

Policy Name:	Code of Ethics
Policy #:	HR – 1.01
Code/Rule Reference:	OAC 4123-15-01, 4123-15-02, 4123-15-03, 4123-15-04, 4123-15-05, 4123-15-06, 4123-15-07, 4123-15-08, and 4123-15-09
Effective Date:	September 1, 2015
Approved:	Toni Brokaw, Chief Human Resources Officer (signature on file)
Origin:	Human Resources
Supersedes:	All Human Resources policies, procedures, directives and memos regarding the code of ethics that predate the effective date of this policy.
History:	Revised: October 1, 2012; February 1, 2008
Review date:	September 1, 2020

I. POLICY PURPOSE

The purpose of this policy is to ensure that the public may have confidence and trust that Bureau of Workers' Compensation (BWC) employees are impartial, fair, and act only in the interest of the people, uninfluenced by any consideration of self-interest, except those inherent in the proper performance of their duties.

II. APPLICABILITY

This policy applies to all BWC employees.

III. POLICY

- A. Each employee shall maintain the highest standards of personal integrity in accordance with the laws of this state.
- B. The BWC is entrusted with the collection and distribution of a large fund. BWC employees shall respect this trust and welcome public scrutiny of the way in which they perform their duties in connection with the administration of this fund.
- C. Employees shall be willing to accept restrictions on their conduct that may not be necessary of public employees in other agencies, who are not in similar positions of trust. Employees must avoid not only impropriety, but the appearance of impropriety.
- D. Employees shall be responsible for reading the Code of Ethics OAC 4123-15 (refer to Appendix A).
- E. Employees shall adhere to the Standards of Conduct found in OAC 4123-15-03 and the prohibitions on unnecessary claim file possession found in OAC 4123-15-09.

Exhibit 1

Page 2 of 10

- F. In addition to any civil or criminal penalties that may be provided by statute or rule, an employee who violates any of the provisions in the code of ethics shall be subject to discipline as provided in the BWC Disciplinary Policy (Memo 5.01).
- G. If you have any questions concerning the Code of Ethics or this policy, please contact the BWC Chief Ethics Officer at the "Ethics 4 BWC" mailbox.

Appendix A

Chapter 4123-15 Code of Ethics

4123-15-01 Code of ethics, title and rules covering.

This rule and rules 4123-15-02 to 4123-15-04 and 4121-15-01 to 4121-15-04 of the Administrative Code shall be titled, "Code of Ethics for the Bureau of Workers' Compensation and the Industrial Commission of Ohio" and shall contain the code of ethics for employees of these agencies, including the members of the bureau of workers' compensation board of directors.

In addition to any civil or criminal penalties that may be provided by statute or rule, an employee who violates any of the provisions in the code of ethics shall be subject to discipline as provided in the employee handbook of the employee's agency.

Effective: 01/01/2014

R.C. 119.032 review dates: 06/01/2017

Promulgated Under: 119.03

Statutory Authority: 4121.12, 4121.121

Rule Amplifies: 4121.122

Prior Effective Dates: 1/1/78, 8/15/07

4123-15-02 Policy.

(A) It is essential that the public has confidence in the administration of the industrial commission and the bureau of workers' compensation. This public confidence depends in a large degree on whether the public trusts that employees of these agencies are impartial, fair, and act only in the interest of the people, uninfluenced by any consideration of self-interest, except those inherent in the proper performance of their duties. Each employee, of whatever position, should, therefore, maintain the highest standards of personal integrity, since the public often judges the actions of an employee as reflecting the standards of the employing agency.

(B) The industrial commission and the bureau of workers' compensation are entrusted with the collection and distribution of a large fund. Their employees must respect this trust and should welcome public scrutiny of the way in which they perform their duties in connection with the administration of this fund. They should be willing to accept restrictions on their conduct that may not be necessary of public employees in other agencies, who are not in similar positions of trust. They must avoid not only impropriety, but the appearance of impropriety.

R.C. 119.032 review dates: 06/13/2012 and 06/01/2017

Promulgated Under: 119.03

Statutory Authority: 4121.12, 4121.121

Exhibit 1

Page 4 of 10

Rule Amplifies: 4121.122
Prior Effective Dates: 1/1/78

4123-15-03 Standards of conduct.

(A) Purpose.

