

September 17, 2014

CIRCULAR LETTER TO ALL MEMBER COMPANIES

Re: Policy Data Timeliness and Quality Program Training Webinar

Circular Letter C-14-4 announced the Policy Data Timeliness Quality Program. The Program was developed with feedback from member company representatives and Bureau staff. The intent of the Program is to ensure that all member companies are reporting timely and accurate data to the Bureau.

Effective November 1, 2014, the Bureau will begin tracking unresolved data errors, unresolved rejected transactions and the late reporting of policy data. Unresolved data errors or unresolved rejected transactions will be subject to a \$50.00 fine until the data error or rejected transaction is resolved. A complete list of fineable data errors and rejected transaction errors is available on the website www.ncrb.org and also included with this circular. Policies, cancellations and reinstatements that are received by the Bureau more than 60 days past the respective effective date will be subject to a one-time \$50.00 fine.

The Bureau will conduct a series of training webinars during the month of October. The webinars will provide detailed information regarding the program and provide you with an opportunity to pose any questions you may have. Complete the attached form if you would like to attend a training session (NOTE: If you have already registered, you do not need to register again). Once your form is received, you will be contacted via email with the date and time information for your session.

Please complete and fax the form to 919-783-7467 or email industrysupport@ncrb.org.

Sincerely,

Sue Taylor

Chief Operating Officer

ST:dms

C-14-11

Attachment



POLICY DATA TIMELINESS AND QUALITY PROGRAM TRAINING SIGN-UP

This form is being completed because you are interested in attending a training session regarding the Policy Data Timeliness and Quality Program.

If you are completing this form for multiple individuals in your Company, please indicate the number of possible participants.

Name: _____

Company Name: _____

Phone Number: _____

Email Address _____

I will Attend	Date	Time	Number of Participants
	Tuesday, October 7, 2014	10:00 – 11:30 a.m.	
	Tuesday, October 14, 2014	2:00-3:30 p.m.	
	Wednesday, October 15, 2014	2:00-3:30 p.m.	
	Thursday, October 16, 2014	2:00-3:30 p.m.	
	Tuesday, October 28, 2014	10:00 – 11:30 a.m.	
	Tuesday, October 28, 2014	2:00-3:30 p.m.	
	Wednesday, October 29, 2014	10:00 – 11:30 a.m.	
	Wednesday, October 29, 2014	2:00-3:30 p.m.	

Please email the form to industriysupport@ncrb.org or fax to (919) 783-7467.