

NEVADA 2018 ANNUAL INSURER INFORMATION FORM - ACTION REQUIRED

Due on or before May 7, 2018

TO: All Nevada Workers' Compensation Insurers (Active and Inactive)

CC: Nevada Workers' Compensation Third Party Administrators (TPAs)

FROM: Charles J. Verre, Chief Administrative Officer, Nevada Workers' Compensation Section (WCS)

RE: 2018 ANNUAL INSURER INFORMATION FORM (CARDS Web Portal)
ACTION REQUIRED - Due On or Before May 7, 2018

Background:

Every insurer (private carriers, self-insured employers and associations of self-insured public and private employers) licensed for workers' compensation in Nevada must complete and submit the *Insurer Information Form* annually and within 30 days of changes. Failure to provide this information may result in administrative fines pursuant to NRS 616B.006, NAC 616A.410 and NAC 616D.415.

The *Insurer Information Form* is now required to be completed on the Claims and Regulatory Data System (CARDS) web portal. The form in its previous Word format is no longer available on the WCS web site and will not be accepted.

Insurers must designate up to two (2) CARDS Account Administrator(s) who will be responsible for maintaining users and permissions in CARDS. Account Administrators are required to be employees of the insurer making the designation. At least one individual user must be given permission by an Account Administrator to access the *Insurer Information Form*.

The WCS requires all workers' compensation insurers (private carriers, self-insured employers, and associations of self-insured employers) to use our Claims and Regulatory Data System (CARDS). In addition to the *Insurer Information Form*, the CARDS web portal currently allows insurers the ability to manage contact information, report claims data (D-38 submission), and run reports.

Required Action:

1) Insurers that have not designated at least one (1) Account Administrator in CARDS:

- Please complete the [CARDS Account Administrator Designation Form](#) for the insurer and submit via email as an attachment to CARDS@business.nv.gov. (Note: Account Administrators are required to be employees of the insurer making the designation.)
- Once the registration process is completed, instructions for granting user permissions and submitting the *Insurer Information Form* will be provided.

As the due date for the *Insurer Information Form* submission in CARDS is May 7, 2018, we recommend you begin the registration process as soon as possible. For additional information, click here for the [CARDS External System User Manual](#).

2) Insurers that have designated an Account Administrator in CARDS but have not yet completed the *Insurer Information Form* in the portal:

- A registered CARDS user with the *Insurer Information Form* permission set to ‘Yes’ must login and select the *Insurer Information Form* from the ‘Forms and Tools’ menu. This will display the blank form to be completed.
- Complete each field and review for accuracy.
- **Click the ‘Submit’ button.** This will ensure the submission of the *Insurer Information Form* is processed as required.

For additional information, click here for the [CARDS External System User Manual](#).

3) Insurers that have submitted an *Insurer Information Form* in CARDS:

If the *Insurer Information Form* was submitted in the web portal on or after February 1, 2018, there is no requirement to resubmit the form unless you have changes or updates to make.

If the *Insurer Information Form* was last submitted prior to February 1, 2018, it will need to be submitted at this time. Because the *Insurer Information Form* previously submitted is already saved in the CARDS system, a blank form is not required to be completed in the portal. Only a review of the current information stored in CARDS (and any necessary corrections or updates) are required at this time. To ensure WCS can confirm that this has been done, the following steps must be taken:

- A registered CARDS user with the *Insurer Information Form* permission set to ‘Yes’ must login and select the *Insurer Information Form* from the ‘Forms and Tools’ menu. This will display the information currently in the CARDS database.
- Review each field for accuracy and make any necessary changes.
- Click the ‘Submit’ button. **You must hit the ‘Submit’ button even if all the information was correct and no changes were made.** This will ensure the submission of the *Insurer Information Form* is processed as required.

For additional information, click here for the [CARDS External System User Manual](#).

The applicable Required Action (1 and/or 2 or 3) must be completed by May 7, 2018. Failure to complete the required action may result in administrative fines.

Direct questions to the WCS Research and Analysis Unit at wcsra@business.nv.gov or to 702-486-9080.

Visit our web page for [Insurer Information Form Quick Steps](#).