



**Markel Claims Vendor Management Office**  
**Vendor Requests**

## ADD TO PANEL REQUEST

The Claims Vendor Management Office (CVMO) has established a standard window to consider add to panel requests. Eligible requests will only be considered during this timeframe.

<b>Guidelines</b>	<ul style="list-style-type: none"><li>• Vendor must be utilizing Markel’s e-billing system to be considered for a rate increase.</li><li>• All requests must be submitted on the Add to Panel Request form found on the <a href="#">Claims Vendor Services</a> page.</li><li>• Add to Panel Requests must be received by June 30 to be eligible for consideration.</li><li>• Markel’s CVMO will communicate decisions by September 30.</li><li>• Panel status will be effective October 1.</li><li>• Panel status is considered provisional for the first 12 months.</li><li>• Approved rates are in effect for a minimum of 36 months.</li></ul>
<b>Instructions for Vendor</b>	<ul style="list-style-type: none"><li>• Go to our <a href="#">Claims Vendor Services</a> page and complete the Add to Panel request form.</li><li>• Forms submitted after June 30 will be considered for the next annual window.<ul style="list-style-type: none"><li>◦ Example: A request received July 10, 2017, will be considered for panel in 2018 rather than 2017.</li></ul></li><li>• Submit all required documents to CVMO during eligible timeframe.</li></ul>
<b>CVMO Process</b>	<ul style="list-style-type: none"><li>• The CVMO will review all requests with senior claims leadership and communicate decisions to all parties.</li><li>• All accepted vendors will be entered into Markel Claims vendor management and billing systems.</li><li>• Panel status will be evaluated annually.</li></ul>
<b>Additional Information:</b>	<p>To be considered eligible, requests must meet the following criteria:</p> <ol style="list-style-type: none"><li>1) Requests are to be received on the add to panel request form;</li><li>2) Requests are received during the consideration period;</li><li>3) Vendor has handled five (5) or more cases for Markel within the last three (3) years;</li><li>4) Vendor agrees to utilize Markel’s electronic billing system; and</li><li>5) Vendor agrees that all invoices will be subject to review by Markel’s Legal Audit and Compliance Team.</li></ol> <p>Requests that are declined may be resubmitted during the next Panel Review Period.</p> <p><i>All questions and concerns must be directed to the CVMO at <a href="mailto:claimsvmo@markelcorp.com">claimsvmo@markelcorp.com</a></i></p>