

DEPARTMENT OF INSURANCE

STATISTICAL ANALYSIS DIVISION
300 SOUTH SPRING ST.
LOS ANGELES, CA 90013
www.insurance.ca.gov



APRIL 09, 2008

Workers Compensation Adjuster Certification Data Call (WCAC-2008)

TO: All companies offering Workers Compensation Insurance in California

SUBJECT: Reporting Obligations Under California Insurance Code (CIC) 11761 and California Code of Regulations, Title 10, Chapter 5, Subchapter 3, Sections 2592 – 2592.08

The purpose of this letter is to serve as a formal notice of your company's reporting obligations under California Insurance Code Section 11761 and California Code of Regulations, Title 10, Chapter 5, Subchapter 3, Sections 2592 – 2592.08. This letter provides specific instructions on how to retrieve the reporting materials from the internet.

WHAT IS THE WCAC-2008 DATA CALL?

California Insurance Code Section 11761 and California Code of Regulations, Title 10, Chapter 5, Subchapter 3, Sections 2592 – 2592.08 require all companies, admitted to transact workers' compensation insurance in California, to submit information on their claims adjusters, medical-only claims adjusters and medical bill reviewers to the department on a **annual basis**. In cooperation with the California Department of Insurance's Legal Division and Producer Licensing Bureau, the Statistical Analysis Division has developed the WCAC-2008 Data Call. This data call is intended to provide a uniform method of data collection, as well as, to provide companies with a convenient and efficient manner of fulfilling their reporting obligations.

For additional information on CIC 11761, visit the State of California Legislative Information website. The instructions are outlined in the following section:

- For a copy of CIC 11761 visit the State of California Legislative Information website at <http://www.leginfo.ca.gov>.
- Upon entering the website, click on "CALIFORNIA LAW".
- Select the box entitled "Insurance Code" from the list of codes (located in 2nd column)
- Scroll down to bottom of page and ENTER "11761" in the Search By Keyword field.
- Click "Search" button (located at the bottom of page)
- Select the appropriate link from the results page.

For additional information on California Code of Regulations, Title 10, Chapter 5, Subchapter 3, Sections 2592 – 2592.08, visit the State of California Office of Administrative Law's website. The instructions are outlined in the following section:

- For a copy of CCR Section 2592-2592.08 visit the State of California Office of Administrative Law website at <http://ccr.oal.ca.gov>.
- Upon entering the website, click on "SEARCH FOR A SPECIFIC REGULATORY SECTION".
- Click on the field entitled "SECTION" and enter "2592" in SECTION field.
- Click "Search" button
- Select the appropriate link from the results page. (Sections 2592 – 2592.08)

Workers Compensation Adjuster Data Call [WCAC-2008]

Circular Letter

WHO IS REQUIRED TO REPORT?

The WCAC-2008 reporting requirements pertain to companies **that are admitted to transact workers' compensation insurance in California.** For the purposes of the WCAC-2008 reporting requirements, ***Workers' Compensation Insurance is defined by California Insurance Code Section (CIC) 109.***

- If your company **is admitted to transact workers' compensation**, as defined by CIC 109, your company is subject to the reporting requirements in CIC 11761 and California Code of Regulations, Title 10, Chapter 5, Subchapter 3, Sections 2592 – 2592.08. Your company must respond to the WCAC-2008 data call. Companies that have experience to report under this data call are required to complete the WCAC-2008 Acknowledgement of Receipt Form confirming their participation in the WCAC-2008 data call.
- If your company is admitted to transact workers' compensation insurance in California but **has not written or has no existing workers' compensation business (as determined by your company's California State Page Exhibit – Line 16)**, please complete the **"ADMITTED COMPANY WITH NO EXPERIENCE TO REPORT"** section in the WCAC-2008 Acknowledgement Form and return this form to the California Department of Insurance.
- If your company is **NOT currently admitted to transact Workers Compensation Insurance**, please complete the **"WE ARE CURRENTLY NOT MARKETING NEW BUSINESS AND ARE NOT MAINTAINING EXISTING BUSINESS IN WORKERS COMPENSATION INSURANCE IN CALIFORNIA"** section in the WCAC-2008 Acknowledgement of Receipt Form and return this form to the California Department of Insurance.
- **NON-COMPLIANT COMPANIES:** Companies that fail to submit a completed and signed WCAC-2008 ACKNOWLEDGEMENT OF RECEIPT FORM by the due date requested will be considered as non-compliant with CIC 11761 and California Code of Regulations, Title 10, Chapter 5, Subchapter 3, Sections 2592 – 2592.08. Companies will be identified as being in non-compliance under California Insurance Code Section 700 (c) and will be referred to the department's Legal Division for further action.

