



Wisconsin Compensation Rating Bureau

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Located at 20700 Swenson Drive, Suite 100, Waukesha, WI 53186

GENERAL CIRCULAR LETTER 560—SEPTEMBER 8, 2010

TO: Members of the Bureau
FROM: Elizabeth Rohde and Sara Shackelford
RE: Discontinuation of Electronic Policy Data Receipt Notification

SPECIAL ATTENTION: POLICY REPORTING PERSONNEL

BACKGROUND

The Wisconsin Compensation Rating Bureau (WCRB) has printed and mailed the List of Submission Transactions (PT12) to carriers, notifying them of our receipt of electronic policy data. We also have informed carriers via e-mail when we have not received an electronic submission within the past 14 days. Effective October 1, 2010, these practices are being discontinued. The information contained in these reports is currently available and may be accessed via the Electronic Submission Tracking product on our Web site, www.wcrb.org.

CARRIER ACTION

The Group Administrator for a carrier submitting electronic data to the WCRB is responsible for making sure that the Users who need to track the data submitted for their carrier(s), have member access to the Electronic Submission Tracking product on our Web site.

INSTRUCTION

The Electronic Submission Tracking product is a tool which allows carriers who report data electronically to search for, view, and print production submission and transaction information that has been received by the WCRB within the past 36 months. The information documented on the previously mailed PT12 report as well as the timeliness of submissions may be obtained through the "Search for Production Submissions" option in this product.

The User may search by combinations of date criteria using the drop down functions provided in the search field. The User may search using mm/dd/yyyy, mm/yyyy, or yyyy. The results are a list of submissions and the date received matching the search criteria (See EXAMPLE 1). The User has the option to print this screen for their records. The Submission IDs in the first column of the table are links. When one of these links is selected, a list of all of the transactions received for a Submission ID is displayed (See EXAMPLE 2). The data in the table of results may be sorted by column heading to order the list to specific User requirements. The User has the option to print this screen for their records.

EXAMPLE 1

Electronic Submission Tracking **WCRB**

Your search for Production submissions: received date August 20, 2010 for carrier(s) 11111 returned 1 record
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		1
Submission ID	Carrier Code	Received Date
11111	22222	8/20/2010

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EXAMPLE 2

Electronic Submission Tracking **WCRB**

1 Production Submission Transaction(s) found for submission ID 11111
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Submission ID	Carrier Code	Policy Number	Effective Date	Employer Name	Transaction Type	Status	Transaction Issue Date
11111	22222	WC12345	09/14/2010	WISCONSIN POLICIES INC	Renewal Policy	Accepted	07/31/2010

If you have any questions regarding these changes, please contact:

Elizabeth Rohde at 262-796-4551, betty.rohde@wcrb.org or
 Sara Shackelford at 262-796-4574, sara.shackelford@wcrb.org