



EMPLOYER STEP-BY-STEP GUIDE TO WC NETWORK IMPLEMENTATION

- STEP 1:** ***NOTIFY*** ALL employees that you are participating in a certified Workers' Compensation healthcare network as part of your WC program.
- STEP 2:** ***POST*** Employee Rights and Responsibilities Notice in an area common to all of your employees.
- STEP 3:** ***DISTRIBUTE*** network information to all employees:
- A: EMPLOYEE NETWORK INFORMATION
B: EMPLOYEE RIGHTS AND RESPONSIBILITIES
C: WC ACKNOWLEDGMENT FORM
- *Note: You must distribute this information for all future new hires and/or rehires and obtain a completed and signed Acknowledgement Form from each of these employees within three days of hire. You must also re-notify employees of your participation when an on-the-job injury is reported.*
- STEP 4:** ***INSTRUCT*** employees to return to you the completed and signed Acknowledgment Form within a reasonable, but specified timeframe.
- STEP 5:** ***DOCUMENT*** on the Acknowledgement Log each employee notified, date of notification, and the method in which employee was notified. If the employee refuses to sign, simply write this on the Acknowledgement Form and note the date you supplied the form to the employee.
- STEP 6:** ***REPORT*** ALL on-the-job injuries promptly to Amerisure. Fax your First Report of Injury (DWC-1) to 1-800-773-4215 or to 214-630-8326 or go to the website, www.amerisure.com, and click on the **Claim Reporting** link under the *Partners for Success*[®] or Policyholders menus. When reporting the on-the-job injury, submit a copy of your injured employee's signed Acknowledgment Form. REPEAT STEPS 3 & 5.
- STEP 7:** ***DIRECT*** employees who have been injured on-the-job that require emergency treatment to the nearest emergency medical facility. Non-emergency care should be provided by an urgent care center or a treating doctor within the certified network.

Amerisure utilizes the Coventry Workers' Compensation Healthcare Network for treatment of our Texas Workers' Compensation claimants. The Coventry Network consists of over 600,000 hospitals, primary care providers, specialists, and ancillary providers nationally. Several different provider search options are available through their network.

Search by:

- **Address:** By entering an address (e.g. insured location or claimant's home) you will be able to locate and list the provider specialties or facilities within a specified distance.
- **Provider Name:** By entering a provider name (e.g. doctor or hospital) or phone number, the system will determine whether a provider is a member of the network.
- **Region:** By entering a state, city, county, or zip code, you can locate all providers within that geographic region matching the specialties you choose.
- **Quick Search:** By entering an address, a mini list of providers is produced to create a directory or worksite poster. Final results can be printed and emailed directly from the site.

To access the network:

1. Go to www.amerisure.com.
2. Click on Claim Reporting under the *Partners for Success*[®] or Policyholders menus.
3. Click on the link in "For the Texas Workers' Compensation Network, click here."
4. Select the Coventry Network.
5. Click on the link in "To find a network doctor, click here."
6. Click "Save My Login ID" and insert code **TXHCN**, if requested.
7. Click on "Channeling Tools." You will then be able to use any of the search criteria to assist in locating a provider.
8. Once you have chosen search criteria, select "Coventry Integrated Network" from the Network Menu before continuing your search.

Additional features:

- **Map and Driving Directions:** By using the search results, you can view a map and get detailed driving directions to a selected provider or clinic/hospital by clicking on the map icon.
- **Worksite Posters:** By submitting one or more providers, you can create and print a worksite poster.

To report an on-the-job injury:

- Fax your Employer's First Report of Injury (DWC-1) to 1-800-773-4215 or 214-630-8326, OR
- Go to the website, www.amerisure.com, click on the **Claim Reporting** link under the *Partners for Success*[®] or Policyholders menus.

For additional assistance, call 1-800-441-0293.