



March 1, 2004

CIRCULAR LETTER TO ALL MEMBER COMPANIES

Re: Workers Compensation Insurance

*Scopes*<sup>®</sup> Manual Link

We are making a positive change to the Workers Compensation website that will allow you to utilize the NCCI *Scopes*<sup>®</sup> *Manual* online. This feature will be available under the Member Services section of the Workers Compensation website.

The *Scopes*<sup>®</sup> *Manual* is an aid to understanding and assigning workers compensation classifications. This electronic manual offers comprehensive descriptions of the class codes, answers common questions about classification assignments, and lists standard exceptions. The electronic version is updated at least monthly.

With this change the Class Code Lookup feature that was offered as a free service on the website will be eliminated. In utilizing this online link, any classification questions not answered in the manual should be directed to the North Carolina Rate Bureau.

Sincerely,

Sue Taylor

Director of Workers Compensation

ST:dg

C-04-1