

16VAC30-30-20. Designated representatives.

A. Each insurance carrier licensed to write workers' compensation coverage in the Commonwealth of Virginia, each employer granted the privilege of individual self-insurance by the Virginia Workers' Compensation Commission, and each group association approved for self-insurance by the State Corporation Commission, shall have one designated representative for all its Virginia activities, unless otherwise permitted by Section 14 of the State Corporation Commission's Rules Governing Group Self-Insurance Associations, and shall maintain on file with the Virginia Workers' Compensation Commission the name and current address and phone number of that person.

B. Each designated representative shall have the authority to: (i) issue drafts to provide for payment of benefits; (ii) arrange for immediate medical attention; (iii) investigate the nature and disposition of any claim; and (iv) represent the carrier or self-insurer upon request to the Virginia Workers' Compensation Commission by phone, by mail, or in person at the commission's offices.

C. The office of each designated representative shall be located within the Commonwealth of Virginia, and must be both: (a) a location where claims records can be examined as deemed necessary by the Virginia Workers' Compensation Commission; and (b) an address to which the Virginia Workers' Compensation Commission can send correspondence regarding the management of workers' compensation claims.

D. Each insurance carrier, self-insurer, or self-insured group may also designate one separate address to which routine mail related to the processing of claims is to be sent. Insurers or self-insurers may designate multiple mailing addresses within the Commonwealth of Virginia so long as the distribution of claims among these offices is based on clear geographic criteria. Any other arrangements require the prior written approval of the Virginia Workers' Compensation Commission.

Statutory Authority

§ [65.2-818](#) of the Code of Virginia.

Historical Notes

Derived from VR405-01-03 § 2, eff. March 11, 1991.