

ARAWC recommends you check your procedures for your client's Texas injury benefit program annually to confirm it is up-to-date and following best practices. A great place to start is ARAWC's annual TPA checklist. If you need assistance, please contact [info@arawc.org](mailto:info@arawc.org).



## Educate Your Team

- ✓ Confirm your claims administration training is up-to-date and documented
- ✓ Confirm handling of both occupational injury benefit plan obligations as well as liability investigations
- ✓ Confirm reserving practices



## Ensure Injury Program Is Current

- ✓ Review your client's injury program to ensure the most current documents are being utilized
- ✓ Confirm the client service instructions are up to date
- ✓ Confirm the vendor partner list is current
- ✓ Confirm the defense counsel list is current



## Confirm Insurance Coverage

- ✓ Policy information received
- ✓ Confirm policy limits
- ✓ Review all carrier policy reporting requirements
- ✓ Confirm the carrier approved vendor list



## Comply with State & Federal Filing Requirements

- ✓ Confirm client is completing their CMS Section 111 Reporting
- ✓ Monthly Texas DWC-7
- ✓ Confirm client submitted their annual Texas DWC-5
- ✓ Confirm client submitted their U.S. DOL Form 5500
- ✓ Client's Notice 5 is properly posted
- ✓ Sign-up for regulatory updates - contact [info@arawc.org](mailto:info@arawc.org) for more information



## Confirm QCARE designation & annual renewal

- ✓ QCARE (Qualified Compensation Alternative for Recovering Employees) is a simple, no-cost, online designation to recognize employers with a responsible Texas injury benefit program that satisfies high industry standards
- ✓ Assess the client's current program against QCARE's ten requirements which emphasize legal compliance, fairness in benefit delivery, insurance protections, and professional claims administration
- ✓ Visit [qcare.org](http://qcare.org) for more information and learn how to apply



## Join ARAWC to stay informed!

- ✓ ARAWC can help your company stay informed on the latest issues impacting Texas employers with injury benefit programs. If you are not already a member, contact [info@arawc.org](mailto:info@arawc.org) to join today.
- ✓ Participate as a member of an ARAWC committee to help spread the word.