

**“WC Safety Fund Assessment Contact” on Insurer Information Form:** This is a new contact that is required for the purpose of assisting the Department of Business & Industry in maintaining accurate and up-to-date contact information related to insurer assessments.

**WC Safety Fund Assessment Contact**  
For issues related to assessment forms, payment, and accounting.

Title	First Name *	M.I.	Last Name *	Suffix
Select...	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select...
E-Mail *				
<input type="text"/>				
Organization Name *		Contact Description		
<input type="text"/>		<input type="text"/>		
<input type="checkbox"/> Use Main Physical Address				
Address Line 1 *		City *	State/Province *	
<input type="text"/>		<input type="text"/>	Nevada x	
Address Line 2		Postal Code *		
<input type="text"/>		<input type="text"/>		
Address Line 3				
<input type="text"/>				
Phone 1 Type	Phone Number 1 *	Phone 2 Type	Phone Number 2	
<input type="text"/>	( ) - -	<input type="text"/>	( ) - -	

**“Individual Completing Form” on TPA Information Form:** This information is required for the purpose of identifying and maintaining contact information for your most recent form submitter, as well as to assist in form processing. This was already a requirement on the Insurer Information Form.

**Individual Completing Form**

Title	First Name *	M.I.	Last Name *	Suffix
Select...	Ruth	<input type="text"/>	Ryan	Select...
E-Mail *				
rut2@yahoo.com				
Organization Name *		Contact Description		
<input type="text"/>		<input type="text"/>		
<input type="checkbox"/> Use Main Physical Address				
Address Line 1 *		City *	State/Province *	
<input type="text"/>		<input type="text"/>	Nevada x	
Address Line 2		Postal Code *		
<input type="text"/>		<input type="text"/>		
Address Line 3				
<input type="text"/>				
Phone 1 Type	Phone Number 1 *	Phone 2 Type	Phone Number 2	
<input type="text"/>	( ) - -	<input type="text"/>	( ) - -	

**New Organizational Information on Home Page:** In order to make some of the basic, workers’ comp-related, information about your organization(s) more accessible within the CARDS system, several fields have been added under each organizational name header. What information is displayed is contingent on the type of insurer (i.e., whether a TPA, private carrier, self-insured employer or association), as demonstrated below.

TPAs: FEIN; TPA License Number; Effective/Expiration Dates; and Nevada Certificate of Authority (Associated Insurers)

**WINCHESTER CLAIMS** Forms and Tools ▾

FEIN: 000000000	TPA3-SIE Effective Date: 1/1/1999	TPA4-PC Effective Date:
TPA License Number: LIC NUMBER	TPA3-SIE Expiration Date: 1/1/1999	TPA4-PC Expiration Date:

**Associated Insurers**

Name ▲	NV Certificate of Authority #	FEIN ⇅	
Boulevard Insurance	NV CERT	000000000	<a href="#">Insurer Information Form</a>

Self-Insured Employers/Associations: FEIN; Nevada Certificate of Authority; Company ID; and Date Certified/Decertified

**SAMPLE INC**

123 Address Ave  
Las Vegas, NV 89100

FEIN:	Date Certified:
NV Certificate of Authority Number:	Date Decertified:
Company ID: ----	

Private Carriers: FEIN; Nevada Certificate of Authority; NCCI Carrier Code; NAIC Number; Date Certified; Workers' Comp Status ("Active" or "Inactive"); and Status Date

**Boulevard Insurance**

3360 w sahara ave  
las vegas, Nevada 89102

FEIN: 000000000	Date Certified: 1/2/1999
NV Certificate of Authority Number: NV CERT	Worker Comp Status: Active
NCCI Carrier Code: CARRIER CODE	Worker Comp Status Date: 1/1/1999
NAIC Number: NAIC	

**Site Timeout:** The CARDS portal times out after 20 minutes of inactivity. After 15 minutes of inactivity, the system now generates a pop-up warning and asks if you wish to remain logged in. At that point, you have 5 minutes to either click "Back" or close the pop-up to remain logged in. If no action is taken, or if you click "Confirm", you will be logged out and returned to the login page. Previously, the CARDS portal did not provide any warning or notice for site time out, which also allowed users to fill out forms that they were unable to submit. This update should resolve those issues.

**Logout?**

Your session is about to end due to inactivity and you will lose any unsaved data. Click on "Back" to continue editing or "Confirm" to log out.

Back
Confirm

**Claim Numbers in Claim Submissions Table:** The claim number now displays for all submissions in your Claim Submissions table. Previously, claim numbers were only displayed for “Approved” claims. They now display for “Pending”, “Rejected”, and “Corrections Required” status as well.

