**Contingency Plan**

In the event that a WC Network has delegated any function to a carrier or a third party, there must be a written contingency plan to document how a network would reassume all of the delegated job functions.

<table>
<thead>
<tr>
<th>WHAT</th>
<th>ACTION TAKEN</th>
<th>HOW ACTION IS TAKEN</th>
<th>WHO IS RESPONSIBLE</th>
<th>DUE DATE</th>
<th>WHEN COMPLETED</th>
<th>Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delegation terminates</td>
<td>Notification of: Carrier, Program Directors as applicable, QI Prog., TDI if applicable</td>
<td>By phone, e-mail, fax</td>
<td>Claims Director (Network Director, Contract Director, etc)</td>
<td>Within 2 business days</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Notification of Affected Parties
- Request Reports / Documentation
- Assign staff to assume responsibilities
- Training of new staff
- Follow-up reporting of assumed duties
- Decide to re-contract function
- Pre-delegation Audit
- Delegation Agreement to new 3rd Party