



Minnesota Workers' Compensation
Insurers Association, Inc.

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Special Attention: Users of Manage Policy System

June 1, 2017

ALL ASSOCIATION MEMBERS

Circular Letter No. 17-1711

RE: New Policy Expected Report and Policy Overdue Report

The Minnesota Workers' Compensation Insurers Association, Inc. (MWCIA) is pleased to announce a new enhancement to our Manage Policy System (MPS) on the MWCIA website. Beginning June 15, 2017, the MPS will include two new reports:

- **Policy Expected Report:**
This report will be generated on the 15th of every month. The report will provide a point-in-time snapshot list of policies due to expire within the next full month. For each policy, MWCIA will expect to receive either a renewal policy or valid termination of coverage notice within the next 30 days. (For example, the report generated on June 15th will list those policies expected for July 1 to July 31.)
- **Policy Overdue Report:**
This report will be generated on the 15th of every month. The report will provide a point-in-time snapshot list of policies for which the MWCIA has NOT received a renewal policy or valid termination of coverage notice within the past 90 days. (For example, the report generated on June 15th will list the past due policies from March, April and May.)

Note: Minnesota is a continuous coverage state. Without a valid termination notice, a policy is considered active (valid) and the issuing carrier remains liable for any claims which may occur.

Location of the Reports:

The reports will be located within the MPS under the "Data Quality" tab. The reports will be available for 30 days, the 15th of the month to the 15th of the next month after which the reports will be refreshed with the next month's data. Policies submitted after the refresh date will not drop off of the report until the next monthly run.

MPS Dashboard:

A Reminder on the MPS dashboard will notify you when the reports are available. The Reminder will be displayed for 10 days. You can click on the Reminder to acknowledge it has been read. You may also delete the Reminder.

For questions or to share your feedback, please send an e-mail to Manage_Policy@mwcia.org.