



Designation of administrative services company administrator

Part 1. Administrative services company information

1. Company name	2. Federal Employer Identification Number
3. Primary mailing address (street or PO box, city, state, ZIP code)	
4. Phone number	5. Fax number

Part 2. Administrative services company administrator information

6. Check the appropriate box to add or remove an administrator from the company's TXCOMP profile.		
Action	Administrator's name (first, middle, last)	Administrator's email
<input type="checkbox"/> Add <input type="checkbox"/> Remove		
<input type="checkbox"/> Add <input type="checkbox"/> Remove		
<input type="checkbox"/> Add <input type="checkbox"/> Remove		

Part 3. Administrative services company attestation

<p>I attest that the administrative services company listed in Box 1 authorized me to act on its behalf. I designate the individuals named in Box 6 as the administrators for managing the company's TXCOMP profile and profiles of designated doctors and services provided to the designated doctor according to Texas Labor Code Section 408.1225(g)(1)-(2).</p> <p>I acknowledge that:</p> <ul style="list-style-type: none"> the administrative services company is responsible for the acts or omissions of its designated administrators and the administrators' designees, if any; and it is a Class A misdemeanor to unlawfully receive, publish, disclose, or distribute confidential information in or derived from an employee's claim file under Texas Labor Code Section 402.091 because the administrative services company provides services to designated doctors according to Texas Labor Code Section 408.1225(g)(2). 	
7. Signature of administrative services company's authorized representative	8. Representative's name
9. Date of signature (mm-dd-yyyy)	10. Representative's title
11. Representative's email	12. Representative's phone number

FAQ

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Who can use this form?

Administrative services companies must use this form to designate up to three TXCOMP administrators to manage their system profile and the profiles for any designated doctors that have authorized the administrative services company to act as their agent.

When do I need to file this form?

An administrative services company must file this form each time it adds or removes a TXCOMP administrator, including:

- Newly hired and newly assigned administrators.
- Administrators that are no longer employed or authorized to act as the company's administrator. The company's administrators and employees will continue to have the ability to change information on the company's profile and the profiles of any designated doctors that have authorized the company to act as their agent until their access is removed.

How do administrators get access to the administrative services company TXCOMP profile?

Administrators must request TXCOMP system access at www.tdi.texas.gov/wc/txcomp.html. DWC will approve access to the administrative services company's TXCOMP profile when it receives this form.

Can other administrative services company employees have access to the administrative services company TXCOMP profile?

Yes, the administrative services company's authorized administrators will manage access for its other employees, including:

- Approving newly hired or assigned employees.
- Removing employees that are no longer employed or authorized to act as the company's administrator. Employees must request TXCOMP system access at www.tdi.texas.gov/wc/txcomp.html before the administrator can grant access to the employee. The company's administrators and employees will continue to have the ability to change information on the company's profile and the profiles of any designated doctors that have authorized the company to act as their agent until their access is removed.

It is a Class A misdemeanor to unlawfully receive, publish, disclose, or distribute confidential information in or derived from an employee's claim file under Texas Labor Code Section 402.091 because the administrative services company provides services to designated doctors according to Texas Labor Code Section 408.1225(g)(2).

Where do I file this form?

- **Fax:** 512-490-1040

- **Mail:** Texas Department of Insurance
Division of Workers' Compensation
Office of the Medical Advisor, Mail Code: HS-HCBM
PO Box 12050
Austin, TX 78711-2050

Questions?

Contact the DWC Office of the Medical Advisor at 512-804-4814 or oma@tdi.texas.gov.

Note: With few exceptions, on your request, you are entitled to:

- be informed about the information DWC collects about you;
- receive and review the information (Government Code Sections 552.021 and 552.023); and
- have DWC correct information that is incorrect (Government Code Section 559.004).

For more information, contact DWCLegalServices@tdi.texas.gov or go to the Corrections Procedure section at www.tdi.texas.gov/commissioner/legal/lccorprc.html.