



Wisconsin Compensation Rating Bureau

GENERAL CIRCULAR LETTER 541—JUNE 17, 2009

TO: Members of the Bureau
FROM: Betty Rohde and Sara Shackelford
RE: Enhancement to the NTC Lookup Product

SPECIAL ATTENTION: POLICY REPORTING PERSONNEL

The WCRB is pleased to announce an enhancement to the NTC Lookup product in the Member Products area of the WCRB Web site. Effective June 17, 2009, carriers will be able to inform the WCRB that the response to a Notice to Carrier (NTC) will be sent in an electronic submission. This will be in addition to the current method of responding to NTCs via our Web site.

This enhancement will afford Users an easy method for communicating with the WCRB regarding their responses to an NTC as well as improving the quality of responses relating to NTCs.

Dropdown Response Options

When entering a response to an NTC, the User will be required to select an option from a drop down list. Two options will be available at this time:

- **Enter Free-Form Response**
Selecting this option allows the User to enter a response to the NTC in a text box. This is the option currently available.
- **Response in Next Submission**
When this new option is selected, the User is able to inform the WCRB that the response to the NTC will be sent electronically. If the carrier ID, policy number and effective date of the electronic transaction are known the User may enter them.

When the carrier ID, policy number and effective date differ from the policy referenced in the NTC please provide them. This information will enable us to match the electronic transaction to the NTC and to more quickly resolve the NTC or advise that additional information is needed.

Example: A cancellation is issued with the reason "Rewritten" and the employer is now named as an added insured on another policy. Please provide the carrier ID, policy number and effective date of the other policy.

If you have any questions regarding this change, please contact Elizabeth Rohde, 262-796-4551; betty.rohde@wcrb.org or Sara Shackelford, 262-796-4574 sara.shackelford@wcrb.org.