

State of Nevada  
Department of Business and Industry  
Division of Industrial Relations  
**Workers' Compensation Section**

**FISCAL YEAR (FY)  
WCS WORKERS' COMPENSATION CLAIMS ACTIVITY REPORT**

**OVERVIEW**

**Complete and submit reports to [wcsra@dir.nv.gov](mailto:wcsra@dir.nv.gov).**

Welcome to the **FY WCS Workers' Compensation Claims Activity Report ("Activity Report")** overview. All the information you need to complete and submit the report 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/](http://dir.nv.gov/WCS/Insurer-TPA_Reporting/)). If you have questions about this process, please call the WCS Research & Analysis Unit at (702) 486-9080 or email [wcsra@dir.nv.gov](mailto:wcsra@dir.nv.gov).

Approximately 45 days prior to a report due date, a link to our website with report forms and instructions will be emailed to the State Statutory Reporting, Compliance, and Corporate contacts reported in the Nevada Claims and Regulation Data System (CARDS) by workers' compensation insurers. Courtesy emails are also sent to those registered to receive [Data Call Notifications](#) and third-party administrators (TPAs). The due date will be provided in the email and on the website.

**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.

**WHO MUST REPORT?**

Workers' Compensation Insurers (Active and Inactive)

- Private Carriers Licensed for Workers' Compensation in Nevada (writing and non-writing)
- Self-Insured Employer (current and inactive Certificates of Authority)
- Associations of Self-Insured Employers (current and inactive Certificates of Authority)

All workers' compensation insurers (*Active or Inactive*) must complete and submit an **Activity Report** or the **Statement of Inactivity**. 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. An insurer having no claims activity during the fiscal year must complete the **Statement of Inactivity** in lieu of the **Activity Report**.

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 of any activity OR no activity on these claims each year, including expenses due to claim reopening, an ongoing permanent disability status, or other miscellaneous claim expenses.

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**OVERVIEW, CONT.**

**METHOD OF REPORTING**

In our continued effort to transition to a paperless environment, the WCS requires electronic filing of the *Activity Report* or the *Statement of Inactivity*. Read and follow the instructions (Attachment #3) for filing by email to: [wcsra@dir.nv.gov](mailto:wcsra@dir.nv.gov).

**FORMS AND INSTRUCTIONS**

**Important:** Forms are fiscal year specific.

Scroll down to the "WCS Workers' Compensation Claims Activity Report" section on the [Insurer and TPA Reporting](#) page of WCS website to access forms and instructions.

Complete and submit via email as an attached Excel file:

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

**OR**

Complete and submit via email as an attached .doc or .pdf file:

- **FY Statement of Inactivity**

The following attachments are provided to assist in the completion of the reports:

- **Definitions (Attachment #1)**
- **General Instructions (Attachment #2)**
- **Instructions for Filing Electronically (Attachment #3)**

If you have any questions, contact the WCS Research and Analysis Unit by email at [wcsra@dir.nv.gov](mailto:wcsra@dir.nv.gov) or by telephone at (702) 486-9080.