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Bruce A. Tollefson, President

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**ALL ASSOCIATION MEMBERS**

Circular Letter No. 98-1291

**RE: PROOF OF COVERAGE REPORTING SEMINAR**

The objective of this circular is to determine interest in a Proof of Coverage Reporting Seminar. The Event will be co-sponsored by the Workers Compensation Insurance Organizations (WCIO) and the International Association of Industrial Accident Boards and Commissions (IAIABC). This does not change any current requirements for reporting of policy information in Minnesota. The Minnesota Association is and will continue to be the proof of coverage repository for the state of Minnesota. This is an information seminar intended to assist carriers in the reporting to several jurisdictions.

**Background**

An effort has been underway to provide the insurance industry with an efficient and accurate method of reporting proof of coverage information to jurisdictions. The WCIO and the IAIABC have taken an active role to insure that the needs of the boards, bureaus, carriers, and jurisdictions have been met.

Through this cooperation, carriers can use WCPOLS as the primary method of reporting proof of coverage information, thus eliminating the need to maintain two reporting structures. There are currently four states in production using the IAIABC EDI POC format. The use of the format has raised some data quality and reporting issues. Clarification and additional instructions are necessary to help the jurisdictions become confident that the data reported is accurate and useful.

**Seminar Overview**

You will be provided with instructions for accurate methods of reporting. For example, Name and Address Link, FEIN, as well as any other problematic areas will be explored. Error saving techniques and time saving steps will also be demonstrated. This will be a hands-on educational session also providing general information on data reporting strategies. You will also become acquainted with the new IAIABC form, "POC1", which is a paper reporting form.

**Who Should Attend?**

Anyone in your organization responsible for reporting policy "proof of coverage" data, either through actual collection or systems design. We also would like *you* to invite any agent representative that your organization uses as a source of the policy information reported to you.

We will have state representatives, both as facilitators and future users of the IAIABC POC format.

**Seminar Details**

The attached interest survey will allow us to properly plan for this seminar. There will be a registration fee, to be determined, that will be based on seminar expenses. The location for the seminar has not yet been decided; however, Chicago has been suggested as a site because of its central location and easy accessibility. The seminar will most likely be held in late Spring/early Summer 1998.

Please distribute a copy of the response survey to all interested parties within your organization and any agent representative you wish to invite. Complete the interest survey and fax it to the number indicated on the form. We look forward to hearing from you by February 9, 1998, so that we will be able to move forward in planning this information seminar. If you have any questions, please call Linda Hanson (612) 897-6427 of our office.

Very truly yours,

BRUCE A. TOLLEFSON  
President