



Workers' Comp Network Facts – Employee Notice/Acknowledgment Form

At the time of network selection or within three days of new employee hire and at the time of injury, employers must provide employees with a notice of network requirements. The notice must be in English, Spanish or any other language common to employees. Employers must also obtain a signed acknowledgment form from employees at the time of notice and the time of injury. Employers must establish a standardized process for delivering the notice.

If an employee refuses to sign the acknowledgment form, he or she will still be required to comply with the terms of the network if the employer fulfills their responsibility and maintains a record of delivery. If an employee has not received the notice at the time of injury, they may seek care from any provider on the state's approved doctor list. Texas Mutual Insurance Company will reimburse the provider for medical care delivered in accordance with Division of Workers' Compensation fee guidelines and will begin the process of transferring the claim to the network.

Common Questions:

- **Are employers required to have a witness of an employee refusal to sign the acknowledgment form?** Employers are not required to have a witness. They may document the refusal as they see fit.
- **What are some alternate methods an employer can use to distribute the network notice if email is not a valid option?** The employer may wish to distribute the notices at a staff or safety meeting, mail the notice and acknowledgment form to all employees or to distribute the notice along with employee paychecks and have the employees return the acknowledgment form.
- **Does the policyholder have to renew the employee acknowledgment annually?** Once the notice has been distributed and the acknowledgment form is signed, the network requirements remain in place as long as the policyholder stays with Texas Mutual Insurance Company. A second acknowledgment form is required, however, when an injury occurs.
- **Do contractors have to post the notice at every job site?** It is recommended that you post the notice in the same location as OSHA and employment-related postings.
- **How will contractors comply with the acknowledgment form for subcontractors?** If subcontractors are independent then there are no network notice or acknowledgment requirements. If subcontractors are not independent, the employer is required to provide network notice and obtain a signed acknowledgment form for each subcontractor.

Resources:

Employee Notice & Acknowledgment Form • English • Spanish	Acknowledgment Form • English • Spanish
Presentation for Employees (Windows Media) • English • Spanish	Presentation for Employees (PowerPoint only) • English • Spanish
Helpful Hints for Employers	Sample Notice and Acknowledgment Form Log