

**ADVISORY NO. 378**  
**###**

**TOPIC: NOTICE OF MODIFICATION TO PLAIN LANGUAGE NOTICES**

TWCC has modified the Plain Language Notices.

TWCC issued Advisory 2005-01, a public information release, notifying system participants of changes to the Plain Language Notices (PLNs) previously prescribed. All of the PLNs that you have been using should now be converted to the new PLNs available on the TWCC website. You should begin using the new PLN forms as soon as convenient, and the new forms will be mandatory after August 1, 2005.

None of the changes are particularly substantive. Because TWCC has added free text fields to those notices that did not previously permit free text, carriers can now provide explanatory comments that will facilitate the use of these forms in a way that will be less confusing. This is a very good change. The new PLNs will require additional claim information at the top of the forms. This basically expands the Re: identifying information previously required.

Furthermore, the PLN-3 form has been amended to allow the removal of unused MMI/Impairment Rating options when communicating with the injured worker.

On each PLN form, carrier will be required to use its company letterhead and it must contain the adjuster's contact information. Except for the free text field, the language contained on the notice is prescribed by the Commission and may not be altered except as may be expressly permitted by TWCC.

These notices are available for downloading from the TWCC website at [www.twcc.state.tx.us/forms](http://www.twcc.state.tx.us/forms).

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