

Discounts for Workers' Compensation Programs

Temporary Authorization to Review Information

TO: AMCNO

c/o CompManagement, Inc.
 P.O. Box 884
 Dublin, OH 43017
 800-825-6755
 866-567-9380 - Fax



From: Policy Number
Entity
DBA
Address



NOTE: For this to be a **VALID** letter, the Self-Insured Department for self-insured employers or by the Employer Services Department for all employers, must stamp it. Being temporary in nature, BWC will not record via computer or retain this authorization. Representative must possess a copy when requesting service relative to the authority granted therein.

This is to certify that _____ **CompManagement, Inc.** including its agents or representatives identified to you by them, has been retained to review and perform studies on certain workers' compensation matters on our behalf.

The limited letter of authority provides access to the following types of information relating to our account:

This authorization does NOT include the authority to:

- | | | |
|--|-------------------------------------|--|
| (1) Risk files | (2) Review protest letters | (5) File self-insurance applications |
| (2) Claim files | (3) File protest letters | (6) Represent the employer at hearings |
| (3) Merit-rated or non-merit rated experiences | (4) File form CHP-4 | (7) Pursue other similar actions on behalf of the employer |
| (4) Other associated data | (4) File Motions, I-12's or IC-88's | |

I understand that this authorization is limited and temporary in nature and will expire on 2/29/12 or automatically nine months from the date received by the Employer Services Department or Self-Insured Department, whichever is appropriate. In either case, the length of authorization will not exceed nine months.

Telephone number	Fax number	E-mail address	
Print name	Title	Signature	Date

AC3Mailing

Completion of the temporary authorization provides a third-party administrator (TPA) limited authority to view an employer's payroll and loss experience. By signing the AC-3, the employer grants permission to the BWC to release information to the employer's authorized representative(s). The form allows a third-party representative to view an employer's information regarding payroll, claims and experience modification.

Attention group rating prospects:

- Employers may complete the AC-3, for as many TPAs or group-rating sponsors as they feel are necessary to obtain quotes for a group-rating program.
- Group sponsors must notify all current group members if they will not be accepted for the next group rating year. The deadline for this notification is prior to the first Monday in February for private employers and prior to the second Friday in August for public employers.
- All potential group-rating prospects must have:
 - Active BWC coverage status as of the application deadline;
 - Active coverage from the application deadline through the group-rating year;
 - No outstanding balances;
 - Operation similar in nature to other members of their group.
- Any changes to a group member's policy will affect the group policy. Changes can result in either debits or credits to each of the members.

Note: for complete information on rules for group rating, see Rules 4123-17-61 through 4123-17-68 of the Ohio Administrative code or your TPA. All group-rating applicants are subject to review by the BWC Employer Programs Unit.