



## TEMPORARY AUTHORIZATION TO REVIEW INFORMATION

**TO:** EMPLOYER SERVICES DEPARTMENT  
Ohio Bureau of Workers' Compensation  
c/o CAREWORKS CONSULTANTS INC.  
5500 Glendon Court  
Dublin, OH 43016  
800.837.3200  
FAX 888.837.3288  
[www.careworksconsultants.com](http://www.careworksconsultants.com)  
[info@ccitpa.com](mailto:info@ccitpa.com)

**FROM:**

Policy Number
Company:
DBA:
Address:

This is to certify that CAREWORKS CONSULTANTS INC. (ID NO. 150-80) Ohio Grocers Association (55000, 2012/2013, Code 11/171) including its agents or representatives identified to you by them has been retained to review and perform studies on certain workers' compensation matters on our behalf.

This limited letter of authority provides access to the following types of information relating to our account:

- (1) Risk files
- (2) Claim files
- (3) Merit-rated or non-merit rated experiences
- (4) Other associated data

This authorization does NOT include the authority to:

- (1) Review protest letters
- (2) File protest letters
- (3) File form *Application for Handicap Reimbursement* (CHP-4);
- (4) Notice of Appeal (I-12) or  
*Application for Permanent Partial Reconsideration* (IC-88);
- (5) File self-insurance applications
- (6) Represent the employer at hearings
- (7) Pursue other similar actions on behalf of the employer

I understand that this authorization is limited and temporary in nature and will expire on February 29, 2012 or automatically nine months from the date received by the Employer Services or Self-Insured Department, whichever is appropriate. In either case, length of authorization will not exceed nine months.

Telephone Number	Fax Number	E-mail Address	
Print Name	Title	Signature	Date

Completion of the Temporary Authorization (AC-3) allows a third-party administrator (TPA) limited authority to view an employer's payroll and loss experience. By signing (form AC-3), the employer grants permission to the Ohio Bureau of Workers' Compensation (BWC) to release information to the employer's authorized representative(s). The Temporary Authorization allows a third-party representative to view an employer's information regarding payroll, claims and experience modification.

### **Attention Private Employer Group-Rating Prospects:**

- Employer may complete the AC-3 for as many TPA or group rating sponsors as they feel are necessary to obtain quotes for a group-rating program.
- Group sponsors must notify all current group members who have made application for the next group-rating year if they will not be accepted. The deadline for this notification is December 1<sup>st</sup> of each year.
- All potential group rating prospects must have:
  - Active BWC coverage status as of the application deadline;
  - Active coverage from the application deadline through the group-rating year;
  - No outstanding balances;
  - Operations similar in nature to the other members of their group.
- Any changes to a group member's policy will affect the group policy. Changes can result in either debits or credits to each of the members.

### **Note:**

**For complete information on rules for group rating, see Rules 4123-17-61 through 4123-17-68 of the Ohio Administrative Code or your third-party administrator (TPA).**

**All group-rating applicants are subject to review by BWC Employer Programs Unit.**