



## Pennsylvania Compensation Rating Bureau

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### **BUREAU CIRCULAR NO. 1536**

To All Members of the Bureau:

Re: PENNSYLVANIA BASIC MANUAL – REVISED FORMAT  
BUREAU FILING No. 229  
**APPROVED EFFECTIVE NOVEMBER 1, 2007**

The Bureau has filed and the Insurance Commissioner has approved a format revision to the Basic Manual. These revisions become **effective as of 12:01 a.m., November 1, 2007** with respect to new and renewal business only.

The Bureau undertook this revision for the purpose of providing a more user-friendly, efficient means of viewing all pertinent classification information in one place in the Manual. This new format will assist policyholders, insurance agents and carrier personnel in locating and applying pertinent Manual language with respect to classification assignments.

Two of the components of the existing Section 5, the Rulings and Interpretations and numeric Underwriting Guide, are being integrated with the classification descriptions in Section 2. The alphabetic version of the Underwriting Guide is being placed at the end of the revised Section 2 for convenience.

Consistent with the above-described changes, the existing Section 5 has been eliminated. The remaining Manual sections have been renumbered accordingly, with the Experience Rating Plan now becoming Section 5 and the Merit Rating Plan becoming Section 6, with no Section 7 going forward.

Other information previously contained in Section 5, such as name of insured, corporate officer, endorsement filing procedure, etc., has been moved to Sections 1 and 3. The "name of the insured" procedure has been updated to the "WCPOLS" description format, which is the previously-approved electronic filing procedure already in place. Some grammatical and section reference changes have also been made in order to better accommodate the new format.

The Basic Manual will be updated to the new format on our website ([www.pcrb.com](http://www.pcrb.com)) at a later date.

Timothy L. Wisecarver  
President

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DCirc

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