



June 15, 2015

<p>ATTENTION: WC DATA REPORTING PERSONNEL & INVOICE CONTACTS</p>

Re: Policy Data Timeliness Quality Program
Fine Reports Available in ManagePolicy

The North Carolina Rate Bureau is pleased to announce the availability of ManagePolicy 3.2. This new version of the ManagePolicy application provides users with the detail information for fines resulting from the Policy Data Timeliness Quality Program. The reports reside under a new menu item—"Reports" and are grouped by report content under sub-menus.

There are three fine reports available for view by the carrier:

- Rejected Transaction Fine report - displays policy transactions that have been assessed a rejected fine based on Fine month and Fine year
- Late Policies, Cancellations and Reinstatements Fine report - displays policy transactions that have been assessed a late fine based on Fine month and Fine year
- Data Error Fine report - displays policy transactions that have been assessed a data error fine based on Fine month and Fine year

An email will be sent to users subscribed to the "WC – ManagePolicy Fine Email" group in NCRB's Contact Management System (CMS) on the 8th day of the month informing them of the fines generated for the prior month. Users can subscribe to the email notifications by completing the PDTQP Fine Report Email Notification Form (attached). **NOTE: The hardcopy reports will continue to be mailed with the monthly invoices until January 2016.**

The content of the email is dynamic based upon which reports were generated for the carrier. A sample email has been included below.

Greetings:

This email contains a listing of the North Carolina Rate Bureau's Policy Data Timeliness and Quality Program Fine(s) generated as a result of your company's submission of policy data.

Data Provider Code: <carrier id>

Fine Month/Year: <Fine Date>

Reports Generated:

PT40 - Rejected Transaction Fines

PT41 - Late Policies, Cancellations or Reinstatement Fines

PT42 - Data Error Fines

Contact the Information Center at (919)582-1056 or wcinfo@ncrb.org if you have questions.

Workers Compensation Department

The attached document provides important information regarding the updates included in Manage Policy v3.2:

- PDTQP Fine Report Email Notification Form

Your Group Administrator is responsible for granting access to the new reports in ManagePolicy. There is a help document within web security that defines the various roles in ManagePolicy. Your Group Administrator can contact the NCRB Information Center if any assistance is needed with granting access to your logon account.

If your company does not have a NCRB Group Administrator, your company should establish one by completing a Group Administrator Account Registration form. The Group Administrator will be responsible for managing individual user accounts for your organization and will serve as our primary contact for web account administration. We realize member companies may have users in different divisions, departments and/or geographical locations. To simplify the administration process, it is recommended that you select a single Group Administrator for your company or group of companies who will have the option to delegate administrative rights to additional member users within your company as needed to most efficiently manage your user accounts.

You can obtain the Group Administrator Account Registration form on NCRB's website at <http://www.ncrb.org/ncrb/WorkersCompensation> and/or access additional member service resources also provided below:

- Member Services Portal -

<https://webportal.ncrb.org/NCRBPortal/PortalLogon.aspx>

- New Account Signup -

<https://webportal.ncrb.org/NCRBPortal/NewUserAccount.htm>

- Portal System's User Guide -

<http://www.ncrb.org/Portals/0/Web%20Portal%20User%20Guide%20V1.2.pdf>

- Carrier Contact Change Request -

<http://www.ncrb.org/Portals/0/ncrb/workers%20comp%20services/forms/North%20Carolina%20Rate%20Bureau%20Change%20Request%20III.pdf>

If you have any questions, contact the NCRB Information Center at 919-582-1056 or email at winfo@ncrb.org.

Sincerely,

Delisa D. Fairley, AINS, WCP

Manager, Insurance Data Operations

DDF:dms

C-15-11



POLICY FINE REPORT EMAIL NOTIFICATION FORM
Please type or print legibly using dark ink

First Name MI Last Name

Carrier Name* NCCI Code

* For multiple carriers in your group, please list names and NCCI Codes below

Mailing Address

City State Zip

Email Address

Telephone () Fax ()

Carrier Name	NCCI Code

Please submit completed form to Insurance Data Operations at insurancedataops@ncrb.org or by fax at (919) 719-7426.