letter No. 03-1409

**RE: ACCCT ANNOUNCES RELEASE OF COMPENSATION DATA EXCHANGE**

Attached please find the announcement from the American Cooperative Council on Compensation Technology (ACCCT) dated October 24, 2003 regarding the release of Compensation Data Exchange (CDX). CDX is an internet based service that will facilitate the electronic transmission of workers' compensation data between member insurers and various Data Collection Organizations (DCOs), including Minnesota Workers' Compensation Insurers Association (MWCIA). The attached announcement explains how members can participate in using the CDX system.

Because several media suppliers have announced that they will be discontinuing the 3890 tape cartridges and the 9 track reels that many carriers use to transmit data to MWCIA, this ACCCT announcement is timely. Also, it is important to note that this ACCCT service is provided at no charge to current DCO member insurers. MWCIA is quite flexible in the manner in which we accept data through existing e-mail, CD, or Zip disk (100 or 250 mb) methods. These files may be zipped with the free WinZip utility (<http://www.winzip.com/ddchomea.htm>) and encrypted or may be transmitted unzipped. However, CDX represents a new and superior means of data transmission, which we highly encourage member insurers to take advantage of.

If you wish to switch to any of these formats, the contact person at MWCIA is Marc Coleman at 952.897.6438 or e-mail him at [marc.coleman@mwcia.org](mailto:marc.coleman@mwcia.org).



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## **ACCCT ANNOUNCES RELEASE OF COMPENSATION DATA EXCHANGE**

**October 24, 2003**

ACCCT is pleased to announce the introduction of Compensation Data Exchange (CDX), an Internet-based service that will facilitate the electronic transmission of workers' compensation data between member insurers and Data Collection Organizations (DCOs) in the states of California, Delaware, Massachusetts, Michigan, Minnesota, New York, North Carolina, Pennsylvania, and Wisconsin. Compensation Data Exchange, LLC, which is owned by ACCCT members, will provide the CDX services at no charge to current DCO member insurers in good standing.

The CDX service will provide member insurers a secure Internet-based method for sending, receiving, and managing a wide variety of transactions, utilizing WCIO standards, such as WCPOLS, WCSTAT, etc. The CDX service will serve as an efficient standardized tool for exchanging data electronically with these multiple DCOs and reduce the burden of sending or receiving data using other methods such as magnetic tapes, cartridges, diskettes, or e-mail attachments. In addition, CDX will provide access to additional ACCCT services or products. You will receive separate announcements, as they become available.

### **HOW CDX WILL WORK**

The CDX service functions as a clearinghouse for data transmissions to and from DCOs. This new CDX service offers member insurers a uniform, easy to use system for sending and receiving authorized electronic transmissions.

This robust system was designed using standard industry tools and technologies. Among the features included in the CDX system are:

1. Delivery of data with the ability to track any given transmission
  2. Flexibility of providing members with the ability to grant and maintain access to ACCCT products
  3. Robust security
  4. Flexibility for sending and receiving data in various formats, to and from a variety of platforms and operating systems
  5. Retention of a centralized "audit and history log" of data routed through the system to facilitate any needed searching of these logs.
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## **KEY CDX FEATURES AND FUNCTIONS**

The CDX service will provide and support a variety of important functions, including:

1. Communications with all types of systems including mainframes, PCs, and mid-range systems, regardless of operating systems
2. Support of multiple senders and receivers per organization
3. Support of both ASCII and EBCDIC
4. Support of standard security mechanisms including SSL, digital certificates, password authentication, etc.
5. Guarantee of delivery of all data passing through the system via placement in a persistent queue
6. Transaction routing is based on the standard Electronic Transmittal Record (ETR), which is required for all transmissions of electronic data through CDX.

## **ESTABLISHING YOUR SYSTEM ADMINISTRATION**

The CDX system requires that member insurers establish a User Account and designate an Insurance Group Administrator (IGA) as the first step in using the CDX with any DCO. A member insurer's IGA will control the degree of data access, which the member insurer wishes to give to its employees or third party contractors. This and other controls are designed to control which individuals can submit or retrieve data at the member insurer and at the DCO.

To initiate the account member insurers will be required to complete an application. The application and instructions can be found on the ACCCT web site at [www.acct.org](http://www.acct.org).

Detail descriptions and instructions pertaining to the various access levels and other limitations and features are included in the CDX User's Guide. In addition, as this CDX service is inaugurated individual DCO's may also require additional agreements, and impose limits on implementation dates, products and services supplied through CDX to comply with requirements unique to their jurisdictions. The User's Guide is found on the ACCCT web site at [www.acct.org](http://www.acct.org).

Please note that for member insurers who utilize third party entities to submit data directly to DCOs, the member insurer may be required to provide written confirmation that the member insurer, not the third party entity, remains ultimately responsible for the timeliness and integrity of the data submitted. Also, some DCOs require an additional contract for any member insurer or group that utilizes a third party service provider.

## **HOW TO GET STARTED**

ACCCT has established a *Central Administrator* to process all applications and establish accounts for all member insurers who desire to use the CDX system. You may contact the Central Administrator or the ACCCT representative(s) at the appropriate DCO(s) as shown below for additional information or to receive an application.

Member insurers are invited to contact these individuals to learn more about the CDX service and the benefits it will provide.

## ACCCT CONTACTS

ACCCT MEMBERS	CONTACT PERSON	CONTACT NUMBER
Workers' Compensation Insurance Rating Bureau of California	Customer Service	1-888-229-2472
Delaware Compensation Rating Bureau, Inc.	John Murphy	215-320-4418
Insurance Services Office	Cliff Hall	201-469-2228
Workers' Compensation Rating and Inspection Bureau of Massachusetts	Chris Yergeau	617-439-9030, Ext 575
Compensation Advisory Organization of Michigan	Jon Heikkinen	734-462-9600, Ext 225
Minnesota Workers' Compensation Insurers Association, Inc.	Marc Coleman	952-897-6438
New York Compensation Insurance Rating Board	Lenora Snipes	212-697-3535, Ext 186
North Carolina Rate Bureau	Jim Auman	919-582-1033
Pennsylvania Compensation Rating Bureau	John Murphy	215-320-4418
Wisconsin Compensation Rating Bureau	Miguel Garcia or Michael Mann	262-796-4403  262-796-4401

CENTRAL ADMINISTRATOR	CONTACT PERSON	CONTACT NUMBER
Insurance Services Office	Cliff Hall	201-469-2228