

August 23, 2005

CIRCULAR LETTER TO ALL MEMBER COMPANIES

Re: Workers Compensation Insurance  
Hardcopy Policy Keying Charge

For the past couple of years the North Carolina Rate Bureau has been involved in enhancing our ability to both receive and process policy data electronically. We have partnered with other data collection organizations to develop tools such as the Policy Edit and Entry Package (PEEP) which is designed for the entry of policy data for electronic submission. We also partnered in the development of the Compensation Data Exchange (CDX) in an effort to provide a more secure mode of data transfer for the carriers. As electronic submission becomes easier and more widely accepted throughout the industry, the number of carriers submitting policy data electronically continues to increase in North Carolina. At this time more than one half of the policy data we collect is being submitted to us electronically. We would like to see this number increase as it means increased accuracy in the data and improved efficiency for our organization.

On August 11, 2005 the NCRB Governing committee approved a Hardcopy Policy Keying Charge in the amount of \$50.00 per policy, to be charged to carriers submitting policy data in hardcopy format. This charge will apply to all new and renewal policies received on or after June 1, 2006.

Carriers interested in submitting policy data electronically should review the Workers Compensation Electronic Policy Data Submission Instructions located on our website at [www.ncrb.org](http://www.ncrb.org). If you have questions on this new procedure, please contact Customer Service.

Sincerely,

Sue Taylor

Director of Workers Compensation

ST:dg

C-05-7