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## **GENERAL CIRCULAR LETTER 493—JUNE 29, 2006**

### **SPECIAL ATTENTION: POLICY REPORTING PERSONNEL**

TO: All Members of the Bureau

RE: Revision to WCPOLS for Transaction Codes 08, 10, and 14

The WCIO (Workers Compensation Insurance Organizations) has announced a change to the policy reporting standard WCPOLS.

The WCIO Bulletin, giving background information and full details of this change, is attached to this circular and is also posted on the [WCIO Web site](#).

Questions regarding this WCPOLS change should be directed to Elizabeth Rohde, Industry Support Specialist, 262-796-4551, [betty.rohde@wcrb.org](mailto:betty.rohde@wcrb.org) or Sara Shackelford, Policy Processing Development Coordinator, 262-796-4547, [sara.shackelford@wcrb.org](mailto:sara.shackelford@wcrb.org).



## WCIO WCPOLS—IMPORTANT NOTICE

**DATE: MAY 22, 2006**

**TO: ALL HOLDERS OF WORKERS COMPENSATION DATA SPECIFICATIONS MANUAL**

**RE: WCPOLS TRANSACTION CODES 08, 10, AND 14**

The WCIO (Workers Compensation Insurance Organizations) is a voluntary association of statutorily authorized or licensed rating, advisory, or data service organizations that collect workers compensation insurance information in one or more states. The WCIO has developed standards for electronic transmission of information between insurers and rating/advisory organizations. These specifications are available for policy information, unit statistical reporting, experience modifications, detailed claim information and individual case reports.

The WCIO EDI Committee has made a significant change to the reporting instructions in the WCPOLS section concerning full replacement Policies (Transactions 08, 10, and 14).

Please pay particular attention to pages 3:4 and 3:5 in the Transaction Code Notes/Instructions pages in the Link Data Section of WCPOLS. Under Transaction 08, 10 and 14, there are instructions stating: **“Policy Changes Effective Date and Policy Changes Expiration Date for Transaction Code XX are only required on the record(s) that has the change.”** Please note the following sentence has been removed: *“If the individual record(s) cannot be identified, complete these two fields on all the records submitted.”*

This change comes as a result of careful evaluation and input from DCO’s and data providers. Inconsistent reporting of the Policy Changes Effective Date and Policy Changes Expiration Date fields may lead to inaccurate coverage records in some jurisdictions and has the potential of creating proof of coverage issues. Please contact your individual DCO for assistance if you cannot determine which record(s) require the Policy Changes Effective and Expiration Date fields.