

**Zenith Insurance Company  
ZNAT Insurance Company  
2125S Califa Street  
Woodland Hills, CA 91367**

**Illinois  
Utilization Review Plan**

**1/17/2020**

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## Definitions

All capitalized terms in this Utilization Review Plan shall have the following definitions, unless otherwise defined in this document:

1. "ACOEM Practice Guidelines" or "ACOEM" means the American College of Occupational and Environmental Medicine's Occupational Medicine Practice Guidelines, most current Edition.
2. "Authorization" means assurance that appropriate reimbursement will be made for an approved or authorized specific course of proposed medical treatment to cure or relieve the effects of an accepted compensable industrial injury or illness.
3. "Certify" or "Certification" means to approve services under the injured employee plan of coverage.
4. "Claims Administrator" means Zenith as a self-administered employees' compensation insurer. The Claims Administrator may utilize an entity contracted to conduct its Utilization Review responsibilities.
5. "Claims Examiner" means staff employed by Zenith to process claims. They may review Treatment Requests for the purpose of rendering coverage determinations or application of prior determinations. Claims Examiners may not make medical necessity determinations including decisions to Certify, Non-Certify, delay, or modify a Treatment Request.
6. "Concurrent Review" means Utilization Review conducted during an inpatient stay.
7. "Criteria" as defined by Zenith means the use of ACOEM Practice Guidelines, the Official Disability Guidelines and other evidence-based medicine guidelines to evaluate Treatment Requests.
8. "Emergency Health Care Services" means health care services for a medical condition manifesting itself by acute symptoms of sufficient severity such that the absence of immediate medical attention could reasonably be expected to place the patient's health in serious jeopardy.
9. "Expedited Review" means Utilization Review conducted when the injured employee's condition is such that the injured employee faces an imminent and serious threat to his or her health, including, but not limited to, the potential loss of life, limb or other major bodily function, or the normal timeframe for the decision-making process would be detrimental to the injured employee's life or health or could jeopardize the injured employee's permanent ability to regain maximum function.
10. "Expert Reviewer" means a medical doctor, doctor of osteopathy, psychologist, acupuncturist, optometrist, dentist, podiatrist, or chiropractic practitioner licensed by any state or the District of Columbia, competent to evaluate the specific clinical issues involved in the medical treatment services and where these services are within the individual's scope of practice, who has been consulted by the reviewer or the Medical Director to provide specialized review of medical information. Zenith currently utilizes UniMed to conduct these types of reviews.

11. "Health Care Provider" means a provider of medical services as well as related services or goods, including but not limited to an individual provider or facility, a health care service plan, a health care organization, a member of a preferred provider organization or medical provider network.
12. "Immediately" means within 24 hours after learning the circumstances that would require an extension of the timeframe for review decisions in accordance with Utilization Review standards set forth in this Plan.
13. "Medical Director" means a physician licensed by a state Medical Board or Osteopathic Board who holds an unrestricted license to practice medicine in the State in which the physician resides and is responsible for oversight of all Zenith Utilization Review programs. The term Medical Director includes but is not necessarily limited to physicians holding any of the following Zenith job titles or a variation of these job titles — Medical Director, National Medical Director, Medical Officer, Chief Medical Officer and Assistant Medical Officer.
14. "Nurse Consultant" (NC) means a registered nurse employed by Zenith's Medical Management department acting as a Nurse Consultant.
15. "Non-Certify" or "Non-Certification" means to deny services requested on behalf of an injured employee.
16. "ODG" means the most current edition of the Official Disability Guidelines and the ODG Treatment in Employees' Comp, excluding the return to work pathways, published by the Work Loss Data Institute.
17. "Peer Reviewer" means a Medical Director, doctor of osteopathy, psychologist, acupuncturist, optometrist, dentist, podiatrist, or chiropractic practitioner licensed by any state or the District of Columbia, competent to evaluate the specific clinical issues involved in medical treatment services, where these services are within the scope of the reviewer's practice. Zenith currently utilizes Mitchell International to conduct these types of reviews.
18. "Prospective Review" means any Utilization Review conducted, except for Utilization Review conducted during an inpatient stay, prior to the delivery of the requested medical services.
19. "Regulations" means and Regulations formulated to implement the Illinois Employees' Compensation Act 820 ILCS 305.
20. "Retrospective Review" means Utilization Review conducted after medical services have been provided and for which approval has not already been given. Retrospective Reviews shall be based solely on the medical information available to the attending physician or ordering provider at the time the health care services were provided.
21. "The Act" or the "Statute" means the Illinois Employees Compensation Act found under 820 ILCS 305.
22. "Treatment Request" is a Written confirmation of an oral request for a specific course of proposed medical treatment or a Written request for a specific course of proposed medical treatment. An oral Treatment Request must be followed by a Written confirmation of the request within seventy-two (72) hours. The term "Treatment Request", as used in this Utilization Review Plan, is synonymous with a "Request for Authorization".

