



**ICA ANNOUNCEMENT:
UPDATED CLAIMS FORMS (EFFECTIVE MAY 28, 2019)**

Phoenix, AZ, 05-23-2019

Dear Stakeholder,

The Industrial Commission of Arizona has modified the following mandatory workers' compensation forms, as described:

- **103 (Notice of Supportive Medical Maintenance Benefits)**
 - Added name and address field in form header for a third party administrator (if applicable). If a third-party administrator is not processing the claim, the new field may state "Not Applicable," "N/A," or may be left blank.
 - Added new sections to the body of the Notice to assist payers in outlining authorized supportive medical maintenance benefits. The changes include: (1) a defined field for outlining supportive medical maintenance benefits; (2) a defined field for listing treating physicians who will be providing supportive medical maintenance benefits; and (3) a defined field to specify the duration of supportive medical maintenance benefits (if not otherwise specified). The modifications are intended to provide better clarity to injured workers (and treating medical providers) regarding authorized supportive care benefits.
- **104 (Notice of Claim Status)**
 - Added name and address field in form header for a third party administrator (if applicable). If a third-party administrator is not processing the claim, the new field may state "Not Applicable," "N/A," or may be left blank.
- **105 (Notice of Suspension of Benefits)**
 - Added name and address field in form header for a third party administrator (if applicable). If a third-party administrator is not processing the claim, the new field may state "Not Applicable," "N/A," or may be left blank.
- **106 (Notice of Permanent Disability or Death Benefits)**
 - Added name and address field in form header for a third party administrator (if applicable). If a third-party administrator is not processing the claim, the new field may state "Not Applicable," "N/A," or may be left blank.
 - Created two versions of the 106 form.
 - **Version 1 - 106 Standard** - Designed for use when a payer is issuing a scheduled award. The body of the 106 Standard form has been modified to include the methodology for calculating scheduled disability benefits. The intent of this modification is to improve accuracy when issuing scheduled awards.
 - **Version 2 - 106 Fatality** - Designed for use when a payer is issuing death benefits in a fatality case. The body of the 106 Fatality form has been modified to include information required in fatality cases.
- **107 (Notice of Permanent Disability and Request for Determination of Benefits)**

- Added name and address field in form header for a third party administrator (if applicable). If a third-party administrator is not processing the claim, the new field may state "Not Applicable," "N/A," or may be left blank.
- **108 (Recommended Average Monthly Wage Calculation of Carrier)**
 - Added new text field below existing AMW calculations to allow for the inclusion of details/notes related to the payer's AMW calculation and methodology.

The modified forms described above will be available and authorized for use beginning on **May 28, 2019**. With the exception of the updated 103 form, webform versions of the modified forms will be available on May 28, 2019, in the new ICA Community. A webform version of the updated 103 form is in development and will be added to the ICA Community. The ICA **strongly** encourages payer representatives and workers' compensation claim adjusters to submit claim forms, including those described above, via the ICA Community after launch of the new System. Payers who wish to obtain copies of the newly-modified forms may submit an e-mail request to claims@azica.gov on or after May 28, 2019. Requests will be processed as expeditiously as possible.

Although the modified forms will be available and authorized for use beginning on May 28, 2019, payers and authorized payer representatives may continue to use the existing version of the forms until **September 27, 2019**, at which time usage of the modified forms **will become mandatory**. Effective September 27, 2019, existing versions of the 103, 104, 105, 106, 107, and 108 forms will no longer be authorized for use and **all** previously-authorized alterations of the forms will expire. Payers who wish to modify or alter the new forms, even for non-substantive alterations, must request approval from the Commission by submitting a written request by e-mail to Claims Manager Ruby Tate (ruby.tate@azica.gov).

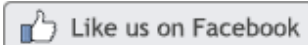
Specific training regarding the use of webforms (including the updated webforms) will be posted on the Commission's webpage (www.azica.gov/newsystem) on or before May 28, 2019, and additional training will be offered at the Annual ICA Claims Seminar on August 8-9, 2019. In addition, the 2019 edition of the ICA Seminar Manual will include the updated forms. The 2019 edition of the ICA Seminar Manual will be available at the Annual Claims Seminar and will also be available for purchase immediately following the Seminar.

Questions regarding the modified forms and the content of this letter may be directed to Claims Manager Ruby Tate at Ruby.Tate@azica.gov.

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