



## How to create a MPN panel:

The following identifies the necessary steps to create your location's MPN medical provider panel. Internet access is required.

1. Go to our website using the following address: <http://www.msigusa.com>
2. Within the gray task bar going across the page, click on "MPN"
3. Enter the following Username and Password:  
Username = **MSIGUSA** (Both are case sensitive; use a "zero" and a numeral "1" as the last two digits in the password)  
Password = **MSIGUSA01**
4. Click on the "Panel" tab shown above the street address section
5. Click on "Clear Existing Panel"  shown at the bottom of the page
6. Enter your **Zip Code**, and select your **Mile Distance** preference:
  - At the box labeled "**Specialty**" use the drop down arrow to identify the type of medical provider you are searching for (ie: Occupational Medicine);
  - Check "**Physician**", or "**Hospital or Clinic**";
  - Click on "**Search**" and the available providers in your zip code will be displayed;
  - The additional on screen instructions will allow you to edit the panel, or if you wish to find additional medical providers, repeat this step.
7. Once you have selected the medical providers for your panel, click on the "**Generate Panel**" button. The next screen that is displayed will allow you to enter your company name and address. Once your information has been entered, click on the "**Continue**" button.
8. **PLEASE REMEMBER:** At the next screen you will need to click on the **envelope icon**  to download your file in a word or a PDF format. This envelope icon can be found in the **Task Bar** at the top of the page. The prompts that follow will assist you in completing the download. Once your download is completed, you can print the panel information \* It is recommended that you select the PDF format to print the panel. The panel can be edited as needed.

**\*\*\*If you do not have access to the Internet please call CorVel, toll free at 888-699-6655 for assistance in selecting medical providers within the network.\*\*\***

Early reporting of all "*on the job injuries*" is the best approach to containing your workers' compensation costs. To report a claim by telephone, please call our toll free loss reporting number: 866-MSMMUSA (866-676-6872).

Thank you for giving Mitsui Sumitomo Insurance Group the opportunity to assist your organization in meeting the new California mandatory regulations. We hope you find this solution helpful, and if you need further assistance, please feel free to call 1-800-365-4671 to speak to one of our Claim Professionals located in the Universal City, CA office.