



Minnesota Workers' Compensation Insurers Association, Inc.

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Bruce A. Tollefson, President

www.mwcia.org

Special Attention: Unit Statistical Personnel

April 14, 1999

ALL ASSOCIATION MEMBERS

Circular Letter No. 99-1316

Re: Paper Submission of Unit Statistical Reports Handling Charges

The MWCIA has accepted electronic submission of unit statistical data for many years. The submission may be electronically submitted via tape, cartridge, diskette, and the BEEP PC program or via IBBSnet. We receive approximately 85% of all unit reports in a media other than paper, while the handling of the remaining 15% in paper format consumes much of our time and resources.

At the January 21, 1999 Board of Director's meeting, MWCIA staff recommended and the board approved that each paper unit report received after April 1, 2000 will be subject to a handling charge of \$8.00. The main purpose for this action was to help offset the expense of manually handling paper units as a service to our non-electronic member companies.

All insurance companies will be notified individually of the number of unit reports filed along with a breakdown of electronic vs. paper. A reminder to all paper filers of unit reports: The BEEP PC program was distributed free to all carriers in July of 1998. This program provides the carrier with an edit program as well as electronic submission of unit report. We encourage the use of this program.

Any questions or comments regarding the above procedure should be directed to Linda Hanson, Vice President, phone 612.897.6427 or email linda.hanson@mwcia.org.

Very truly yours,

BRUCE A. TOLLEFSON, CIC
President