

WCRA Experience Rating Excel Template Instructions

The WCRA has created an Excel file template to facilitate organizing and uploading data for the experience rating process. To have a successful upload, it is important for the template to adhere to the specifications below.

Please Note: Starting with policy year 2025 reporting (completed in Q3 2024), the template has changed so that there are no longer separate “Medical Only” columns for Paid and Reserve amounts. The template has been simplified so that Paid Medical amounts will always be added to the Paid Medical field (column E) and Medical Reserve amounts will always be added to the Remaining Medical Reserve field (column G). Medical Only claims will be identified by adding an “X” to the Medical Only flag field (column I).

Excel Column	Field Name	Data Type	Field Requirements
A	Employer Claim #	Text	<ul style="list-style-type: none"> • Required; can't be blank • Needs to be unique
B	Accident Date	Date	<ul style="list-style-type: none"> • Required; can't be blank • Only dates with the following years: Policy Year – 2, Policy Year – 3, Policy Year – 4 (Example: Reporting data for policy year 2024, only accident dates from 2020, 2021, and 2022 are allowed)
C	Claim Status	Text	<ul style="list-style-type: none"> • Required; can't be blank • Possible Values: Open, Closed, Reopened
D	Paid Indemnity	Numeric (Decimal)	<ul style="list-style-type: none"> • Required; can't be blank • Greater than or equal to \$0
E	Paid Medical	Numeric (Decimal)	<ul style="list-style-type: none"> • Required; can't be blank • Greater than or equal to \$0
F	Remaining Indemnity Reserve	Numeric (Decimal)	<ul style="list-style-type: none"> • Required; can't be blank • Greater than or equal to \$0 • If Claim Status (column C) is “Closed”, this must equal \$0
G	Remaining Medical Reserve	Numeric (Decimal)	<ul style="list-style-type: none"> • Required; can't be blank • Greater than or equal to \$0 • If Claim Status (column C) is “Closed”, this must equal \$0
H	Multiple Claimant	Text	<ul style="list-style-type: none"> • Possible Values: “X” or left blank • If there are no other corresponding claims marked as a Multiple Claimant that have the same Accident Date (column B), this needs to be left blank
I	Medical Only	Text	<ul style="list-style-type: none"> • Possible Values: “X” or left blank • If both Paid Indemnity (column D) and Indemnity Reserve (column F) have values equal to \$0, this must be marked with an “X”
J	Recovery & Subro	Text	<ul style="list-style-type: none"> • Possible Values: “X” or left blank
K	COVID	Text	<ul style="list-style-type: none"> • Possible Values: “X” or left blank
L	Late Claim Reporting	Text	<ul style="list-style-type: none"> • Possible Values: “X” or left blank