

# CompHub Helpful Hints & Tips



## CEU Submission

- Remember to complete the Practitioner Registration process in CompHub before submitting any CEU's to make sure they are credited to your profile.

## Practitioner Registration

- Practitioner Registration also allows a user to update their Licensee information.
- Practitioners may register using a new application or a waiver application. Practitioners that have not previously registered with the Commission submitting a standard application must submit the required payment when registering.
- Upload all required documents (WCCM, MD Board Licensure, National Certificate, Renewal Credits) under the "Uploaded Documents" portion of the application.

## Self Services

- Any biographical information (e.g. Name, Date of Birth, Address) can be edited through the Update Profile Process.
- You may change your username (i.e. email address assigned to account) through the Update Profile process, however, you must contact the Commission at [CompHubSupport@wcc.state.md.us](mailto:CompHubSupport@wcc.state.md.us).

## Voc. Rehab Plan

- Practitioners must compose the Proposed Rehabilitation plan in CompHub. CompHub will generate a PDF copy of the completed VR01 - Proposed Voc. Rehab Plan. Obtain signatures from all parties and return to CompHub to upload and submit the plan.

## Voc Rehab Dispute (14.09.07.12)

- Parties with a dispute regarding Voc. Rehab services must file the VR-04 Vocational Dispute form online via CompHub.

## Voc. Rehab Plan Extension (14.09.07.11)

- Extensions should be filed fifteen (15) days prior to the expiration date of the Plan on File.
  - Practitioners must contact all parties within the 15-day time period in order to:
    - Extend Services
    - Terminate Services
    - Submit a new VR Plan
- In the event that the parties are unable to reach an agreement regarding Voc. Services, the Dispute will be resolved before a Commissioner via the VR Dispute process (14.09.07.12)

## Voc Rehab Progress Report

- Required every thirty (30) calendar days in accordance with *COMAR 14.09.07.10*

## Voc Rehab Closure Report (14.09.07.12)

- Practitioners should submit the closure report within ten (10) business days after Notice of Termination.

## Misc.

- The **VR-06 - Agreement on the Propriety of Services of Practitioner** form has not yet been implemented in CompHub, please email the completed form to [hbrokee@wcc.state.md.us](mailto:hbrokee@wcc.state.md.us).
- The selected practitioner may not initiate vocational rehabilitation services, or contact the disabled covered employee directly or through an agent unless the practitioner has received a copy of the selection agreement in accordance with *COMAR 14.09.07.09.4*.

## Helpful Hints

- All CompHub cases are comprised of a prefix of the process abbreviation and a suffix of the number (e.g. MPC-123 is Manage Practitioner CEUs case # 123). It is useful to keep a record of these numbers as you can search for these cases from the CompHub inbox.
- Do not submit duplicate requests for the same action (e.g. filing two Registration applications on the same account). Doing so will block you from submitting another request.
- Cancel any cases you do not plan to submit: Click cancel request on the right hand sidebar under "Events" or in the bottom right hand corner if using Claim at a Glance.