

Coventry Workers' Comp Network **EMPLOYER INFORMATION FORM**

Introduction to your Workers Compensation Health Care Network Program

Safeco has chosen Coventry Workers' Comp Network, a workers compensation health care network certified by the State of Texas, to offer a workers' compensation health care provider network program. The necessary materials to implement the program are enclosed to help prepare you when an injury occurs.

Instructions for Employers

The "Employee Materials" is a key piece of information that you will be responsible for providing to your employees when you elect the network option. These materials are enclosed with versions in both English and Spanish.

Posting Requirements

The "notice of network" must be posted at each of your business locations. It is suggested that you post this at the same location where you have your OSHA information, workers' compensation coverage notice, minimum wage posting, etc.

Distribution of Materials

You are required to distribute the "Employee Materials" to all current employees and to new hires within 3 days of hire. Your employees need to sign the "Acknowledgment form" that is included in the materials.

The following are suggested methods for distributing the materials:

- Send hard copies of the materials to all employees (interoffice or US Mail)
- Email the materials to all employees with the acknowledgment form attached. Ask your employees to complete and return the acknowledgment form.
- Distribute the materials electronically and obtain an electronic signature
- Distribute the materials and acknowledgment form to new employees as part of your "new hire" packet.

The employee materials and the acknowledgment form are must be provided in English, Spanish and any other language common to your employees. Copies of the materials and the acknowledgment form are also available on our website at: safeco.com/hcn_tx. You may also call us at (800) 332-3226.

Documenting the Distribution of the Employee Materials

The process of distribution of the employee materials needs to be documented. The State of Texas requires the following aspects of the distribution be documented:

- Method of delivery of the materials and acknowledgment form
- To whom the materials were delivered
- The location of the delivery
- The date of the distribution

According to state regulations, failure to establish a documented process that includes the four elements above could create a presumption that your employees did not receive notice.

Other Important Items

- In your implementation packet we provided an Excel template of a “tracking spreadsheet” that you can use in this process. You can download this file from our website at: safeco.com/hcn_tx. You may also use your own documentation method, as long as it meets the above requirements.
- The sign acknowledgment forms should be retained in the employee’s personnel file. If an employee refuses to sign the form, you should document this refusal in their file. Please do not return these acknowledgment forms to Safeco. In the event of an injury, we will request a copy of the form at that time.
- Review your provider panel postings to ensure that the suggested medical providers are within the geographical service area of the worksite. You may call Concentra at 1-800-243-2336 for additional doctors.
- Additional information about Workers’ Compensation and networks can be found on the Texas Department of Insurance website: <http://www.tdi.state.tx.us/wc/index.html>

What to do in the Event of an Injury

- When an injury occurs, report it immediately to Safeco by calling (800) 332-3226
- If necessary, provide or arrange transportation of the injured employee to the network provider, or if appropriate, to the nearest emergency facility.
- Remind the injured employee that their medical care must be obtained through the Coventry Workers’ Comp Network (except for emergency care). You can down a list of providers from our website or call us for help in getting name of additional providers.

Important Note: Failure to provide your employees with the employee materials about the network and to obtain a signed acknowledgment form may allow the injured employees to obtain care outside the network.