

TO: Nevada Workers' Compensation Third-Party Administrators (TPAs)

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

RE: **TPA: [TPA NAME] – LICENSE # [LIC #]**  
 2022 ANNUAL TPA INFORMATION FORM (CARDS Web Portal)  
 FY21 STATEWIDE CLAIMS HANDLED DATA/LIST OF ACCOUNTS  
**ACTION REQUIRED - Due on or before May 5, 2022**

**Background:**

Every Third-Party Administrator (TPA) licensed for workers' compensation in Nevada must complete and submit the **TPA Information Form** in the CARDS web portal annually and within 30 days of changes. Additionally, TPAs must complete the **FY Statewide Claims Handled Data** annually and provide a list of the insurers they contract with to administer Nevada workers' compensation claims upon request by the stated due date(s).

Failure to provide this information may result in administrative fines pursuant to NAC 616A.410 and NAC 616D.415.

**Required Action - TPA: [TPA NAME] – LICENSE # [LIC #]:**

**1) 2022 TPA Information Form**

Review the current information stored in CARDS and make any necessary updates at this time. **You must submit a form even if no updates are needed.** To ensure WCS can confirm that this has been done, the following steps must be taken:

- A registered CARDS user with the **TPA Information Form** permission set to 'Yes' must login and select the **TPA 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 **TPA Information Form** is processed as required.

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

**2) FY21 Statewide Claims Handled Data**

The Administrator of the Division of Industrial Relations (DIR) is required by NRS 616D.120(4) to take into consideration the number of workers' compensation claims handled during a specified period when calculating a benefit penalty. The DIR has defined "claims handled" to be the sum of *Nevada only* workers' compensation claims accepted, denied, and reopened in a given fiscal year.

Complete the table below by providing the total number of claims accepted, denied and reopened during the 12 months from 7/1/20 through 6/30/21 **for all workers' compensation clients handled by this TPA** and return to [wcsra@dir.nv.gov](mailto:wcsra@dir.nv.gov) or fax to 702-486-8712.

Number of claims:	Accepted (A)	Denied (B)	Reopened (C)	Total WC Claims Handled (A+B+C)
FY21 (7/1/20 – 6/30/21)				

**3) List of Accounts**

Please provide a list of all workers' compensation insurers with which you are contracted to administer Nevada claims as of April 1, 2022. The list should include the Insurer Name and Certificate of Authority number. Please include all accounts including active and inactive private carriers, self-insured employers, and associations of self-insured employers. This list will be used to cross-reference the information provided by insurers in our CARDS portal.

Direct questions to the WCS Research and Analysis Unit at [wcsra@dir.nv.gov](mailto:wcsra@dir.nv.gov) or to 702-486-9080.