



Minnesota Workers' Compensation
Insurers Association, Inc.
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Minneapolis, MN 55435-3200

September 29, 2005

ALL ASSOCIATION MEMBERS

Circular Letter No. 05-1466

RE: New *Minnesota Basic Manual*

The Minnesota Department of Commerce has approved the above filing to become effective 12:01 a.m., January 1, 2006.

The creation of the ***Minnesota Basic Manual*** is part of an overall initiative MWCIA has undertaken to replace the current manuals related to Workers' Compensation in the State of Minnesota with state specific manuals that our staff will be able to maintain on MWCIA's website. Part of this initiative has already been accomplished as we currently maintain four other Minnesota manuals on MWCIA's website: the ***Minnesota Forms Manual***, ***Minnesota Statistical Plan Manual***, ***Minnesota Self-Insurers Statistical Plan Manual*** and the ***Minnesota Filing Procedures Manual***. We believe the creation of Minnesota specific manuals provides MWCIA staff with the best means of supplying our membership with the most timely and accurate information available.

MWCIA has modeled the ***Minnesota Basic Manual*** after the 2001 version of NCCI's ***Basic Manual***. The rationale for emulating the NCCI format is to provide consistency to our member carriers. Instead of maintaining a separate set of Minnesota exception pages, the ***Minnesota Basic Manual*** incorporates the Minnesota specific rules into the main text of the manual.

Please take some time to review the new ***Minnesota Basic Manual*** available on MWCIA's website at www.mwcia.org. Please direct any questions you may have about the manual to one of MWCIA's Member & Customer Services' staff at 952.897.1737 (Option 1) or via email at info@mwcia.org.

A NOTICE TO MEMBERSHIP:

The Minnesota Department of Commerce requests that MWCIA remind its members that the above filing only applies automatically to insurance companies who have filed a Limited Power of Attorney agreement with our Commerce Department. A properly executed Limited Power of Attorney authorizes MWCIA to make filings on behalf of individual insurance companies. Any insurance company who has not filed a Limited Power of Attorney must independently submit the changes represented in each filing item to the Minnesota Department of Commerce for their approval.