It is the policy of the industrial commission and the bureau of workers' compensation to carry out its mission in accordance with the strictest ethical guidelines and to ensure that commission and bureau employees conduct themselves in a manner that fosters public confidence in the integrity of the commission and the bureau, its processes, and its accomplishments.

The commission and the bureau hereby adopt the provisions of the Ohio ethics law, including but not limited to the provisions of Chapters 102. and 2921. of the Revised Code, and as interpreted by the Ohio ethics commission and Ohio courts.

(B) Prohibited conduct.

(1) No industrial commission member, the administrator of workers' compensation, bureau of workers' compensation board of directors member, commission employee, bureau employee, ombudsperson, or employee of the office of ombudsperson shall do any of the following acts:

(a) Solicit or accept anything of value from anyone doing business with the commission or the bureau;

(b) Solicit or accept employment from anyone doing business with the commission or the bureau, unless the member or employee completely withdraws from any commission or bureau discretionary or decision-making activity regarding the party offering employment, and the commission or the bureau approves the withdrawal;

(c) Use his or her public position to obtain benefits for the member or employee, a family member, or anyone with whom the member or employee has a business or employment relationship;

(d) Be paid or accept any form of compensation for personal services rendered on a matter before, or sell goods or services to the commission or the bureau;

(e) Be paid or accept any form of compensation for personal services rendered on a matter before, or sell (except by competitive bid) goods or services to, any state agency other than the commission or the bureau, as applicable, unless the member or employee first discloses the services or sales and withdraws from matters before the commission or the bureau that directly affect officials and employees of the other state agency, as directed in section 102.04 of the Revised Code;

(f) Hold or benefit from a contract with, authorized by, or approved by the commission or the bureau, (the ethics law does accept some limited stockholdings, and some contracts objectively shown as the lowest cost services, where all criteria under section 2921.42 of the Revised Code are met);

(g) Vote, authorize, recommend, or in any other way use his or her position to secure approval of a commission or bureau contract (including employment or personal services) in which the member or employee, a family member, or anyone with whom the member or employee has a business or employment relationship, has an interest;

(h) Solicit or accept honoraria (see division (H) of section 102.01 and division (H) of section 202.03 of the Revised Code) except that employees who are not financial disclosure filers may receive an honorarium only if the honorarium is paid in recognition of a demonstrable business, profession, or esthetic interest of the employee that exists apart from public office or employment, and is not paid by any person or other entity, or by a representative or association of those persons or entities, doing business with the commission or the bureau, as applicable;

(i) During public service, represent any person, in any fashion, before any public agency, with respect to a matter in which the member or employee personally participated while serving with the commission or the bureau, as applicable; and for one year after leaving public service shall not represent any person, in any fashion, before any public agency, with respect to a matter in which the member or employee personally exercised discretionary authority while serving with the commission or the bureau; after separation from state employment, this policy does not apply to ministerial acts on behalf of a client or customer;

(j) Use or disclose confidential information protected by law, unless appropriately authorized;

(k) Use, or authorize the use of, his or her title, the name of the commission or the bureau, or the agencies logos in a manner that suggests impropriety, favoritism, or bias by the commission or the bureau, or by a member or employee;

(l) Solicit or accept any compensation, except as allowed by law, to perform his or her official duties or any act or service in his or her official capacity; and

(m) Sponsor parties or other entertainment for the personnel of their agencies, the costs of which are covered in whole or in part by donations or receipts from the sale of tickets to individuals or entities, who are doing or seeking to do business with the commission or bureau.

(2) For purposes of this rule, these phrases have the following meanings:

Exhibit 1

Page 6 of 10

(a) "Anything of value" includes anything of monetary value, including, but not limited to, money, loans, gifts, food or beverages, social event tickets and expenses, travel expenses, golf outings, consulting fees, compensation, or employment.

"Value" means worth greater than de minimis or nominal.

(b) "Anyone doing business with the commission or the bureau" includes, but is not limited to, any person, corporation, or other party that is doing or seeking to do business with, regulated by, or has interests before the commission or the bureau, including anyone who is known or should be known to be an agent or acting on behalf of such party, including any person or entity marketing or otherwise attempting to secure business with the commission or the bureau.

(C) Conflict of interest.

No employee of these agencies shall engage in outside employment that results in a conflict or apparent conflict with the employee's official duties and responsibilities.

(1) Outside employment or activity in which an employee with or without pay represents a claimant or employer in any matter before the industrial commission, or the bureau of workers' compensation is prohibited.

