

Office of Workers' Compensation - Agency Contact Addition/Change Form

Email or fax the completed form to JoBeth Coble at jobeth.coble@dhrm.virginia.gov or 804-786-8840.
To confirm existing agency contacts, contact 686-814-1282 or jobeth.coble@dhrm.virginia.gov.

Name: _____

Title: _____

Agency Name and location: _____

Agency Number: _____ Sub-Agency Number (if applicable): _____

Street Address/PO Box: _____

(if the office is located in the metro-Richmond area, please provide a street address for DGS interagency mail)

City, State, Zip: _____

E-Mail Address: _____

Phone Number: (____) _____ Fax Number: (____) _____

Are you replacing an existing contact? Yes if so, name _____; No

A. Type of contact. Contacts are listed in the claims system as resources for the benefit coordinators/claims staff.

Human Resource Contact – specify one

Primary - Each agency must have one primary contact. *If you mark this box, you will be replacing the existing contact and he/she will be removed and access deleted.* This contact be the addressee for correspondence regarding Workers' Compensation claims. Do you prefer to receive claims correspondence via mail (hard copy) or email (e-copy) ?

Secondary - This is a back-up contact to the primary. Each agency may have multiple.

Safety Contact - This contact will receive safety and training related messages.

B. Monthly report delivery.

Human Resource - Receive monthly reports containing all claim information on file.

Safety - Receive limited claim information regarding nature of injury and aggregate claim costs.

Payroll - Receive limited claim information regarding claims accepted and checks issued only.

C. Sedgwick Employer Accident Report Portal / FROI (formerly VLW).

The contact will have FROI access as a named user and have authority to file claims on behalf of the agency directly to MC Innovations via electronic submission.

I understand that information I have access to is confidential personnel information that may only be released under certain circumstances. Prior to the release of any information (including agency staff) I agree that I will review the DHRM Policy 6.05 Personnel Record Disclosure, the Freedom of Information Act, and any agency policy on personnel records disclosure. I agree that I will use this system strictly on a need to know basis in order to complete the duties of my position.

Signature of contact _____ Date _____

APPROVAL OF ACCESS REQUEST: For VDOT and VADOC, the agency's central office must sign for approval.

For OWC use:
JURIS
VO/BO
FROI
GovDel
ARR
Sedgwick

Human Resource Director's signature _____
Print HR Director's name _____

Phone number