**DEPARTMENT OF
LABOR AND INDUSTRY**

Files Containing Forms Returned by Minnesota Guidelines

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Overview:

The guidelines are a road map for receiving form files populated with data from accepted EDI First Report of Injury (FROI) and Subsequent Report of Injury (SROI) transactions with the expectation that the form is distributed to the receiver indicated in Minnesota's Claims EDI Event table. A consistent form file naming convention is established and adopted by the IAIABC to promote standardization across jurisdictions so distribution can be automated by claim administrators and/or their EDI service providers.

Files containing forms are intended to facilitate communication of Minnesota's mandated forms for disbursement to certain parties, as defined by the Event Table. The FROI and SROI tabs in Minnesota's Event Table provide instruction as to which EDI transactions have a paper form (column M) and who the forms are to be sent to (column N).

At time of an EDI acknowledgment of TA (Transaction Accepted), Minnesota will return electronic copies of forms mandated to be sent by Claim Administrators to the defined parties using the PDF format within a zip file in addition to the corresponding Acknowledgment file. The zip file contains forms associated to specific EDI transactions from the corresponding data file and respective Acknowledgment file. Zip files will only contain PDFs for transactions that are required to be mailed to parties as defined in the Event Table.

Manifest Text File

The manifest (manifest.txt) file is returned with each acknowledgement file indicating if any documents are returned by Minnesota that require sending to the parties.

Example 1: A row for each PDF form file name

The MANIFEST.txt file in the FROI Forms Zip contains the following records:

MN_XXXX_XXXXXXXXXXXXXXXXXXXXXXXXXXX_XXXXXXXXXXXXXXXXXXXXXXXXXXX_999999999.pdf
MN_XXXX_XXXXXXXXXXXXXXXXXXXXXXXXXXX_XXXXXXXXXXXXXXXXXXXXXXXXXXX_999999999.pdf

2 Forms Generated

Example 2: A row for each PDF form file name (empty with no records)

The MANIFEST.txt file in the FROI Forms Zip contains the following text confirmation to the submitter

No forms: 0 forms Generated

Minnesota naming convention:

Forms are formatted as PDF within the ZIP file.

1. **ZIP FILE** Concatenate the following components with underscore (_) between each component except the file extension (EXT)

Component	Value	Length
Juris	Jurisdiction code – MN.	2
Recipient	Trading Partner identification (999999999) - FEIN from header. FEIN can be used by vendors to sort incoming files and deliver to correct client.	9
Type	Indicates the type of batch that generated the forms F = FROI S = SROI	1
Date	DN0100 - Date Transmission Sent (CCYYMMDD – from header of batch that generated the forms)	8
Time	DN0101 - Time Transmission Sent (HHMMSS – from header of the batch that generated the forms)	6
Test/Production	Indicates whether the forms were generated from a test or production batch T = Test P = Production	1
FORMS	FORMS (5 digit literal) – indicates that this file contains "forms" returned from processed batch of FROI or SROI transactions	5
EXT	File extension .zip	3

Example: MN_99999999_F_CCYYMMDD_HHMMSS_X_FORMS.zip

2. **DOCUMENT NAME** Concatenate the following components with underscore (_) between each component except the file extension (EXT)

Component	Value	Length
Juris	Jurisdiction code – MN.	2

Component	Value	Length
JCN	Jurisdiction Claim Number – indicates the unique number assigned to the claim by the jurisdiction. 25 bytes allowed; leading and trailing spaces should be stripped to avoid embedded spaces in the file name	25 (variable)
MTC	Default to "XX" if not returning the MTC.	2
Form ID (*see form types below*)	Form (number) – If a form number is not returned, default to "0". 4 bytes allowed; leading and trailing spaces should be stripped to avoid embedded spaces in the file name.	4 (variable)
Claim number	DN0015 Claim Administrator Claim Number (25 bytes) identifies the claim the form pertains to.	25 (variable)
Sequence	DN0107 Record Sequence Number – (9 bytes from acknowledgment record for the transaction that generated the form).	9
EXT	File extension .pdf	4

Example - generic:

MN_XXXXXXXXXXXXXXXXXXXXXXXXX_XX_XXXX_XXXXXXXXXXXXXXXXXXXXXXXXX_999999999.pdf

Example using MTC:

MN_ XXXXXXXXXXXXXXXXXXXXXXXXX _FN_0_XXXXXXXXXXXXXXXXXXXXXXXXX_999999999.pdf

Form names for files returned by Minnesota.		
Form ID	**Form Type**	**Description**
FR01	First Report	The MTC 00, AU, and UI. Returned for EDI claim creation.
NL01	Primary Liability	The MTC IP, PD, or 04. Returned for the first action on the claim.
ND01	Discontinuance	The MTC SX, PX, and CB. Returned for a discontinuance, or reduction, in compensation.
NB01	Payment	The MTC PY. Returned for final payment of PPD and awards/orders.

Example using MTC PY:

MN_ XXXXXXXXXXXXXXXXXXXXXXXXX _PY_NB01_XXXXXXXXXXXXXXXXXXXXXXXXX_999999999.pdf