(2) Outside employment with an attorney, representative or entity that involves work concerning industrial claims, whether filed or to be filed, or which is in any way related to workers' compensation matters is prohibited.

(D) Professional code of ethics.

In the event there is any conflict between a professional code of ethics governing any employee of these agencies and this code of ethics for employees, the professional code of ethics shall take precedence over the code of ethics for employees but the conflict shall be promptly reported to the employing agency. In such case the agency shall promptly determine the degree of conflict and take such further action as may be indicated.

(E) An employee shall not use state property of any kind for other than approved activities. The employee shall not misuse or deface state property. The taking of state property for the private purposes of an employee is prohibited. The use of state property for the private purposes of an employee is prohibited, except for nominal, minimal, occasional, or emergency use. The employee shall protect and conserve all state property, including equipment and supplies entrusted to or issued to the employee.

(F) Diligence and impartiality in work.

Employees are encouraged to avoid absenteeism and tardiness, to not use sick leave unless necessary and to abide by rules of the Ohio civil service. Recognizing that the

industrial commission and bureau of workers' compensation serve many people whose interests are divergent, employees should work in a speedy and efficient manner, strive to be courteous, fair and impartial to the people they serve, and responsive to the problems that come before them. All segments of the public are to be treated equally, without regard to age, race, sex, religion, country of origin, or handicap.

(G) It is understood that standards of ethical conduct may involve a myriad of situations.

The good conscience of individual employees shall remain the best guarantee of the moral quality of their activities. The overall intent of this code of ethics is that employees avoid any action, whether or not prohibited by the preceding provisions, which result in, or create the appearance of:

- (1) Using public office for private gain, or
- (2) Giving preferential treatment to any person, entity, or group.

(H) Confidential information.

The confidentiality of all information which comes into possession of commission and bureau employees shall be respected. In order to properly discharge this duty, all employees must acquaint themselves with those areas of information that are designated as confidential by statutes, by the courts and by the attorney general. Furthermore, they must become familiar with the circumstances under which and the persons to whom such information can be released.

(I) Every member or employee required to file a financial disclosure statement must file a complete and accurate statement with the Ohio ethics commission by April fifteen of each year. Any member or employee appointed, or employed in a filing position after February fifteen of each year, and required to file a financial disclosure statement must file a statement within ninety days of appointment or employment.

(J) Every member or employee subject to the bureau personal investment policy is required to file a personal trading policy annual affirmation with the bureau by April fifteenth of each year.

(K) Nothing in this rule shall prohibit any member of the bureau of workers' compensation board of directors from receiving compensation or other things of value from the member's outside employer, provided that the member completely withdraws from any discretionary or decision-making activity matters that definitely and directly affect his or her outside employer.

Effective: 01/01/2014

R.C. 119.032 review dates: 06/01/2017

Promulgated Under: 119.03

Statutory Authority: 4121.12, 4121.121

Rule Amplifies: 4121.122

Prior Effective Dates: 1/1/78, 8/15/07, 2/15/08, 9/1/12

4123-15-04 Posting, distribution and employee acknowledgement and receipt.

(A) The code of ethics for employees of the bureau of workers' compensation and industrial commission shall be posted in a conspicuous place in every office of the bureau and commission.

(B) A copy of this code of ethics shall be distributed to each employee. After two weeks from such receipt each employee will certify that the employee has received and read this code. The certification shall be placed in the employee's personnel file.

R.C. 119.032 review dates: 06/13/2012 and 06/01/2017

Promulgated Under: 119.03

Statutory Authority: 4121.12, 4121.121

Rule Amplifies: 4121.122

Prior Effective Dates: 1/1/78

4123-15-05 Purpose: eliminating outside influence; producing impartiality in handling of claims and employer risk accounts and avoiding favoritism.

In accordance with division (C) of section 4121.122 of the Revised Code and division (M) of section 4121.121 of the Revised Code, the rules 4123-15-05 to 4123-15-09 and 4121-15-05 to 4121-15-09 of the Administrative Code are for the purpose of eliminating improper outside influence on employees of the bureau of workers' compensation and the industrial commission, producing an impartial workers' compensation claims and employer risk account handling process and avoiding favoritism in that process.

