



Wisconsin Compensation Rating Bureau

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## GENERAL CIRCULAR LETTER 575—APRIL 20, 2011

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

### **SPECIAL ATTENTION: POLICY REPORTING PERSONNEL**

#### **BACKGROUND**

The Wisconsin Compensation Rating Bureau (WCRB) has printed and mailed electronic policy rejection reports (PT18—Submission Rejection and PT3—Transaction Rejection) to carriers notifying them of the rejection of submitted electronic policy data. Mailing of these documents is being discontinued effective June 1, 2011. The information contained in these reports may be accessed via the Electronic Submission Tracking product on our Web site, [www.wcrb.org](http://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 to search, view, and print submission and transaction information that has been received by the WCRB within the past 36 months. This information may be obtained by using the “Search for Production Submissions” option in this product. The available options allow Users to search with a combination of criteria and drop down functions provided in the search fields. The Search results screen displays a list of Submission IDs corresponding with the Production Submission Transaction(s) matching the search criteria.

#### **Submission Rejection—Formerly PT18**

The Production Submissions search results screen lists all of the submissions sent to the WCRB corresponding with the search criteria entered. This includes the status of each submission. When a submission is rejected, the Submission Status column will display “Submission Rejected”. Clicking this link will display the reason that the submission was rejected.

**Transaction Rejection—Formerly PT3**

The list of Transactions corresponding to a submission is displayed by clicking the corresponding Submission ID link. The resulting list contains information about each transaction, including the status of the transaction. When a transaction has been rejected, the Status column will display a link “Rejected”. Clicking this link will display the reason that the transaction was rejected.

If you have any questions regarding this change, please contact Sara Shackelford, 262-796-4574 [sara.shackelford@wcrb.org](mailto:sara.shackelford@wcrb.org) or Elizabeth Rohde, 262-796-4551 [betty.rohde@wcrb.org](mailto:betty.rohde@wcrb.org).