

Subject: Nevada 2023 Annual Insurer Information Form (CARDS Web Portal) - Action Required - Due On or Before August 25, 2023

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

FROM: Valerie Hall, MBA, RN, Chief Administrative Officer, Nevada Workers' Compensation Section (WCS)

RE: 2023 ANNUAL INSURER INFORMATION FORM (CARDS Web Portal)
ACTION REQUIRED - Due On or Before August 25, 2023

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*** within 30 days of changes and upon request. **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. The form provides WCS with required insurer contact information and is the way insurers "link" their TPA(s) in the system. **Maintaining current contact information in CARDS ensures that insurers will receive important notifications including assessment invoices, administrative fines and informational notifications.**

In-State Claims Office Requirement:

Pursuant to NRS 616B.027(1)(a), every self-insured employer, association of self-insured employers and private carrier writing workers' compensation must provide an office in Nevada operated by the insurer or its TPA. Unless an insurer contracts with one or more TPAs licensed for workers' compensation that have in-state offices and has linked them in the "Related TPAs" area of the form, the insurer must provide an in-state office location that is not a private residence in the "Claims Office" contact block on the form.

Required Action:

- 1) If an insurer has submitted an ***Insurer Information Form*** in the CARDS web portal **on or after July 1, 2023**, there is no requirement to resubmit the form unless updates are needed.
- 2) If an insurer last submitted an ***Insurer Information Form*** in the CARDS web portal **prior to July 1, 2023**, or has never submitted the form, the ***Insurer Information Form*** will need to be submitted at this time. To ensure WCS can confirm that this has been done, the following steps must be taken:
 - **Only one *Insurer Information Form* per insurer is required.** A registered CARDS user with the ***Insurer Information Form*** permissions 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 the current information stored in CARDS. Review each field for accuracy and make any necessary changes.
 - If this is the first ***Insurer Information Form*** for this insurer, all fields will be blank, and you will need to submit all required information.

- Click the “Submit” button at the bottom of the form. **You must hit the “Submit” button even if all 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.**

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 Required Action must be completed by August 25, 2023. 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.