R.C. 119.032 review dates: 06/13/2012 and 06/01/2017

Promulgated Under: 119.03

Statutory Authority: 4121.12, 4121.121

Rule Amplifies: 4121.122

Prior Effective Dates: 1/1/78

4123-15-06 Furnishing employees' code of ethics and rules on improper influence to representatives.

To the extent possible, all those who represent claimants or employers shall be furnished without charge with a copy of the "Code of Ethics of the Bureau of Workers' Compensation and the Industrial Commission of Ohio" and with a copy of the rules concerning the elimination of outside influence, producing impartial claims

and risk account handling, and avoiding favoritism in this process. Administrative Code rules shall also, to the extent possible, be furnished to employees or agents of those who represent claimants or employers and who may be permitted to inspect claims and employer risk files, or whose work requires personal contact with employees of the bureau or commission.

Effective: 01/01/2014

R.C. 119.032 review dates: 06/01/2017

Promulgated Under: 119.03

Statutory Authority: 4121.12, 4121.121

Rule Amplifies: 4121.122

Prior Effective Dates: 1/1/78

4123-15-07 Representatives' responsibility relative to employees' code of ethics.

Representatives of claimants and employers as well as their employees and agents shall conduct their business with the employees of the bureau of workers' compensation, and the industrial commission in accordance with the highest moral principles and are expected to support the "Code of Ethics of the Bureau of Workers' Compensation and the Industrial Commission of Ohio" by conduct that will not tempt employees of the bureau and commission to violate that code but will encourage them to fully observe it. Employees of the bureau and commission shall report to their immediate superior any activity which is, or appears to be, in violation of this rule, for further action by the administrator or by the industrial commission, as the case may be.

Effective: 01/01/2014

R.C. 119.032 review dates: 06/01/2017

Promulgated Under: 119.03

Statutory Authority: 4121.12, 4121.121

Rule Amplifies: 4121.122

Prior Effective Dates: 1/1/78, 8/15/07

4123-15-08 Remedial action against persons exercising improper influence and engaging in favoritism.

Upon receipt of information indicating a violation of rule 4123-15-07 of the Administrative Code, to ensure appropriate corrective action, the industrial commission or the administrator, as the case may be, shall take every action to ensure the matter is investigated, and, provided the circumstances warrant it, shall notify the office of deputy inspector general for the bureau of workers' compensation and industrial commission, and any other appropriate agency or official.

R.C. 119.032 review dates: 06/13/2012 and 06/01/2017

Promulgated Under: 119.03

Statutory Authority: 4121.12, 4121.121
Rule Amplifies: 4121.122
Prior Effective Dates: 1/1/78, 8/15/07, 2/15/08

4123-15-09 Prohibition against unnecessary claim file possession.

No employee shall have possession of a workers' compensation claim file unless the file is necessary to the performance of the employee's duties. In case of violation or apparent violation of this rule, the section director, office director or the state coordinator shall refer the matter to the internal security committee for investigation, or to the administrator or the industrial commission for action consistent with division (A) of section 4121.122 of the Revised Code. A copy of this rule shall be distributed to each employee for certification that he has received and read this rule. This certification shall be placed in the employee's personnel file.

R.C. 119.032 review dates: 06/13/2012 and 06/01/2017
Promulgated Under: 119.03
Statutory Authority: 4121.12, 4121.121
Rule Amplifies: 4121.122
Prior Effective Dates: 1/1/78

Policy Name:	Employer Authorized Representatives
Policy #:	EP-05-01
Code/Rule Reference:	Ohio Administrative Code (OAC) <u>4123-17-67</u> , <u>4123-17-73</u> , and <u>4123-3-09(E)</u> .
Effective Date:	June 27, 2014
Origin:	Employer Policy
Supersedes:	All EM policies and procedures regarding employer representation that predate the effective date of this policy.
History:	New policy effective March 1, 2010; revised June 27, 2014.
Review Date:	June 27, 2019

I. Policy Purpose

The purpose of this policy is to ensure that BWC protects confidential employer information and recognizes the proper authorized representative when risk or claim issues arise.

II. Applicability

This policy applies to BWC Employer Services, BWC Field Operations, and employer authorized representatives.

