



September 13, 2004

CIRCULAR LETTER TO ALL MEMBER COMPANIES

Re: Workers Compensation Insurance

Unit Statistical Report Edit 000085-
Matching Policy Not Found

Effective June 4, 2004, the Workers Compensation Department of the North Carolina Rate Bureau began sending unit statistical rejection reports to carriers indicating the field(s) failing the data quality edits for North Carolina. In a continuing effort to improve the quality of data used in experience ratings, the Bureau has begun to reject units submitted which do not have a matching policy in our system. Units submitted for policies with an effective date of January 1, 2003 or later, that the Bureau does not show as having a policy in our system, will reject for "Edit 000085-Matching Policy Not Found".

Upon receipt of the initial rejection notice, a copy of the policy must be furnished by the carrier to our office for any units rejected for "Edit 000085-Matching Policy Not Found". Units rejected for Edit 000085 should not be resubmitted. The system will automatically reprocess the units upon entry of the policy information in our system. Due to the inability of the system to link the unit statistical report with a policy, units rejecting for "Edit 000085-Matching Policy Not Found" cannot be further processed for any other edits until a copy of the policy has been entered into our system. These units may fail additional edits when further processing is resumed.

Please share this information with the appropriate members of your organization. If you have any questions or concerns, please contact our Statistical Department at 919-783-9790 for assistance.

Sincerely,

Sue Taylor

Director of Workers Compensation

ST:jr

C-04-13