



# New York State Claims Electronic Data Interchange Release 3.1 (Claims EDI R3.1) Web Data Entry Application

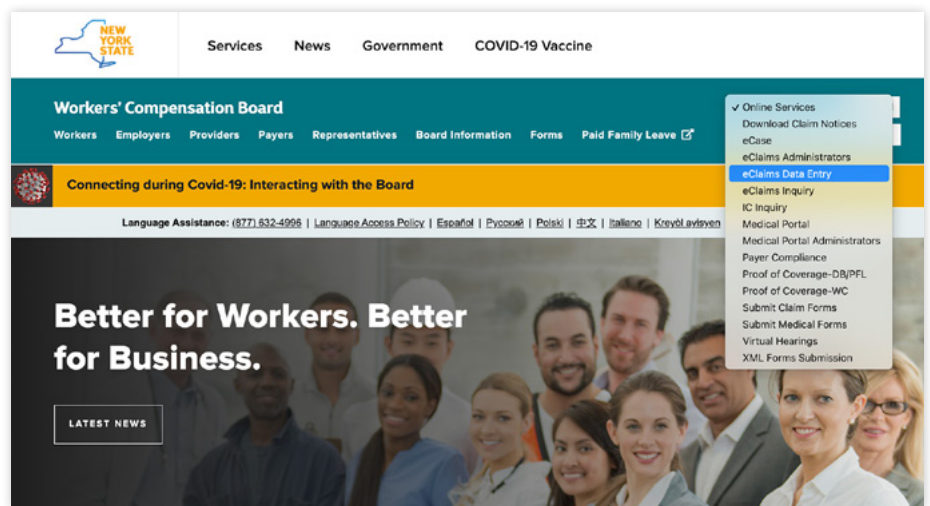
The eClaims Web Data Entry application (WDE) may be utilized by claim administrators (trading partners) registered for eClaims when submitting First Report of Injury (FROI)/Subsequent Report of Injury (SROI) transactions to the New York State Workers' Compensation Board (Board). The application allows for real-time submission of transactions. Any organization and its users must be registered prior to accessing WDE.

Users may locate the *R3.1 Element Requirements Table*, *Edit Matrix*, and *Event Table* on the [NY Requirement Tables – EDI R3.1](#) page.

## Getting started

To access the eClaims WDE application, visit the Board's [website](#).

- Select the **Online Services** drop-down list on the upper right side of the screen.
- Select **eClaims Data Entry** from the list and select the **Log In** button.
- Enter your **NY.gov ID** username and password. (Your organization's eClaims Administrator must have added you as a data entry user in order to access this application.)



Sender: \*

Insurer ID: \*

Claim Administrator ID: \*





Claim Administrator Claim Number: \*

WCB Case Number (JCN):

- Enter the required information on the **Transaction Search** screen and click **Search**.

**Note:** The Claim Administrator Claim Number (CACN) must match exactly. For example, if you enter 12-5569 for the CACN on the first transaction, you must include the dash when searching for that case to enter a subsequent transaction. The system will return any accepted transactions matching the claim information entered in the search and determine what types of transactions can be submitted according to sequencing. You can view the PDF versions of the accepted transactions from this list or submit a new transaction.

## Entering a transaction

- Select the appropriate **Maintenance Type Code (MTC)** from the drop-down list on the Transaction History screen and select the **Start Data Entry** button. This will bring up the “Transaction Entry” screen. Enter the information about the claim and select **Submit**.
- When entering a FROI and SROI, any variable segment (field that allows more than one entry) will have a “+” symbol  that will allow you to add information to the transaction. Select the “+” to open the data entry pop-up for that field.
- Select the **Save** button when you have completed entering information.
- Once you have selected Save, users will have the option to add additional rows  (up to the maximum for that field), edit existing information using the pencil icon , or delete a row using the trash can icon .

