

# *State of South Carolina*

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## *Workers' Compensation Commission*

**July 7, 2016**

### **Administrative Procedures Changes – Processing Form 16 and Form 16A at Informal Conferences**

Effective July 7, 2016 the Commission will begin an updated administrative procedure for processing the Form 16 and Form 16A after an Informal Conference. Upon completion of a successful Informal Conference, the claims mediator will make a recommendation by signing the Form 16/16A and forward it to the jurisdictional Commissioner for approval. If approved, the Commission will email the approved form to the adjuster or attorney that appeared on behalf of the carrier via secured email.

If the Commissioner does not approve the Form 16/16A, the Commissioner's Administrative Assistant will notify the adjuster or attorney via email that the recommended settlement at the Informal Conference was not approved, and the case will be sent to the next Jurisdictional Commissioner to be set for a Hearing.

Please use the updated Form 16A available on the Commission's website at <http://www.wcc.sc.gov/welcomeandoverview/forms/Pages/default.aspx>

For additional information, please contact:

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