

**STATE OF NEW MEXICO
WORKERS' COMPENSATION ADMINISTRATION**

_____, WCA No.: _____
Worker,
v. _____, and
_____,
Employer/Insurer.

APPLICATION TO DIRECTOR

1. Type of injury: ____ Accidental Work Injury ____ Occupational Disease
2. Worker's full name: _____
Mailing address: _____
City/State/Zip: _____
Telephone: _____
Worker's date of birth: _____ Age: ____ Sex: ____ M ____ F
Worker's social security no.: _____
3. Full name of employer: _____
Employer's address: _____
City/State/Zip: _____
Telephone: _____
Email address for service: _____
4. Insurance carrier: _____
Address: _____
City/State/Zip: _____
Telephone: _____
E-mail address for service: _____
5. Health Care Provider (*if applicable*): _____
Address: _____
City/State/Zip: _____
Telephone: _____

6. Date of accident or death: _____
City and county of accident: _____
Nature of the injury: _____
Worker's job at time of accident: _____
Weekly compensation rate: _____
7. What benefit or relief is being sought?
- ___ Judge assignment disputes, pursuant to, Sections 52-5-2 NMSA 1978, and 52-5-5, and NMAC 11.4.4.13(A).
- ___ Hearing on an untimely rejection of a recommended resolution, pursuant to, Section 52-5-5 NMSA 1978.
- ___ Request to withdraw an acceptance of a recommended resolution, pursuant to Section 52-5-5 NMSA 1978,
- ___ Appointment of Recipient of Benefits on behalf of a minor child or incompetent worker, pursuant to, Section 52-5-11 NMSA 1978 and 11.4.4.11 NMAC.
- ___ Approval of an out of state health care provider (affidavit of provider shall be attached), pursuant to Section 52-4-1 NMSA 1978 and 11.4.7.10 NMAC.
- ___ Attorney withdrawal, pursuant to 11.4.4.14 NMAC.
- ___ WCA medical case management or utilization review dispute, pursuant to Sections 52-4-2 NMSA 1978 and 52-4-3, and 11.4.7.12 NMAC.
- ___ Other (specify): _____
8. State all reasons supporting this application (be specific; use additional pages, if necessary):

9. Is a hearing requested? ____ Yes ____ No

If yes, the filing party shall submit the mandatory forms. Request for Setting and with the Summons, if applicable.

10. Is an interpreter needed for the hearings on this application? ____ Yes ____ No

If yes, what language? _____
(Employer will pay for cost of interpreter.)

Signature

Date

Print name

Filing party's address

Filing party's city, state, zip

Filing party's telephone

Filing party's e-mail address for service

INSTRUCTIONS FOR USE: A Request for Setting and a Summons for each responding party shall be filed with the application, if a summons has not been previously issued. If the Worker is filing this application, the Worker shall also attach Worker's Authorization for Use and Disclosure of Health Records.

Parties with questions may call the Ombudsman Hotline at 505-841-6894 or 1-866-967-5667.

1. I, being duly sworn or affirmed, state: I am licensed as a _____, in the State of _____, and my license to practice is currently in good standing;
2. I acknowledge that I have treated or intend to treat injured worker _____ (name) involved in a workers' compensation claim governed by the laws of New Mexico;
3. I agree to be bound by the Workers' Compensation Act of the State of New Mexico and all Workers' Compensation Administration (WCA) rules and regulations, including the WCA Health Care Provider Fee Schedule unless I have separately negotiated fees with the payer prior to rendering services; and
4. I understand that if my license to practice in _____ is suspended or revoked, my designation as an approved health care provider is automatically revoked.

Telephone

STATE OF _____)
) ss.
COUNTY OF _____)

My commission expires:

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v. _____, and
_____,
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SUMMONS FOR APPLICATION TO DIRECTOR

To: _____

GREETINGS:

You are directed to appear before the Workers' Compensation Administration and respond to this Application. If you choose to file a written response to this Application, you must file your response with the Workers' Compensation Administration Clerk of Court **within 10 days of receipt of this Application.**

If you fail to appear and respond, the Workers' Compensation Administration may enter a judgment against you for the relief demanded in the Application.

Worker or filing party's representative:

Address of Worker or filing party's representative:

WITNESSED AND SEALED BY THE CLERK OF THE WCA

**STATE OF NEW MEXICO
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_____,
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REQUEST FOR SETTING

1. WCA Judge assigned: _____
2. Are any other hearings currently set? ____ Yes ____ No
If yes, please indicate the date of the hearing: _____
3. Specific matter to be heard: _____
4. Time required for hearing: _____
5. Is an interpreter required? ____ Yes ____ No
(Employer/Insurer is responsible for making arrangements for the interpreter.)
6. Is telephonic appearance being requested? ____ Yes ____ No
(Employer/Insurer is responsible for arranging the conference call.)

