



Workers' Compensation Section

● 400 West King Street Ste. 400, Carson City, NV 89703 ● Phone: (775) 684-7270 ● Fax: (775) 687-6305 ● Email: wcshep@business.nv.gov

Sent: Wednesday, December 15, 2021

Subject: Nevada 2021 Annual Insurer Information Form (CARDS Web Portal) – Action Required – Due on or Before December 31, 2021

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

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

RE: 2021 ANNUAL INSURER INFORMATION FORM (CARDS Web Portal) - **ACTION REQUIRED - Due On or Before December 31, 2021**

******* NO ACTION IS REQUIRED FOR INSURERS THAT HAVE SUBMITTED INSURER INFORMATION FORMS IN THE CARDS PORTAL ON OR AFTER OCTOBER 1, 2021 *******

Background:

Every insurer (private carriers, self-insured employers and associations of self-insured public and private employers – active or inactive) 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 required to be completed in the Claims and Regulatory Data System (CARDS) web portal and is the way insurers "link" their TPA(s) in the system and provides WCS with required contact information.

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 allows insurers to report required claims data (D-38 submission) and run reports.

Required Action:

1) Insurers that have previously submitted an *Insurer Information Form* in the CARDS web portal:

A. If an insurer has submitted an *Insurer Information Form* in the CARDS web portal **on or after October 1, 2021**, there is no requirement to resubmit the form unless you have changes or updates to make.

B. If an insurer last submitted an *Insurer Information Form* in the CARDS web portal **prior to October 1, 2021**, one will need to be submitted at this time. Because the *Insurer Information Form* most recently submitted is already saved in the CARDS system, a blank form is not required to be completed in the portal.

C. 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 log in 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 at this time.
- **Please do not click on the Submit button multiple times or submit the same Information Form more than once.**

2) Insurers that have not yet completed the *Insurer Information Form* in the CARDS web portal:

- A registered CARDS user with the ***Insurer Information Form*** permission set to 'Yes' must log in 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.
- **Please do not click on the Submit button multiple times or submit the same Information Form more than once.**

For additional help with the Insurer Information Form: [Insurer Information Form-Quick Steps](#)

For additional information, click here for the [CARDS WEB PORTAL USER MANUAL](#) and here for the CARDS Information Page on our website: <http://dir.nv.gov/WCS/cards/>

The applicable Required Action must be completed by December 31, 2021. Failure to complete the required action may result in administrative fines.

Direct questions to the WCS Research and Analysis Unit at wcsra@dir.nv.gov.