

USR Test Requirements for Carrier Direct Reporting

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Guidelines

The following are the NCRB requirements for electronic unit stat submissions. NCRB follows the standard reporting guidelines as defined in the https://www.iisprojects.com/WCIO/pub/DSM/WCSTAT.pdf
Before filing your first test submission, please contact NCRB for scheduling: support@ncrb.org. You must furnish the carrier id's you intend to test.

How to submit test data

The carrier must submit "live" production data. If live production "test" data is not available make prior arrangements for the submission of artificial data.

All statistical reports must be in accordance with the ASWG format adopted by NCRB on policies effective 1-1-96 and subsequent. Each test file must have between 25 and 50 unit reports.

Carriers will be considered approved to submit production files when they have one successful test electronic file. A successful test electronic file is when there are limited rejection edit failures.

For reporting requirements pertinent to NC unit statistical data, please refer to the North Carolina Statistical Plan Manual located on our web site at www.ncrb.org

Note: While you are testing with NCRB you must continue your normal filing process with NCCI. When approved by NCRB, you will receive a confirmation letter. All filings with NCCI should cease from the date of the letter forward.

Compensation Data Exchange (CDX)

CDX is an internet based service that facilitates the electronic transmission of workers compensation data between member insurers and Data Collection Organizations (DCOs) All direct USR submissions must be reported utilizing CDX.

Please visit the ACCCT web site for more information at www.accct.org

File Name

The suggested file name format: 12345_NC_UnitStat_mm_dd_yy.txt (12345 is the carrier code in this example)

Note: The carrier code is required to be listed within each file name.

USR Direct Carrier Conversion

If a carrier elects to report directly with NCRB, **all** unit statistical report data must be reported to NCRB. This includes interstate, intrastate, and non-rated risks. All data received by NCRB will be edited and the error free data will be electronically transmitted to NCCI on your behalf for interstate rating and rate making purposes. The edit failures will be rejected and an report will be generated and available for viewing by the carrier on the ManageUSR web application for correction and resubmission to NCRB.

Units Previously Filed With NCCI and Accepted By NCCI (Data Grades 0-4)

All unit reports previously filed with NCCI with a data grade of 0-4 and were subsequently rejected by NCRB must be corrected by using the correction report procedure utilizing the (P&R) Previous & Revised Update Type.

Procedure for NCCI Data Grade 5 Unit Reports

All unit reports residing in the database with the status of rejected that were previously filed with NCCI and assigned a data grade 5 will be corrected by the carrier using the correction report procedure using the (P&R) Previous & Revised Update Type. The correction report will be filed with NCRB.

OR

The unit report may be submitted to NCRB using the replacement procedure required by NCCI.

When the data grade 5 is corrected and passes all edits, the unit will be forwarded to the NCCI.

Note: Both the "R" indicator and the Pending File Number assigned by NCCI are required on replacement reports. The replacement option is applicable only to first reports.

USR Reject Report

Carriers have the option to receive an email notification when a new reject report is available for a submission. If a carrier wishes to be notified they would need to send this request to support@ncrb.org and request to add a person and their email address or persons for the notification.

The email notification will display a listing of the submission ids that have generated rejected units as well as the received date.

Viewing the USR Reject Report

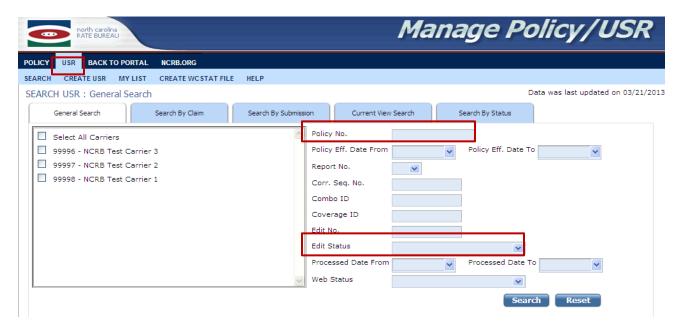
You must have a log on id and password for the NCRB web portal, if you do not you must contact your group administrator.

Navigate to ManagePolicy/USR

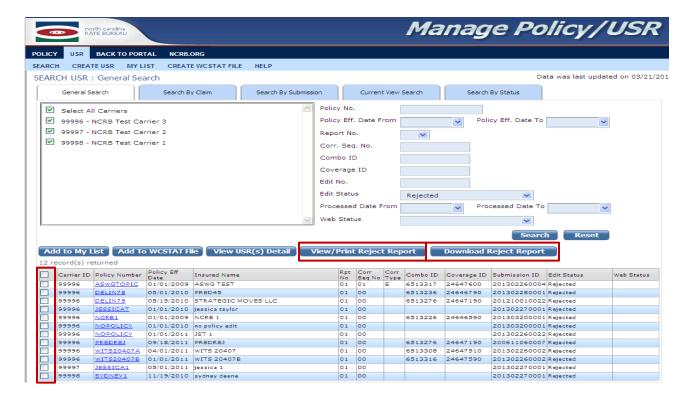


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- Navigate to the USR portion of ManagePolicy/USR by clicking the USR tab. If you
 only have the USR tab you will automatically see the USR General Search screen.
- Search by a specific policy number to view the status and if it is rejected then a rejection report will be available.
- The user can also search by the Edit status of Rejected to view all USRs for the selected carrier id's that has a status of rejected.



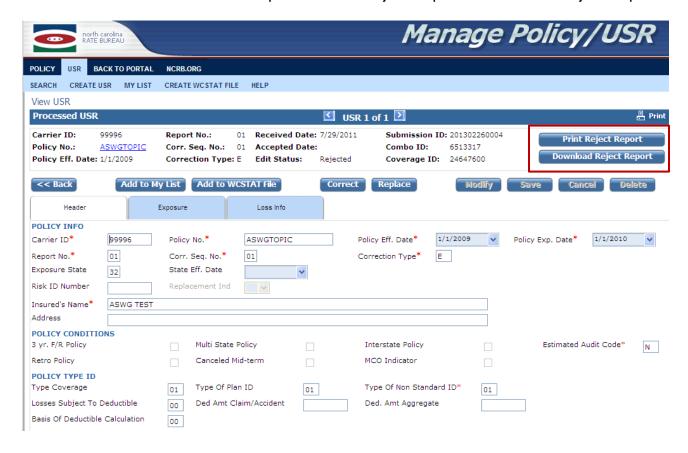
 Once the search results are displayed you can select one or multiple USRs by putting a check mark next to the policy# in the first column. Next click the View/Print Reject Report or Download Reject Report to see the reject report for the selected USRs.



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 From the General Search Results users also have the option of clicking the policy#, which is a hyperlink, and this will navigate the user to the View of the USR. From here the user also has the option to Print Reject Report or Download Reject Report.



Contact Information

We are dedicated to provide a high level of communication with each carrier during the test period. We will contact you promptly with the results of your test data. If you have any questions, please contact: support@ncrb.org or call the Information Center at 919-582-1056.