



WORKERS' COMPENSATION HEALTH CARE NETWORK ACCESS PLAN CHECKLIST

We have made every effort to ensure the completeness of the information contained in this document. However, the reader must consult the Texas Insurance Code (TIC), Texas Labor Code, and Title 28 of the Texas Administrative Code (28 TAC) and other applicable laws relating to the Workers' Compensation Health Care Network (network) to determine the accuracy and completeness of all requirements. The reader may access statutes and rules at the following links: <http://www.tdi.texas.gov/rules/index.html> and <http://www.tdi.texas.gov/wc/rules/index.html>.

FILING REQUIREMENTS	
The network must file an access plan with the department for approval at least 30 days before implementation of the plan if any health care service or a network physician or provider (hereinafter collectively referred to as "provider") is not available to an employee because: <ul style="list-style-type: none"> • Providers are not located within the required distances described in 28 TAC §10.80(d) and (e); • The network is unable to obtain provider contracts after good faith attempts; or • Providers meeting the network's minimum quality of care and credentialing requirements are not located within the required distances. 	28 TAC §10.80(f)

THIS ACCESS PLAN MUST INCLUDE THE FOLLOWING INFORMATION AND DOCUMENTATION	
A description of the [approved] geographic area(s) in which services or providers are not available, identified by county, city, ZIP code, mileage, or other identifying data.	28 TAC §10.80(g)(1)
A map, with key and scale, which identifies the area(s) in which such health care services or providers are not available. Note: The network must submit a map for each provider type that is not available and which the network addresses in the access plan. See 28 TAC §10.80(g)(5).	28 TAC §10.80(g)(2)
For each geographic area identified by the network as not having adequate health care services or providers available, the reason or reasons that health care services or providers cannot be made available.	28 TAC §10.80(g)(3)
The network's general plan for making health care services and providers available to injured employees in each geographic area identified, including:	28 TAC §10.80(g)(4)
<ul style="list-style-type: none"> • The names, addresses and specialties of the network providers and a listing of the services to be provided through the network that meet the health care needs of the employees; 	28 TAC §10.80(g)(4)(A)

Note: TDI asks that the network submit provider list(s) in an Excel spreadsheet. See 28 TAC §10.80(g)(5).	
• A listing of any health care services to be made available in the geographic area;	28 TAC §10.80(g)(4)(B)
• A general description of the procedures to be followed by the network to ensure that certain health care services are made available and accessible to employees in the geographic areas identified as being areas in which the health care services or providers are not available and accessible;	28 TAC §10.80(g)(4)(C)
• A network development plan through which health care services or providers will be made available and accessible to employees in these geographic areas in the future; and	28 TAC §10.80(g)(4)(D)
• Any other information which is necessary to allow the department to assess the network's access plan.	28 TAC §10.80(g)(5)

If you have questions or require assistance regarding the information provided in this checklist, please call 512-676-6400, select Option 7.

NOTICE ABOUT CERTAIN INFORMATION LAWS AND PRACTICES

With few exceptions, you are entitled to be informed about the information that the Texas Department of Insurance (TDI) collects about you. Under sections 552.021 and 552.023 of the Texas Government Code, you have a right to review or receive copies of information about yourself, including private information. However, TDI may withhold information for reasons other than to protect your right to privacy. Under section 559.004 of the Texas Government Code, you are entitled to request that TDI correct information that TDI has about you that is incorrect. For more information about the procedure and costs for obtaining information from TDI or about the procedure for correcting information kept by TDI, please contact the Agency Counsel Section of TDI's General Counsel Division at (512) 676-6551 or visit the Corrections Procedure section of TDI's website at www.tdi.texas.gov.