

OVERVIEW
FISCAL YEAR 2016 WCS WORKERS' COMPENSATION
CLAIMS ACTIVITY REPORT AND INSURER INFORMATION FORM

COMPLETE AND SUBMIT TO WCS BY: FEBRUARY 28, 2017

Welcome to the Workers' Compensation Section (WCS), Research and Analysis *Fiscal Year 2016 WCS Workers' Compensation Claims Activity Report* and *Insurer Information Form* overview page. All the information you need to complete and submit these documents can be found on our website at [Insurer and TPA Reporting](http://dir.nv.gov/WCS/Insurer-TPA_Reporting/) (http://dir.nv.gov/WCS/Insurer-TPA_Reporting/). [If you have questions about this process, please call Research & Analysis at \(702\) 486-9080.](#)

A link to our website with report forms and instructions were emailed to all workers' compensation insurers in January 2017. Courtesy emails were also sent to third party administrators. The due date for the *Fiscal Year 2016 WCS Workers' Compensation Claims Activity Report (Activity Report)* and *Insurer Information Form (Information Form)* is **February 28, 2017.**

BACKGROUND

Nevada Revised Statutes (NRS) 616B.009(1) states: "All insurers shall report to the administrator, annually or, at intervals which the administrator requires, all accidental injuries, occupational diseases, dispositions of claims and payments made pursuant to chapters 616A to 617, inclusive, of NRS or regulations adopted by the division pursuant thereto." Additionally, Nevada Administrative Code (NAC) 616B.016 defines what each insurer shall report. The *Activity Report* is the means by which insurers fulfill this statutory and regulatory requirement. The *Information Form* is a supplement to the *Activity Report* and is required to be completed and returned pursuant to NRS 616B.006 and NAC 616C.410.

WHO MUST REPORT?

All workers' compensation insurers (*Active or Inactive*) must complete and submit an *Activity Report (or the Statement of Inactivity)* and the *Information Form*. This includes all self-insured employers, associations of self-insured public and private employers, private carriers and employers who provide accident benefits for injured employees pursuant to NRS 616C.265 (also called "ex-meds"). Nevada law allows lifetime claim reopening rights to injured workers under certain circumstances. Therefore, inactive insurers who maintain claim files from their active period of insurance must file a report indicating any activity OR no activity on these claims during the year, including expenses due to claim reopening, an ongoing permanent disability status or other miscellaneous claim expenses.

METHODS OF REPORTING

Electronic (Preferred): If you received the email data request, you received the link to our website with the electronic forms and instructions. The forms should be completed and sent as email attachments to wcsra@business.nv.gov. **Do not** print the *Activity Report* form to use for submitting by fax or mail.

Hard Copy: The hard copy *Activity Report* form is available upon request by emailing wcsra@business.nv.gov. The hard copy form should be printed, then completed and faxed or mailed to WCS at the fax number or address below. **Do not** attempt to use this form to file electronically.

OVERVIEW (cont)
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Hard copy *Activity Reports, Statements of Inactivity and Information Forms* may be faxed to:

(702) 990-0364
Attn: Research and Analysis

or **mailed** to:

Division of Industrial Relations
Workers' Compensation Section
1301 North Green Valley Parkway, Suite 200
Henderson, NV 89074
Attention: Research and Analysis

FORMS AND INSTRUCTIONS

Scroll down to the "Annual Claims Activity Data Call" section on the [Insurer and TPA Reporting](#) page of WCS website to access the following forms.

Fill out and submit via email as an attached Excel file:

- **FY 2016 WCS Workers' Compensation Claims Activity Report**

May be submitted as Word or .pdf documents via email, fax or mail:

- **Statement of Inactivity**
- **Insurer Information Form**

The following instructions and references are provided to assist in the completion of the reports:

- **Email Request to Insurers and TPAs**
- **Definitions (Attachment #1)**
- **General Instructions (Attachment #2)**
- **Instructions for Filing Electronically (email) (Attachment #3)**
- **NRS 616B.009 AND NAC 616B.707 (Attachment #4)**
- **NAC 616B.016 (Attachment #5)**

If you have any questions, contact Research and Analysis by email at wcsra@business.nv.gov or by telephone at (702) 486-9080.