

State of South Carolina

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Workers' Compensation Commission

May 11, 2017

Public Notice Administrative Policy Change

Request for Claims History Information

The South Carolina Workers' Compensation Commission regularly receives requests from third parties, often as part of the hiring process, for information regarding an individual's workers' compensation claim(s) on file with the Commission. The Commission has implemented new procedures to ensure that appropriate information is provided in a manner that suits the individual's need for the information while protecting his or her privacy. Effective May 1st, 2017 the Commission implemented a new process for responding to requests for "claims history" or similar information.

In order for an entity who is not a party to the workers' compensation claim to request information about an individual's claim, they must complete and submit the signed Commission's [Authorization of Release of Claims Data Form](#) along with a \$25.00 fee. The \$25.00 fee must be received before the request will be processed.

Please direct all questions to:

Sonji Spann
Director of Claims
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803-737-6226