

# New Jersey Automobile Insurance Risk Exchange

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This is to inform you of revisions to the NJAIRE Procedure Manual Exhibits 2, 9, 10 and the cover page that were recently approved by the NJAIRE Board of Directors and effective March 13, 2012. However, members are being provided a transition period for implementation of the amended Exhibit 2. Members are required to have the amended Exhibit 2 implemented by January 1, 2013.

**Exhibit 2:** In a continuing effort to further assist members in ensuring compliance with NJAIRE requirements, the NJAIRE Board of Directors approved amending the Reportable Claimant Determination Form. The revisions will provide members with further clarification and guidance during the determination process. The following summarizes the changes:

- The questions have been re-ordered for fluency
- Clarifies the requested policy effective date *is for the period covering the date of loss*
- Clarifies the claimant must be a New Jersey resident *at the time of loss*
- Provides an additional consideration when characterizing the extent of injury
- Requires total settlement, along with the economic and non-economic loss breakdown if available

**REMINDER:** Effective January 1, 2012, all members were required to begin utilizing and maintaining a copy of the Reportable Claimant Determination Form for ALL paid BI claimants, in either paper or electronic form.

As an additional resource, members of the NJAIRE Board of Directors created a PowerPoint slideshow that can be used by claims' personnel as a training tool to assist in completion of the Reportable Claimant Determination Form. The slideshow highlights the purpose of the training, common errors made in the determination process, tort threshold verification guidelines and the eligibility and application of the No Limitation on Lawsuit (Zero Dollar) threshold for claimants. The training tool is available on the NJAIRE website ([www.njaire.org](http://www.njaire.org)) under the "Claims Training" tab.

**Exhibits 9 & 10:** The company share of administrative expenses was removed from the Annual Cash Settlement (ACS) Form #4 report (Exhibit 9) and placed under Section C. of the ACS True-up report (Exhibit 10). This reflects the layout of the reports currently received by members in the ACS.

**Cover Page:** Items G. and H. (Exhibits 9 & 10) from the prior version were consolidated under one heading, G., for all Annual Cash Settlement reports. 'Investment Income Distribution' was renamed 'True-up Report' to reflect the current report title.

Attached to this email are copies of the amended NJAIRE Procedure Manual Exhibits and an .XLS version of the revised determination form for your records. Please note that these documents are also available on the NJAIRE website. Please be sure to provide the information contained in this notification to all company personnel responsible for NJAIRE. If you have any questions, please contact me at [mmcauley@iso.com](mailto:mmcauley@iso.com) or 201-469-2323.

Sincerely,



Michael McAuley

ISO - NJAIRE Central Processor