



Wisconsin Compensation Rating Bureau

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GENERAL CIRCULAR 462 - June 23, 2004

TO ALL MEMBERS OF THE BUREAU:

PRELIMINARY ANNOUNCEMENT FOR OUR 2004 INDUSTRY TRAINING SESSION ON October 14, 2004

SEMINAR OVERVIEW

This session will center on all areas of our member's interaction with WCRB. Below is a tentative agenda.

TOPICS OF DISCUSSION WILL BE:

WCRB Web Site:

- WCRB Web Site Overview - A general review of: Home Page, Forms, Circulars, FAQ, Search, Links, Contact Us, About Us
- Detailed explanation of: Products Page, Member vs Public Products, How to Become a Member, Structure of Members Area
- Overview of All Members Area Products General Explanation, Class Code Historical Performance Report
- Depopulation Report
- Brief overview of products: Mod Calculation, Mod Lookup, Experience Rating Worksheet, Invoice Information, NTC Lookup, Premium Calculation, USTS/Manage USR, WCPAP Calculation, WCPAP Lookup

Industry Associations

- IDMA, WCIO, IAIABC, AmComp, ACCCT

Experience Rating Overview and Use of Web Tools

- Web tools: Experience Mod Calculation, Experience Mod Lookup, Experience Rating Worksheet, WCRATING, and EXR through CDX

BREAK-OUT SESSIONS WILL BE CONDUCTED FOR:

Electronic Data Reporting Information and High Level Training

- Electronic Data Reporting for Policy and Unit Statistical Cards
- CDX - Carrier Group Administrator Functions
- Benefits of Using CDX: ETR Search of Submitted Files, Status of Submitted Files
- PEEP
- Desktop and Web-Based BEEP

Financial Accounting Issues

- Topics to be determined

Policy Reporting Issues

- Electronic reporting, WCPOLS, and difference between electronic and hard copy reporting
- Filing requirements
- Notice to Carriers (NTCs) what are they, how to respond, how to avoid, etc. There will also be a review of the Web NTC Lookup
- Termination of coverage including non-renewal requirements and how they relate to WI statutes
- WI Inspection surveys
- Expense constant and minimum premium rules
- Requirement when WI is added by endorsement - receipt of policy, indication that WI was added due to audit included, etc.
- Named insureds/legal status
- WI Locations
- Endorsements - attaching them to policies, nonstandard endorsement procedures
- Experience Modification – WCRB application procedures
- Carrier Name change requirements
- Anniversary rating dates
- New WCRB procedures for overlapping coverage (these have not yet been set)
- WCRB plans for the future - increased use of electronic methods of communication including submission of policy information

Basic and Advanced Unit Statistical Reporting Training

- Data Flow From Carriers to WCRB
- WCRB Stat Plan and Reporting Requirements
- WCRB/Carrier Communication
- Reporting Directly with WCRB
- WCESTAT
- USTS/Manage USR

WHO SHOULD ATTEND?

Those staff members involved in Underwriting, Rating, Unit Reporting, IT Business Analysts, and Accounting.

SPECIAL NOTE:

The day following the 2004 Training Session will be set aside as WCRB's "Meet Our Staff Day". We would like to invite anyone interested in staying an additional day to stop by our office to meet and visit with members of our staff. Conference rooms will be available for one-on-one discussions of reporting issues, and "hands-on" BEEP and PEEP training.

Any questions regarding this seminar can be directed to Kay Higgins, WCRB, 262-796-4570, or via e-mail at kay.higgins@wcrb.org.