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To: Texas Workers' Compensation Insurance Carriers

From: Kara Mace, Deputy Commissioner, Legal Services

Date: March 18, 2022

RE: Revised DWC Forms for Designating an Insurance Carrier's Austin Representative, Requesting Standard Detailed Data Reports, and Designating an Administrative Services Company Administrator

The Texas Department of Insurance, Division of Workers' Compensation (DWC) has adopted revisions to three forms:

- DWC Form-027, *Designation of Insurance Carrier's Austin Representative*;
- DWC Form-029, *Request for Standard Detailed Data Reports*; and
- DWC Form-120, *Designation of Administrative Services Company Administrator*.

We posted the draft forms online from January 31, 2022, to February 14, 2022.

Texas Labor Code Section 406.011 and 28 Texas Administrative Code Section 156.1 require insurance carriers to designate a person as a representative acting as an agent for receiving notice from DWC. The DWC Form-027 allows insurance carriers to designate their Austin representative.

DWC provides insurance carriers and their authorized agents standard detailed data reports to monitor their compliance with electronic data interchange submission of claims and medical information. The DWC Form-029 allows insurance carriers and their authorized representative to request these reports.

DWC provides designated doctors (DDs) and their administrators access to manage their electronic profiles in TXCOMP, DWC's electronic claims system. The DWC Form-120 allows administrators to designate up to three TXCOMP administrators to manage their system profile and the profiles for DDs who have authorized the administrative services company to act as their agent. The revisions update the forms to meet new DWC form standards.

Parties may use the adopted forms immediately. The forms are on the [TDI website](#).