



Wisconsin Compensation Rating Bureau

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GENERAL CIRCULAR LETTER 529—DECEMBER 3, 2008

TO: Members of the Bureau

FROM: Kay Higgins and Sara Shackelford

RE: Discontinuation of Hard Copy Unit Statistical (USR) and Policy Data, and Hard Copy Delinquent Letters, Reject Letters, and Notice to Carrier (NTC) Letters

SPECIAL ATTENTION: UNIT STATISTICAL AND POLICY REPORTING PERSONNEL

Over the years, the WCRB has developed systems to accept and process electronic unit statistical and policy filings. We have also provided electronic access to correspondence released to our carriers. Further, the WCRB provides various Web products to assist our members in the timely and accurate filing of unit statistical and policy data. The Web products are noted at the end of this circular.

Electronic data reporting has proven to be a far more efficient and effective means of data reporting. With the majority of data being submitted electronically, the WCRB Governing Board has approved the discontinuation of accepting hard copy data and sending hard copy delinquent USR letters, rejected USR letters, and policy criticisms (NTCs). This will be accomplished in accordance with the timeline outlined below.

UNIT STATISTICAL REPORTING:

July 1, 2009—The WCRB will discontinue accepting hard copy unit statistical reports. Any hard copy unit reports received on or after this date will be returned to carriers without further processing by WCRB.

July 1, 2009—The WCRB will discontinue sending hard copy delinquent letters and reject letters. Carriers will be required to use the Manage USR product which is available on our Web site. If you are not a member of the WCRB Web site or do not have access to this product, please take the appropriate steps as outlined in the [Members User Guide](#) to become a member as soon as possible.

POLICY REPORTING:

January 1, 2010—The WCRB will discontinue accepting hard copy policy data. Any hard copy policy related data received on or after this date will be returned to carriers without further processing by WCRB.

January 1, 2010—The WCRB will discontinue sending hard copy NTCs. Carriers will be required to use the NTC Lookup product which is available on our Web site. If you are not a member of the WCRB Web site or do not have access to this product please take the appropriate steps as outlined in the [Members User Guide](#) to become a member as soon as possible.

Questions regarding Unit Statistical filings should be directed to Kay Higgins at 262-796-4570, kay.higgins@wcrb.org. Questions regarding Policy filings should be directed to Sara Shackelford at 262-796-4574, sara.shackelford@wcrb.org, or Betty Rohde at 262-796-4551, betty.rohde@wcrb.org.

Products Inventory

The following are WCRB developed Web products. You can learn more about them at wcrb.org.

- **Manage USR**—The purpose of this tool is to provide members with the ability to search for, track, and view unit statistical report information for their carrier group, from 'predelinquent' through 'accepted' status, as well as the ability to print USRs that WCRB has received. Users can also view and respond to reject letters for USRs in rejected status and choose a method to receive notification of reject letters.
- **Policy View**—The purpose of Policy View is to allow carriers access to policy related data received by WCRB. This product also links to several other Web products, including the NTC Lookup and Experience Rating Worksheet. This enables carriers to determine actions needed to be in compliance with WCRB requirements in a timely manner.
- **NTC Lookup**—The purpose of this tool is to provide members with the ability to search, view, track, and respond to NTC letters for their carrier group.

In addition to WCRB products, the industry has access to data reporting products that are available free of charge. You can find out more about these by visiting ACCCT.org.

- **Bureau Edit and Entry Product (BEEP)**—BEEP is an application designed to give insurers and Data Collection Organizations (DCOs) the ability to enter, edit, and electronically submit unit statistical information.
- **Policy Edit and Entry Package (PEEP)**—PEEP is an application designed to give insurers and DCOs the ability to enter, edit, and electronically submit policy information.