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Wisconsin Compensation Rating Bureau

GENERAL CIRCULAR LETTER 577—JULY 25, 2011

TO: Members of the Bureau
FROM: Sara Shackelford and Elizabeth Rohde
RE: WCRB Rejection of Duplicate Electronic Policy Transactions

SPECIAL ATTENTION: POLICY REPORTING PERSONNEL

Background

The WCRB receives a high volume of duplicate policy transactions electronically. A duplicate is defined as a Transaction Code 01 (New) or Transaction Code 02 (Renewal) that has the same Carrier Code, Policy Number Identifier, and Policy Effective Date as a previously submitted and accepted policy. Processing duplicates is a costly and time consuming procedure, and it is necessary for us to stop accepting them.

Once a new or renewal policy is submitted electronically to the WCRB, any change to the policy must be made by using an endorsement or change Transaction Code.

Action

The WCRB will no longer accept duplicate electronic transactions on files received September 1, 2011 and after. They will be rejected and posted, along with other rejections, on the Electronic Submission Tracking Member Product on our Web site, www.wcrb.org.

For those carriers using PEEP (Policy Entry and Edit Package) to enter their policy information, please note the importance of selecting the appropriate Transaction Code when copying or adding a transaction for a policy that has already been submitted to the WCRB.

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