



# Texas Department of Insurance

## Division of Workers' Compensation

7551 Metro Center Drive, Suite 100 • Austin, Texas 78744-1645  
512-804-4000 telephone • 512-804-4001 fax • [www.tdi.state.tx.us](http://www.tdi.state.tx.us)

### MEMORANDUM

**TO:** Texas Workers' Compensation System Participants  
**FROM:** Amy Lee, Special Deputy Commissioner Policy and Research  
**DATE:** May 2, 2011  
**RE:** **Letter of Clarification (LOC) Resources**

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Since September 2010, all requests for clarification of a designated doctor's report (i.e., Letters of Clarification or LOCs) have been reviewed by Texas Department of Insurance, Division of Workers' Compensation (TDI-DWC) Benefit Review Officers or Contested Case Hearing Officers. In an effort to provide additional resources to workers' compensation system participants regarding the LOC process, the TDI-DWC has recently created a new LOC webpage, which can be viewed on the TDI website at [www.tdi.state.tx.us/wc/loc/index.html](http://www.tdi.state.tx.us/wc/loc/index.html). Resources featured on the new LOC webpage includes:

- Samples of Approval/Denials of Requests for a Letter of Clarification of a Designated Doctor's Report;
- Correction of a Mathematical Error in a Designated Doctor's Report;
- Request for Letter of Clarification Appeal Procedure;
- Key Letter of Clarification Statistics;
- TDI-DWC Orders for Letters Of Clarification:
  - Order of Designated Doctor Examination;
  - Order for Appointment of New Designated Doctor;
  - Order for Designated Doctor Re-examination; and
- Frequently Asked Questions: Letter of Clarification.

The TDI-DWC is centralizing receipt of all requests for Letters of Clarification and responses to Letters of Clarification submitted by system participants. No later than June 1, 2011, all requests for Letters of Clarification and responses to Letters of Clarification should be faxed to TDI-DWC Hearings at 512-804-4005. System participants may begin using this fax number immediately.

If there are any questions regarding the Letter of Clarification process, contact Tiffany Duarte at 512-804-4055 or [Tiffany.Duarte@tdi.state.tx.us](mailto:Tiffany.Duarte@tdi.state.tx.us).