23. "Utilization Review" means the evaluation of proposed or provided health care services to determine the appropriateness of both the level of health care services medically necessary and the quality of health care services provided to a patient, including evaluation of their efficiency, efficacy, and appropriateness of treatment, hospitalization, or office visits based on medically accepted standards. The evaluation will be accomplished by means of a system that identifies the utilization of health care services based on standards of care of nationally recognized peer review guidelines as well as nationally recognized treatment guidelines and evidence-based medicine based upon standards as provided in the Illinois Employees Compensation Act. Utilization techniques may include Prospective Review, second opinions, Concurrent Review, discharge planning, peer review, independent medical examinations, and Retrospective Review (for purposes of this sentence, Retrospective Review shall be applicable to services rendered on or after July 20, 2005). Utilization Review does not include determinations of the work-relatedness of injury or disease, or bill review for the purposes of determining whether the medical services were accurately billed.
24. "Utilization Review Plan" means this Written plan, which is filed as part of the utilization registration with the Department of Financial and Professional Regulation pursuant to the Illinois Employees Compensation Act, Section 8.7 and which sets forth Zenith's policies and procedures and a description of the Utilization Review Process.
25. "Utilization Review Process" means utilization management functions that prospectively, retrospectively or concurrently review and approve, modify, delay or deny, based in whole or in part on medical necessity to cure or relieve, treatment recommendations by physicians, prior to, retrospectively, or concurrent with the provisions of medical treatment services. Utilization Review does not include determinations of the work-relatedness of injury or disease, or bill review for the purposes of determining whether the medical services were accurately billed.
26. "Written" includes a facsimile as well as communication in paper form.
27. "Zenith" means Zenith Insurance Company acting on behalf of itself, its subsidiary ZNAT Insurance Company or a sister company.

Zenith  
Illinois Utilization Review Plan Administrative Overview

The following overview, description and policies and procedures constitute Zenith's Utilization Review Plan (Plan). Capitalized terms used herein shall have the meanings ascribed to them in the Definition section of the Plan. As an Illinois Claims Administrator, Zenith has established and maintains this Utilization Review Plan and its Utilization Review Process compliant with 820 ILCS 305/8.7 and Department of Financial and Professional Regulation, Title 50 Ins. Chap. 1, Subchapter hh, Part 2905 et seq.

Zenith employs a Medical Director to oversee its Utilization Review Process on a national basis and also designates a Medical Director to be responsible for Illinois. The national designated Medical Director is responsible for oversight of all Zenith Utilization Review programs and holds an unrestricted license to practice medicine. The Illinois designated Medical Director is responsible for Illinois specific Utilization Review programs. The designated Medical Directors' name, address, phone number and license number(s) are set forth in Attachment "A".