Ticket #	Status	Status Date	Submitted By	Claim #	SSN (Last 4)	Date of Injury	Insurer
TK-0294-521	Corrections Required	5/18/2020 9:18 AM	[Redacted]	D192879	4848	4/1/2020	Boulevard Insurance
TK-0186-361	Rejected	5/6/2019 1:47 PM	[Redacted]	7085AJ9A000	5555	3/1/2019	Boulevard Insurance
TK-0015-160	Approved	4/19/2018 1:57 PM	[Redacted]	111111111111111	9999	1/1/1900	Boulevard Insurance
TK-0007-593	Rejected	5/4/2017 5:28 PM	[Redacted]	ZZ78822992	1111	1/1/1999	Boulevard Insurance

**Create New Claim from Rejected:** You may now create a new D-38 claim from a previously “Rejected” claim record. First, select the “Rejected” claim that you wish to submit as a new claim from your Claim Submissions table and open it. Next, click the “Create New Claim” button at the top of the opened claim form, and then a pop-up box containing a drop-down will appear requiring you to select the insurer to which the new claim applies. Once an insurer is selected, the new claim form will appear with all other information pre-filled from the previously rejected form. The purpose of this update is to make it easier to modify and resubmit rejected claims. *\*\* Note: This function should be used with caution and only for circumstances in which the new claim will replace the rejected one. Be sure to thoroughly review all pre-filled fields for accuracy.*

Click TK to open

Click “Create New Claim”, then select insurer from drop-down

Ticket #	Status	Status Date	Sub
<a href="#">TK-0186-361</a>	Rejected	5/6/2019 1:47 PM	kris
TK-0015-1			
TK-0007-5			

**Boulevard Insurance | D-38 Claim Form**

Rejected

A valid SSN is required to submit claims. If the injured worker is an undocumented worker please select UD Yes. Please obtain the social and re-submit the claim information through the CARDS web portal.

Claim Number \*  Claim Type

Submitter Information

Date Claim/Webform Submitted to WCS

**D-38: Claim Form**

You are about to create a new D-38 Claim Form with the information from this rejected record.

Select Insurer

- Boulevard Insurance
- PILOT TRAVEL CENTERS LLC

**Delete Rejected Claims:** You may now delete “Rejected” claims. To do so, first select the “Rejected” claim you wish to delete from the Claim Submissions table and open it. Next, click the “Delete” button at the top of the opened claim form, and a pop-up box will appear. In the pop-up, click “Confirm” to continue with the deletion, or click “Back” to return to the rejected form. Once deleted, a success message displays at the top of your home page in a green banner.

Click TK to open

Click “Delete”, then click “Confirm” to continue

Success Message

Success! The rejected D-38 Claim Submission has been deleted.

**Expiration Date for Insurer/TPA Relationship:** When you set a Relationship Expiration Date for an associated TPA on your Insurer Information Form, the TPA will now continue to have access to creating and updating claim submissions *until end of day on the day the relationship is set to expire*. TPA access will be denied beginning the next day. The system previously denied TPA access beginning on the same day as the Expiration Date.

Relationship Expires today – TPA has access

Relationship Expired yesterday – no access

**D-38 Claim Closure Total Cost at Closure:** When reopening a claim, the “Total Cost at Closure” field is no longer required. This corrected a system glitch. Only “Reopen Request Date”, “Reopen Effective Date”, “Reopen Decision Date”, and “Reopen Decision” fields are required at the time of opening. “Total Cost at Closure” is only required at close, because users don’t typically know the costs associated when opening the claim.

Claim Closed/Reopened

Reopen Request Date: 07/07/2020

Reopen Decision Date: 07/07/2020

Reopen Decision: Yes

Reopen Effective Date: 07/07/2020

Date Closed: [Empty]

NRS Close Code: Select...

Total Cost at Closure: \$ [Empty]

The Total Cost at Closure must be an aggregate amount from all open claim periods.

Reopen Request Date	Reopen Decision Date	Reopen Decision	Reopen Effective Date	Date Closed	NRS Close Code	Total Cost at Closure	Edit	De
				07/01/2020	NRS 616C.235 (1)	\$0.00	Edit	De
07/05/2020	07/05/2020	Yes	07/05/2020	07/05/2020	NRS 616C.235 (1)	\$100.00	Edit	De
07/05/2020	07/05/2020	Yes	07/05/2020	07/06/2020	NRS 616C.235 (1)	\$100.00	Edit	De
07/07/2020	07/07/2020	Yes	07/07/2020				Edit	De

Add Closure/Reopen +

**\*\* Note:** For a short time, CARDS did not accept \$0 costs or any amount less than the previous (re)open period in the “Total Cost at Closure.” Those system changes were not retained, and users can now enter any amount of \$0 or greater in any open/close period. However, please remember that the “Total Cost at Closure” should always be the aggregate amount of costs from all claim periods.