



Wisconsin Compensation Rating Bureau

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GENERAL CIRCULAR LETTER 494—JUNE 30, 2006

SPECIAL ATTENTION: POLICY REPORTING PERSONNEL

TO: All Members of the Bureau

RE: Revision of Workers Compensation Policy Reporting Specifications Manual (WCPOLS)

Circular Letter 492 released by the Wisconsin Compensation Rating Bureau announced changes to the **WCIO Workers Compensation Data Specifications Manual**. The updated version of the manual is available on the WCIO Web site at www.wcio.org under the “Products” section.

Changes were made to the State Premium Record that relate specifically to Wisconsin. They were added to allow electronic reporting of the reason the expense constant and minimum premium are being prorated and the reason the State of Wisconsin is being added to a policy. By using these fields, insurers will be able to let the WCRB know the status of this information on a policy without sending hard copy notification and may prevent Notice to Carriers and possible fines.

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Field 19, position 148—Prorated Expense Constant Reason Code

Created to report the code associated with the reason the Expense Constant is not the full year amount.

Field 20, position 149—Prorated Minimum Premium Reason Code

Created to report the code associated with the reason the Minimum Premium is not the full year amount.

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Field 21, position 150—Reason State was Added to Policy Code

Created to report the code associated with the reason the state was added to the policy.

Questions regarding these WCPOLS changes should be directed to Elizabeth Rohde, Industry Support Specialist, 262-796-4551, betty.rohde@wcrb.org or Sara Shackelford, Policy Processing Development Coordinator, 262-796-4574, sara.shackelford@wcrb.org.