III. Definitions

- A. **Affiliate sponsoring organization:** An organization in which members are brokered, borrowed, shared, or co-opted for inclusion in the certified sponsoring organization's group.
- B. **Authorized representative:** A person, company, or firm that has been retained by an employer to represent the employer's interests before BWC or the Industrial Commission (IC).
- C. **Claim Management Representative (CLM):** The employer's authorized representative designated as the employer's representative on claims related issues.
- D. **Employer Risk/Claim Representative (ERC):** The employer's authorized representative designated as the employer's representative on claims and risk related issues.
- E. **Group Risk/Claim Representative (GRC):** The authorized representative that is responsible for management of group plans. The GRC is authorized by the sponsoring organization. The GRC is designated as the authorized representative of each employer in the group for claims and risk related issues.
- F. **Risk Management Representative (RISK):** The employer's authorized representative designated as the employer's representative on risk related issues.
- G. **Sponsoring organization:** An entity with governing members, which has been certified by BWC to sponsor and market group programs through BWC. Certification requirements for sponsoring organizations are outlined in OAC 4123-17-61.1.

IV. Policy

A. BWC recognizes several different types of representatives. The type determines the issues that a representative may handle. BWC distinguishes between risk and claim issues.

1. The GRC will:
 - a. Be copied on risk and claim correspondence.
 - b. Have full access to each employer's risk and claim information and authority to access such information on www.bwc.ohio.gov.
 - c. Be considered the authorized representative in handling claim related issues unless a CLM has been designated by the employer.
2. The ERC will:
 - a. Be copied on claim and risk correspondence.
 - b. Have access to the employer's risk and claim information and authority to access information on www.bwc.ohio.gov.
 - c. Be considered the authorized representative in handling risk related issues for an employer if a GRC has not been designated.
 - d. Be considered the authorized representative in handling claims related issues for the employer if no GRC or CLM has been designated.
3. The RISK will:
 - a. Be copied on risk correspondence.
 - b. Have authority to access risk information on www.bwc.ohio.gov.
 - c. Be considered the authorized representative in handling risk related issues for an employer only if a GRC or ERC has not been designated.
4. The CLM will:
 - a. Be copied on claim correspondence.
 - b. Have access to only the information that pertains to workers' compensation claims filed against the employer and will have access to that information on www.bwc.ohio.gov.
 - c. Be considered the authorized representative in handling claims related issues for an employer.
5. Employer Authorized Representatives Summary Chart:

Type	Rep Risk Issues	Rep Claim Issues	Risk Corresp	Claim Corresp	Access to Claim Info	Access to Risk Info	How auth is granted
GRC	Yes	Yes	Yes	Yes	Yes	Yes	AC-24, U-151
ERC	Yes	Yes	Yes	Yes	Yes	Yes	AC-2
RISK	Yes	No	Yes	No	No	Yes	AC-2
CLM	No	Yes	No	Yes	Yes	No	AC-2

6. BWC Employer Programs Unit updates GRC information, based on the designation made by the group's sponsor. Employer Programs Unit updates ERC, RISK, and CLM information based on an individual employer's request.
7. BWC Self-Insured Department updates ERC, RISK, and CLM information for self-insuring employers.
8. The Temporary Representative obtains authorization from the employer by using the Temporary Authorization to Review Information (AC-3). The Temporary Representative may request limited risk and/or claim information. See Temporary Authorization to Review Employer Information section of this policy.
9. An employer may designate an authorized representative on an individual claim. See the Claims Policy Authorized Representatives.

B. Recognized representatives: BWC will recognize authorized representative(s) for risk related

issues and claim related issues.

1. The chart below determines the representative(s) for risk issues and claim issues.
2. The same representative can be recognized for both risk and claim related issues.
3. All representatives have access to information as determined by their representative type (claim, risk, or both).
4. How to use the chart: Place the employer's "policy number" on the row of the chart that describes its situation. Yes means the employer has that representative type. For example: an employer with an ERC and a CLM marked as yes (and no marked for the other types), will have the ERC as the representative for risk issues and the CLM and ERC as representatives for claim issues.

