

Appendix II

CORVEL

Guidelines for Transfer of Administration of Claims

In an effort to ensure a smooth transition to the Judicial Branch Workers' Compensation program (JPWCP) we ask that you assist us with by following the guidelines noted below:

We respectfully ask that the exiting Third Party Administer (TPA) pre-pay all compensation benefits such as temporary disability, permanent disability, vocational rehabilitation, vocational maintenance, etc. for a two week period beyond the scheduled date of claim transfer.

We also ask that the exiting TPA send notification to all parties, such as injured workers, medical providers, applicant and defense firms, rehabilitation firms and the WCAB offices, where an application has been filed, of the change in administrators along with our mailing address. All transfer will be coordinated through the account executive, Michael Possehl (909-203-4176 or michael_possehl@corvel.com. Mr. Possehl will advise the existing TPA whether the files should be transferred to the CorVel Sacramento or Chino office.

CorVel will contact the exiting TPA to set a date for the pick up of the physical files. We ask that the following be available at the time the physical files are picked up.

- Alphabetically list of all open and closed claims in your possession
- Alphabetically list of all closed claims that have previously been destroyed
- Claim log, the last two annual report along with the interim report
- Computer data files (we will provide you with our contact for all computer data)
- Provide a report of transfer of records

We will also request the exiting TPA provide us with the following:

- All boxes should be of standard "bankers" size and the contents identified in writing.
- Box all claims in alphabetic order
- Separately box all indemnity claims for which benefits are due following the pre-pay period as well as provide a list of the claims with payments due.
- Provide a list of all the delayed claims and the due dates for response.

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- Please forward the mail daily for the first month and then weekly thereafter
- Claim information
- Claimant information
- Notes
- Payment history
- Payee/Vendor information
- Reserve history
- Occupations if applicable
- Need a Final report (Financials) (Eg. Claim Summary)

CorVel will contact the TPA upon notice of transfer and provide the exiting TPA a document for the preferred file lay out for the transfer of images and history. CorVel will facilitate calls with the exiting TPA's I.T. department to obtain electronic claim and bill review history. CorVel will request a file containing the entire claim history and a separate file containing one year of bill review history, 30 days prior to transfer. CorVel will ask for a secondary file from the period of time from the first history file being sent to CorVel to the date of the actual transfer of claims to CorVel.

CorVel and the exiting TPA will review the files "to be transferred " listing to ensure that the dates of injury are within the specified program timeframes. If you have any questions please call Cathy Bland at (916) 203-9243.