

July 30, 2008

**Special Attention: Unit Statistical Data Reporting**

**ALL ASSOCIATION MEMBERS**

Circular Letter 08-1533

**RE: Unit Statistical Reports and Rejection Letters**

Effective January 1, 2009, the Minnesota Workers' Compensation Insurers Association, Inc. (MWCIA) will discontinue sending "hard copy" Unit Statistical Reports and Rejection Letters. Alternatively, the Unit Statistical Reports and Rejection Edit Errors will be available to member carriers to view online by the use of Manage USR.

The Manage USR application allows member carriers to view online individual unit reports, their status, as well as edit failures. Additionally, WCSTAT files can be created. Refer to Circular Letter 05-1445, dated April 13, 2005, for further information.

Circular Letter Number 07-1512, dated August 1, 2007, announced reporting enhancements to Manage USR. In this circular letter, MWCIA encouraged member carriers to utilize Manage USR and to take advantage of the reports that are now available online.

Use of the online reports will benefit carriers by providing timely information in a more efficient, less costly manner.

Below is a list of the Unit Statistical Reports currently available to carriers online, through Manage USR. (Beginning January 1, 2009, MWCIA will no longer send out "hard copies" to member carriers.)

- **Late USR Report:** Displays all reports expected from 1/1/1999 through the end of the previous month. The report is produced by 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 invoices currently unpaid as of the run date shown on the report.
- **Policy Verification Report:** Displays policy identification information for policies recorded in the MWCIA system along with the current status. This report includes all policies with an effective date 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 (20<sup>th</sup>) month after the policy effective date.

- **Statistical Cards Overdue Report:** Lists Unit Statistical Reports that were not received by the end of the twentieth (20<sup>th</sup>) 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 reports will be updated the beginning of each month to correspond with the Fine Notification Schedule.

The Fine Notification Schedule will be available for viewing online by carriers through the Manage USR application; however, MWCIA will continue to send member carriers “hard copies” of the Fine Notification Schedule after January 1, 2009. In addition, MWCIA will continue to mail “hard copies” of Unit Statistical Report invoices to member carriers after January 1, 2009.

Manage USR is located on MWCIA’s website at [www.mwcia.org](http://www.mwcia.org) under the heading “MWCIA Tools.”

If you have any questions regarding Manage USR registration, or other related questions, please contact our Data Quality Department staff by calling 952.897.1737, Option 4.