	GRC	ERC	RISK	CLM	Risk Rep (s)	Claim Rep (s)	Notes*
Policy #	Yes	No	No	No	GRC	GRC	N/A for SI, BL, MF, & PES
Policy #	Yes	No	No	Yes	GRC	CLM, GRC	N/A for SI, BL, MF, & PES
Policy #	Yes	No	Yes	No	GRC, RISK	GRC	N/A for SI, BL, MF, & PES
Policy #	Yes	No	Yes	Yes	GRC, RISK	CLM, GRC	N/A for SI, BL, MF, & PES
Policy #	Yes	Yes	No	No	GRC, ERC	GRC, ERC	N/A for SI, BL, MF, & PES
Policy #	Yes	Yes	Yes	No	GRC, ERC, RISK	GRC, ERC	N/A for SI, BL, MF, & PES
Policy #	Yes	Yes	Yes	Yes	GRC, ERC, RISK	CLM, GRC, ERC	N/A for SI, BL, MF, & PES
Policy #	No	No	No	No	None	None	
Policy #	No	No	No	Yes	None	CLM	
Policy #	No	No	Yes	Yes	RISK	CLM	
Policy #	No	No	Yes	No	RISK	None	
Policy #	No	Yes	Yes	Yes	ERC, RISK	CLM, ERC	
Policy #	No	Yes	No	No	ERC	ERC	
Policy #	No	Yes	Yes	No	ERC, RISK	ERC	
Policy #	No	Yes	No	Yes	ERC	CLM, ERC	

* SI: Self-Insured; BL: Black Lung; MF: Marine Fund; PES: Public Employer State

C. Temporary authorization to review employer information. TPAs obtain temporary authorizations from employers in order to provide quotes for group experience and group retrospective rating plans.

1. TPA's are required to use form AC-3 to obtain temporary authorization.
 - a. Completion of the temporary authorization provides a TPA limited authority to view an employer's payroll, National Council on Compensation Insurance (NCCI) classifications, and loss experience.
 - b. Additionally, it will allow the representative to request data from BWC's Policy Information Request System (PIRS). The PIRS system may be used to obtain the following information:
 - i. Claim demographics.
 - ii. Claim reserve and cost information.

- iii. Claim to ICD (International Classification of Diseases) information.
 - iv. Policy to NCCI manual re-class information.
 - v. Policy combinations & partial transfer information.
 - vi. Employer experience exhibit information.
 - vii. Risk and accounts receivable information.
2. If the TPA is obtaining temporary authorization from an agent of the employer, such as a certified public accountant (CPA), the agent must have written approval from the employer client. This written approval must be verifiable by the TPA and/or BWC.
 3. An authorized AC-3 is valid for a nine (9) month period, unless specified for a shorter period on the AC-3 form. BWC requires the TPA to keep an approved AC-3 on file and available for review by BWC for a period of one year.
 4. The employer may withdraw the temporary authorization prior to its expiration date by contacting the TPA or BWC. In cases where BWC is contacted by the employer, BWC will communicate the employer's withdrawal to the TPA.
 5. TPA requirements: The TPA may obtain temporary authorization from an employer by:
 - a. Written authorization.
 - i. When a TPA obtains a signed AC-3 from an authorized employee of an employer, BWC requires the TPA to keep the AC-3 (original or copy) on file and available to BWC upon request for a period of one year.
 - ii. A signed authorization may be sent via USPS mail, fax, or as a PDF attachment to an email, as long as the signature is legible.
 - iii. Written authorization is the preferred method of authorization.
 - b. Electronic authorization.
 - i. BWC permits a TPA to obtain AC-3 approval from an authorized employee or agent of the employer via email or electronic submission through the TPA's web site.
 - ii. The web site submission, or electronic version of the AC-3, must contain all of the employer data and verbiage that is on the paper version of the AC-3. It is permissible for the employer to provide an electronic signature on the AC-3.
 - iii. If the email authorization or web site submission does not contain the same employer data as the AC-3, the TPA must complete an official AC-3 form by entering the employer's information, including printing the authorized employee or agent's name and the date the electronic approval was received.
 - iv. The TPA representative must print the AC-3 form and legibly print his/her name next to the authorized employee or agent's name.
 - v. In all cases, the TPA must mail or distribute a printed copy of the AC-3 with the authorization information to the employer with a letter explaining the electronic approval that was obtained.
 - c. Verbal authorization.
 - i. BWC permits a TPA to obtain AC-3 verbal approval from an authorized employee or agent of an employer.
 - ii. The TPA must clearly explain to the employer that it will use the authorization to request the employer's claim and risk information from BWC.
 - iii. The TPA must print the authorized employee or agent name and date of approval on the AC-3. The TPA representative must legibly print his/her name next to the authorized employee or agent's name.
 - iv. The TPA must print the words "verbal authorization" in the signature box of the AC-3.
 - v. The TPA must mail or distribute a completed copy of the AC-3 to the employer with a letter informing the employer that verbal authorization has been obtained and that risk and claim information will be requested from BWC.
 - vi. The letter must outline that the employer should contact the TPA within fourteen (14) days if it wishes to revoke the temporary authorization.
 - vii. The TPA must wait fourteen (14) days after the letter and AC-3 copy is sent to the employer before requesting confidential information from BWC.
 - viii. The TPA must request the confidential information from BWC's PIRS system.
 6. BWC overview of the temporary authorization process. If the TPA obtains experience data