Zenith will update its review Criteria and other relevant data on a regular basis to ensure that it is using the most up-to-date Criteria when it reviews Treatment Requests. Zenith's methodology for updating its review Criteria consists of regular reviews by appropriate staff, including to evaluate internal processes, review outcomes and compliance with policies and procedures, and to help ensure that Zenith and any of its vendors are utilizing the most current and up-to-date evidence-based guidelines such as the ACOEM Practice Guidelines or the Official Disability Guidelines ("ODG").

This Utilization Review Plan includes both administrative and departmental policies, procedures, and process descriptions that govern Zenith's Utilization Review Process.

Zenith will make the Utilization Review Plan available to the public upon request. The Plan will be made available through either electronic means or via hard copy for a reasonable copying and postage fee that shall not exceed \$0.25 per page plus actual postage costs.

## **Illinois Utilization Review Process Description**

### **I. Overview**

The purpose of the Zenith Utilization Review Process is to provide an assessment of clinical appropriateness and medical necessity of Treatment Requests and goods provided to injured employees for accepted and delayed claims. The Utilization Review Process does not include determinations of the work relatedness of the injury or disease or bill review for the purpose of determining whether the medical services were accurately billed.

Zenith strives to work collaboratively with Health Care Providers in order to Certify care that is consistent with ODG, ACOEM or other evidence-based medicine guidelines and to provide consistent education and information to all other stakeholders. To meet this objective Zenith employs a Medical Director who is qualified in the area of occupational disease and disorders.

### **Staff Qualifications**

Additionally, Zenith shall hire qualified staff to implement the Utilization Review Plan in an honest and ethical manner pursuant to the following standards, the Labor Code and Regulations:

All staff shall hold valid and current licensure as required by the state.

2. All staff shall complete training on nationally recognized evidence-based medicine guidelines to utilize in their review of Treatment Requests. In addition, all staff shall complete continued training in the application of treatment strategies and Utilization Review practices.
3. Zenith Claims Examiners may review Treatment Requests for the purpose of rendering coverage determinations or application of prior determinations. Claims Examiners may not make medical necessity determinations including decisions to Certify, Non-Certify, delay, or modify a Treatment Request.
4. Nurse Consultants are registered nurses who, at a minimum: (1) have undergone formal training in nursing and/or a health care field, or hold an associate or higher degree in nursing; (2) hold a valid nursing license in the state of Illinois; and (3) have professional experience providing direct patient care.
5. Medical assistants provide clerical support for the Utilization Review Process, have a minimum of a high school diploma or equivalent, and undergo internal training courses.

Each injured employee's medical treatment is evaluated on an individual basis related to their diagnosis and the receipt of a Treatment Request outlining proposed treatment and medical care.

Zenith's Utilization Review decisions are made using the standards set forth in the ODG, ACOEM and/or other evidence-based medicine guidelines.

Treatment Requests that are subject to Zenith's Utilization Review Process are supported by a team that includes Nurse Consultants, Claims Examiners, and administrative support staff. Claims Examiners review Treatment Requests for the purpose of determining coverage, but may not make medical necessity determinations. Claims Examiners may Certify certain Treatment Requests based on prior determinations or when a medical necessity review is not required. The Utilization Review Process has multiple levels and non-certifications can only be rendered by an appropriate Peer Reviewer (as provided below). Zenith's multi-level Utilization Review Process includes:

- Claims Examiner review for coverage determinations;
- Claims Examiner engagement of Nurse Consultant to evaluate medical needs and requested treatment on claims;
- NC review for utilization review Certification or referral to a Peer Reviewer or Medical Director;
- Peer Reviewer and/or Medical Director review for certification or referral to an Expert Reviewer;
- Expert Reviewer review for Certification and/or Medical Director review for Certification.

## **II. Utilization Review Process**

Zenith maintains telephone access from 8:00 AM to 4:30 p.m. (Central Standard Time "CST") on normal business days for Health Care Providers to submit Treatment Requests. Additionally, Zenith maintains facsimile numbers available for Health Care Providers to submit Treatment Requests via fax. For after-hour operations, Zenith maintains the capability for Health Care Providers to submit Treatment Requests through a voice-mail system and/or a facsimile number.

