



October 13, 2016

CIRCULAR LETTER TO ALL MEMBER COMPANIES

Workers Compensation Insurance

Re: Policy Reporting of Primary Names

The North Carolina Rate Bureau (NCRB) is updating the data reporting rules related to reporting of primary names. Currently, primary names are reported in a WCPOLS file with the name link 001 and the continuation sequence number 001. NCRB has determined a change is needed to eliminate the removal of the primary names from the policy when reporting in this manner results in corrupted policy data.

Under the new rules, when reporting changes for a policy on a policy replacement, the 02 - Name record must have a primary name that spans the entire length of the policy period. Primary names affected by policy changes are currently reported on different records and the change effective date and change expiration date are being applied to all records of the policy transaction.

The new data reporting rule will be effective May 1, 2017. Transactions reported with missing primary names will be rejected and fined until corrected. The error message that will be generated for incorrect reporting along with examples of how primary names should be reported are attached for your reference.

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

Sincerely,

Jessica S Taylor, AIDM

Supervisor, Data Services and Systems  
Support

JST:amt  
Attachments

C-16-23

### Primary Name Error

Error Message ID	Error Message	Current Severity	Severity Effective 5/1/17
82032	The primary name for this policy does not cover the entire policy period.	Accepted with Errors	Rejected

### Primary Name Examples

Below are examples of the current reporting and the expected reporting of primary names on policy replacement transactions.

#### Example 1

##### *Current reporting of primary names*

Transaction Code	Policy Effective Date	Policy Expiration Date	02 - Name Record, Primary Name	Change Effective Date	Change Expiration Date
01 - New	01/01/2016	01/01/2017	ABC Incorporated	Not applicable	Not applicable
08 - Policy Replacement	01/01/2016	01/01/2017	ABC Incorporated	05/01/2016	01/01/2017

##### *Expected reporting of primary names effective 5/1/17*

Transaction Code	Policy Effective Date	Policy Expiration Date	02 - Name Record, Primary Name	Change Effective Date	Change Expiration Date
01 - New	01/01/2016	01/01/2017	ABC Incorporated	Not applicable	Not applicable
08 - Policy Replacement	01/01/2016	01/01/2017	ABC Incorporated	01/01/2016	01/01/2017

#### Example 2

##### *Current reporting of primary names*

Transaction Code	Policy Effective Date	Policy Expiration Date	02 - Name Record, Primary Name	Change Effective Date	Change Expiration Date
01 - New	01/01/2016	01/01/2017	ABC Incorporated	Not applicable	Not applicable
08 - Policy Replacement	01/01/2016	01/01/2017	ABC Incorporated	05/01/2016	01/01/2017

##### *Expected reporting of primary names effective 5/1/17*

Transaction Code	Policy Effective Date	Policy Expiration Date	02 - Name Record, Primary Name	Change Effective Date	Change Expiration Date
01 - New	01/01/2016	01/01/2017	ABC Incorporated	Not applicable	Not applicable
08 - Policy Replacement	01/01/2016	01/01/2017	ABC Incorporated	01/01/2016	05/01/2016
	01/01/2016	01/01/2017	ABC Company	05/01/2016	01/01/2017