



## Pennsylvania Compensation Rating Bureau

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November 7, 2003

### **BUREAU CIRCULAR NO. 1464**

To All Members of the Bureau:

Re: **POLICY ENTRY AND EDIT PACKAGE (PEEP) ANNOUNCEMENT**

The Bureau is pleased to announce the industry-wide introduction of Policy Entry and Edit Package (PEEP). PEEP was specifically designed for the effective entry and electronic submission of policy information and has been designed to work with the ACCCT Compensation Data Exchange (CDX) application, which was announced in Bureau Circular No. 1463, dated October 29, 2003. Additional information regarding this product is provided in the attached announcement from the American Cooperative Council on Compensation Technology (ACCCT). ACCCT is an industry group which facilitates cooperative development of products related to workers compensation insurance. The Bureau is a participant in ACCCT's joint venture related to the PEEP project.

Timothy L. Wisecarver  
President

TLW/kg  
Attachment

***Remember to visit our web site at [www.pcrb.com](http://www.pcrb.com) for more information about this and other topics.***



American Cooperative Council on Compensation Technology  
7701 France Avenue South, Suite 450  
Minneapolis, MN 55435  
(952) 897-1737  
[www.accct.org](http://www.accct.org)

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**ACCCT ANNOUNCES RELEASE OF  
PEEP  
October 24, 2003**

**INTRODUCTION**

ACCCT is pleased to announce the introduction of the Policy Entry & Edit Package (PEEP), which was specifically designed for the effective entry and electronic submission of policy information. This software product is also designed to work with ACCCT's Compensation Data Exchange (CDX) application, which was announced earlier.

PEEP provides member insurers the ability to enter and electronically submit the following policy information types:

- New Policies
- Renewal Policies
- Endorsements
- Cancellations and Reinstatements
- Annual Rerate Endorsements
- Rewritten Policies – Policies with change to carrier code, policy number, effective date, etc.
- Policy Replacements – Includes rating change, non-rating change, add or delete state, etc.
- Proof of Coverage Transactions
- Non-Compliance Transactions

PEEP also provides important basic validation for all transactions and record types. The format of the transactions and record types comply with the WCIO standards for policy reporting, commonly known as WCPOLS. WCPOLS files can be imported into PEEP for purposes such as adding additional state records and correcting existing WCPOLS records.

PEEP software provides member insurers with the functions outlined above for submissions to Data Collection Organizations (DCOs) in the states of California, Delaware, Massachusetts, Michigan, Minnesota, New York, North Carolina, Pennsylvania and Wisconsin. Simply stated, ACCCT's new PEEP software application offers DCO member insurers one easy to use system for the entry, basic validation, and electronic transmission of policy information to all of these DCOs. Please check with individual DCO's for specific requirements and testing procedures.

This new ACCCT software application is available at no additional charge to current DCO member insurers in good standing.

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## HOW TO GET STARTED

Access to PEEP is provided through ACCCT's CDX system. ACCCT has established a *Central Administrator* to process all applications and establish accounts for all member insurers who desire to use the CDX system. You may contact the Central Administrator or the ACCCT representative(s) at the appropriate DCO(s) as shown below for additional information or to receive an application.

The detailed descriptions and instructions pertaining to the use of PEEP are included in the PEEP User's Guide, which can be found on the ACCCT Web site at [www.accct.org](http://www.accct.org).

## ACCCT CONTACTS

ACCCT MEMBERS	CONTACT PERSON	CONTACT NUMBER
Workers' Compensation Insurance Rating Bureau of California	Customer Service	1-888-229-2472
Delaware Compensation Rating Bureau, Inc.	Verna Blazys	215-320-4415
Insurance Services Office	Cliff Hall	201-469-2228
Workers' Compensation Rating and Inspection Bureau of Massachusetts	Chris Yergeau	617-439-9030, Ext 575
Compensation Advisory Organization of Michigan	Jon Heikkinen	734-462-9600, Ext 225
Minnesota Workers' Compensation Insurers Association, Inc.	Marc Coleman	952-897-6438
New York Compensation Insurance Rating Board	Lenora Snipes	212-697-3535, Ext 186
North Carolina Rate Bureau	Nanta Podabinski	919-783-9790
Pennsylvania Compensation Rating Bureau	Verna Blazys	215-320-4415
Wisconsin Compensation Rating Bureau	Elizabeth Rohde or Faymarie Hubbard	262-796-4551  262-796-4547

CENTRAL ADMINISTRATOR	CONTACT PERSON	CONTACT NUMBER
Insurance Services Office	Cliff Hall	201-469-2228