



Wisconsin Compensation Rating Bureau

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

GENERAL CIRCULAR LETTER 444 – NOVEMBER 13, 2003

ATTENTION: POLICY REPORTING PERSONNEL

TO ALL MEMBERS OF THE BUREAU

POLICY ENTRY AND EDIT PACKAGE (PEEP) ANNOUNCEMENT AND UPDATED WCPOLS TESTING INSTRUCTIONS ON THE WEB

As a member of the American Cooperative Council on Compensation Technology (ACCCT), the Bureau is pleased to introduce the Policy Entry and Edit Package (PEEP). ACCCT is an industry group, which facilitates cooperative development of products related to worker's compensation insurance.

PEEP was specifically designed for the entry and electronic submission of policy information. It has been designed to work with the Compensation Data Exchange (CDX) application, which was announced in Bureau Circular No. 441, dated October 31, 2003. Additional information regarding PEEP is provided in the attached ACCCT announcement.

If you are currently approved to send policy data electronically and wish to take advantage of PEEP, or CDX, please contact one of the WCRB representatives provided in the attachment.

If you are not authorized to submit electronic policy data, we encourage you to review the instructions* and criteria for testing and approval. This information can be found on our Web site at www.wcrb.org by selecting the Products link. Please note that we are not currently in the position to accept all policy transactions as described in the announcement. However, you will be notified as additional transactions become available. Also, if you have any questions or would like to discuss your ability to utilize these products, please contact one of the WCRB representatives noted in the attachment and they will be able to assist you.

We are confident that PEEP will be a very welcome and beneficial service to all members. Please distribute this circular and announcements to the appropriate staff.

After you have an opportunity to review the attached announcement, please contact us if you have any questions.

***NOTE: THE INSTRUCTIONS FOR REPORTING WCPOLS SUBMISSIONS WERE UPDATED ON NOVEMBER 13, 2003.**



American Cooperative Council on Compensation Technology
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**ACCCT ANNOUNCES RELEASE OF
PEEP
November 13, 2003**

INTRODUCTION

ACCCT is pleased to announce the introduction of the Policy Entry & Edit Package (PEEP), which was specifically designed for the effective entry and electronic submission of policy information. This software product is also designed to work with ACCCT's Compensation Data Exchange (CDX) application, which was announced earlier.

PEEP provides member insurers the ability to enter and electronically submit the following policy information types:

- New Policies
- Renewal Policies
- Endorsements
- Cancellations and Reinstatements
- Annual Rerate Endorsements
- Rewritten Policies – Policies with change to carrier code, policy number, effective date, etc.
- Policy Replacements – Includes rating change, non-rating change, add or delete state, etc.
- Proof of Coverage Transactions
- Non-Compliance Transactions

PEEP also provides important basic validation for all transactions and record types. The format of the transactions and record types comply with the WCIO standards for policy reporting, commonly known as WCPOLS. WCPOLS files can be imported into PEEP for purposes such as adding additional state records and correcting existing WCPOLS records.

PEEP software provides member insurers with the functions outlined above for submissions to Data Collection Organizations (DCOs) in the states of California, Delaware, Massachusetts, Michigan, Minnesota, New York, North Carolina, Pennsylvania, and Wisconsin. Simply stated, ACCCT's new PEEP software application offers DCO member insurers one easy to use system for the entry, basic validation, and electronic transmission of policy information to all of these DCOs. Please check with individual DCO's for specific requirements and testing procedures.

This new ACCCT software application is available at no additional charge to current DCO member insurers in good standing.

HOW TO GET STARTED

Access to PEEP is provided through ACCCT's CDX system. ACCCT has established a *Central Administrator* to process all applications and establish accounts for all member insurers who desire to use the CDX system. You may contact the Central Administrator or the ACCCT representative(s) at the appropriate DCO(s) as shown below for additional information or to receive an application.

The detailed descriptions and instructions pertaining to the use of PEEP are included in the PEEP User's Guide, which can be found on the ACCCT Web site at www.accct.org.

PEEP CONTACTS

| ACCCT MEMBERS | CONTACT PERSON | CONTACT NUMBER |
|---|---|----------------------------------|
| Workers' Compensation Insurance Rating Bureau of California | Customer Service | 1-888-229-2472 |
| Delaware Compensation Rating Bureau, Inc. | Verna Blazys | 215-320-4415 |
| Insurance Services Office | Cliff Hall | 201-469-2228 |
| Workers' Compensation Rating and Inspection Bureau of Massachusetts | Chris Yergeau | 617-439-9030, Ext 575 |
| Compensation Advisory Organization of Michigan | Jon Heikkinen | 734-462-9600, Ext 225 |
| Minnesota Workers' Compensation Insurers Association, Inc. | Marc Coleman | 952-897-6438 |
| New York Compensation Insurance Rating Board | Lennora Snipes | 212-697-3535, Ext 186 |
| North Carolina Rate Bureau | Jim Auman | 919-582-1033 |
| Pennsylvania Compensation Rating Bureau | Verna Blazys | 215-320-4415 |
| Wisconsin Compensation Rating Bureau | Elizabeth Rohde or Faymarie Hubbard | 262-796-4551 262-796-4547 |

| CENTRAL ADMINISTRATOR | CONTACT PERSON | CONTACT NUMBER |
|---------------------------|----------------|----------------|
| Insurance Services Office | Cliff Hall | 201-469-2228 |