

## **Companion XML File for Unit Statistical Report Correspondence**

Revised: February 2015

Insurers may receive unit statistical report (USR) correspondence from the WCIRB via FTP and/or WCIRB Connect. An XML companion file is included containing meta data that may be used to import and manage these files.



**Notice**

This *Companion XML File for Unit Statistical Correspondence* documentation was developed by the Workers' Compensation Insurance Rating Bureau of California for the convenience and guidance of its members. It does not bear the official approval of the Insurance Commissioner and is not a regulation.

© 2015 Workers' Compensation Insurance Rating Bureau of California. All rights reserved.

No part of this work may be reproduced or transmitted in any form or by any means, electronic or mechanical, including, without limitation, photocopying and recording, or by any information storage or retrieval system without the prior written permission of the Workers' Compensation Insurance Rating Bureau of California (WCIRB), unless such copying is expressly permitted in this copyright notice or by federal copyright law. No copyright is claimed in the text of statutes and regulations quoted within this work.

Each WCIRB member company, including any registered third-party entities, (Company) is authorized to reproduce any part of this work solely for the following purposes in connection with the transaction of workers' compensation insurance: (1) as necessary in connection with Company's required filings with the California Department of Insurance; (2) to incorporate portions of this work, as necessary, into Company manuals distributed at no charge only to Company employees; and (3) to the extent reasonably necessary for the training of Company personnel. This reproduction right does not include the right to make any part of this work available on any website or on any form of social media.

Workers' Compensation Insurance Rating Bureau of California, WCIRB, WCIRB California, WCIRB Connect, WCIRB Inquiry, X-Mod Direct, eSCAD and the WCIRB California logo (WCIRB Marks) are registered trademarks or service marks of the WCIRB. WCIRB Marks may not be displayed or used in any manner without the WCIRB's prior written permission. Any permitted copying of this work must maintain any and all trademarks and/or service marks on all copies.

To seek permission to use any of the WCIRB Marks or any copyrighted material, please contact the WCIRB at [customerservice@wcirb.com](mailto:customerservice@wcirb.com).

## Overview

The Workers' Compensation Insurance Rating Bureau of California (WCIRB) may distribute unit statistical report (USR) correspondence to the current insurer of record via file transfer protocol (FTP) and/or WCIRB Connect. Individual items of correspondence are converted to Adobe Acrobat PDF files and double zipped into a single file for FTP and/or WCIRB Connect delivery. The transmission includes an XML companion file that may be used for mapping individual items of correspondence to matching USRs in your system. In WCIRB Connect, the data product can be retrieved from the navigation Menu by clicking Reports/Data Products.

The XML companion file includes meta data needed to identify each item of correspondence in the zipped file and includes the corresponding ID number for the PDF. The XML companion file is produced for a specific zip file. If the zipped correspondence is resent, a new XML companion file will be produced.

## Zip File Presentation

The PDFs contained in the zip file use the naming convention shown below.

*NNN BN X-XX-XX-XX US##### MM-DD-YYYY.pdf*

NNN	Document Sequence number within the zip file. If a correspondence is resent in a new file, this number will change.
X-XX-XX-XX	The Bureau Number for the correspondence.
#####	Document ID number for that batch's USR letters. If the letters are resent in a new file, this number will remain the same. The Document ID number may be duplicated in the file if the resent file contains letters from multiple batch runs.
MM-DD-YYYY	The issue date on that letter

The final document in the .zip file is the .xml file. The following naming convention is used:

*WCIRBCA XXX – Unit Stat Letter – Unit Stat Letter [YYYY-MM-DD HH-MM].xml*

XXX	California Carrier Code
YYYY-MM-DDHH-MM	Date and Time Stamp when the FTP File was created

