



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

## Special Attention: Policy Issuing Office

November 8, 2012

### **ALL ASSOCIATION MEMBERS**

Circular Letter 12-1627

#### **RE: Paper Processing of Cancellations and Reinstatements – Increased Fees**

On July 1, 2012, the Minnesota Workers' Compensation Insurers Association Inc. (MWCIA) began accepting only policy data submitted electronically and started rejecting hardcopy policy submissions. The one exception, due to proof of coverage obligations, is when there is a current related policy already contained in our database; MWCIA has continued to process hardcopy policy cancellation and reinstatement submissions.

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.

Because of proof of coverage, MWCIA has decided to continue to supporting the manual entry of hardcopy policy cancellations and reinstatements, when there is a current related policy already contained in our database; for those carriers that make the business decision to submit data in this manner. Since the vast majority of Minnesota's carriers are now reporting policy cancellations and reinstatements electronically, however, it is appropriate for MWCIA to increase manual data entry fees to a level which is more in line with the services provided.

At the October 18, 2012, Board of Directors' meeting, MWCIA's Board approved increasing the handling fee for member carriers submitting policy cancellations and reinstatements in hardcopy format to \$100.00 each. This increase will apply to hardcopy policy cancellations and reinstatements, processed by MWCIA, that are received in our office on or after February 1, 2013.

MWCIA offers the following free of charge products to support electronic reporting of policy data for member carriers:

- **Manage Policy System**: MWCIA released the new web-based Manage Policy System in August 2011. 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](http://www.mwcia.org).

- **CDX**: Through our partnership with American Cooperative Council on Compensation Technology (ACCCT) and Compensation Data Exchange (CDX) member carriers have access to CDX which provides a secure file transfer facility. You can obtain more information on this item by visiting [www.accct.org](http://www.accct.org).

Any questions or comments regarding this matter should be directed to Kathleen Peterson, Vice President of Operations at 952.897.6420 or by email at [kathleen.peterson@mwcia.org](mailto:kathleen.peterson@mwcia.org).