Utilization Review begins with the receipt of a Written or oral Treatment Request that has been referred into the Utilization Review Process. Oral requests will be followed up on with the provider prior to rendering a Utilization Review determination and a Written request will be requested. Any Treatment Request subject to the Utilization Review Process shall be evaluated by a Claims Examiner to determine coverage given the scope of decision-making authority of the Claims Examiner. If the Claims Examiner determines coverage is available and a medical necessity determination is needed, the Treatment Request is forwarded to a Nurse Consultant for review. At that time, Zenith will notify the provider that it is initiating the Utilization Review Process for a medical necessity determination.

Upon receipt of Zenith's Written notice that Utilization Review is being initiated, the provider of medical, surgical, or hospital services must comply with the Utilization Review Process.

In the event the Treatment Request does not have appropriate information to allow Zenith to render a decision, the Nurse Consultant may contact the requesting physician for the appropriate additional information necessary to render a decision. The provider must make reasonable efforts to provide timely and complete reports of clinical information needed to support a Treatment Request. If the provider fails to make reasonable efforts, Zenith will Non-Certify the Treatment Request for lack of information. A letter notifying the provider of the Non-Certification will be sent to the provider, injured employee, and applicant's attorney, if any. Billings for such services are not compensable and the provider may not collect for the services from Zenith, the injured employee, or the employer.



Reporting requirements and requests for information imposed on providers must be reasonable and cannot be unduly burdensome.

Upon receipt of the appropriate additional information, the Treatment Request is evaluated by the Nurse Consultant to determine if the Treatment Request can be approved. If the requested information is not received, the Nurse Consultant will refer the Treatment Request to a Peer Reviewer or Medical Director for further review.

If the Treatment Request does not meet applicable ODG, ACOEM, or other evidence-based medicine guidelines, the Nurse Consultant may refer the request to the Medical Director. The Medical Director may either directly contact or instruct the Nurse Consultant to contact the requesting physician for an agreement to voluntarily amend or withdraw the original Treatment Request. If agreement is reached on an amendment of the original Treatment Request, the Medical Director or Nurse Consultant may Certify the Treatment Request. If such agreement is not reached, the Nurse Consultant will refer the Treatment Request to a Peer Reviewer or the Medical Director. Proper notifications will be provided for any actions taken by internal staff.

Pursuant to *Zenith's National Utilization Review Policy* (see attached), Treatment Requests can be modified or denied (Non-Certified) only by a physician. Zenith utilizes external Peer Reviewers for denials, and either external Peer Reviewers or an internal Medical Director for modifications. No Zenith employee may override (or attempt to override by additional opinions) a decision for coverage, modification, or denial made by a Medical Director or an external Clinical Peer Reviewer. Proper notifications will be provided for any actions taken by internal staff.

If compensability has not yet been determined and the basis for denial is medical necessity, the denial must be rendered by an external Peer Reviewer. If the denial is procedural (e.g. treatment outside of the network, a Treatment Request not made by a party authorized to treat under the law, or other reasons not based in causation or medical necessity) the underlying request for Authorization does not meet the definition of a Treatment Request and is not subject to the *National Utilization Review Policy*; therefore, the Claims Examiner is authorized to respond to these requests in compliance with the law.

Utilization Review decisions must be sent in writing to the provider, injured employee, and applicant's attorney if applicable. Written decisions must include the clinical rationale for the Certification or Non-Certification and references to applicable standards of care or evidence-based medical guidelines, shall be furnished to the provider and injured employee. Zenith may only deny payment or Non-Certify payment of medical services rendered or proposed to be rendered on the grounds that the extent and scope of the medical treatment is excessive and unnecessary in compliance with Zenith's accredited Utilization Review program.

