

February 15, 2012

ALL ASSOCIATION MEMBERS

Circular Letter No. 12-1610

RE: Elimination of Hard Copy Policy Data Submissions Effective July 1, 2012

On November 9, 2011, the Minnesota Workers' Compensation Insurers Association, Inc. (MWCIA) distributed Circular Letter No. 11-1602 announcing that the MWCIA Board of Directors had approved a change in policy reporting procedures. Effective July 1, 2012, policy data will only be accepted in electronic format and hard copy policy submissions will be rejected.

Please refer to Circular Letter No. 11-1602, located on the MWCIA website at www.mwcia.org, for additional details on ways to report policy data electronically.

MWCIA is distributing this circular letter to remind member carriers that the following change in the procedure for policy submissions is being made:

Effective July 1, 2012, only electronic copies of policies, endorsements, cancellations and reinstatements received in our office will be entered into our system database. Hard copy submissions including items received in our office via mail, express delivery, fax or email will not be processed but will be rejected.

Highlighted below is how policy submissions should be reported to MWCIA electronically:

- New policies are reported using WCIO WCPOLS Transaction Code 01, or Transaction Code 15 when adding Minnesota to a policy mid-term, or Transaction Code 16 for Coverage Notice/Binder.
- Renewal policies are reported using WCIO WCPOLS Transaction Code 02.
- Any endorsements (or changes) to a policy are reported as complete policy replacements using WCIO WCPOLS Transaction Codes 08, 10 or 14.
- Cancellations and reinstatements are reported using WCIO WCPOLS Transaction Code 05.

Please distribute this circular letter to the appropriate staff to ensure that your data reporting personnel are aware of this change.

For information on electronic reporting instructions, please refer to the Carrier Electronic Reporting Requirements located at www.mwcia.org or contact Kim LaHoud at 952-897-6412 or kim.lahoud@mwcia.org.