
WorkComp Insurance Tracking System (WITS) Overview

WITS is designed to manage all aspects of workers compensation in a user-friendly and flexible environment. Currently, the software does not include a claims processing module, but there are plans to develop this. Following is a list of the main functions in the program:

- Reminder/Tickler file for users
- Policy Administration including:
 - Billing, Individuals, Class Codes & Payroll, Factors, Certificates, Other Locations/Names, Notes
- Loss Control – this includes customized scoring and the ability to import loss control profiles and activity from Excel
- Accounting Functions
 - Payment Entry
 - Agent Commission Activity
 - Audit Entry
 - Billing Cycle
- Endorsements – can be customized to fit your standard endorsements
- Claims Data Import
- Renewals – with concurrent Dec Page generation
- Audit Data Import & Export
- NCCI Reporting & Corrections
- Reporting – 50 built in reports – also, the database is “open” and will allow users to create add-hoc reports as needed
- Data Browser – this allows users to view and export virtually any data in the system for additional research or analysis
- Company Setup & Users
- Document Imaging – this requires third-party software and additional hardware, but the system is engineered to attach images to each policy file for later viewing

I can demonstrate the software and its various functions via a “Webex” conference at your request. This is a good way to see the software in action without actually visiting one another’s office.

**WorkComp Insurance Tracking System (WITS)
Conversion Plan**

Questions (to help determine the plan):

- (1) In what format is your current data?
- (2) In what format(s) can it be exported for use in conversion?
- (3) Is the data in a “relational database” – for instance, are there several class code records relating back to one policy record?
- (4) Is the data organized by fund year? Is there a separate record for each year for each member?

**WorkComp Insurance Tracking System (WITS)
Customization Plan**

Questions (to help determine the plan):

- (1) How important is it that your new system “behave” like your current system?
- (2) Do all of your reports require a company logo and company address?
- (3) Do you currently receive your audits electronically and import them into your system?
- (4) Do you currently export and email data to your auditor as a request to perform audits?
- (5) Regarding factors (such as emod, EL limits, etc) – how do you handle mid-year changes in these factors?