Signature

Print name

Address

City/State/Zip

Telephone

E-mail address for service

**NEW MEXICO WORKERS' COMPENSATION ADMINISTRATION
WORKER'S AUTHORIZATION FOR USE AND DISCLOSURE OF HEALTH RECORDS**

Worker/Patient FULL NAME: _____ DOB: _____ SSN: XXX-XX-_____

FOR WCA REFERENCE ONLY: Date/s of Injury: _____ WCA Case File Number: _____

INSTRUCTIONS FOR USE: In accordance with Section 52-10-1 NMSA 1978, a workers' compensation health care provider shall not require a signed medical authorization, in any form, for records that are directly related to any work place injuries or disabilities claimed by an injured worker. Costs for copying records are subject to non-clinical services fees set by the Administration, and shall not exceed \$1.00 per page for the first ten (10) pages or up to twenty-cents (\$0.20) for each page thereafter. A copy of this authorization may be used as an original.

Este formulario es obligatorio al presentar una queja. Si necesitas ayuda para completar este formulario, póngase en contacto con un ombudsman (866) 967-5667.

RELEASE OF HEALTH CARE RECORDS

I, (Worker's Name) _____, hereby authorize the following health care provider (HCP) or named facility to release my health care records for the **PURPOSE OF** facilitating and evaluating my Worker's Compensation Claim that arises from alleged workplace injuries or illnesses that occurred on the above date/s of injury.

Provider or Facility: _____	
Address: _____	
Telephone No.: _____	

I authorize the following records released (check box, as appropriate): ☐ **ALL RECORDS** ☐ **SPECIFIC DATES**
provide a date range for records authorized to be released _____

RELEASE OF SPECIFIC HEALTH RECORDS

I FURTHER AUTHORIZE THE RELEASE OF RECORDS THAT MAY CONTAIN INFORMATION ABOUT THE FOLLOWING: (check any that may apply).

☐ Treatment for alcohol and/or substance abuse	☐ Sexually transmitted diseases	☐ HIV or AIDS
☐ Behavioral or Mental Health, including Psychiatric or Psychological	☐ Records of the Department of Health Medical Cannabis Program	

Signature of Worker/Patient/Personal Representative

Date

PERSON/ENTITY AUTHORIZED TO RECEIVE RECORDS

I authorize records be released to my employer, my employer's insurer, my attorney or representative, my employer/insurer's attorney or representative, and IME providers.

(To be completed by authorized recipient/s): Records to be ☐ Picked Up ☐ Mailed ☐ Emailed ☐ Faxed ☐ Other (specify): _____

Authorized Recipient/s: _____	
Address: _____	
Telephone No.: _____	
Fax/Email: _____	

**EXPIRATION and
CONDITIONS**

I UNDERSTAND THAT THIS AUTHORIZATION IS VOLUNTARY AND THAT I MAY REFUSE TO SIGN IT AND SUCH A REFUSAL TO SIGN MAY NOT AFFECT MY TREATMENT OR SERVICES, EXCEPT AS PERMITTED BY LAW. THIS AUTHORIZATION IS LIMITED TO USE AND DISCLOSURE OF MEDICAL RECORDS AND DOES NOT WAIVE ANY PATIENT DOCTOR PRIVILEGE WITHOUT MY SEPARATE AUTHORIZATION AND CONSENT. THIS AUTHORIZATION IS TO BE VALID FOR TWO (2) YEARS FROM THE DATE OF MY SIGNATURE. I UNDERSTAND THAT INFORMATION DISCLOSED PURSUANT TO THIS AUTHORIZATION MAY BE REDISCLOSED BY THE RECIPIENT/S. I MAY REVOKE THIS AUTHORIZATION AT ANY TIME BY NOTIFYING THE HEALTH CARE PROVIDER OR FACILITY IN WRITING; A COPY OF ANY REVOCATION SHOULD BE PROVIDED TO THE RECIPIENT/S. UPON MY REQUEST, I AM ENTITLED TO A COPY OF THE SIGNED AUTHORIZATION.

Signature of Worker/Patient

Date

Signature of Personal Representative (if any)

Date

Printed Name of Personal Representative

Relationship to Worker/Patient

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ORDER GRANTING APPROVAL OF OUT OF STATE HEALTH CARE PROVIDER

THIS MATTER having come before the Acting Director pursuant to Section 52-4-1(Q), NMSA 1978, and having reviewed the Application to Director and Affidavit of the proposed out of state health care provider (applicant), the Director **FINDS;**

1. The Applicant is licensed in the State of _____ and said license is in good standing.
2. The Applicant has satisfied the Director that authorization to provide health care to the worker in this case will not unduly disrupt the operation of the New Mexico workers' compensation system.
3. Good cause exists to approve Applicant as an out of state health care provider.

IT IS THEREFORE ORDERED as follows:

1. Subject to the provisions of Section 52-1-49, NMSA 1978, _____ is approved as an out of state health care provider to treat worker in this workers' compensation case.
2. As an approved out of state health care provider, _____ is subject to the New Mexico Workers' Compensation Act and its rules and regulations, including the health care provider fee schedule.
3. The Director retains the right to revoke, suspend, or place conditions on this approval without cause.
4. If this out of state health care provider's medical license is suspended or revoked, this approval shall be automatically revoked and effective as of the day of suspension or revocation.

ALEXIS ARMIJO
WCA Acting Director

Approved as to form:

Signature of Worker

Signature of Insurer Attorney/Adjuster

Rev. 8/26

11.4.7.10 NMAC