

EMPAQ® Participant's Guide for Suppliers

Checklist for Data Suppliers Submitting EMPAQ® Claims Level Data

For disability programs in the 2009 and prior program years

- **Collect EMPAQ® Materials.** Find helpful materials on the EMPAQ® website at www.empaq.org including this checklist, EMPAQ® Data Dictionary, NAICS Guide, EMPAQ® Claims Submission Guide (including file specifications), and EMPAQ® aggregate data submission spreadsheets (2010 version). For support, contact the EMPAQ® Helpdesk at empaq@businessgrouphealth.org.
- **Gather Important Data.** First determine the method of data submission: aggregate form or claims level detail or a combination of both. Pull together the information sources/inputs needed for each program by type of submission. Use the chart below as a guide.
- **Coordinate Your Submission.** Enlist your colleagues, clients, account teams, underwriters, programmers, etc. to assist in the process. Provide them with pages from the EMPAQ® Claims Submission Guide and EMPAQ® Data Dictionary.
- **Submit an FTP Request Form.** Email the completed form (found in the EMPAQ® Claims Submission Guide) to the EMPAQ® Helpdesk to receive information to access the EMPAQ® FTP site. Work with your IT team to establish and test the FTP connection.
- **Submit Demographic Information.** Remember to complete the Demographics section and submit plan headcount and plan design data using the aggregate submission process to ensure that the full scope of benchmarking reports will be produced for your clients.
- **Remember Key Dates.** Submit claims data through the EMPAQ® FTP site from June 1 – July 1, 2010. Submit aggregate data through the EMPAQ® website from May 10 – July 1, 2010. Visit www.empaq.org.

Helpful Resources for Claims Level Data Collection

EMPAQ® Programs	Client	Eligibility System	Data Warehouse	Account Team	Underwriting Team	Claims System
Demographic Information	✓	✓	✓		✓	
Short-Term Disability (STD) Claims Data			✓			✓
STD Headcounts	✓	✓	✓	✓	✓	
STD Plan Design Elements	✓			✓	✓	
Workers' Compensation (WC) Claims Data			✓			✓
WC Headcounts	✓	✓	✓	✓	✓	
Long-Term Disability (LTD) Claims Data			✓			✓
LTD Headcounts	✓	✓	✓	✓	✓	
LTD Plan Design Elements	✓			✓	✓	