

ANNUAL REPORTING REQUIREMENT ACTIVATED

This notifies you that the Iowa Division of Workers' Compensation is activating the requirement for annual reports to be filed for all claim files that are open at the close of business on June 30, 2004 and June 30 of each following year. This is a continuing requirement that recurs annually without further notice. See rule 876 I.A.C. 11.7.

This also notifies you that a "test annual report" is required for all claims open at the close of business on December 31, 2003. The "test annual report" will test the procedures and programs used by the agency and trading partners in the annual report process. The procedures used will be the same as a regular annual report except for the duration of the period reported and the absence of a previous annual report. The "test annual report" payments to be reported are those paid through December 31, 2003. The payments to be reported in the regular annual report period ending June 30, 2004 are those paid during the period from January 1, 2004 through June 30, 2004. The payments reported in the test will be recorded, added to the agency database and must not be repeated in the regular annual report for the period ending June 30, 2004. For all subsequent years' annual reports, all payments paid during the full twelve-month period ending June 30 are to be reported.

If a "test annual report" is not filed for any claim file that has "open" status on the agency database, that file will be changed to a "closed" status if the date of the reported injury is prior to January 1, 2002 and no reports have been filed for the file since January 1, 2002. If further benefits are paid in a claim that has been closed it will be necessary to reopen it.

Annual reports shall be transmitted to the agency within the two-week period beginning with the date specified below, according to the first letter of the name of the insurance carrier or self-insured employer responsible for reporting benefit payments according to the following schedule:

A-C---August 1 following the end of the period reported (February 1 for the test).

D-G---August 15 following the end of the period reported (February 15 for the test).

H-Q---September 1 following the end of the period reported (March 1 for the test).

R-Z---September 15 following the end of the period reported (March 15 for the test).

(Example: Frugal Insurance Group transmits annual reports during the period of February 15 through February 29 for the "Test Annual Report" and August 15 through August 29 for regular annual reports.)

All trading partner agreements are amended to conform to this notice and this reporting schedule supercedes any previously established reporting schedule.