



**EMPLOYER/INSURER UPDATES**

The Commission will begin posting updates that pertain to the Employer/Insurer community in bulletins in the Knowledge Center on CompHub <https://comphub.wcc.state.md.us/web> in the Employer/Insurer section. Please check the Knowledge Center frequently for updates. These bulletins will also be published on the Commission's website at [www.wcc.state.md.us](http://www.wcc.state.md.us) in the 'Notices' section.

Please note that 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 will temporarily allow the filing of the First Report of Injury ('FROI') as long as the FROI is completed and submitted in the exact same format as posted on the Commission's website. The standard form must be used without any customization or size adjustment. Any version that is received that does not conform will be returned. To ensure timely filing, the Commission recommends using CompHub to submit the FROIs. This includes documents filed by TPA's or adjusters acting as Employer delegates.

- Carriers and TPA's will have the ability to utilize the "employer" role. The person designated by the employer/carrier will be assigned as a subscriber for the employer and then will be able to assign TPA's and adjusters as employer delegates. The Commission will accept a permission letter via email to [DJones@wcc.state.md.us](mailto:DJones@wcc.state.md.us) from either the Employer or the Insurer allowing the TPA to become the Employer Subscriber. Since this will be set up on an employer basis and not a carrier basis, this should eliminate any data privacy concerns. If a user is not a party to a case or assigned as a delegate for a particular employer, they will not have access to any confidential information in a claim.
- The Commission will allow Employers to establish a generic email like the carriers where all mail for that employer will be directed. This email can be provided in CompHub by the Employer Subscriber.
- Currently, all users in an employer role have access to all the processes that a carrier needs to perform.
- All C40 tasks are now being sent as notices to the insurer's generic email address.
- The Commission has also eliminated all Response Tasks that only an attorney can file from general distribution. (Responses or Objections to: Postponement, Change of Venue, and Rehearing Requests have become processes found under 'Start New Action' that an attorney may file in response to a request.)
- The Employer Subscriber and Insurer Designee may turn off E-notices for their employer and insurer delegates. When assigning delegates, the default will be 'No' for E-notices. The Employer Subscriber or the Insurer Designee can change this as needed. The Employer Subscriber will not be able to turn off E notices to the Employer Designee.
- The Commission will be creating and conducting Q & A sessions and posting training materials that are carrier/insurer focused. Details will be published on the Commission home page as well as in the Employer/Insurer Section in the Knowledge Center.

Any questions about this bulletin may be directed to [DSmith@wcc.state.md.us](mailto:DSmith@wcc.state.md.us)