

EMPLOYER Responsibilities

The State of Texas has several requirements for **EMPLOYERS** who have elected for their employees to participate in a worker's compensation health care network. There are several elements that comprise the roll-out process for a new network selection.

Notice of Network Requirements

The "[Notice of Network Requirements](#)" is the primary document that is required to be shared with all employees. The State of Texas requires that this document be provided as follows:

- At the time you select to participate in the network, all employees are required to receive this document. (Normally, this coincides with the issuance of your Workers Compensation Policy)
- New Hires - Within three days of hiring a new employee. (Recommend that you add the Network Roll-out procedure as part of your new hire process.)
- At the time of an injury (This ensures that the injured employee understands their rights and responsibilities as a participant of a Texas Health Care Network and they have access to the most current network provider listing.)

Language Requirements

- The notice must be in English and Spanish OR
- Any other language that is common to the employee population
- **NOTE:** English and Spanish versions are included [Click Here](#)

Specific Content Required

- The notice must include a list of [network providers](#) or a tool to obtain a list
- A statement that the employee must see a treating doctor that is in the network
- An explanation of the complaint process
- **NOTE:** this content is included in the "Notice of Network Requirements"



Signed - Employee Acknowledgement of Workers' Compensation Network

- A signed acknowledgement form must be obtained from each employee:
 - At the time of initial roll-out
 - At the time of a new hire
 - At the time of an injury
 - NOTE: This form is included in the "Notice of Network Requirements"
 - *Recommendation: create a standard process for obtaining and retaining the signed acknowledgement forms along with utilizing a log to verify the date and method of distribution to employees.*

- **NOTE:** if an employee refuses to sign the acknowledgement form, he or she will still be required to comply with the terms of the network IF, as the employer, you have fulfilled your responsibility and maintain a record of delivery of notice.

If you have not rolled out the network information at the time of an injury, the employee is not obligated to follow the network requirements until notice is provided and they may seek care from any provider who is licensed to practice medicine in Texas.