

POOL DATA EDIT MATRIX INSTRUCTIONS

The Pool Data Edit Matrix contains details on the editing process that currently takes place in NCCI's database. This matrix can be used when reviewing reject and error reports to obtain the details on each error. This Matrix can be utilized as a supplement to the Error Log found in ***Pool Data Online***.

If there are any errors, they will be identified by an error number. Each error number has a unique three- or four-digit identifier; the error is then further broken down by Transaction Code, Record Identifier (ID), and Field.

To provide a better understanding of how to use the edit matrix, we broke down each of the columns and defined each term.

Column	Explanation/Definition
Error #	Number assigned to the error
Trans Code	Three-alpha character code that identifies which transaction type was reported
Record ID	Two-alpha/alphanumeric character code that corresponds to a transaction code and identifies the specific record reported
Field	The specific element within the Record ID that has caused the error to flag
Edit Description	Edit Description is a brief explanation of the data characteristic, rule, or criterion that the error identifies. It provides a general description of how the data should be reported.
Error Description	Error Description corresponds to the error number and is a brief explanation of a specific error that the edit defined. It provides a specific description of the reporting scenario that causes the edit to flag. The specific error that flagged also appears in the Error Log in <i>Pool Data Online (PDO)</i> .

Edit Category Type	<p>Each error is categorized into one of four Category Types—Basic, General, Actuarial and Cumulative:</p> <ul style="list-style-type: none"> • Basic—These errors check for clear reporting errors, such as nonnumeric or invalid data, duplicate transactions, invalid report code, or invalid report type • General—These errors identify possible omissions of corresponding data not reported • Actuarial—These errors verify the accuracy and reasonability of the data submitted, such as checking fields that relate to one another and checking values that should be within expected ranges. • Cumulative—These errors are a type of Actuarial edit that uses NCCI-cumulated data
Inter or Intra	<p>Intra edits validate fields within a specific transaction code.</p> <p>Inter edits validate data fields from one transaction code against data fields from another transaction code.</p>
Effective Date	The date NCCI implemented the edit
Update Date	The date NCCI modified the edit
Change	This column provides a brief description of the changes that were made to the edit to include any applicable explanation for state exceptions for the corresponding effective date.

Note: All transaction code and record ID definitions can be found in the Record Layouts section within the [Servicing Carrier Reference Guide](#).