Zenith has contracted with a third party vendor who coordinates and conducts a physician review of the Treatment Request and provided information. The Peer Reviewer may contact the requesting provider for additional appropriate information or clarification. The Peer Reviewer then renders a decision to Certify, Non-Certify, modify, or delay the Treatment Request.

The relevant portion of the Criteria or guidelines relied upon to modify, delay or Non-Certify services shall be disclosed in writing to the requesting physician, the injured employee, and the injured employee's attorney, if applicable. Zenith will not charge an injured employee, the injured employee's attorney, or the requesting physician for a copy of the relevant portion of the Criteria or guidelines relied upon to modify, delay or Non-Certify the Treatment Request.

### III. Time Tracking

A Written Treatment Request shall be deemed to have been received by Zenith as follows:

- Where a Treatment Request is received by mail and a proof of service by mail exists, the request is deemed to have been received five (5) calendar days after the date indicated on the proof of service unless:
  - Zenith mailroom date stamp is before the five (5) calendar days, then the date stamp will control
  - Zenith mailroom date stamp is after the five (5) calendar days, the proof of service will control
- Where the Treatment Request is received via certified mail with return receipt, the request is deemed received on the receipt date entered on the return receipt.
- If no proof of service or dated return receipt exists, the request is deemed received on the date stamped by Zenith's mailroom.
- Where the Treatment Request is received by mail and no proof of service exists, no dated return receipt exists, or no Zenith mailroom date stamp exists, the date of receipt is considered received five (5) calendar days after the latest date indicated on the Treatment Request.

Where the Treatment Request is received by facsimile, the received date is considered as follows:

- If Zenith's electronic receive date stamp is present, this is considered the received date.
- If no Zenith electronic receive date stamp is present, the date of the fax transmission from the requesting sender is considered the received date.
- If there is no fax transmission date or an erroneous date as the fax transmission date, the received date is considered the latest date indicated on the Treatment Request.

When the Treatment Request is received by telephone, the received date is considered as follows:

- If the telephonic request is received after 3:00 p.m., the received date for the Treatment Request will be considered the following business day, and the Certification determination will be rendered within two (2) business days of receipt of the necessary information.

- If the telephonic request is received prior to 3:00 p.m., the received date for the Treatment Request will be considered that business day.

When the Treatment Request is oral, the received date is considered as follows:

Oral Treatment Requests will be entered into the system the date received. Pursuant to Zenith requirements, oral Treatment Requests must also be followed up with a Written request. Oral Treatment Requests will be tracked from the date the request was originally received and entered into the system.

Mail and facsimiles received after 4:30 p.m. (CST) are considered received the following business day. Mail and facsimiles received on a holiday or weekend are deemed received the next business day.

#### **IV. Treatment Request Reviews**

When conducting reviews, Zenith will request only the information necessary to make a Utilization Review determination.

Zenith may review ongoing inpatient stays, but will not routinely conduct daily reviews. The frequency of length of stay reviews, when performed, will vary based on the severity or complexity of the injured employee's condition or on the necessary treatment and discharge planning activity. Zenith will establish a reasonable target review period for each admission based on medical necessity. Zenith complies with any contractually required case management activities related to discharge planning. Zenith, or at Zenith's direction Zenith's contracted vendors, may work with a facility, physicians, injured employee, and/or injured employee family or their designee, to facilitate and coordinate discharge planning.

Zenith's Utilization Review Process provides for Expedited Reviews, Prospective Reviews, Concurrent Reviews, and Retrospective Reviews as set forth below:

1. Expedited Review decisions to Certify, Non-Certify, modify, or delay Treatment Requests must be made in a timely fashion that is appropriate for the nature of the injured employee's condition, but not to exceed seventy-two (72) hours after receipt of the information reasonably necessary to make the determination.
2. Prospective Review and Concurrent Review decisions to Certify, Non-Certify, modify or delay, or request additional information must be made within five (5) business days from receipt of the Treatment Request.

