Special Attention: Data Transmission Personnel

December 23, 2003

<u>**ALL ASSOCIATION MEMBERS**</u>

Circular Letter 03-1411

RE: ACCCT Announces Release Of Policy Entry & Edit Package (PEEP)

Attached please find an announcement from the American Cooperative Council on Compensation Technology (ACCCT), dated October 17, 2003, regarding the release of Policy Entry & Edit Package (PEEP). PEEP was specifically designed for the entry & edit of electronic submission of policy information. This product is designed to work with ACCCT's Compensation Data Exchange (CDX) application, which was announced on October 24, 2003.

Minnesota Workers' Compensation Insurers Association (MWCIA) accepts transaction codes 01, 02, and 05. These are New, Renew and Cancellations/Reinstatements. If you wish to test 01, 02 or 05 in PEEP, the contact person is Kim LaHoud at 952.897.6412.

This new ACCCT software application is available at no additional charge to current MWCIA member insurers in good standing.

For information on using PEEP please review MWCIA's Electronic Reporting Requirements on our website at http://www.mwcia.org.

Access to PEEP is provided through ACCCT's Compensation Data Exchange (CDX). If you wish to utilize the CDX system to access PEEP, the contact person at MWCIA is Marc Coleman at 952.897.6438 or you can e-mail him at marc.coleman@mwcia.org.

Information on CDX can be found in MWCIA Circular Letter No. 03-1409, dated October 24, 2003.

ACCCT ANNOUNCES RELEASE OF
PEEP
October 17, 2003

INTRODUCTION

ACCCT is pleased to announce the introduction of the Policy Entry & Edit Package (PEEP), which was specifically designed for the effective entry and electronic submission of policy information. This software product is also designed to work with ACCCT's Compensation Data Exchange (CDX) application, which was announced earlier.

PEEP provides member insurers the ability to enter and electronically submit the following policy information types:

➢ New Policies
➢ Renewal Policies
➢ Endorsements
➢ Cancellations and Reinstatements
➢ Annual Rerate Endorsements
➢ Rewritten Policies – Policies with change to carrier code, policy number, effective date, etc.
➢ Policy Replacements – Includes rating change, non-rating change, add or delete state, etc.
➢ Proof of Coverage Transactions
➢ Non-Compliance Transactions

PEEP also provides important basic validation for all transactions and record types. The format of the transactions and record types comply with the WCIO standards for policy reporting, commonly known as WCPOLS. WCPOLS files can be imported into PEEP for purposes such as adding additional state records and correcting existing WCPOLS records.

PEEP software provides member insurers with the functions outlined above for submissions to Data Collection Organizations (DCOs) in the states of California, Delaware, Massachusetts, Michigan, Minnesota, New York, North Carolina, Pennsylvania and Wisconsin. Simply stated, ACCCT's new PEEP software application offers DCO member insurers one easy to use system for the entry, basic validation, and electronic transmission of policy information to all of these DCOs. Please check with individual DCO's for specific requirements and testing procedures.

This new ACCCT software application is available at no additional charge to current DCO member insurers in good standing.

HOW TO GET STARTED

Access to PEEP is provided through ACCCT's CDX system. ACCCT has established a *Central Administrator* to process all applications and establish accounts for all member insurers who desire to use the CDX system. You may contact the Central Administrator or the ACCCT representative(s) at the appropriate DCO(s) as shown below for additional information or to receive an application.

The detailed descriptions and instructions pertaining to the use of PEEP are included in the PEEP User's Guide, which can be found on the ACCCT Web site at www.accct.org.

ACCCT CONTACTS

ACCCT MEMBERS	CONTACT PERSON	CONTACT NUMBER
Workers' Compensation Insurance Rating Bureau of California	Customer Service	1-888-229-2472
Delaware Compensation Rating Bureau, Inc.	Verna Blazys	215-320-4415
Insurance Services Office	Cliff Hall	201-469-2228
Workers' Compensation Rating and Inspection Bureau of Massachusetts	Chris Yergeau	617-439-9030, Ext 575
Compensation Advisory Organization of Michigan	Jon Heikkinen	734-462-9600, Ext 225
Minnesota Workers' Compensation Insurers Association, Inc.	Marc Coleman	952-897-6438
New York Compensation Insurance Rating Board	Lennora Snipes	212-697-3535, Ext 186
North Carolina Rate Bureau	Nanta Podobinski	919-582-1061
Pennsylvania Compensation Rating Bureau	Verna Blazys	215-320-4415
Wisconsin Compensation Rating Bureau	Elizabeth Rohde or Faymarie Hubbard	262-796-4551 262-796-4547

CENTRAL ADMINISTRATOR	CONTACT PERSON	CONTACT NUMBER
Insurance Services Office	Cliff Hall	201-469-2228