



Wisconsin Compensation Rating Bureau

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GENERAL CIRCULAR LETTER 482 - SEPTEMBER 22, 2005

TO: Members of the Bureau

FROM: Elizabeth Rohde

RE: Electronic Reporting of Transaction Codes
"03", "06", "08", "10", "14", "15" and "16"

SPECIAL ATTENTION: POLICY REPORTING PERSONNEL

The Wisconsin Compensation Rating Bureau (WCRB) is pleased to announce that we will begin acceptance testing of the electronic reporting of Policy-WCPOLS Transactions "03", "06", "08", "10", "14", "15", and "16" records via CDX. This is in addition to Transactions "01", "02", "04", and "05" that are currently accepted.

The data file format for these transactions is included in the Workers Compensation Insurance Organization (WCIO) Workers Compensation Data Specifications Manual in the WCPOLS section. This manual can be found under the Products section at www.wcio.org.

Please see the instruction on following pages for testing details for the new transactions. Instructions for all transactions can be found on our Web site at www.wcrb.org. It will be necessary for you to contact the WCRB prior to submitting test data. For questions regarding the requirements, please contact Ms. Elizabeth Rohde at 262-796-4551, e-mail address: betty.rohde@wcrb.org or Ms. Sara Shackelford at 262-796-4574, e-mail address: sara.shackelford@wcrb.org.

If you do not currently submit transactions electronically and would like information regarding the requirements for filing your policy information electronically, please see our Web site, or review your options with WCRB staff.

Note:

Carriers must be approved for Transaction Codes "01" and "02" before the WCRB will accept a test submission of Transaction Codes "03", "08", "10", "14" and "15".

Transaction Code “03”

Insurers will be approved for electronic submission of production records of Transaction Code “03” when they have completed one successful test that includes the following:

- Examples of each of the following records submitted with the test data.
- Additional Record types not listed in the table below may be submitted for testing but are not required.

Number of Transactions	Record Type Code	Endorsement Name
1	09	Anniversary Rating Date
1	10	Experience Rating Mod Change
1	11	Rate Change
1	13	Policy Period
1	19	Longshore and Harbor Workers' Compensation Act Coverage
1	24	Alternate Employer
1	25	Designated Workplace Exclusion
1	29	Voluntary Compensation and Employers Liability Coverage
1	36	Waiver of Our Right to Recover from Others
1	37	Sole Proprietors, Partners, Officers and Others Coverage
1	38	Partners, Officers and Others Exclusion
5	87	Policy Information Page Data Element(s) Change ➤ Report various types of policy information changes
5	88	Policy Information Page Name Change ➤ 1 with single name ➤ 1 with multiple names
5	89	Policy Information Page Address Change ➤ 1 with single address ➤ 1 with multiple addresses
1	EA	Wisconsin Limited Other States

Note:

If your company does not use these record types, please notify the WCRB in writing and that will be taken into consideration during testing. If at some later date your company plans to submit these record types, please let us know.

Transaction Code “06”

Insurers will be approved for electronic submission of production records of Transaction Code “06” when they have one successful test that includes, 3 Transaction Code “06” records, where one of the following Link Date items has changed for each record submitted:

- Carrier Code
- Policy Number Identifier
- Policy Effective Date

All record types that are required for a “01” Transaction are required with this transaction.

Note:

Whenever Transaction Code “06” is submitted with a Carrier code change, a Transaction “05” must be filed. Cancellation/Reinstatement ID Code 1, WCPOLS Record Type 8, position 48, value 9, is not allowed in Wisconsin, use value 1.

If your company does not support this type of transaction, please notify the WCRB in writing and we will take this into consideration during testing. If at some later date, this transaction will be submitted, please let us know.

Transaction Codes “08”, “10”, “14”, and “15”

Insurers will be approved for electronic submission of production records of Transaction Code “08”, “10”, “14”, and “15” when they have one successful test that includes the following:

- At least 20 transactions that include different types of changes.
- At least two of these changes must be adding or deleting a state and be reported on a Transaction “15”.
- Transaction Code “15” testing must include at least one example where Wisconsin is not the state being deleted. An example where Wisconsin is the state being deleted should be included along with the required cancellation (Transaction “05”).
- An example of two change transactions for the same policy where the first change is effective mid-term, involving a name or address, and the second change is on the effective date of the policy (see Potential Result of Change Transaction in Wisconsin on the next page.)

Note:

If your company does not support any of these types of transactions, please notify the WCRB in writing and we will take this into consideration during testing. If at some later date these types of transactions will be submitted, please let us know.

Potential Result of Change Transactions in Wisconsin

The method an Insurer uses to report subsequent transactions for a policy may result in a change not intended by the Insurer. If you submit effective and expiration dates for all records, even those not changed by a transaction, the following may be the result.

Policy issued: 01/01/05

Policy Period: 01/01/05 to 01/01/06

Transaction Code	Change	Issue Date	Policy Change Effective Date in all records	Policy Change Expiration Date in all records
08	Adding named insured	03/05/05	03/01/05	01/01/06
10	Change in Experience Mod	05/01/05	01/01/05	01/01/06

If the Insurer reports the Policy Change Effective Date and Policy Change Expiration Date on each record of a transaction, even though a change was only made on one of the records, the Policy Change Effective Date will be stored for all records in the WCRB system. In the above example, a name was added with a Policy Change Effective Date of 03/01/05 using Transaction Code 08. Subsequently, Transaction Code 10 was issued to change the Experience Mod with a Policy Change Effective Date of 01/01/05. Since this transaction is a complete policy replacement, and the Policy Change Effective Date of 01/01/05 was reported on all records, the name added by Transaction Code 08 will be updated to be effective 01/01/05 when Transaction Code 10 is submitted.

Transaction Code "16"

Insurers will be approved for electronic submission of production records of Transaction Code "16" when they have one successful test that includes at least 2 of these transactions.

Note:

WCPOLS requires that Link Data, Header Record, at least one Name Record, and at least one Address Record be included in a Transaction "16". Wisconsin also requires the Policy Type ID Code—Plan Indicator field (position 108) in the Header Record and a State Premium Record for Wisconsin (Record 04, State Code: value 48) or an Other States Coverage Record showing State 48 as an included state. (Record Type 6, Inclusion/Exclusion Code: value 1, State Code: value 48)

If your company does not support any of these types of transactions, please notify the WCRB in writing and we will take this into consideration during testing. If at some later date these types of transactions will be submitted, please let us know.