

Medical Rehabilitation Services: Forms, Checklists

CHECKLIST

HANDLING WORKERS' COMPENSATION CLAIMS

The initial period is critical in handling workers' compensation claims. So you must be sure to:

Immediately

- Administer first aid
- Accompany injured worker to a selected medical provider
- Report incident within company
- Notify family
- Assign responsible person to follow claim

First day

- Report to claim handler outside company (insurance company or third-party administrator)
- Determine, on a preliminary basis, whether the injury is covered by workers' compensation
- Counsel employee and/or family on claims procedures, available benefits, company's continuing interest in employee's welfare, etc.
- Follow up with the employee or family

First week

- Coordinate payment of initial benefits
- Talk to treating physician to learn diagnosis and treatment plan
- Evaluate whether medical rehabilitation is necessary or appropriate
- Develop return-to-work plan
- Contact the injured employee and/or the family and forward mail

First month

- Use a "wellness" approach (cards, phone calls, visits) to continue to reinforce company's concern
- Consider medical examination by independent physician, if warranted
- Reevaluate treatment plan based on new medical information
- Update return-to-work plan and contact the injured employee and/or the family

Ongoing

- Continually reevaluate treatment plan
- Refer for pain management evaluation of chronic pain, if appropriate
- Maintain contact with the injured employee and/or the family

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