If Zenith is not in receipt of the information necessary to render a decision, then the Nurse Consultant shall contact the provider within five (5) business days of the date the Treatment Request was received and attempt to obtain the necessary information. The provider will be given a maximum of thirty (30) calendar days in which to submit the additional information. If

the appropriate additional information requested is received, then upon receipt of such information a decision must be made within five (5) business days of receipt of the additional information.

If the information is not provided within 30 days, the Nurse Consultant shall send a Non-Certification letter for lack of information to the provider in compliance with Illinois code ILCS305/8.7(i). If additional information is subsequently received from the provider, a new Treatment Request will be created and reviewed using established processes.

If the appropriate additional information requested is received, then upon receipt of such information a decision must be made within five (5) business days of receipt of the additional information.

For Concurrent Reviews, medical care shall not be discontinued nor denied until the requesting physician and the provider of goods or services, identified in the Treatment Request, have been notified of the decision and a care plan has been agreed upon by the requesting physician. The care plan must be appropriate for the medical needs of the injured employee and consistent with ACOEM Practice Guidelines and/or other evidence-based medicine guidelines.

3. Retrospective Review decisions to Certify, Non-Certify, modify, or delay must be completed within thirty (30) calendar days of receipt of the information that is reasonably necessary to make a determination.

Retrospective Reviews shall be based solely on the medical information available to the attending physician or ordering provider at the time the health care services were provided.

Retrospective Utilization Review may be invoked by either the Claims Examiner or a bill review nurse by notifying the Nurse Consultant. The Nurse Consultant will send the provider the notice that Zenith is invoking Utilization Review.

If Zenith is not in receipt of the information necessary to render a decision, then the Nurse Consultant shall also contact the provider within five (5) business days of the date the Nurse Consultant is requested to invoke Utilization Review and attempt to obtain the necessary information. The provider will be given a maximum of thirty (30) calendar days in which to submit the additional information.

If the appropriate additional information requested is received, then upon receipt of such information a decision must be made within thirty (30) calendar days of receipt of the additional information. If the information is not provided within thirty (30) calendar days, the Nurse Consultant shall send a Non-Certification letter for lack of information to the provider in compliance with Illinois code ILCS305/8.7(i).

If additional information is received from the provider after the provider's thirty (30) calendar days to respond has expired, Zenith will deny review due to the provider's untimely response.

4. Emergency Health Care Services may be subject to Retrospective Review; however, failure to obtain prior Authorization for Emergency Health Care Services shall not be an acceptable basis for refusal to cover medical services provided to treat and stabilize an injured employee presenting for Emergency Health Care Services.

## **V. Utilization Review Dispute Resolution**

There are two options available in the event of a delay, Non-Certification or modification of a Treatment Request.

Pursuant to the first option, open to the requesting medical provider, Zenith's contracted Expert Review vendor offers a voluntary internal appeals process that is compliant with both state regulations as well as the Utilization Review Accreditation Commission (URAC) standards. Zenith may also utilize the Expert Reviewer when an injured employee disputes a Utilization Review determination. Use of the voluntary internal appeals process does not preclude the ability for dispute resolution in accord with The Act.

Pursuant to the second option, the dispute may be resolved in accordance with processes established under the Illinois Employees' Compensation Act, 820 ILCS 305 (The Act). Use of an objection based upon The Act does not preclude the requesting physician's ability to utilize the voluntary internal appeals process.

Notification of the aforementioned appeals processes are described in the Expert Review decision notification letters. The following sets forth in more detail these two alternatives:

First Option - Voluntary Appeals Process: The voluntary appeals process may be initiated by the requesting physician or injured employee. When an injured employee disputes a medical necessity determination, the physician must submit the request in writing to initiate an appeal. New or updated medical information is accepted for this process. The requesting physician has thirty (30) calendar days from the receipt of the notice of a Non-Certification to appeal the decision made by the Peer Reviewer. The appeal is made directly to the third party vendor. If an appeal is sent to Zenith, the appeal request will be forwarded to the third party vendor for review. A Peer Reviewer not involved in the original review will evaluate the medical information and render a decision. The third party vendor will issue notifications of the outcome of the appeal to the provider, facility or provider of goods and services (if known), the injured employee and if represented by counsel, the injured employee's attorney, and Zenith.

