Pennsylvania Compensation Rating Bureau

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December 22, 2003

BUREAU CIRCULAR NO. 1470

To All Members of the Bureau:

Re: **NOTICE OF ALERTS AND CHANGES
FOR COMPENSATION DATA EXCHANGE (CDX)**

The Bureau announced the industry-wide introduction of Compensation Data Exchange (CDX) in Bureau Circular No. 1463 of October 29, 2003.   To recap, CDX is an Internet-based service that facilitates the electronic transmission of workers compensation data between member insurers and data collections organizations (DCOs) in participating states. This product is developed by the American Cooperative Council on Compensation Technology (ACCCT), 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 CDX project.

ACCCT has issued an alert regarding updates/changes and issues that have been identified through the use of the product. That notice is attached to this circular for your review and use.

Timothy L. Wisecarver
President

TLW/kg
Attachment

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

NOTICE OF ALERTS AND CHANGES FOR CDX
COMPENSATION DATA EXCHANGE
December 22, 2003

Recently ACCCT announced Compensation Data Exchange (CDX). As a reminder, CDX is an Internet-based service that facilitates the electronic transmission of workers' compensation data between member insurers and Data Collection Organizations (DCOs). For additional information refer to announcements received from participating DCOs, or visit the ACCCT Web site at www.accct.org.

The purpose of this communication is to alert you to a few updates/changes, and issues that have been identified through use of the product.

- Carrier Administrators/TPA Administrators and Users:
  When establishing TPA accounts, you are required to enter a unique TPA Number. For consistency, CDX has decided that the TPA FEIN will be used as the identifying number. The CDX User Guide has been updated to reflect this change. It is recommended that TPAs coordinate their access/logons with carriers they plan to trade with. If a TPA is working with more than one carrier they can have multiple or single logons, depending on business needs.

- Frequency of Submissions and Product Availability:
  When establishing accounts, and determining usage needs, it is important that you contact the DCOs you plan to trade with to determine frequency and timing of submissions, product availability, etc.

- Insurance Group Administrators/Carrier Administrators/Users:
  A few Users have reported issues when attempting to send files via CDX. In each case we determined that the Status for sending products needed to be adjusted. If you have experienced difficulty in sending data please review the Send Status of the product you are trying to send. For you convenience, the following is an excerpt from the CDX User Guide:

  Status - Users can choose NA, Test, or Production from the drop-down list. Users will choose NA if not yet transmitting this product via CDX, Test if in test mode with the product, and Production if the product is in production with CDX.

  If, after reviewing the Send Status, you are still experience problems, please contact your DCO representative for assistance.

ESTABLISHING YOUR SYSTEM ADMINISTRATION

As a reminder, the CDX system requires that member insurers establish a User Account and designate an Insurance Group Administrator (IGA) as the first step in using CDX with any DCO. To initiate the account, member insurers will be required to complete an application. The application and instructions can be found on the ACCCT web site at www.accct.org. 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.

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.	John Murphy	215-320-4418
Insurance Services Office	Cliff Hall	201-469-2228
Workers' Compensation Rating and Inspection Bureau of Massachusetts	Joshua de Souza	617-646-7540
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	Lennora Snipes	212-697-3535, Ext 186
North Carolina Rate Bureau	Nanta Podobinski	919-582-1061
Pennsylvania Compensation Rating Bureau	John Murphy	215-320-4418
Wisconsin Compensation Rating Bureau	Miguel Garcia or Michael Mann	262-796-4403 262-796-4401

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