

March 28, 2016

CIRCULAR LETTER TO ALL MEMBER COMPANIES

Re: Workers Compensation Insurance  
North Carolina Basic Manual for Workers Compensation  
and Employer Liability – Digital Edition

The North Carolina Rate Bureau (NCRB) is pleased to announce that the digital version of the North Carolina Basic Manual for Workers Compensation and Employers Liability (Manual) is now available online. The rules provided in the Manual are applicable to all member companies writing North Carolina workers compensation and employers liability policies that become effective on or after April 1, 2016.

As indicated in our member company circular C-14-16, dated January 13, 2016, this Manual makes no substantive changes to the existing rules for North Carolina. Several revisions have been made to the digital version of the Manual which include, but not limited to, the following items:

1. An interactive Index and Table of Contents;
2. Interactive class code listing with alternate phraseologies, assigned risk rate, loss cost and hazard code;
3. Formatting changes to maintain a consistent look throughout the Manual;
4. Updated endorsement form references;
5. Updated Copyright verbiage.

The digital version of the Manual is intended to be used as an interactive and user friendly online tool. It may also be downloaded or printed in PDF format with permission from the NCRB. A downloaded or printed version of the online Manual will not have the same look and feel as the online version. It is important to note that updates to the Manual will be made only to the NCRB's online version of the Manual; notice of such updates will be provided to member companies via circular letter. Hardcopy updates of this Manual **will not** be provided. It is the sole responsibility of the user of a printed or downloaded version of the Manual to ensure they are referencing the most current information.

The Manual is located in the NCRB Digital Library which can be found on our website in the Workers Compensation Manuals and Instructions section for both carriers and agents. For your convenience a link to the Digital Library is shown below.

<http://www.ncmanuals.org>

We believe the features of the digital online Manual are self-explanatory, however, the FAQ section provides information on navigating the Manual. If you encounter any problems or believe improvements can be made, please contact our Information Center with your questions or feedback. Question regarding manual content may also be directed to our Information Center at 919-582-1056 or via email at [wcinfo@ncrb.org](mailto:wcinfo@ncrb.org).

Sincerely,

Joanna Biliouris

Chief Operating Officer

JB:dms

C-16-6