



NORTH CAROLINA
Rate Bureau

A GUIDE FOR:

NCRB Direct Reporter Separated/Split USR Data

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Overview

Separated/Split Data is client data that is to be reported to the rating organization when a client leaves an employee leasing arrangement with a Professional Employers Organization (PEO) in which workers compensation coverage was provided under a master policy. The PEO's insurance provider separates the client data from the PEO data and reports the client data developed during the employee leasing arrangement to the rating organization.

Guidelines

- NCRB circular C-18-4 dated February 5, 2018 announced the options for the reporting of Separated/Split data. You can access this circular via the following link: [C-18-4](#)
- This document provides the NCRB requirements for submitting Separated/Split data electronically, using unit statistical reporting, and includes new WCSTAT Fields developed for the electronic reporting of this data.

NCRB follows the standard reporting guidelines as defined in the [WCIO Workers Compensation Data Specifications Manual](#).

Data Reporting Options:

Electronic Option:

There are two electronic options for NCRB Direct USR reporters to submit Separated/Split data

Option #1: NCRB's Manage USR web tool:

- Information for this option can be found in the [ManageUSR User Guide](#) on pages 10, 13, 39, 44, 47 and 59.

Option #2: The Compensation Data Exchange (CDX) BEEP web tool:

- The Beep User guide page 41 contains the reporting instructions for Separated/Split USR reporting.

New WCSTAT Fields:

The 4 new WCSTAT fields added for electronic reporting of Separated/Split data are as follows:

1. **Previous Separated Segment Number**- Header Record Type 1 AN Positions 224-226
Report the separated segment number that was previously reported. This field is to be used only when correcting link data.
2. **Separated Date** – Header Record Type 1 N Positions 138-143

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Report the date the insured or insureds separated from the originating unit report data. Format YYMMDD.

3. **Separated Name of Insured** – Name Record Type 2 AN Positions 121-200
Report the name of the person or business that is being separated from an existing unit statistical report.
4. **Separated Segment Number** – Link Data Common to All Records Type 0 AN Positions 24-26
Report the unique segment number to indicate which separated segment is being reported. When multiple separations occur on one policy, the segment number should be reported to indicate a different separation of the data. This field will allow for reporting of numbers and letters to allow for multiple separated entities.

Hardcopy Option:

Separated/Split data can also be reported to the NCRB using the 2018 edition of NCCI Form NC2745 - *Workers Compensation Experience Rating for Former Clients of Labor Contractors*.

The NCCI NC2745 Form and instructions for hardcopy reporting of Separated/Split USR data can be accessed on the NCRB website under the Date Reporting tab or via the links provided below.

- [NC2745 Form \(Ed. 2018\)](#)
- [NC2745 – General Instructions](#)

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