



TEXAS HCN ENROLLMENT CHECKLIST AND INSTRUCTIONS

Enrollment in the certified Workers' Compensation Health Care Network (HCN) is a multi-step process. Please see below for a high-level checklist followed by detailed instructions. If you have any questions regarding the enrollment process, please contact your agent.

Health Care Network Enrollment Checklist

Each step below must be completed to enroll in the Acuity network, even if you were previously enrolled in an HCN with another insurer.

1. Talk to your agent about the benefits of a certified health care network to determine if it is right for your company.
2. Compare our HCN Service Area Map to where the majority of your employees live. The map is provided in the Texas CorCare[®] Employee Notice of Network Requirements and on our website at acuity.com/TexasHCN.
3. Review the Texas CorCare[®] Employee Notice of Network Requirements, Employee Acknowledgment Form, and Attestation Form.
4. Develop and document a procedure for distributing the Texas CorCare[®] Employee Notice of Network Requirements and Employee Acknowledgment Form to all employees.
5. Distribute the Notice of Network Requirements and Acknowledgment Form to all employees.
6. Document the method and date(s) of delivery of the Notice of Network Requirements and Acknowledgment Form to each employee.
7. Obtain a signed employee Acknowledgment Form from each employee.
8. Save the signed Acknowledgment Forms in the employee personnel files.
9. Post the notice of Texas CorCare[®] Employee Notice of Network Requirements at *each place of employment*.
10. Send signed Texas WC Certified Health Care Network Attestation Form to Acuity.

Detailed HCN Enrollment Instructions and Employer Responsibilities

You must provide notice of the workers' compensation health care network (HCN) requirements to all employees. This must be done through the distribution of the Texas CorCare[®] Employee Notice of Network Requirements and Employee Acknowledgment Form provided with your quote and also available on Acuity's website at acuity.com/TexasHCN. The Employee Acknowledgment Form is included as the last page of the Network Requirements document. The document includes the information your employees need to know about the network, including the network service area and how to find a provider. Review the document for your own information.

Distribution & Documentation Requirements

Develop and document a procedure for distributing the Employee Notice of Network Requirements and Employee Acknowledgment Form to all full- and part-time employees. The document must be provided in English, Spanish, and any other language common to 10% or more of your employees. An English version of the form is provided with your quote. Spanish forms are available at acuity.com/TexasHCN. You must distribute the documents to employees:

- Upon implementation of the program,
- Within three days of hire,
- Upon transfer into the health care network, if applicable, and
- At the time of injury. Your claims administrator may assist with time-of-injury notices.

For each employee, you must document the method of delivery of the Network Requirements and Acknowledgment Form, to whom the notice was delivered, and the date(s) of delivery. A sample distribution log is available on the Acuity website at acuity.com/TexasHCN.

Instruct your employees to read the Notice of Network Requirements, sign the Employee Acknowledgment Form, and return the signed form to you. You must attempt to obtain a signed Employee Acknowledgment Form from each employee verifying that the employee has received information concerning the network requirements.

If an employee refuses to sign the Acknowledgment Form, he or she is still required to comply with the requirements of the network as long as you fulfill your responsibility of documenting the details of the delivery. We recommend you document an employee's refusal to sign the Acknowledgment Form in your distribution log.

Save the signed Acknowledgment Forms in your employee personnel files, so they can easily be found if the Texas Department of Insurance requires you to show proof. Do not send Acknowledgment Forms to CorVel or Acuity.

If an injured employee refuses to sign the Acknowledgment Form, you have the right to require the employee to participate in the HCN unless the employee pre-designates his/her HMO treating doctor. Pre-designation must be done directly with the network and in advance of injury.

Failure to establish a standardized process for delivering and documenting the delivery of the Notice of Network Requirements Acknowledgment Form to employees may allow injured employees to receive care from outside the network. Acuity is responsible for out-of-network care that the injured employee receives prior to notice. However, failure to provide notice to employees as required may result in the loss of the HCN premium reduction.

Posting Requirement

You must post the Texas CorCare[®] Employee Notice of Network Requirements *at each place of employment*. Post copies in English, Spanish, and any other language common to 10% or more of your employees.

Attestation Form

Following the completion of the above responsibilities, sign and date the CorVel Attestation Form and return the form to Acuity at the address provided on the Attestation Form.

Your enrollment in the HCN will become effective as of the date the Attestation Form is signed or the policy effective date, whichever is later.

Ongoing Notification & Documentation Responsibilities.

You must also provide the Texas CorCare[®] Employee Notice of Network Requirements and Employee Acknowledgment Form to:

- New employees *within three days of hire, and*
- Injured employees at the time you receive actual or constructive notice of the injury.

Continue to document the method of delivery of the Network Requirements and Acknowledgment Form, to whom the notice was delivered, and the date(s) of delivery for each employee upon hire and at time of injury.