

Oregon Workers' Compensation Operations Section

Coverage Unit _____

To exceed customer expectations through accurate, timely, and respectful service.

Purpose

Ensure accurate and timely maintenance of employer coverage information. Provide internal and external training on employer coverage documentation and processing.

Responsibilities

- ◆ **Employer coverage:** Review documents and electronic transactions received from insurers reporting workers' compensation insurance coverage for employers operating in Oregon. Data enter coverage information, including extraterritorial agreements, into the employer data system (EDS).
- ◆ **Quality assurance:** Resolve discrepancies to ensure integrity of the EDS and its associated coverage filings. Ensure proper "risk" relationship of employers and insurers is identified and maintained on the data system.
- ◆ **Business identification:** Ensure the business identification numbers (BIN), which identify employers for a combined tax collection process are recorded against the appropriate employers.

Functions

Six employer coverage specialists identify the correct employing entity. They review electronically reported workers' compensation coverage for employers operating in Oregon. By comparing to EDS they ensure data is placed on appropriate employer record. They also data enter paper reported guaranty contracts, employer leasing information, and other employer coverage documents. Notarized affidavits of coverage for legal proceedings are prepared when requested. Automated notices of compliance posters are sent to employers when their Oregon coverage is registered by unit staff.

The business identification team locates or assigns business identification numbers and verifies existing numbers by researching workers' compensation, corporation, employment, and revenue records. They complete or correct information by clearing duplication and other discrepancies. If the employer's only tax liability is for workers' compensation assessment, the team registers the employer into the Department of Revenue's data system so the assessment can be properly distributed to the Department of Consumer and Business Services, Workers' Compensation Division.

The quality assurance employer control specialist resolves discrepancies in EDS, coverage documents and electronic transactions submitted by insurers, and information from employers by requesting clarification via phone and mail. The specialist confirms that decisions to issue pending coverage letters or to return guaranty contracts have been made appropriately. The specialist provides informal training to insurers regarding proper completion of forms for compliance with coverage reporting requirements.

The Coverage Unit consists of a supervisor and 10 staff. In addition to the management of unit personnel and activities, the unit supervisor serves as the division's data steward for EDS to manage the division's electronic data system. Supervisor provides technical support to other areas of WCD through information sharing meetings and committee participation.

Primary governing rules

OAR 436-050: Employer/Insurer Coverage Responsibility

ORS 656.419: Guaranty Contracts

For more information contact: Operations Section: 503-947-7810 Fax: 503-947-7630