



**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.

### Guidelines

- All requests must be submitted on the Add to Panel Request form found on the [Claims Vendor Services](#) page.
- Add to Panel Requests must be received by June 30 to be eligible for consideration.
- Markel's CVMO will communicate decisions by September 30.
- Panel status will be effective October 1.
- Panel status is considered provisional for the first 12 months.
- Approved rates are in effect for a minimum of 36 months.

### Instructions for Vendor

- Go to our [Claims Vendor Services](#) page and complete the Add to Panel request form.
- Forms submitted after June 30 will be considered for the next annual window.
  - Example: A request received July 10, 2021, will be considered for panel in 2022 rather than 2021.
- Submit all required documents to CVMO during eligible timeframe.

### CVMO Process

- The CVMO will review all requests with senior claims leadership and communicate decisions to all parties.
- Accepted vendors will be entered into Markel Claims vendor management and billing systems.
- Panel status will be evaluated annually.

### Additional Information:

To be considered eligible, requests must meet the following criteria:

- 1) Requests are submitted via the Add to Panel form during the consideration period;
- 2) Vendor agrees to utilize Markel's electronic billing system; and
- 3) Vendor agrees that all invoices will be subject to review by Markel's Legal Audit Team.

Requests that are declined may be resubmitted during the next Panel Review Period.

*All questions and concerns must be directed to the CVMO at [claimsvmo@markelcorp.com](mailto:claimsvmo@markelcorp.com)*