

Worker's Compensation
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State of Wisconsin
Department of Workforce Development

Worker's Compensation Insurance Letter

INS #	454
Date	September 1, 2000
Program	Claims Handling
Type	Procedure
Replaces	none

To: Claims Handling Offices for Insurance Carriers and Self Insured Employers

From: Frances Huntley-Cooper, Division Administrator

Subject: Improved compliance through reliance on electronic notification of medical reports due and elimination of paper notice, form GL24, requesting overdue required medical reports.

Purpose: To advise claims handling offices to use and rely on the Internet Pending Reports for medical report due dates and that the Division's practice of mailing redundant paper notices requesting overdue medical reports, form GL24 will be suspended as of October 17, 2005.

Background: In our effort to improve compliance by relying more on electronic communications and reducing the use of paper documents, the Division will suspend sending form GL24 requesting overdue medical reports. This form has historically been sent after claims handling offices have already submitted an "anticipated date" for sending the medical report. The form has been replaced by access to the Internet Pending Report which includes the "due date" for the medical reports. The Pending Report "due date" reflects the latest "anticipated date" as reported by the claims handling office. Insurers have the option of submitting the medical report by the "anticipated date", or, if one cannot be obtained by that date, they can extend the "anticipated date" using the Pending Report. **Important: Forfeitures will be issued for failures to submit medical reports or update "anticipated dates" by the "due dates" shown on the Pending Report.**

Action Requested: Claims handling offices should use the Pending Reports and insure that they have adequate follow-up systems in place which may include review of the Pending Reports to either submit medical reports or update the "anticipated date" for medical reports before the "due date" on the Pending Report expires. **Advise staff that forfeitures will be issued if medical reports or new anticipated dates are not given before due dates shown on the Pending Report.**

Inquiries: For concerns or questions, contact Lee Shorey at (608) 267-9407.

Enclosures: None

References: None