HOW DO COMPANIES FULFILL THEIR REPORTING OBLIGATIONS?

Companies that are admitted to transact Workers Compensation Insurance in California, as defined by CIC 109, **must complete the following steps in order to fulfill their reporting obligations under CIC 11761 and California Code of Regulations, Title 10, Chapter 5, Subchapter 3, Sections 2592 – 2592.08:**

- Step 1:** Complete & Return the **WCAC-2008 Acknowledgement of Receipt Form** to the California Department of Insurance. This form can be completed electronically and returned to the department via e-mail. Follow the instructions included in the WCAC-2008 Acknowledgement of Receipt Form.
- Step 2:** Download the **WCAC-2008 Statistical Plan** and **WCAC-2008 Data Workbook** from the California Department of Insurance's Public Website. *Instructions for retrieval of this information are contained in the next section.*
- Step 3:** Review the reporting instructions in the WCAC-2008 Statistical Plan and **collect the information pursuant to instructions and definitions stated in the WCAC-2008 Statistical Plan.**
- Step 4:** **Enter the information required** in the WCAC-2008 Data Workbook.
- Step 5:** **E-mail the completed WCAC-2008 Data Workbook** to the California Department of Insurance. E-mail instructions are contained in the WCAC-2008 Data Workbook and Statistical Plan.
- Step 6:** Complete and return the **Annual Certification Forms** via US Mail to the department.

Workers Compensation Adjuster Data Call [WCAC-2008]

Circular Letter

HOW TO RETRIEVE THE WCAC-2008 REPORTING INSTRUCTIONS AND FORMS

The department is requiring all companies to submit the reporting forms for the WCAC-2008 Data Call via e-mail to the California Department of Insurance's website.

To retrieve the WCAC-2008 reporting forms (Acknowledgement of Receipt Form, Statistical Plan, Transmittal Forms and Annual Certification Forms), please follow the instructions below:

- Go to the Department of Insurance website at <http://www.insurance.ca.gov>.
- Select the **INSURERS** page.
- From the **INSURERS** page, select **DATA & REPORTS** link on the left-hand column.
- Select **STATISTICAL PLANS** and then **Reporting Year 2008 Statistical Plans** link.
- A message will appear requesting a user name and password. Enter the following:
User Name: **DATANSTATS** (case sensitive)
Password: **STAT2008** (case sensitive)
- Select **Workers Compensation Adjuster Data Call [WCAC-2008]**.
- From the WCAC-2008 site, you can retrieve:
 - ***WCAC-2008 Acknowledgement of Receipt Form – DUE MAY 12, 2008* This form must be returned via e-mail per the instructions included in the form.***
 - ***WCAC-2008 Data Workbook*** (Excel Form: 2008_WCAC_DATAWORKBOOK.xls) – ***DUE JULY 11, 2008. This form must be returned via e-mail per the instructions included in the workbook.***
 - ***WCAC-2008 Statistical Plan – Contains detailed instructions on how to complete the tables in the WCAC-2008 Data Workbook and Annual Certification Forms.***

* **IMPORTANT** Regardless of your reporting experience, the **Acknowledgement of Receipt Form MUST BE RETURNED VIA E-MAIL NO LATER THAN MAY 12, 2008** to:
submissions@insurance.ca.gov

WCAC-2008 IMPORTANT DATES TO REMEMBER:

- The ***WCAC-2008 Acknowledgement of Receipt Form*** is due no later than **MAY 12, 2008**.
- The ***WCAC-2008 Data Workbook*** is due no later than **JULY 11, 2008**.
- **Requests for extensions in submitting the WCAC-2008 data call** must be received no later than **JUNE 13, 2008**.

All extension requests should be in writing and must be sent by e-mail to:
hayine@insurance.ca.gov.

Should you have an extension requests, and/or questions related to the Statistical Plan or programming of the Transmittal Forms, please address your inquiries or concerns to the contact person indicated below.

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Statistical Analysis Division
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Sincerely,

Benjamin J. Gentile

Benjamin J. Gentile
Chief, Statistical Analysis Division
CALIFORNIA DEPARTMENT OF INSURANCE