



**WCRIBMA TEST AUDIT PROGRAM
--- DESIGNATION OF PROGRAM COORDINATOR ---**

Carriers are required to designate a primary individual to act as the Program Coordinator to which all subsequent correspondence related to the WCRIBMA Test Audit Program will be distributed. A carrier shall immediately notify the WCRIBMA of any change in the Program Coordinator or their contact information, by sending an email to the WCRIBMA's Test Audit Department at testaudit@wcribma.org. Any delays resulting from a carrier's failure to notify the WCRIBMA of changes will not relieve the carrier of any of its obligations under the Test Audit Program.

Note: A carrier group may designate one coordinator for its entire group, a coordinator for a subset of companies within its group, or a coordinator for each company in its group. All member companies within a group that are licensed in Massachusetts must be accounted for. A different Designation Form must be completed for each Program Coordinator being identified, and all such forms to be submitted by a carrier group must be submitted together.

All completed forms must be emailed to testaudit@wcribma.org by October 26, 2018.

Group Name _____

Companies Included in Group
(attach if necessary) _____

Program Coordinator's Name & Title _____

Program Coordinator's Phone Number _____

Program Coordinator's Email Address _____

The Program Coordinator, within 30 days following the release of the Monthly Selection List, must electronically submit to the WCRIBMA the following materials for each policy selected:

- A. A copy of the auditor's worksheets (including summaries, notes, and documentation pertinent to proper completion of audit), employer's payroll statement, premium invoices, and all other pertinent information which the carrier would like to present to the WCRIBMA with respect to the selected risks. The WCRIBMA requires copies of original carrier audits for test audit comparison purposes and will not accept revised audits initiated after the test audit notification date.
- B. A copy of the claims data (loss run). For each compensable injury reported on the USR to the WCRIBMA, the following information must be included: name of the claimant, date of injury, standard classification assigned to the claim, claim file number, a brief description of what the employee was doing when the accident occurred, and the date the claim was reported to the carrier. If no claims are reported during the policy period, this should be explicitly stated in the information provided by the carrier.

The WCRIBMA will charge a \$200 fine to the carrier for each test audit selection for which the required material is not received within 30 days following the release of the Monthly Selection List. The submission of required test audit materials will not be considered received until all required materials are provided to the WCRIBMA. Refer to the WCRIBMA's website for additional details of the Test Audit Program.