

Instructions for Alliance Members

Welcome to the Political Subdivision Workers' Compensation Alliance (The Alliance). This direct contracting program is responsible for providing medical treatment to injured workers through the Fund's workers' compensation program. We have enclosed all the information you will need to start using the program. **Please note: This program applies only to new workers' compensation injuries.**

General Instructions for Employers

There are three key components of Alliance documentation. There is an onsite posting, an employee notice and an employee acknowledgement form. Refer to the instructions below for more information.

1. Posting Requirements

The **"Notice of Political Subdivision Workers' Compensation Alliance Requirements for Work Related Injuries"** contained in your packet must be posted at each of your campuses. You may wish to post this at the same locations where you have your workers' compensation coverage notice, Ombudsman Notice, minimum wage posting, etc.

2. Notice Requirements

The **"Employee Notice of Alliance Requirements"** is the information you will be responsible for providing to your employees which explains details of the Alliance and medical treatment options and requirements.

Who gets the "Employee Notice of Alliance Requirements" and When?

All current employees and new hires should get this notice. The notice must also be given to injured workers **no later than three days after the injury occurs**. We strongly suggest that you include this in your new employee orientation procedures.

3. Employee Signed Acknowledgement of Notice

Have your employees sign the **"Employee Acknowledgment of Alliance Requirements"** form and return it to you within a specified period of time.

You must provide the "Employee Notice of Alliance Requirements" and the "Employee Acknowledgment of Alliance Requirements" forms in English, Spanish and any other language common to your employees. If you need a copy of the notice and acknowledgment form in Spanish, download them at tasbrmf.org or call us at 800.482.7276.

Documentation

Retain copies of signed acknowledgment form(s) in each employee's personnel file. An employee who refuses to sign still remains subject to direct contracting requirements. Document a refusal to sign the acknowledgment in the employee's personnel file. Do not return the acknowledgment form to the Fund. A copy will be requested if needed.



Helpful Tips and Resources

What to Do When an Injury Occurs ...

1. If appropriate, provide or arrange transportation for the injured employee to an Alliance provider, or if necessary, to the nearest emergency facility.
2. Discuss the injury with the employee and complete the First Report of Injury or Illness. Please do not have the employee complete the First Report of Injury. DWC Rule 120.2 requires employers to complete this form and you may be cited by the Division of Workers' Compensation at the Texas Department of Insurance for failing to do so. To complete the form online, go to the "**Report a Claim**" tab at tasbrmf.org. You may also fax your First Report of Injury to 800.580.6720.
3. Give the injured worker the "**Employee Notice of Alliance Requirements**" **no later than the third day after the injury**. There is a link to a list of medical providers in your area on PSWCA website. This list delineates which doctors are approved as treating doctors. **Injured employees must only choose a doctor from the list designated as "Treating"**. If you do not have Internet access, you can call 800.482.7276 for a list of providers in your area.
4. The employee must sign the "**Employee Acknowledgment of Alliance Requirements**" form at this time.
5. All of these postings and information are in the Fund website Member Library under Workers' Compensation.

Return to Work and Online Resources

One of the main goals of the Alliance is to ensure injured workers get back to work as soon and as safely as possible. It is now more important than ever to consider a Return to Work Program, if you do not currently have one. The Fund has a Return to Work Manual complete with forms and procedures ready for members to use on line. Resources related to the Return to Work Program, safety job analyses, safety topics and other resources are also available. All resources are accessible in **myTASB** with a member log in and password. **Program Contacts** are responsible for password administration to others within your district or educational entity. Instructions concerning password administration are on line at www.tasbrmf.org under the Member Library link. Program Contacts can send an email to rmsmytasb@tasb.org for additional information.

Important Numbers

Congratulations! You are ready to start administration of your new Alliance direct contracting program. Still have questions?

- Contact the Alliance at 866.997.7922 or at www.pswca.org.
- Questions regarding **specific claims and the Alliance**: Contact your adjuster at 800.482.7276.
- Questions regarding the **Fund's Return to Work Program**: Contact Laura Romaine at 800.482.7276, x2845 or at laura.romaine@tasb.org

