

## Criteria for New Vendor Approval

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Thank you for your interest in becoming a certified vendor to submit Electronic Data Interchange (EDI) with the Commonwealth of Kentucky, Department of Workers' Claims. Certain criteria must be met in order to become certified with the Kentucky DWC ~~and the details, as follows:~~

- The Vendor must allow Trading Partners/Claim Administrators to submit EDI transactions to the DWC using only EDI Claims Release 3.0 version and Proof of Coverage Release 2.1 version of the International Association of Industrial Accident Boards and Commissions (IAIABC). Kentucky-specific edits for EDI may be found by going to <http://www.labor.ky.gov/workersclaims/Pages/EDI.aspx>.
- The Vendor must provide a ~~means by which method~~ to transmit and/or receive secure data in one of two ways:
  - a. Provide Vendor-specific transmitter that can be installed on the State's PC
  - b. Provide a Secure FTP site where the state can receive and/or transmit data.
- The Vendor must abide by all State EDI Statutes & Regulations in doing business with the Commonwealth of Kentucky. This includes Kentucky Revised Statutes (KRS) Chapter 342, the Workers' Compensation Act (<http://www.lrc.ky.gov/Statutes/chapter.aspx?id=38914>) and Title 803, Regulations Governing the Workers' Compensation Act (<http://www.lrc.state.ky.us/kar/TITLE803.HTM>).
- The Vendor must be able to send and receive data on a daily basis. A simple test (send and receive) must be performed successfully before production data may be transmitted.
- The Vendor must have open communications with the DWC ~~for issues that arise through transmittals~~ for quick resolution ~~should issues arise through transmittals~~.
- The Vendor must submit a spreadsheet listing all carriers ~~for which~~ it will be reporting ~~for~~. The list shall include carrier name, carrier FEIN, ~~name of a~~ contact person, contact email, contact phone number, and contact mailing address.
- Anytime a new carrier is added, an email with the new carrier name and FEIN must be sent for approval. An updated carrier spreadsheet must also be attached. Once the vendor receives an email confirmation from the state, the vendor may begin transmitting data for the new carrier.
- Periodic reviews will be made to ensure a vendor is maintaining a high standard of quality data transmission.
- The Commonwealth of Kentucky maintains the right to discontinue use of any vendor.

Field Code Changed