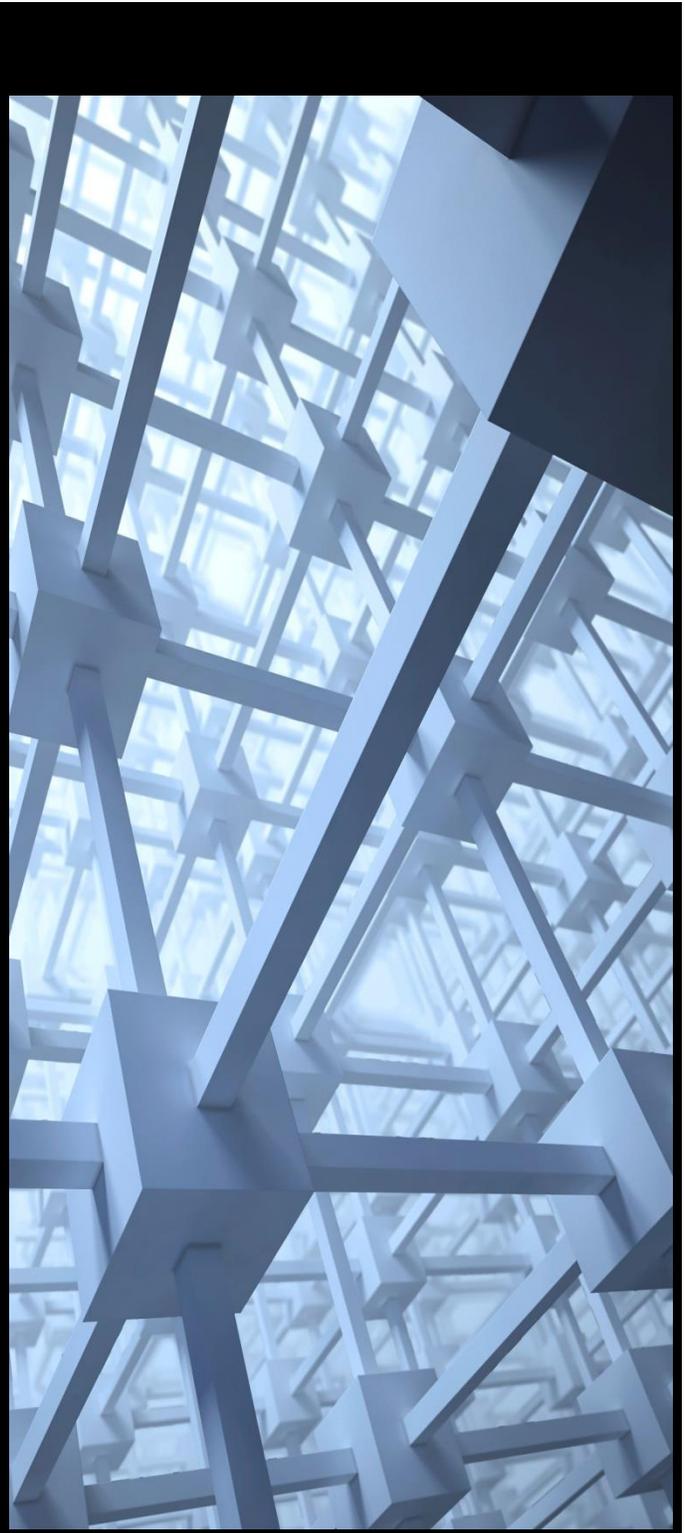**WCIRB** California®
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Companion XML File for Policy Correspondence

Revised: February 2015

Insurers may receive policy 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

The *Companion XML File for Policy Correspondence* is published for the convenience and guidance of the members of the Workers' Compensation Insurance Rating Bureau of California and does not bear the official approval of the Insurance Commissioner.

Overview

The Workers' Compensation Insurance Rating Bureau of California (WCIRB) may distribute policy correspondence to the insurer who issued the policy 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 policies 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 Policy 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 – PECorrespondence [YYYY-MM-DDHH-MMSS-SSS].xml

XXX	California Carrier Code
YYYY-MM-DDHH-MMSS-SSS	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 DOCUMENT TYPE="POLICY CORRESPONDENCE" RUN_DATE="YYYY-MM-DD"
ZIPID="WCIRBCA XXX – Policy Correspondence [YYYY-MM-DD HH-MM-SS-SSS].zip">
        <CA_INSURER_CODE> </CA_INSURER_CODE>
        <GROUP_INSURER_CODE> </GROUP_INSURER_CODE>
        <NCCI_INSURER_CODE> </NCCI_INSURER_CODE>
        <ISSUING_OFFICE> </ISSUING_OFFICE>
        <TPE_FEIN> </TPE_FEIN>
     - <DOCUMENT SEQUENCE=>
       - <POLICY_DATA>
            <POLICY_NUMBER> </POLICY_NUMBER>
            <POLICY_EFFECTIVE_DATE> </POLICY_EFFECTIVE_DATE>
            <POLICYHOLDER_NAME> </POLICYHOLDER_NAME>
            <POLICYHOLDER_ADDRESS> </POLICYHOLDER_ADDRESS>
            <BUREAU_NUMBER> </BUREAU_NUMBER>
            <BUSINESS_SEGMENT_IDENTIFIER> </BUSINESS_SEGMENT_IDENTIFIER>
       </POLICY_DATA>
     - <DOCUMENT_DATA>
            <LETTER_DATE> </LETTER_DATE>
        -  <ERROR_CODE>
               <CODE> </CODE>
               <NAME> </NAME>
       </DOCUMENT_DATA>
   </START_PROCESS>
```

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

<CA_INSURER_CODE>
The California Insurer Code.

<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.

<NCCI_INSURER_CODE>
The insurer code assigned by NCCI.

<ISSUING_OFFICE>
City name of policy issuing office.

<TPE FEIN>
The FEIN of a TPA/MGA who submitted the policy.

<DOCUMENT SEQUENCE="NNN BNX-XX-XX-XX PLXXXXXX MM-DD-YYYY.pdf">
NNN is the Document Sequence number within the Zip File. If a policy correspondence is resent in a new file, this number will change. The BN will match the Bureau Number on the letter and the PL 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 generated.

<POLICY_NUMBER>
The policy number parsed into prefix, body, suffix and unit if the policy was reported via hardcopy or the 18-character string if the policy was reported via WCPOLS.

<POLICY_EFFECTIVE_DATE>

The policy inception date. YYYY-MM-DD

<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.

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

<BUSINESS_SEGMENT_IDENTIFIER>
The series of identifying codes provided by the data provider.

<LETTER_DATE>
The date on the letter.

<ERROR_CODE> The CLASS CODE tag repeats for each error code identified in the letter.
Error code detected for the policy number.

<NAME>
Short definition of error code

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.