



**Workers' Compensation Filings – Real Life Examples & Ideas**

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**Objective**

- How to get your campuses and locations involved in timely and efficient reporting of on the job injuries
- How to keep information current and timely




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**State Mandated Deadlines:**

- First Report of Injury on all incidents must be kept with Member for 6 years
- First Report of Injury – 8 days from first knowledge
- Supplemental D6
  - Losing time – 3 days
  - Return to work – 3 days
  - Making more or less than regular wages (partial days, using leave days) – 10 days
  - Employee resigns or is terminated – 10 days




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- Do you know what's going on at your locations?
- How do you get the information from the field to ensure you file timely?



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### Set Up Procedure

- Identify each person's role and responsibilities
- Make it easy to find the information and forms needed



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### DO NOT:

- Expect the Injured Employee to complete a First Report of Injury
- Direct the Injured Employee to report to Human Resources, Safety, etc without giving ultimate responsibility of First Report of Injury to Management



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**Campus/Location WC Contact**

- Upon notice of an injury, prints out FBISD Workers' Compensation Information Packet
- Ensure Injured Employee or Supervisor completes Fort Bend ISD Report of Injury
- Go over Workers' Compensation Reference Sheet and have employee initial and sign. Give copy of signed form to Employee
- Ensure Employee signs Employee Acknowledgement of the Alliance Direct Contracting Program. Give copy of signed form to Employee.
- Ensure Employee signs and completes Employee Election of Benefits. Give copy of signed form to Employee.
- Advise Employee that Notice of Injured Employee Rights and Responsibilities in the Texas Workers' Compensation System is available on website and that they will receive copy with First Report of Injury from Benefits.
- Complete a Progressive Medical First Fill Medication Card and give pages to Employee.
- Go to [www.tasbmf.org](http://www.tasbmf.org) to complete and submit a [First Report of Injury](#) online. Print and keep a copy of First Report of Injury for records.
- Scan and email to [benefits@fortbendisd.com](mailto:benefits@fortbendisd.com) or
  - o Fax (281) 634-1431
  - o Signed Employee Acknowledgement of the Alliance
  - o Signed Employee Election of benefits
  - o Completed Fort Bend ISD Notice Report of Injury
  - o Signed and initialed On the Job Injury Reference Sheet




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**First Report of Injury - IA1/DWC 1**

- All Principals, Supervisors, Leads, Nurses, Secretaries, or other Management must be trained regularly on reporting requirements
- Follow up once a quarter or more with e-mail or different notices highlighting policy




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**Training Staff**

Charleane Edmond  
 Workers' Compensation Coordinator  
 Klein ISD




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**First Report of Injury Administration**

- Campus/Location Contact files FROI online
- FROI is routed directly to Member Administration or designated WC Contact
- WC Contact then completes FROI, keep copy for Member's Record of Injury, mail copy to Injured Employee (with Rights & Responsibilities) and files with TASB RMF/Carrier if applicable



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**Benefits of FROI Administration**

- Streamlines process, no duplication of efforts
- Faster response from campuses
- Ease of transmission to carrier
- Member has control over what is filed



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**FROI Administration**

Esmer Sanchez  
Secretary for Payroll  
Rio Hondo ISD



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**Supplemental Report of Injury**

- Alert Supervisor, Campus/Location Contacts whenever a FROI is filed on Employee
- Ensure they alert you immediately whenever employee's status changes



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**WC Status Log**

Joseph Haskell  
Safety  
Fort Bend ISD



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**Supplemental Report of Injury**

- Devise a system to keep track of an employee's WC Claim to ensure the forms are filed
- Do not rely on the WC Adjuster to alert you when forms are needed



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**Review**

- Establish a step-by-step procedure for WC filing
- Train employees regularly on procedure
- Streamline whenever possible
- Alert location contact & supervisors when WC injury is filed
- Track changing status of WC injury and alert your carrier timely



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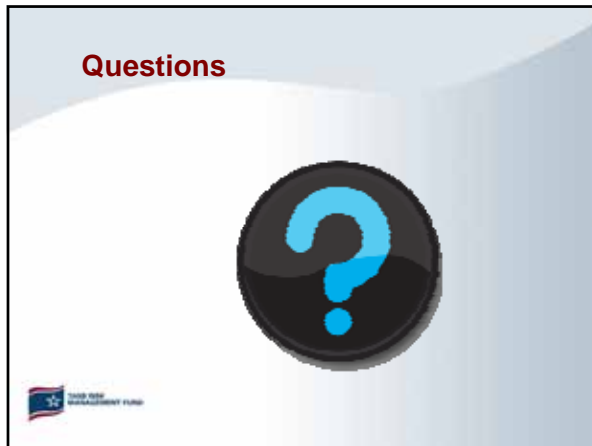
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**Klein ISD Workers' Compensation Annual Meeting**