Second Option - Objections Based Upon The Act:

### **Burden of Proof**

When a payment of medical services is denied or Non-Certified by Zenith or its vendor pursuant to Utilization Review, the injured employee has the burden of proof to show by a preponderance of the evidence that a variance from the applicable evidence-based medical guidelines is reasonably required to cure or relieve the effects of the work related injury or illness.

## **Testimony of Reviewer**

The Peer Reviewer, Expert Reviewer or Medical Director that rendered the final Utilization Review or appeal determination, whichever applies, must:

1. be available for interview or deposition in the State of Illinois; or
2. be available for deposition by telephone, video conference, or other remote electronic means.

Any Peer Reviewer, Expert Reviewer or Medical Director who works or resides outside the State of Illinois may comply with this requirement by submitting to an interview or deposition in person or through telephone, video conference, or other remote electronic means. Zenith is responsible for the expense of the deposition. Requests for deposition or testimony should be relayed by the receiving party to Zenith's claims legal department for handling upon receipt.

## **Illinois Employees' Compensation Act 19(b) Petition:**

An injured employee may file their claim with the Illinois Employees' Compensation Commission (Commission). In order to open the claim with the Commission, the injured employee must file three copies of the *Application for Adjustment of Claim*, along with a *Proof of Service* stating that a copy of the application was given to the employer. Claims may be filed by mail or in person at any Commission office. There are no fees for the forms or to file a claim.

Failure of the injured employee to file a claim within the applicable statutory time frame results in loss of the right to claim future benefits.

Disputes are resolved through trial in front of an arbitrator following the Illinois law, rules of evidence, precedents set by previous employees' compensation cases, and the *Rules Governing Practice Before the Commission*.

For medical bills that are unpaid, a party may petition for an immediate hearing under Section 19(b) of The Act. A final decision will be issued within one hundred eighty (180) days of the date the *Petition for Review* was filed. An employee who claims to be owed medical or compensation benefits may file a 19(b) petition, regardless of whether the employee is working.

Once the issues contained in the Section 19(b) emergency process are decided, the case will go back on the arbitration call to resolve other issues in dispute.

Commission decisions are final for cases involving employees of the State of Illinois. In all other cases, either party may appeal to the Circuit Court, the Appellate Court, and in some cases, to the Illinois Supreme Court.

## Policy and Procedure Attachments List

The following pages contain Zenith policies and procedures, which set out in more detail how Zenith maintains the Utilization Review Process. These policies and procedures are incorporated in whole as part of this Utilization Review Plan.

### Policy Directory:

Zenith Insurance Company National Utilization Review Policy - Policy  
Number: IP01.1

**ATTACHMENT "A"**  
**DESIGNATED MEDICAL DIRECTOR INFORMATION**

Zenith's designated Medical Director holds an unrestricted license to practice medicine in the States of California and Florida, an unrestricted administrative medical license in Texas, and is Board Certified in Occupational Medicine. The designated Medical Director is:

**Name:** Jill Rosenthal, MD  
**Job Title:** SVP and Chief Medical Officer  
**Address:** Zenith Insurance Company  
21255 Califa Street  
Woodland Hills, CA 91367

**\*\* CONFIDENTIALITY NOTICE \*\***

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[www.TheZenith.com](http://www.TheZenith.com)



## ATTACHMENT "B"

### ZENITH INSURANCE COMPANY APPLICABLE CONFIDENTIALITY AND PRIVACY POLICIES AND GUIDELINES

Zenith's policy is to protect the confidentiality of medical health information as well as all other company documents. To accomplish this, Zenith utilizes several policies including the *Zenith Code of Business Conduct*, which includes the following statement:

