



## ***City of South Bend Administration & Finance Policy Manual***

### ***2.24 Designation of Authorized Representative for MMSEA Section 111 Reporting Effective: November 1, 2015***

**Purpose:** This policy defines the City Authorized Representative for MMSEA Section 111 Reporting for the City of South Bend.

**Scope:** This statement applies to all governmental units, enterprise operations, and operations of the City of South Bend.

**Responsibility:** This policy is the responsibility of the Controller of the City of South Bend. Changes or revisions to this policy are affected only with the consent and approval of the Controller.

**Effective Date:** This policy is effective November 1, 2015.

#### **1.0 Policy Statement**

Pursuant to the Liability Insurance (including Self-Insurance), No-Fault Insurance, and Workers' Compensation User Guide developed by Centers for Medicaid & Medicare Services (CMS), an Authorized Representative is required to be an individual in the Responsible Reporting Entity (the City of South Bend) who has the legal authority to bind the organization to the terms of MMSEA Section 111 requirements and processing. This policy designates the Authorized Representative, as well as the Account Managers who will control administration of the City's accounts and manage the overall reporting process.

#### **2.0 Designated Authorized Representative**

2.1 The Designated Authorized Representative for the **Workers' Compensation and Liability** claims will be the **Director of Safety & Risk**.

#### **3.0 Designated Account Managers**

3.1 The Designated Account Manager for the **Workers' Compensation** claims will be the **Workers' Compensation Specialist** within the Safety & Risk Department.

3.2 The Designated Account Manager for the **Liability** claims will be the **Claims Administrator** within the Legal Department.

*Approved By: City Controller*

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