



State of California
Department of Industrial Relations



DIVISION OF WORKERS' COMPENSATION

MEDICAL ELECTRONIC DATA INTERCHANGE TRADING PARTNER PROFILE
PART A. Trading partner background information:

Effective Date (date agreement becomes effective): _____

Sender Name: _____

Sender Master FEIN: _____

Physical Address: _____

City: _____ State: _____

Postal Code (postal code +4): _____

Mailing Address: _____

City: _____ State: _____

Postal Code (postal code +4): _____

Trading Partner Type (check all that apply):

• Self-Administered

___ Insurer ___ Self-Insured Employer

• Third Party Administrator of

___ Insurer ___ Self-Insured Employer

• Other (please specify): _____

PART B. Trading partner contact information:

Business Contact:

Technical Contact:

Name: _____

Name: _____

Title: _____

Title: _____

Phone: _____

Phone: _____

FAX: _____

FAX: _____

E-mail Address: _____

E-mail Address: _____

PART C. Trading partner transmission specifications:

C1. Profile identifier:

If submitting more than one profile, please specify:

PROFILE NUMBER (1, 2, etc.): _____

DESCRIPTION: _____

C2. SFTP account information

Sender/Trading Partner Name: _____

Sender/Trading Partner E-mail: _____

	DWC Use Only
User Name: (A-Z, a-z, 0-9) (To be provided by WCIS contact) _____	
Password: (8 characters min.) (To be provided by WCIS contact) _____	
Transmission Mode is SFTP also known as SSH (Secure Shell) File Transfer Protocol.	
Source Public Network IP Address: (limit to 6 max.) _____ _____ _____ _____ _____ _____	

PART D. Receiver Information (to be completed by DWC):

Name: *California Division of Workers' Compensation*

FEIN: *943160882*

Physical Address: *1515 Clay Street, Suite 1800*

City: *Oakland* State: *CA* Postal Code: *94612-1489*

Mailing Address: *P.O. Box 420603*

City: *San Francisco* State: *CA* Postal Code: *94142-0603*

Business Contact:

Technical Contact:

Name: _____

Name: _____

Title: _____

Title: _____

Phone: _____

Phone: _____

E-mail Address: _____

E-mail Address: _____

RECEIVER'S ANSI X12 TRANSMISSION SPECIFICATIONS:

Segment Terminator _____

ISA Information: _____

Data Elements Separator _____

Sender/Receiver Qualifier: _____

Sub-Element Separator _____

Sender/Receiver ID: _____

Date/Time Transmission Sent (DN100 & DN101) :(Format: CCYYMMDDHHMM)

**STATE OF CALIFORNIA
DEPARTMENT OF INDUSTRIAL RELATIONS
DIVISION OF WORKERS' COMPENSATION**

Instructions for completing the Trading Partner Profile

Each trading partner will complete parts A, B, and C, providing information as it pertains to them. DWC will complete Part D.

PART A. Trading partner background information:

- Effective Date: Date the agreement becomes effective.
- Sender Name: The name of your business entity corresponding to the Master FEIN of your business entity.
- Sender Master FEIN : The Federal Employer's Identification Number of your business entity. Please note that the FEIN, followed by a "-" along with the five digit physical address postal code in the trading partner address field, will be used as a unique identifier to identify you as a trading partner.
- Physical Address: The street address of the physical location of your business entity. DWC will send materials to this address, unless you provide a different address for the mailing address.
- City: The city portion of the street address of your business entity.
- State: The two-character standard state abbreviation.
- Postal Code (postal code +4): The nine-digit postal code.
- Mailing Address: The mailing address used to receive deliveries via the U.S. Postal Service for your business entity. This should be the mailing address that would be used to receive materials pertaining to this Trading Partner Profile. If this address is the same as the physical address, indicate "Same as above".
- City: The city portion of the street address of your business mailing address.
- Postal Code (postal code +4): The nine-digit postal code of the mailing address of your business entity.
- Trading Partner Type: Indicate any functions that describe the trading partner. If "other," please specify.

PART B. Trading partner contact information:

This section provides DWC with the ability to identify individuals within your business entity who can be used as contacts. You may provide one business and one technical contact.

Business Contact : The individual most familiar with the overall data extraction and process within your business entity. The individual should be able to track down the answers to any issues that may arise that the technical contact cannot address.

Technical Contact: The individual who should be contacted for issues regarding the actual transmission process.

PART C. Trading partner transmission specifications:

C1. Profile identifier

One profile should be completed for each set of transactions with common transmission requirements. Although one profile will satisfy most needs, if transmission parameters vary by transaction set IDs, a trading partner could specify those differences by providing more than one profile.

C2. SFTP Account information

Name:	Specify name.
E-Mail Address:	Specify e-mail address.
User Name:	To be provided by WCIS contact.
Password:	To be provided by WCIS contact.
Transmission Mode:	SFTP, also known as SSH (Secure Shell) File Transfer Protocol.
Source Public Network IP Address	Must be a public IP address. Although some network systems use private address for internal networks, e.g., 10.0.0.0, 172.16.0.1 and 192.168.1.1, WCIS requires the public IP address corresponding to where the private addresses translate.

PART D. Receiver information (to be completed by DWC):

This section contains DWC's trading partner information. The DWC will complete the Technical Contact and Business Contact text fields, which will vary depending on the trading partner

Technical Contact:	The name, title, phone number, and e-mail address of the individual at the DWC.
Business Contact :	The name, title, phone number, and e-mail address of the individual at the DWC.

Receiver's ANSI X12 transmission specifications:

Segment Terminator:	To indicate segment terminator use the tilde (~).
Date Element Separator:	To indicate a data element separator use an asterisk (*).
Sub-Element Separator:	To indicate a sub-element separator use a colon (:).
Sender/Receiver Qualifier:	This will be the trading partner's ANSI ID Code Qualifier, as specified in an ISA segment.

Sender/Receiver ID: The Master FEIN.

Date/Time ISA Information: The DN0100 — Date Transmission Sent in the BHT segments of the 837 Transmission must be identical to the date in the ISA09 interchange date and GS04 date in the 837 headers where the standard format is CCYYMMDD. The DN101 – Time Transmission Sent in the BHT segment(s) of the 837, must be identical to the item in the ISA10 interchange time and GS05 Time in the 837 headers where the standard format is HHMM.

ISA Information: For test files use “T.” For production files use “P.”