

August 1, 2007

Special Attention: Unit Statistical Data Reporting

ALL ASSOCIATION MEMBERS

Circular Letter 07-1512

RE: Reporting Enhancements to Manage USR

The Manage USR application allows member carriers to view individual unit reports, their status and edit failures on-line. In addition, WCSTAT files can be created. Refer to Circular Letter 05-1445.

In April 2007, the Minnesota Workers' Compensation Insurers Association, Inc. (MWCIA) made enhancements to the Manage USR application. These enhancements involved making the following reports available on-line so that member carriers can view the status of their unit statistical report submissions to MWCIA:

- **Late USR Report:** This is a newly released report that is only available on-line and shows all reports expected from 1/1/1999 through the end of the previous month. The report is run on group number and broken down by carrier. In addition, this report shows the status of carriers' unit statistical reports including missing reports, rejected reports and unedited reports.
- **Carrier Fines Unpaid Report:** Lists all currently unpaid invoices as of the run date shown on the report.
- **Policy Verification Report:** Shows policy identification information for policies recorded in the MWCIA system along with the current status. This report includes all policies with an effective date of fourteen (14) months prior to the date of the report.
- **Expected Cards Report:** Lists all policies with an effective date eighteen (18) months prior to the date of the report. This report serves as a reminder that unit statistical reports are due during the twentieth (20th) month after the policy effective date.
- **Statistical Cards Overdue Report:** Lists unit statistical reports that were not received by the end of the twentieth (20th) month during which the unit report was due.

All of these reports are in a PDF format. In addition, the Policy Verification Report, Expected Cards Report and the Overdue Report are also available in WCCNTL electronic format. All of the reports will be updated the beginning of each month to correspond with the Fine Notification Schedule.

Manage USR is located on the MWCIA website at www.mwcia.org under the heading entitled "MWCIA Tools".

MWCIA encourages member carriers to utilize Manage USR and to take advantage of the reports that are now available on-line. Use of the on-line reports will benefit carriers by providing timely information in a more efficient, less costly manner. Today, MWCIA sends out 'hard copies' of unit statistical reports to member carriers. MWCIA is contemplating discontinuing sending these reports and reject letters 'hard copy', beginning July 1, 2008.

If you have any other questions regarding Manage USR please contact our Data Quality Department staff by calling 952.897.1737 (Option 4).