## Companion File Format

The XML schema looks like the following:

```
<?xml version="1.0"?>
<START_PROCESS DOCUMENTS TYPE ="USR CORRESPONDENCE" RUN_DATE="MM/DD/YY"
ZIPID="WCIRBCA XXX - Unit Stat Letter - Unit Stat Letter [YYYY-MM-DD HH-MM].zip">
- <DOCUMENT SEQUENCE=>
-   <SEARCH_DATA>
      <CA_INSURER_CD> </CA_INSURER_CODE>
      <INSURER_NAME> <INSURER_NAME>
      <GROUP_INSURER_CODE> </GROUP_INSURER_CODE>
      <GROUP_INSURER_NAME> </GROUP_INSURER_NAME>
      <GROUP_NAIC_CODE> </GROUP_NAIC_CODE>
      <NCCI_INSURER_CODE> </NCCI_INSURER_CODE>
      <BUSINESS_SEGMENT_IDENTIFIER> </BUSINESS_SEGMENT_IDENTIFIER>
      <POLICYHOLDER_NAME> </POLICYHOLDER_NAME>
      <POLICYHOLDER_ADDRESS> </POLICYHOLDER_ADDRESS>
      <POLICY_NUMBER> </POLICY_NUMBER>
      <BUREAU_NUMBER> </BUREAU_NUMBER>
      <DOCUMENT_ID>NNNNNNNNN/NNNN_YYMMDD_USR_1.docx</DOCUMENT_ID>
      <NAIC_INSURER_CODE> </NAIC_INSURER_CODE>
      <OFFICE_TYPE> </OFFICE_TYPE>
      <OFFICE_NAME> </OFFICE_NAME>
      <POLICY_EFFECTIVE_DATE> </POLICY_EFFECTIVE_DATE>
      <LETTER_DATE> </LETTER_DATE>
    </SEARCH_DATA>
  </DOCUMENT>
</START_PROCESS>
```

The tag names repeat starting again with Document Sequence for each USR correspondence included in the file.

### **<DOCUMENT SEQUENCE="NNN BNX-XX-XX-XX USXXXXXX MM-DD-YYYY.pdf">**

NNN is the Document Sequence number within the Zip File. If a USR correspondence is resent in a new file, this number will change. The BN will match the Bureau Number on the letter and the US number is a unique number assigned to that letter. If the letter is sent in a new file, this number will change. The issue date is the date the letter was issued.

### **<CA\_INSURER\_CODE>**

The California Insurer Code.

### **<INSURER\_NAME>**

The name of the insurer.

### **<GROUP\_INSURER\_CODE>**

The NAIC Group Number with a suffix if the group as separate operational divisions or the California Carrier Code prefaced by 99 for independents.

### **<GROUP\_INSURER\_NAME>**

The abbreviated insurer group name, if applicable or the insurer name with the designation of "Ind" after it.

### **<GROUP\_NAIC\_CODE>**

The NAIC Group Number or the California Carrier Code prefaced by 99 for independents.

**<NCCI\_INSURER\_CODE>**

The insurer code assigned by NCCI.

**<BUSINESS\_SEGMENT\_IDENTIFIER>**

The series of identifying codes provided by the data provider.

**<POLICYHOLDER\_NAME>**

The first policyholder name from the letter, which may or may not be the primary named insured on your policy.

**<POLICYHOLDER\_ADDRESS>**

The mailing address for the policy.

**<POLICY\_NUMBER>**

The 18 character string number reported on the USR.

**<BUREAU\_NUMBER>**

The Bureau number as a 1-7 digit number with dashes.

**<DOCUMENT\_ID>**

The letter ID in the STAR SYSTEM. Format: NNNNNNNN/NNNN\_YYMMDD\_USR\_1.docx

**<NAIC\_INSURER\_CODE>**

The NAIC Number for the insurer.

**<OFFICE\_TYPE>**

This will always be STAT.

**<OFFICE\_NAME>**

City Name where STAT office resides.

**<POLICY\_EFFECTIVE\_DATE>**

The policy inception date. YYYY-MM-DD

**<LETTER\_DATE>**

The date on the letter. MM/DD/YY

**Mapping and Processing**

The Document Sequence number allows you to map the letters in a single zip file to the meta data. If documents are resent for any reason, the new file will contain a new companion file and that companion file will use the Document Sequence number of the new file, which may not match the previous file.