



Employer/Insurer Bulletin #: 24-0401

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EMPLOYER/INSURER UPDATES

The Commission held training sessions for various stakeholder interest groups including the Employers and Insurers during the week of 3/11/24 – 3/15/24. As stated during the training sessions, please refer to the Commission's homepage on the website for access to training videos and quick start guides. In addition, these training materials are available through the Knowledge Center on the CompHub landing page.

Also available on the Commission's website homepage is a link to the Employer Subscriber Designation form (*see link below*):

<https://www.cognitofirms.com/MarylandWorkersCompensationCommission/EMPLOYERSUBSCRIBERDESIGNATION>.

An insurer or employer may use this form to serve as written authorization and request to the Commission for the individual listed on it to be assigned as the Employer Subscriber for the Employer. This may be for the Employer or the Insurer to designate a TPA or some other user as the subscriber for a specific Employer. Please follow the instructions contained on the form and submit the form electronically. It will automatically be directed to Darlene Jones for processing.

As stated previously, ALL carrier filings **must** be submitted electronically via CompHub. The Commission will **not** accept paper filings. The only exception to this rule is that the Commission is temporarily allowing the filing of the First Report of Injury ("FROI") via paper as long as the FROI is completed and submitted on a form that is identical to the form published on the Commission's website (form may be located here: https://www.wcc.state.md.us/WFMS/Med_WebForms.html).

If a form is received that varies from the posted form in any way, it will be returned to the sender. The Commission continues to receive forms not matching the form published on its website and will continue to return them. (See link to form: https://www.wcc.state.md.us/PDF/PDF_Forms/SF1-FROI-Maryland.pdf)

When a user registers with CompHub, they must be cautious about the role they select when creating an account. No user will have access to any process until they select a role. If the user is an employer, they should wait to allow the Employer Subscriber to register them as a delegate. If the user is a new Employer Subscriber, he or she should complete the online form, enter the proper employer mailing address information in the form or the code that was mailed to the employer. When the form is submitted, the user's relationship to the Employer will be verified by the Commission. If the user is an insurer delegate, they will need to be registered and assigned as an insurer delegate by the Insurer Designee before they will have access.

The Commission will be posting a video on User Registration for Employers and Insurers on the CompHub Landing page in the Knowledge Center.

Any questions about this bulletin may be directed to DSmith@wcc.state.md.us