- without a valid AC-3, BWC will require the TPA to provide a written explanation. BWC will evaluate the written response and determine if the TPA violated the guidelines of this policy. If BWC determines a violation of this policy:
- a. BWC may make recommendations to the TPA to change its AC-3 procedures.
 - b. BWC may require the TPA to use only written authorizations for a period of one year.
 - c. BWC may take other action as deemed appropriate, including, but not limited to, requiring the TPA to provide a copy of the AC-3 with each request for employer data.
7. BWC recommends that TPAs communicate annually the AC-3 and temporary authorization requirements to all TPA staff who will be marketing group programs.
 8. TPA revision of AC-3 form. To assist in limiting confusion over who is requesting the AC-3 form from the employer, TPAs are required to revise the AC-3 form that will be sent in mass mailings to employers.
 - a. The TPA must remove the BWC logo and return address from the AC-3 and replace it with the sponsoring organization/TPA logo and return address.
 - b. No other changes to the form are permitted, including the removal of page 2 (the back side of the form).
 - c. This only applies to AC-3 forms that will be mailed en mass to prospective employers.
- D. Group program employer representation. For group experience rating, the Application for Group-Experience-Rating Program (AC-24) establishes the GRC. For group retrospective rating, the Application for Group Retrospective Rating Program (U-151) establishes the GRC.
- E. Employer risk and claim representation. An individual employer may designate an authorized representative to handle risk and/or claim matters on its behalf by using the Permanent Authorization (AC-2).
1. Group rated employers:
 - a. If the individual employer is a group participant, the GRC will represent the employer on all risk-related and claim-related matters.
 - b. The individual employer may designate a CLM. If the employer has a CLM, the CLM will represent the employer on all claim-related matters.
 - c. The individual employer may designate an ERC for risk and claim related matters.
 - d. The individual employer may designate a RISK for all risk-related matters.
 - e. If the employer is not accepted into group rating the next policy year and does not have an ERC designated, the GRC will automatically become the ERC for the employer.
 2. Non group rated employers:
 - a. The employer may designate an ERC for risk and claim related matters.
 - b. The employer may designate a CLM for claim-related matters.
 - c. The employer may designate a RISK for risk-related matters.
 3. Employer representatives may fill out AC-2 forms online via www.bwc.ohio.gov. This on-line process allows the employer representative to be added as an authorized representative on the employer's policy. To use this online process, the employer representative must have a properly signed and dated AC-2 form from the employer. The representative must maintain the copy of the AC-2 as long as the employer is represented.
- F. Updating, changing, and dismissing employer representatives.
1. Only the sponsoring organization can change the GRC for the group and the individual employers in the group.
 2. The following steps must be followed for a GRC change by a sponsoring organization that submitted group applications for the current policy year.
 - a. Letter from the sponsoring organization that outlines the specific request. The letter must include:
 - i. Name of the current TPA.
 - ii. Name of new TPA.
 - iii. Listing of all group rating plans (group number and name).
 - b. Completed AC-2 from the sponsoring organization authorizing the new TPA.

