

## Reporting Annual (AN) Reports to WCIS

**Date: November 13, 2014**

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In an effort to reduce the percentage of transactions receiving TRs (transaction rejected) and TEs (transaction accepted with errors) and to improve the overall quality and completeness of First Reports of Injury (FROI) and Subsequent Reports of Injury (SROI), DWC periodically issues training bulletins outlining some of the most common errors and procedural oversights. An [archive](#) of the bulletins is available.

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### **Annual (AN) summary of benefits reports due by January 31 each year.**

In 2014, WCIS trading partners submitted 52% of expected Annual (AN) and Final (FN) reports. The AN is the yearly summary of benefits. ANs are critical to WCIS for two reasons. First, ANs allow WCIS to monitor the yearly development of benefit costs for all open and active workers' compensation claims with benefits. Second, ANs are the only available mechanism for submitting SROI data on non-indemnity and medical only claims. The FN is the final summary of benefits report that must be sent to close a claim with indemnity payments. FNs are important because they are the last update to a claim's indemnity benefit payment WCIS will receive.

The [California EDI Implementation Guide for FROI/SROI, version 3.0](#) (Section A, page 3) requires that trading partners submit an AN for all claims with any benefit activity (including medical) during the previous calendar year and a date of injury July 1, 2000 or later.

When reporting an AN, the trading partner must report cumulative amounts paid over the life of the claim, as of December 31. Therefore, if a claim began in 2013 and temporary disability were paid in 2013 and 2014, and permanent disability payments were made in 2014, the AN sent in January 2015 would report the cumulative amounts paid for the temporary and the permanent disability benefits as of Dec. 31, 2014, along with any non-indemnity payments, such as medical or attorney fees.

Section J, page 51 of the California guide states that the only exception to this rule is for any claim where FN report has been filed and accepted and the FN included all the indemnity and/or non-indemnity benefit data to date.

**Other AN rules from the Guide ([Section J, pages 81-83](#))**

- ANs should not be used to report the opening, closing or updating of a benefit period.
- If submitting ANs in ANSI X12 Format, include the ANSI frequency code “A”.
- AN transactions must contain at least one type of benefit payment.
- AN transactions are subject to all the same sequencing rules as other Subsequent Reports.

**Best Practices for Trading Partners:**

- Begin planning the submission of ANs with your IT staff before the end of each calendar year.
- Close out all closed indemnity claims with FNs.
- Submit ANs as early in January as possible to ensure more efficient processing.
- If late, ask for an extension from your trading partner contact and submit a plan to DWC for catching up on any late AN reporting.

Trading Partners who would like assistance with resolving AN issues may contact their designated trading partner contact.

**WCIS trading partner contacts:**

Trading partner letters A, I-L, S-V, Z

Johnny Lee  
email: [jblee@dir.ca.gov](mailto:jblee@dir.ca.gov)

Trading partner letters B, D-F, N, O, W-Y

Elisema Cantu  
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Trading partner letters C, G, H, M, P-R

Elaine Ng  
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If trading partners have comments about this training bulletin or would like to suggest topics for future training bulletins, they can do so by e-mailing [wcis@dir.ca.gov](mailto:wcis@dir.ca.gov).

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