Benefit Types											
#	Benefit Type Code	Start Date	Through Date	Claim Weeks	Claim Days	Weekly Gross Effective Date	Weekly Gross Amount	Weekly Net Effective Date	Weekly Net Amount	Benefit Payment Issue Date	Amount Paid
1	050	08/01/2021	09/01/2021	4	0	08/01/2021	\$700.00	08/01/2021	\$700.00	09/01/2021	\$2,800.00


## Errors (rejected transactions)

WDE will notify you of a rejected transaction through one or more methods. Based on the MTC being completed, **mandatory** fields are marked required with an asterisk (\*). Some fields are **mandatory conditional** and are only required based on the information submitted.

1. A red box will display at the top of the screen for a rejected transaction. This box may include messages identifying errors that need to be resolved and a Transaction ID.

2. A field may be highlighted red. If the error message is not displayed, the user can select the red field to display the error message.

(continued on page 3)

- A variable segment row may be highlighted red to notify you of an error. You may select the edit button  of the highlighted row(s) to review the errors within each variable segment. Similar to non-variable segments, you can then select any red field to display the error message that goes with the selected field.

Benefit Types											
050 Temporary Total (Event)											
	Benefit Type Code	Start Date	Through Date	Claim Weeks	Claim Days	Weekly Gross Effective Date	Weekly Gross Amount	Weekly Net Effective Date	Weekly Net Amount	Benefit Payment Issue Date	Amount Paid
1	050	00/01/2021	09/01/2021	4	0		\$700.00		\$700.00	09/01/2021	\$2,000.00

Edit Benefit #1

Segment Type: \* Event    Benefit Type: \* 050 - Temporary Total

Start Date:    
Mandatory field not present  
Gross Weekly Amount Effective Date needed when Ben Type Code not 240/50x or MTC exist.

Claim Weeks:

Weekly Gross Effective Date:  /  /     Weekly Gross Amount:

Weekly Net Effective Date:     Weekly Net Amount:

Benefit Payment Issue Date:     Amount Paid:

If you are having difficulty after reviewing errors, you may contact the eClaims team. When contacting [eClaims@wcb.ny.gov](mailto:eClaims@wcb.ny.gov) regarding any errors with a transaction in WDE, you must include as much information as possible regarding the issue and a screenshot of the error(s).

## FROI/SROI-02 Change transactions

When you add (A), update (U), remove (R), or delete (D) information on the FROI/SROI-02, WDE will automatically detect the change and present you with a confirmation message that includes the Data Element and Reportable Change Code. If the information appears correct, you may select **Continue**.

If any errors are returned on the 02 Change transaction, you may be presented with an error message that contains “Data Elements missing in Change Variable Segment.” This error means there are other data elements missing on the transaction. You will need to review the [NY Requirement Tables – EDI R3.1](#) page to determine the missing field(s).

data elements were missing. The Population Restriction (found on the [Edit Matrix – Population Restrictions tab](#)) for 02 Change, pictured below, requires that DN0403 (Initial RTW Type Code) and DN0404 (Initial RTW Physical Restrictions Indicator) be populated on the 02 Change transaction if DN0068 (Initial RTW Date) is present. Once you populate the additional required fields and resubmit the transaction, it should now be accepted successfully.

In the example below, DN0068 (Initial RTW Date) was added to the FROI-02 and returned an error that

Changed Elements		
Data Element/Segment	Change	Reportable Code
0020 - Policy Number Identifier	U	
0062 - Wage	R	
0068 - Initial RTW Date	A	
0279 - Number of Witnesses	D	

Continue    Return to Data Entry

**WORK STATUS**

Initial Date Last Day Worked:     Initial RTW Type Code:

Initial Date Disability Began:    
Invalid data relationship  
Initial RTW Date E)Data Elements missing in Change Variable Segment.

