

IDAHO INDUSTRIAL COMMISSION SURETY CLAIMS SITE AUDIT

IDAPA Rules Audit - State of Idaho Industrial Commission

Surety: _____ TPA (if applicable): _____

- 1) Adjustors License obtained, Idaho Department of Insurance *(for TPAs only)*
Cite: __IDAPA 17.02.03051 ¶1 (attach additional pages as necessary)
Name: _____ Date obtained: _____ Date Expires: _____
- 2) Files must be maintained within state. Electronic files must be data-entered from within the state.
Cite: __IDAPA 17.02.03051 ¶2 Are all files maintained within the state? _____
Are electronic files data-entered in Idaho? _____
- 3) Checks must be signed and issued in state, unless a waiver has been requested and granted.
Cite: IDAPA 17.02.03051 ¶7
Do you have a waiver? _____ (If yes, please attach a copy.)
If not, are all checks issued in-state? _____ (Please attach a copy of a voided check from checkstock)
- 4) Copies of first indemnity checks must be sent to the IC.
Cite: IDAPA 17.02.03051 ¶8 Does your company comply? _____
- 5) TTD and PPI checks must be issued weekly
Cite: IDAPA 17.02.03051 ¶9 Does your company comply? _____
(Note: bi-weekly for income and monthly for PPI allowed if not objected to by claimant)
If they are not issued promptly, the Commission may order that an immediate payment, convertible to cash that day at a local bank, be made to claimant. Could your company comply? _____
How: _____
- 6) Copies of all checks must be maintained in the in-state files.
Cite: IDAPA 17.02.03051 ¶8
Are copies of all compensation checks available in the in-state files? _____
- 7) Claims must be adjusted in-state.
Cite: __IDAPA 17.02.03051 ¶1
Are all of your claims adjusted in-state? _____
Are all medical fee decisions made in-state on a visit-by-visit basis? _____
Are all compensation decisions made in-state by an authorized adjuster? _____
- 8) The offices shall be staffed by adequate personnel to conduct business.
Cite: IDAPA 17.02.03.051 ¶1
What are your normal hours of operation when a qualified work comp adjuster is available?

If this is stated in a Company Policy or Procedure, please attach a copy.
- 9) Within fifteen (15) days of any change of status, the claimant shall be notified and the IC copied.
Cite: Idaho Code 72-806 and IDAPA 17.02.08.061(05).
Are notices sent to claimant within fifteen days, and copied the same day to the IC? _____
- 10) The Commission shall be notified in writing within fifteen days of any change of resident adjuster.
Cite: IDAPA 17.02.03.012 ¶3
TPAs: Has the Commission been timely advised of your authority for this surety? _____
Please attach a copy of the letter of authority.

Printed name: _____

Signature: _____

Title: _____

Date: _____