

May 4, 2018

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

**Re: ManageUSR Carrier Improvements**

The North Carolina Rate Bureau is pleased to introduce an enhanced version of the ManageUSR web application on May 18, 2018. This new version of ManageUSR focuses on updating the USR Fines Report.

The new report offers additional search criteria, enhanced grouping by Carrier ID, and a method to trace an invoice to a specific fine using an invoice's 'Item Number'. The attached document will assist you with maneuvering through the report changes. Email notifications will continue to be sent on the 8<sup>th</sup> of the month informing users of fines generated for the prior month. Users subscribed to the Workers Compensation UnitStat Fine Email Notifications will receive the fine notification.

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 [winfo@ncrb.org](mailto:winfo@ncrb.org).

Sincerely,

Joanna Biliouris

Chief Operating Officer

JB:amt  
C-18-12

## Manage USR Fine Screen Changes

1. Item Number- search with your USR item number located on the invoice to narrow your search results.
2. Fine reports will show your Carrier ID, Item Number and total amount owed.
3. Fines will be grouped by Carrier ID for your convenience.
4. Fine Status- Status will change when voided, waived or if the fine has been paid.
5. 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/USR**

POLICY USR BACK TO PORTAL NCRB.ORG

SEARCH MY LIST FINES REPORT CREATE WCSTAT FILE HELP

### USR Fines Report

Each unit report with Finable Errors must be resolved within the 2 month period following the month the error was issued. A fine of \$50 per month, per finable error will be assessed until the error is resolved. NOTE: When viewing a fine report for the current month, item numbers will display a value of "xxxxxxx" until the 8th of the following month when invoices are generated.

Select All Carriers

- 12345 - Test Company 1
- 12346 - Test Company 2
- 12347 - Test Company 3
- 23456 - Test Company 4
- 34567 - Test Company 5

Month: Apr Year: 2018

Item Number:

Your search returned 11 record(s).

Coverage ID	Insured Name	Policy Number	Effective Date	RPT No.	CORR No.	USR Status	Fine ID	Fine Date	Fine Status	Fine Amount
Carrier ID 12345 has 1 fine(s) for Item Number xxxxxxxx and the adjusted grand total fine amount (deducting voided records) is: \$50										
12345678	ABC Company Inc	WC1234567	06/13/2016	01	00	Delinquent		04/01/2018	Unpaid	\$50
Carrier ID 12346 has 1 fine(s) for Item Number xxxxxxxx and the adjusted grand total fine amount (deducting voided records) is: \$50										
98765432	Andy's Ice Cream Shop	WC98765432	06/01/2016	01	00	Delinquent	911648	04/01/2018	Unpaid	\$50
Carrier ID 12347 has 1 fine(s) for Item Number xxxxxxxx and the adjusted grand total fine amount (deducting voided records) is: \$50										
23456789	Will's Hotdog Stand	TR8761211	06/01/2016	01	00	Delinquent	911649	04/01/2018	Unpaid	\$50
Carrier ID 23456 has 2 fine(s) for Item Number xxxxxxxx and the adjusted grand total fine amount (deducting voided records) is: \$100										
559999	Elle's Law Firm	OU98758778	05/01/2016	01	00	Rejected	906505	04/01/2018	Unpaid	\$50
			05/01/2016	01	00	Rejected	906506	04/01/2018	Unpaid	\$50