



Pennsylvania Compensation Rating Bureau

The Widener Building • 6th Floor
One South Penn Square • Philadelphia, PA 19107-3577
(215)568-2371 • FAX (215)564-4328 • www.pcrb.com

August 1, 2003

BUREAU CIRCULAR NO. 1462

To All Members of the Bureau:

Re: **HANDLING OF UNIT STATISTICAL REPORTS WITH
UNRESOLVED CRITICAL ERRORS
EFFECTIVE OCTOBER 1, 2003**

By action of the Governing Board, effective October 1, 2003 the Bureau will subject unit statistical report(s) with critical errors remaining uncorrected for an extended period time and causing a delinquent experience rating(s) to the Schedule of Statistical Plan Fines, as outlined in Section I, Item B., Fines for Missing Units, of the PCRB's Statistical Plan Manual.

The timely issuance of experience ratings is an important element of the workers compensation pricing process. The Bureau strives to promulgate experience ratings for member carriers and employers 60 days in advance of policy effective dates. Experience ratings can only be calculated when unit statistical reports are received in a timely, complete and accurate manner. Unit statistical reports with critical errors that remain uncorrected for extended periods of time have the same affect on the promulgation of experience modifications as missing data and, under the recently-approved program, will be treated as such.

Currently, carriers are notified in writing when a unit statistical report contains errors. Carriers are subsequently notified via e-mail on an as needed basis, as well as on a quarterly basis, as to which errors remain outstanding and require a correction report.

Effective October 1, 2003, in addition to the above procedures Bureau staff will identify unit statistical reports with critical errors that have overdue experience ratings and notify the carrier via certified mail that, despite numerous previous attempts to secure corrections, errors on the unit remain unresolved. Carriers will be warned that failure to respond in 30 days may result in fine amounts up to a maximum of \$1,000 per unit per month until a satisfactory response is received. If the error remains uncorrected after the initial 30-day period, the carrier will receive a final warning advising that at the end of the next 30 days the unit statistical report will become subject to the Schedule of Statistical Plan Fines and will appear on the next and subsequent statistical reporting invoices until all critical errors have been resolved.

Questions regarding the handling of unit statistical reports with critical errors may be directed to Bonnie Piacentino, Director – Statistical Reporting, at (215) 568-2371, Extension 4456 or bpiacentino@pcrb.com.

Timothy L. Wisecarver
President

kg

Remember to visit our web site at www.pcrb.com for more information about this and other topics.