



midwest

WORKERS'
COMPENSATION
SPECIALIST

Notice to Administrator Contact Tracing - SB 1159

Reporting Requirements for 3212.88 (Employers subject to a civil penalty of up to \$10,000 for failure to report)

The submission of this form does not constitute the filing of a claim and is utilized solely for contact tracing in determining an outbreak.

Positive Test on or before 9-17-2020: Employer must report to administrator within 30 days.

Positive Test on or after 9-18-2020: Employer must report to administrator within 3 days.

When the employer knows or reasonably should know that an employee has tested positive for COVID-19, the employer shall report to their claims administrator in writing via electronic mail or facsimile **only** the information below.

1. Policyholder name and Policy number

a.

2. Reporting identifier, e.g. First name last initial; employee ID number (other than SSN); employee 1, employee 2 etc.

a.

3. The test date of when the specimen was collected.

a.

4. Address of each location the employee has worked in the 14 days prior to the test date, along with the highest number of employees who reported to each work location on any given day during the 45-day period, preceding the employee's last day at the location.

a.

b.

c.

d.

*If more than 4 locations create a separate attachment

Fax to Midwest at 866.642.1234 or email to caclaims@midins.com

Claims Center - Mailing
PO Box 13369
Springfield, IL 62791-3369
www.midins.com

Midwest Central Claims
reporting 800.293.0616
fax 217.726.6943
email claims@midins.com

Western Pacific Claims
reporting 866.642.2567
fax 866.642.1234
email caclaims@midins.com

Midwest Financial Holdings, LLC
Midwest Insurance Company
MIC Risk Management Services, LLC
Illinois Midwest Insurance Agency, LLC
Midwest General Insurance Agency, LLC