

The Self-Insurance program is continuing to prepare for changes related to thirteen Washington Administrative Codes (WACs) that will become effective July 1, 2019. We encourage you to begin evaluating your systems and processes for changes that you may need to make due to the revised or new rules.

Training

Update 2019 – This all-day course is **mandatory** for those certified administrators choosing the option of renewing their certification through continued education. Much of this year's training will focus on the WAC changes, so all are encouraged to attend. Please register early to take advantage of this training before the rule changes become effective. <https://fortress.wa.gov/lni/sicatspub/ContinuingEducationPublicCourseSearch.aspx>

New forms and templates have been widely reviewed

The forms and templates needed to implement the updated rules have been stakeholdered with customers, and we will send out the final versions by April.

Forms — New task-based forms will replace the all-purpose SIF-5 along with the SIF-4, both of which will be retired. Self-insurers will use the forms to request the following orders:

- Allowance
- Interlocutory
- Denial
- Closure

Templates — Self-insurers will use department-developed templates to communicate key actions involving delivery of benefits to workers at specific points during a claim, including:

- Calculation of monthly wage as a basis for time-loss compensation
- Starting, stopping or denying compensation benefits
- Accepting or denying newly contended conditions
- Authorizing or denying treatment
- Assessment of underpayments or overpayments

The template language encourages injured workers to contact the self-insured employer with concerns at the time an action is taken. It will also be clear to injured workers what to do if they dispute an action taken by a self-insurer.

Disputes

With the exception of statutory requirements for the department to allow, deny or close certain claims, the revised rules require L&I to intervene to adjudicate claims only when there are disputes. This will reduce the department's involvement in routine matters. Unless there is a dispute from a worker, L&I will no longer issue the following orders:

- Calculation of monthly wage as a basis for time-loss compensation
- Assessment of overpayments (exception is at claim closure)
- Acceptance or denial of newly contended conditions

Certified Claims Administrators

There are changes in requirements to become and maintain claims administrator certification, including:

- Requirement that a comprehensive goal-oriented curriculum be completed prior to taking the certification test, effective July 1, 2021
- 2 years of experience, at least 20 hours per week, in the administration or oversight of time-loss claims under title 51, in the 5 years immediately prior to filing the application to take the test
- The continuing education credit requirements have changed to 45 credits in 3 years

Effective July 1, 2020, each person making claims decisions outside the state of Washington is required to be a certified claims administrator.

Next Steps

To help you continue preparing for these changes, we will share regular updates over the next few months.

If you have questions, contact LaNae Lien, Self-Insurance Claims Operations Manager at 360-902-6968 or lanae.lien@lni.wa.gov

Read and review the upcoming changes to Washington Administrative Code:

Be sure to review the versions effective July 1, 2019.

WAC 296-15-200 – Repealed effective 7/1/2019

[WAC 296-15-266](#)

[WAC 296-15-320](#)

[WAC 296-15-330](#)

[WAC 296-15-340](#)

[WAC 296-15-350](#)

[WAC 296-15-360](#)

[WAC 296-15-400](#)

[WAC 296-15-405](#)

[WAC 296-15-420](#)

[WAC 296-15-425](#)

[WAC 296-15-4316](#)

[WAC 296-15-450](#)