



Procedure Memo

TO: ALL TEXAS MANAGERS

FROM: INSURANCE DEPARTMENT

DATE: September 22, 2017

**SUBJECT: Texas Worker's Comp
Texas Health Care Network Notification (HCN)**

Parking Company has enrolled in the Texas Health Care Network, referred to as "HCN". In order to participate, we are required to pass out the HCN information, and have every employee sign a HCN Notification sheet that they received the information. In addition to distributing this information to all existing employees, this is an ongoing procedure for all new hires, and not a one time sign up.

The initial employee notification must be completed by 2:00 PM Central Standard Time on Thursday, September 28, 2017. The HCN Notification sign up sheet must be emailed to Donna Silvernell and Brenda Edmonds by this time in order for this to be processed with the carrier. If you cannot notify all employees by September 28th, you must note the reason why, and when you anticipate distributing the package to those employees. Example: on vacation and will return on DATE. When the employee(s) returns have them sign the HCN Notification sign up sheet and email the supplemental copy to us.

If an employee refuses to sign the HCN Notification sheet, you must note "refusal to sign" in the signature section of the HCN Notification sheet.

There are 3 times at which distributing this packet is required.

- 1) Initial enrollment: All current Texas employees must receive and sign for their packet.
- 2) Within 3 days of hiring new employees
- 3) At the time PCA receives notice of an injury.

All newly hired employees must be given this HCN information within three (3) days of being hired. All new hired employees will only be required to sign and return the Employee Acknowledgement Form to the manager. Manager will make 2 copies of the acknowledgement form. Give one copy to the employee, place a copy in the location Personnel File for that employee and return the original to Payroll.

If you have an employee that reports a Workers' Compensation Injury, you are required to give the employee another copy of the Employee Notice and have them again sign the Employee Acknowledgement Form. You will again make 2 copies of the signed form and distribute 1 copy to the employee, 1 copy to your location Personnel File and the original is to come to Payroll.

Failure of the employer to establish a standardized process for delivering the required documents creates a rebuttable presumption that the employee did not receive notice, and is, therefore, not subject to the network requirements.

It is each manager's responsibility to keep and maintain the Employee Acknowledgement forms received from the employee and to document if an employee refuses to sign the form. An employee who has received notice of network requirements, but refuses to sign the Acknowledgement form remains subject to the network requirements.

Initial Distribution of HCN Information:

- 1) Each employee must receive either an English or Spanish packet.
- 2) Each employee will need to sign the Employee Acknowledgement Form and return to the manager.
- 3) Each employee needs to sign the TX Health Care Network Notification sign up sheet AT the time you give the employee the packet. If possible, ask the employee to read the material and sign the Employee Acknowledgement form at the same time.
- 4) Manager must fill out the first 4 columns of the Notification sign up sheet.

Attachments:

- 1) HCN Employee Notice English
- 2) HCN Employee Notice Spanish
- 3) HCN Employee Acknowledgement Form
- 4) HCN Notification sign up sheet
- 5) Network Service Area Map

You are required to post a copy of the Network Service Area Map at your location as a reference for your employees.

If you have any questions or concerns about this policy, please contact Brenda Edmonds.