#### Confidentiality / Use of Confidential Information

To protect Zenith and our clients, we are committed to preserving the right of privacy and the confidentiality and security of information. The following information is confidential:

- Business information such as financial and actuarial information and projections, computer records and programs, contracts, customer files and lists, investments, investment strategies, marketing plans, bid proposals and contract negotiations;
- Medical, financial and other information concerning injured employees, including diagnosis and treatments, personal data and billing and contact information; and
- Employee information, including personnel files, salary and bonus information (except where disclosures are required), evaluations, disciplinary matters and psychological assessments.

It is a violation of this Code for any employee, both during and after such person's employment with the Company, to use or disclose outside the Company any confidential information to any entity or person without authorization or in accordance with Company policies. When using or sharing confidential information, you must secure all data, electronic or otherwise. The concepts of "minimum necessary" and "need to know" always apply to the use and disclosure of confidential information. Detailed privacy and information security policies exist to help employees meet Company expectations (refer to *Zenith's Protection of Personal Information and Business Confidential and Proprietary Information, Information and Facilities Security, and Acceptable Use of Resources policies for more detail*). Version: 3-8-2018.

Other policies developed and implemented to help protect the confidentiality of information include Zenith's:

1. *Information and Facilities Security Policy*;
2. *Acceptable Use of Resources Policy with Safeguards Attachment A*; and
3. *Email Security Policy*

Copies of these policies will be made available to regulatory agencies upon request with the provision that the policies not be made available to the public.

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[www.TheZenith.com](http://www.TheZenith.com)

## ATTACHMENT "C"

### ZENITH - ILLINOIS UTILIZATION REVIEW GRIEVANCE PROCESS

A "Grievance" means a complaint concerning the Utilization Review process or other complaint related to Utilization Review that is not an appeal of a Utilization Review decision.

Grievances shall be handled using the following procedures:

1. Upon receipt of a Grievance, the Grievance will be forwarded to the Illinois Vice President of Medical Management for logging and review.
- z. The Vice President of Medical Management will review the Grievance and oversee the investigation of the Grievance in conjunction with appropriate business staff and the Assistant General Counsel of Med Legal.
3. Following completion of the investigation, a response to the Grievance will be drafted and sent to the individual that submitted the Grievance within 30 days of receipt of the Grievance unless additional time is needed to complete the investigation or additional information is required. The Grievance response letter will set forth the final result of the investigation with an explanation along with how to appeal the decision.
4. If additional time or information is needed to complete the investigation, a notice will be sent to the individual who filed the Grievance within 30 days of the date the Grievance was received by Zenith explaining that additional time or information is needed to complete the review of the Grievance and that response to the Grievance will be issued within 60 days of the date the Grievance was received.
5. All investigations must be completed and a response sent no later than 60 days from the date the Grievance was received. If the additional information is requested and not received, a Written response to the Grievance will be sent within 60 days of the date the Grievance was received setting forth the information that was requested and indicating that the Grievance cannot be resolved and is being closed due to lack of information.
6. The Grievance will be re-opened if additional information is received after the Grievance closure letter is sent.
7. The Grievance process will be considered confidential however; results of the review will be shared with pertinent parties such as Zenith's contracted Utilization Review vendor and the physician reviewer, if applicable.
- s. The aggrieved party may submit an appeal to a Grievance within 30 days of the date the final Grievance response letter was sent. The appeal must be clearly labeled as an appeal of a Grievance and will be directed to the Assistant General Counsel of Med-Legal. The appeal will be reviewed and responded to by the Assistant General Counsel within 30 days of receipt unless additional time to complete the review is required.

**\*\* CONFIDENTIALITY NOTICE \*\***

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If additional time is required, the Assistant General Counsel will send a letter to the aggrieved party indicating that the investigation is continuing and that a response will be sent within 60 days of the date the appeal was received. The final appeal response letter will set for the final decision and explanation.

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