



June 2, 2004

CIRCULAR LETTER TO ALL MEMBER COMPANIES

Re: Workers Compensation Insurance

Unit Statistical Report Rejections

In an effort to improve the quality of the data used in experience ratings and to expedite the timeliness of communicating to carriers the errors in unit statistical data, changes are continuously being made to our reporting requirements.

Effective June 4, 2004, the Workers Compensation Department of the North Carolina Rate Bureau will begin sending unit statistical rejection reports to carriers indicating the field(s) failing the data quality edits for North Carolina.

North Carolina has state specific edits that may cause a unit report to fail in the system that did not fail when submitted to NCCI. All unit reports containing errors will be assigned a status of "Rejected". Rejected units will be considered in error and will not be processed into the system. If you are a carrier that reports unit statistical data directly to NCRB, a correction report must be submitted directly to our office in order to have met the requirements for filing a unit report. If you are a carrier that reports unit statistical data directly to NCCI, a correction report must be submitted directly to NCCI in order to have met the requirements for filing a unit report.

For information on data element coding specifications, please refer to Appendix C of the NC Statistical Plan Manual, located on our website at <http://www.ncrb.org>, under **Workers Comp Services**. A sample of the report that will be sent to you is attached. You can expect to receive a report for every unit data submission received that contains errors. A follow up report will be sent notifying carriers of any unit reports with a previous status of rejected.

Please share information regarding this change with the appropriate members of your organization.

As with any new product or procedure change, our staff is more than willing to assist with questions or concerns. Please contact our Statistical Department at 919-783-9790 for assistance.

Sincerely,

Sue Taylor

Director of Workers Compensation

ST:dg

C-04-2

Carrier Name  
Contact Person  
Street Address  
City, State

**USR25 Unit Statistical Error Report - Rejected**

Carrier / Group Code 00000 / 00000

The following USRs have not been processed into our database due to the severity of the errors. The status of this USR is the same as unreported. Please submit the required replacement or correction report.

Submission	Carrier Code	Policy Number	Effective Date	Rpt No.	Corr No.	Claim Number Exposure Date / Class	Edit Number and Message	Coverage ID	Combinable ID	Auto Reject
ANY CONSTRUCTION COMPANY										
200405040001	00000	WC019686501	07/07/99	01	01		Edit ID:000098 - Severity 2 Previous Policy Effective Date is invalid.	00000000	00000000	