March 20, 2018

CIRCULAR LETTER TO ALL MEMBER COMPANIES

**Attention: WC Data Reporting
Personnel & Invoice Contacts**

**Re: Workers Compensation Insurance
ManagePolicy Carrier Improvements**

The North Carolina Rate Bureau is pleased to introduce an enhanced version of the ManagePolicy web application on April 5, 2018. This new version of ManagePolicy focuses on carrier improvements including consolidation of fine reports and error reports. The attached document will assist you with maneuvering through the report changes.

The three fine reports (Rejected Transaction Fines Report (PT40); Late Policies, Cancellations or Reinstatement Fines Report (PT41) and the Data Error Fines Report (PT42)) are being consolidated to one fine report. The new fine report offers additional search criteria, enhanced grouping by Carrier ID and by Fine Type (Data Errors, Rejected, Late/Cancellation/Reinstatement), and a method to trace an invoice to a specific fine using an invoice's 'Item Number' (DQ1, DQ2, DQ3).   Email notifications will continue to be sent on the 8th day of the month informing users of fines generated for the prior month.

Similarly, the Error & Rejection Follow-up report (PT39) launched in mid-2015 has been enhanced to consolidate the Error Reports, Underwriting Error Report (PT23) and Data Processing Error Report (PT24) offering a central report for carriers to work from. The Error & Rejection Follow-up report (PT39) will include information previously available on the PT23 and PT24 reports. Users subscribed to the Workers Compensation ManagePolicy Fine, UnitStat Fine and Policy Error Report email notifications will receive the PT39 in place of the PT23 & PT24 after 4/5/18.

Users can subscribe to the email notifications by completing the Contact Change Request Form.

If you have any questions, contact the NCRB Information Center via phone at 919-582-1056 or via email at wcinfo@ncrb.org.

Sincerely,

Joanna Bililouris

Chief Operating Officer

JB:ko
Attachments
C-18-8

Manage Policy Fine Screen Changes

1. **Fine Type- Choose from the three types Late, Reject or Data Error.**
    - **If you choose not to search by fine type you will be able to view all fines.**
    - **Viewing all fines will give you the ability to collapse your view by clicking the arrow (A).**

2. **Item Number- search with your item number DQ1, DQ2 or DQ3 number.**

3. **Fine reports will show your Carrier ID, Fine types and total amount owed.**

4. **Data Error, Rejected, and Late will group for your convenience.**

5. **Fine Status- Status will change when voided, waived or if the fine has been paid.**

6. **Fine Amount- This will show what is owed for each individual fine.**

    -Fine amounts that have a negative are fines that have been waived or voided.

Manage Policy (Error & Rejection Report)

1. Reports- Under policy reports there will be only one viewable report.

2. Error and Rejection Report- shows all errors from the PT23, PT24 and PT39. This report will update within 24 hours when errors have been resolved.

Error & Rejection Report

New Search Criteria

1. Submission ID- New searching criteria Submission ID will pull all errors in that submission.