2009-2010  
Updates  
and  
Information

September 15, 2009

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**Annual Meeting Agenda**

Introduction	Dr. Janice Taylor
Role of the Injured Employee	Charleane Edmond
Role of the Workers' Comp Coordinator	
Role of the Workers' Comp Department	
Role of TASB Adjusters	Randee Fine-Ehler, TASB
The Alliance	Krista Ferguson, TASB
Modified Duty	Laura Romaine, TASB
Workers' Comp Costs	Rick Stockton
Safety	Bruce Berry
Closing Comments	Dr. Janice Taylor

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**Klein ISD Workers' Comp Injuries**  
Since August 1, 2009

**80**

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## 2008-2009 Injuries

- Record Only Claims = 411
- Medical Only Claims = 129
- Medical & Lost Time Claims = 104

**TOTAL CLAIMS IN 2008-2009 = 644**

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## Employee Notification of the Alliance

- During a back-to-school staff meeting, the Workers' Comp Coordinator conducted training of campus/department employees on the Alliance.
- Each employee was **required** to sign the "Employee Acknowledgement of the Alliance Direct Contracting Program" form and return the form immediately to the campus/dept. Workers' Comp Coordinator. Each employee also received a copy of the "Employee Notice of Alliance Requirements" document to keep for future reference.
- In addition, the Workers' Comp Coordinator provided information to campus/department employees on the First Fill Prescription Card program at the back-to-school staff meeting.

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## How To Report An On-The-Job Injury

Charleane Edmond,  
Workers Compensation Coordinator

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## The Role of the Injured Employee

- Report the injury **immediately** to the Workers' Comp Coordinator or Supervisor.
- Complete the Klein ISD Workers' Comp Internal Injury Report, Worksheet, and **sign** the Employee Acknowledgment of the Alliance Direct Contracting Program form. Determine if medical treatment is necessary.
- If medical treatment is necessary, choose an **Alliance medical provider**. The 4<sup>th</sup> page of the injury report now requires the employee's signature acknowledging **the requirement to select a physician from the Alliance provider directory**.
- Following medical treatment, submit the DWC-73 form to the Workers' Comp Coordinator.

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## The Role of the Workers' Comp Coordinator

- Have Klein ISD Workers' Comp Internal Injury Report, Worksheet, and the Employee Acknowledgment of the Alliance Direct Contracting Program forms readily available. Be sure to complete the Supervisor section on the injury report.
- **Notify** the Klein ISD Workers' Comp Department of the injury.
- Assist the employee in choosing an **Alliance medical provider**.
- **Follow up** with the employee and obtain the DWC-73 form, if medical treatment was obtained.
- Assist employee with modified duty, if applicable.

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## The Role of the Klein ISD Workers' Comp Department

- File the first report of injury with TASB
- Assist Workers' Comp Coordinators and employees with any issues, questions, concerns
- Communicate with medical providers to verify injuries
- Communicate regularly with TASB adjusters
- Assist with medical billing, Temporary Income Benefits
- Attend Benefit Review Conferences, Contested Case Hearings, etc. at The Texas Dept. of Insurance Division of Workers' Compensation
- Monitor lost time of injured employees, assign and monitor modified duty, when appropriate

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## Workers' Compensation Expenses

Rick Stockton,  
Director of Benefits and Risk  
Management

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## Safety Precautions

Bruce Berry, Klein ISD Safety  
Engineer

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## Klein ISD Workers' Comp Department

Dr. Janice Taylor, Executive Director  
832.249.4225  
[jtaylor@kleinisd.net](mailto:jtaylor@kleinisd.net)

Charleane Edmond, Workers' Compensation  
Specialist  
832.249.4223  
[cedmond1@kleinisd.net](mailto:cedmond1@kleinisd.net)



Texas Association of School Boards Risk Management  
Fund (TASB RMF) – Third Party Administrator

TASB RMF Adjusters – 800.580.8272  
Mr. Paul Ortega  
Mr. Allen Schwettmann  
Mr. Russell Washburn



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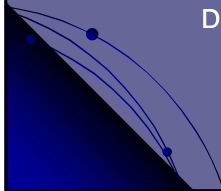
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**Closing  
Comments/Questions**

Dr. Janice Taylor



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