



Wisconsin Compensation Rating Bureau

GENERAL CIRCULAR LETTER 562—SEPTEMBER 28, 2010

TO: Members of the Bureau

FROM: Kay Higgins

RE: Enhancement to Estimated Letter on Manage USR and
Discontinuation of the Acceptance of Hard Copy USR Letter Responses

SPECIAL ATTENTION: UNIT STATISTICAL PERSONNEL

ESTIMATED LETTERS ENHANCEMENT

Background

Estimated Letters are created and posted on Manage USR when a unit report is received, the Policy Condition Indicator-Estimated Exposure Indicator on the unit report has been reported with a "Y", and the unit report is in an "Accepted" status in Manage USR.

Carrier Action

Effective immediately, an electronic response feature is provided in the Estimated Letter, similar to the one found in the Reject Letter, for a free-form response advising that a correction report containing audited payroll will be submitted, or to enter the preset message "unable to obtain audit" if final audited payroll will not be submitted.

Follow-up comments entered by WCRB staff are also available when viewing the Estimated Letter.

Because of this enhancement, we will not accept hard copy responses on Estimated Letters as of January 1, 2011. All responses must be submitted via the Manage USR application found on the WCRB Web site.

MANAGE USR LETTER RESPONSES

Background

On July 1, 2009 the WCRB stopped sending any form of hard copy correspondence on unit reports. Manage USR was designed to allow carriers to respond to inquiries via the Web application.

Carrier Action

Effective January 1, 2011, all WCRB USR inquires must be responded to via the Manage USR application. Hard copy responses will be returned to the carrier without further processing, and the requirement for responding to these letters will not have been satisfied.

If you have any questions regarding these changes, contact Nancy Kronenberg at 262-796-4569, or via e-mail at nancy.kronenberg@wcrb.org or Kay Higgins at 262-796-4570, or via e-mail at kay.higgins@wcrb.org.