



Minnesota Workers' Compensation
Insurers Association, Inc.
7701 France Avenue South • Suite 450
Minneapolis, MN 55435-3200

November 9, 2011

ALL ASSOCIATION MEMBERS

Circular Letter No. 11-1602

RE: Elimination of Hard Copy Policy Data Submissions Effective July 1, 2012

Over time, there has been a steady increase in the volume of electronic submissions of policy data to the Minnesota Workers' Compensation Insurers Association, Inc. (MWCIA). Electronic submission of policy data enhances data quality by improving the timeliness and accuracy of collected data. Additionally, electronic reporting of policy data has proven to be an efficient and effective means of data reporting for all parties. Given the enhanced quality and effectiveness of this method of reporting, the MWCIA Board of Directors has approved a change in policy reporting procedures. Effective July 1, 2012, policy data will only be accepted in electronic format and hard copy policy submissions will be rejected.

Independently and through our partnership with American Cooperative Council on Compensation Technology (ACCCT) and Compensation Data Exchange (CDX), MWCIA continues to offer free of charge products to support electronic reporting of policy data for member carriers.

Through ACCCT, our member carriers have access to the Policy Edit and Entry Package (PEEP), which is a software tool that allows carriers to enter, edit and electronically submit policy data. CDX provides a secure file transfer facility. You can obtain more information on these items by visiting www.accct.org.

In addition, MWCIA released the new Manage Policy System in August 2011, on our website, replacing the Policy View System. The feature-rich Manage Policy System allows carriers to submit policy data electronically. Submission testing is not required for Manage Policy System submissions. Additional details on the Manage Policy System are outlined in MWCIA Circular Letter No. 11-1597, dated August 8, 2011, at www.mwcia.org.

To repeat, the following change in the procedure for policy submissions has been made:

Effective July 1, 2012, only electronic copies of policies, endorsements, cancellations and reinstatements received in our office will be entered into our system database. Hard copy submissions including items received in our office via mail, express delivery, fax or email will not be processed but will be rejected.

Please distribute this circular letter to the appropriate staff to ensure that your data reporting personnel are aware of this change.

For information on electronic reporting instructions, please refer to the Carrier Electronic Reporting Requirements located at www.mwcia.org or contact Kim LaHoud at 952-897-6412 or kim.lahoud@mwcia.org.