



Workers' Compensation Section

MEMORANDUM

TO: Private Carriers
Self-Insured Employers
Associations of Self-Insured Employers
Third Party Administrators

FROM: Charles J. Verre, Chief Administrative Officer

DATE: November 30, 2018

SUBJECT: Scheduled Discontinuance of D-38 Paper Forms

Effective January 1, 2019

Due to the implementation of CARDS (Claims and Regulatory Data System) and the planned transition to a paperless system, DIR/WCS will no longer be accepting paper Claims Indexing Forms (D-38). This includes emails and facsimiles of the paper form. Paper forms received after December 31, 2018 will not be processed.

You must use the CARDS Web Portal or Flat File format to submit all claims information and updates.

The CARDS Web Portal is available at <https://cards.nv.gov>. New users may click on the “Register Today” button to start the process. You must be a registered user with an activated account and have D-38 permissions to submit claims information and updates.

Flat File format information is available at: <http://dir.nv.gov/WCS/cards>. Download the [D-38 Flat File Format \(rev 2/12/18\)](#).

Please direct questions as follows:

CARDS related send to CARDS@business.nv.gov (login, password, general system issues).

INDEXING related send to indexing@business.nv.gov (claims indexing guidance and questions).