



Minnesota Workers' Compensation Insurers Association, Inc.

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Bruce A. Tollefson, President

MWCIA

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ALL ASSOCIATION MEMBERS

Circular Letter No. 98 -1301

RE: **REPORTING OF DATA UNDER "COMPANY USE ONLY" CODES**

It recently came to the Minnesota Department of Commerce's attention that a problem exists in the way some carriers are reporting certain data elements to the Minnesota Workers' Compensation Insurers Association (MWCIA).

At issue is the use of special carrier classification codes and statistical codes commonly referred to as "Company Use Only" codes. *Company Use Only* codes are special codes designated for use within a carrier's own system to identify certain charges. The purpose of this circular is to advise our membership that *Company Use Only* codes are strictly for internal use only and to remind carriers that they are required to convert such data into the approved classification and statistical code plans in accordance with Minnesota Statutes Chapter 79 and Chapter 2705 before reporting it to the MWCIA. Please refer to Part III and Part IV of the Minnesota Statistical Plan Manual as well as Rule IV.F.2. and Minnesota Exception Rule IV.E.2. in the Basic Manual for Workers' Compensation and Employers Liability Insurance for further information regarding the proper filing of classification and statistical data.

Member carriers who have included *Company Use Only* codes as part of their rate filings have been identified by the Department of Commerce and are being instructed to file revised codes in accordance with manual rules.

Please feel free to contact our office should you have any questions concerning the content of this circular.

Very truly yours,

M. A. Johnson
Director of Und. Services