- c. Completed AC-24 from the sponsoring organization indicating the new authorized representative; or,
 - d. Completed U-151 from the sponsoring organization indicating the new authorized representative.
 - e. One AC-24 or U-151 should be completed for a sponsoring organization with all groups listed on the employer roster.
3. The following steps should be followed when an affiliate sponsoring organization requests a change to its TPA. Since the sponsoring organization requesting the TPA change is not the primary sponsoring organization for groups submitted for the current rating year, the GRC cannot be updated. If the following steps are followed, BWC will add the new TPA as the ERC on each policy associated with the affiliate sponsoring organization. As an ERC, the representative may access an employer's information; however, BWC will not recognize the ERC as the one authorized representative for risk or claim related issues. The new TPA must do the following:
- a. Send a letter of explanation to all impacted employers. This letter must be submitted to BWC for review and approval prior to sending to employers. The letter must include:
 - i. BWC approved verbiage.
 - ii. Contact information for the affiliate sponsoring organization's new TPA.
 - iii. A timeframe for the employer to notify the affiliate sponsoring organization's new TPA that it does not want the new TPA to be added as the ERC on its policy. (The holding period is a minimum ten (10) business days from the mail date).
 - b. Provide a copy of this letter to BWC.
 - c. Provide BWC with the name, individual contact information and relevant documentation for any employer who declined to add the new TPA as an ERC upon request.
 - d. Provide BWC with confirmation and agreement document signed by the sponsoring organization and the current group TPA (GRC) that includes the following details:
 - i. **Statement indicating agreement and confirmation** from all parties. Signatures are required.
 - ii. Details regarding the rating year and sponsoring organization.
 - iii. Name of current primary sponsoring organization's TPA (GRC).
 - iv. Name of new affiliate sponsoring organization's TPA (ERC).
 - v. Effective date (must be after the date all employers are notified and the minimum holding period).
 - vi. Final list of all employers that include BWC policy number and policy name (excludes employers that notified the new group TPA they did NOT want the new affiliate sponsoring organization's TPA added as an ERC).
 - e. BWC will not process the request without agreement from all parties (i.e., primary sponsoring organization and current authorized group TPA/GRC). If all parties are not in agreement, each employer must complete an AC-2 to add the new affiliate sponsoring organization TPA as the ERC on its policy.
 - f. BWC will not process the request at the employer level if the group roster submitted at the time of application does not list the employer as a governing member of the affiliate sponsoring organization.
 - g. Completed AC-2 form from the sponsoring organization authorizing the new TPA.
 - h. If BWC identifies a situation where the employer added an ERC, dismissed the same ERC, then requested the same ERC be added via an AC-2; BWC will contact the employer to clarify its final position regarding the authorized representative(s) for the policy.
 - i. BWC will process fully completed requests within seven (7) working days or less.
4. An employer may update/change/cancel an ERC, RISK, or CLM for its policy or claim(s). However, these changes are subject to limitation if the employer is a group program participant. Specifically, the GRC will represent the group rated employer on all risk-related matters and claim-related matters.
5. An employer must use an AC-2 to add an authorized representative to its policy. The AC-2 can be used to add an ERC, RISK, or a CLM. The AC-2 should be submitted to BWC

Employer Programs or BWC Self-Insured Department. The most recently submitted AC-2 form will supersede any prior permanent authorizations on file for the type of representative indicated on the AC-2 form. Previously authorized representatives will be placed in a dismissed status.

6. If the employer wishes to dismiss an authorized representative without adding an authorized representative of the same type, the employer should submit a letter to BWC. The letter should indicate the specific authorized representative being dismissed and be signed by an authorized employee of the employer. The letter should include the employee's signature, name, and title.
7. The authorized representative may submit a signed letter withdrawing as the employer's representative. This letter must include specific employer information and be signed by the authorized representative. The authorized representative may also send an email to BWC with a list of employers, and the effective date(s) that it will no longer be representing these employers.
8. If an employer representative is acquired by another entity, BWC will not recognize the new entity as an employer's representative without proper authorization. An employer impacted by the acquisition must sign an AC-2 if it wishes to authorize a new employer representative.

G. Scenarios:

1. A subsidiary company of an employer's authorized representative requests data on the employer's policy. Can the data be released?

Answer: No, only the authorized representative, as listed on the AC-2 or AC-3, can be given data for an employer.

2. A Handicap Reimbursement application (CHP-4A) has been filed by the employer's claim representative. Can this application be processed?

Answer: Yes. An application for handicap reimbursement has both claim and risk implications. Therefore, it would be appropriate to process an application for handicap reimbursement whether filed by an employer's risk or claim authorized representative. This recognizes the unique nature of handicap reimbursement as an issue that touches both claim and risk issues.

3. How do successorship situations impact the ability of a TPA to request risk data from BWC on a predecessor or successor?

Answer: The successor's TPA may obtain predecessor employer risk data for any employers that were fully combined into the successor's policy. For partial transfers, the successor TPA may obtain risk data that pertains to the partial transfer to the successor employer.

A predecessor TPA may not obtain any data from the successor's policy, regardless of the succession being full or partial.