

NORTH CAROLINA RATE BUREAU

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February 20, 1995

CIRCULAR LETTER TO ALL MEMBER COMPANIES

Re: 1995 Advisory Statistical Work Group Training Sessions

The Workers Compensation Insurance Organizations' Bureau Managers appointed the Advisory Statistical Work Group (ASWG) to review, update and standardize the unit report. The ASWG recommended implementation of an expanded unit statistical report, which added many new data elements and revised, restructured or eliminated many current data elements. The ASWG expanded formats represent significant and extensive changes to the unit statistical data and the reporting process.

To assist carriers during the implementation process, the Pennsylvania Compensation Rating Bureau is coordinating a series of ASWG Implementation Training Sessions to be held in Philadelphia on Thursday, March 23, 1995 and in Chicago on Wednesday, March 29, 1995. These training sessions will be conducted jointly by the independent bureaus and carriers that participated in the ASWG project.

The training sessions will provide information to the industry in all phases of the implementation of the Statistical Plan changes recommended by the ASWG. The sessions will provide "hands on" training with an emphasis placed on interaction between the participants and the facilitators. The sessions will be conducted in a classroom environment and participants will be encouraged to ask questions.

A summary of the topics scheduled for discussion at these sessions are as follows:

- Overview of Advisory Statistical Work Group
- Overview of Expanded Data Elements - Industry Perspective
- Data Elements - Eliminated, Restructured, Renamed and New
- Report Formats - First and Subsequent Reports
- Reporting Options - Hard Copy and Magnetic Tape Submission
- Correction Process Options - Update Type
- Impact to ICR Reporting

If you intend to participate in either of these sessions, and have not previously registered, please complete and mail the attached registration form to the Pennsylvania Compensation Rating Bureau. The registration fee is \$150 for each attendee.

Philadelphia Philadelphia Airport Hilton

Training Session 4509 Island Avenue

March 23, 1995 Phone (215) 365-4150 or (800) 445-8667

8:30 A.M. to 4:00 PM Fax (215) 365-3875

A block of rooms has been reserved for the night of Wednesday, March 22, 1995 at a corporate rate of \$126 plus 13% tax per night. Hotel room reservations must be made directly with the Philadelphia Airport Hilton (refer to File ASWG). The corporate rate is guaranteed through March 1, 1995 and will be honored for Thursday, March 23, 1995 for those who wish to stay over. The Philadelphia Airport Hilton Hotel is located at the Philadelphia airport. Shuttle buses are available to and from the airport every 20 minutes.

DEADLINE TO REGISTER FOR THE PHILADELPHIA SESSION IS MARCH 13, 1995

Chicago O'Hare Marriott Hotel

Training Session 8535 W. Higgins Road

March 29, 1995 Phone (312) 693-4444 or (800) 228-9290

8:30 A.M. to 4:00 P.M. Fax (312) 714-4297

A block of rooms has been reserved for the night of Tuesday, March 28, 1995 at a corporate rate of \$129 plus 14.9% tax per night. Hotel room reservations must be made directly with the hotel (refer to File ASWG). The corporate rate is guaranteed through March 7, 1995. The hotel expects to be fully booked on this date so reserve your room promptly. The corporate rate is guaranteed for those who wish to stay over Wednesday, March 29, 1995, however room availability is not guaranteed. The O'Hare Marriott Hotel is located approximately 3 miles from the airport. Shuttle service is available to and from the airport every 15 minutes.

DEADLINE TO REGISTER FOR THE CHICAGO SESSION IS MARCH 20, 1995

A late fee of \$25 will be charged for registrations accepted after the deadline for each session. All fees must be pre-paid. No credit cards will be accepted.

Very truly yours,

Jerry G. Hamrick

Workers Compensation Manager

JGH:lm

C-95-2

1995 ADVISORY STATISTICAL WORK GROUP (ASWG) TRAINING SESSIONS

REGISTRATION FORM

Lunch and breaks are included in the registration fee. Please use a photocopy of this form to register more than two participants.

TRAINING SESSION REGISTRATION (Please print or type all information requested)

Name _____ **Title** _____

Company _____

Address _____

City _____ State _____ Zip Code _____

Phone _____ Session Location _____

TRAINING SESSION REGISTRATION (Please print or type all information requested)

Name _____ Title _____

Company _____

Address _____

City _____ State _____ Zip Code _____

Phone _____ Session Location _____

Mail check, payable to the Pennsylvania Compensation Rating Bureau, in the amount of \$ _____ (\$150 for each participant) and the completed registration form to:

Eileen Quenzer

Pennsylvania Compensation Rating Bureau

The Widener Building, 6th Floor

One South Penn Square

Philadelphia, PA 19107-3577

NCRB

2/20/95