

December 7, 2009

CIRCULAR LETTER TO ALL MEMBER COMPANIES

Attention: Data Reporting Personnel

RE: Updated *WCIO Workers Compensation Data Specifications Manual*

In October 2009, the WCIO/EDI Committee met to review and discuss proposed changes to the *WCIO Workers Compensation Data Specifications Manual* and the *Data Reporting Handbook*.

An updated version of the *WCIO Workers Compensation Data Specifications Manual* and *Data Reporting Handbook* reflecting the revisions as approved by the Committee is now available on the WCIO Web site at www.wcio.org. Please refer to the chart below for North Carolina data reporting changes.

Product	Record	Field Title	Position	Description of Change	Date NCRB will begin editing this field
WCPOLS	Header Record '01'	Type of Plan ID Code: 7- Assigned Risk Policy originally assigned by another DCO	108	If the policy is Assigned Risk and the assignment was not generated by NCRB then the Type of Plan ID Code is reported as 7-Assigned Risk Policy originally assigned by another DCO.	9/1/2010
WCPOLS	Name Record '02'	Professional Employer Organization or Client Company Code	52	This data element will need to be reported on every name record.	9/1/2010
WCPOLS	Address Record '03'	Type of Address Code 5- Producer Address	48	The Producer Address will now be required on all policies submitted to NCRB.	9/1/2010
WCPOLS	State Premium Record '04'	Assigned Risk Adjustment Program (ARAP) Factor	166-169	The ARAP will now be required in this field when applicable.	9/1/2010
WCPOLS	State Premium Record '04'	Experience Modification Effective Date	154-159	The date the experience mod is effective will need to be reported on the applicable State Premium Record.	9/1/2010
WCPOLS	State Premium Record '04'	Independent DCO Risk ID Number/File Number/Account Number	58-72	If the policy is Assigned Risk then this field will now be required to show the 8 digit coverage id assigned to the insured by NCRB. If the policy is Voluntary this field is still optional.	9/1/2010

Sincerely,

Delisa Fairley

Manager, Insurance Data Operations

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C-09-32