Initial RTW Date:     Initial RTW With Same:

0068	02	Initial RTW Date	E) If DN0068 (Initial RTW Date) is present and DN0041 (Date Claim Administrator had Knowledge of the Injury) >= 1/1/08 and the latest value of any of the following DNs have a blank or null value: DN0403 (Initial RTW Type Code) DN0404 (Initial RTW Physical Restrictions Indicator) <b>FROI-ONLY</b> Then all of the DNs listed above that have a latest value of blank or null must be included in the Change Variable Segment and must have a value.
------	----	------------------	---

## Accepted transactions

Once you have corrected all of the errors, if any, the transaction is successfully saved. The confirmation screen will provide a “confirmation number” along with the “WCB Case Number (JCN).”

Transaction saved successfully!

Your submission has been received and accepted. Your confirmation number is F5374616.

The WCB Case Number (JCN) is G2778146.

Click [here](#) to download a copy of this eClaims submission which can be used to mail to parties as indicated in the NY Event Table.

Continue

(continued on page 4)

A link is provided for you to download a PDF *Transaction Report* or *Servable Document*. This document can be used to mail to the parties of interest as indicated on the [NYS R3.1 Event Table](#).

If you need to retrieve the document after leaving the confirmation screen, the document is available in eCase the following day, or it can be retrieved immediately by using the **Transaction Search** screen within WDE.

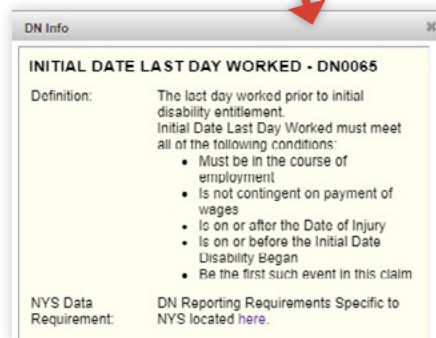
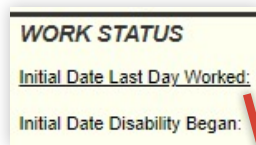
Claim Administrator Claim Number: CLAIM123  
WCB Case Number (JCN):

Transaction History							
Received	Maint Type Code	Processed	Medium	Status	JCN	Claim Admin Claim #	PDF
11/04/2021	SROI IP - Initial Payment	11/04/2021	WEB	Transaction Accepted	G2778146	CLAIM123	
11/04/2021	FROI 00 - Original	11/04/2021	WEB	Transaction Accepted	G2778146	CLAIM123	

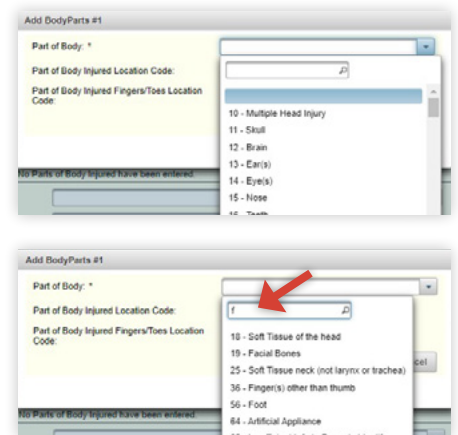
Sample versions of the R3.1 Transaction Reports and information regarding servable documents may be found on the in the eClaims section of the Board's [website](#).

## Tips

Select any **field name** for a definition. When your mouse hovers over the field, the field will be underlined.



Any drop-down list that contains more than 10 entries includes a filter box. Typing into the filter box will reduce the number of entries displayed and reduce scrolling.



## Timeout

You will be timed out after 60 minutes of inactivity. You will also need to re-authenticate after 10 hours of activity. If you're using the same browser and are signed in to another NY.gov application with a shorter timeout, the shorter timeout will prevail. Once timed out, the NY.gov login screen will be displayed, and you will need to re-enter your NY.gov ID username and password.

## Questions

Questions regarding eClaims or WDE may be directed to [eClaims@wcb.ny.gov](mailto:eClaims@wcb.ny.gov). If you are contacting the eClaims team regarding any errors with a transaction in WDE, you must include as much information as possible regarding the issue and a screenshot of the error(s).

