



Mississippi Workers' Compensation Commission

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Mark S. Formby, Chairman
Beth Harkins, Commissioner
Mark Henry, Commissioner

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March 31, 2021

The Mississippi Workers' Compensation Commission implemented several policies and procedures in response to the State of Emergency declared by Governor Reeves on March 16, 2020. In accordance with the Governor's declaration and with his subsequent orders, the following policies and procedures will remain in place until April 15, 2021, unless otherwise noted.

1. **Building Closure:**

The Commission will be closed to the public through April 15, 2021. When reasonable, hearings before administrative judges, except for hearings on the merits, will be conducted telephonically. All in person hearing participants must use hand sanitizer and wear a mask. Other than for in person hearings, the public may enter the building by appointment only.

2. **Settlement Procedure:**

All settlements must be mailed in or filed electronically through ATOS, and must have all required signatures. If filing through ATOS, use the "unrepresented claimant, proposed" tab. After approval, mail in settlements will be returned to each attorney by mail and settlements filed through ATOS will be returned by email. The parties can also check the Commission's website to determine whether a settlement was approved and to print a copy of the signed order.

Pro se claimants may appear in person for settlement interviews by appointment, or may participate in settlement interviews telephonically. However, a Commissioner, at his or her discretion, may require an in person interview.

3. **Notarization of Claimant's Signature:**

Unless signed using DocuSign, Claimants' signatures must either a) be notarized or b) include a copy of the claimant's driver's license or ID **AND** a statement by the claimant and his or her attorney (or employer and carrier's attorney if the claimant is unrepresented) certifying that the claimant signed the petition.

4. **Telemedicine:**

On March 24, 2021, the Commission adopted new Fee Schedule rules concerning the Practice of Telemedicine/Telemergency. A copy of the new rules can be found on the front page of the

Commission's website - <https://mwcc.ms.gov>.

5. IME/EME Telemedicine

Commission does not authorize Independent Medical Examinations or Employer Medical Examinations to be conducted electronically.