

## **ROLES AND RESPONSIBILITIES UW WORKER'S COMPENSATION COORDINATOR**

### **I. Organizational Status**

**UW System Administration (UWSA):** DOA delegated agency responsible for “timely delivery of Worker’s Compensation benefits to employees and their dependents of the University of Wisconsin”.

**UW Claims Examiner:** UWSA unit pays benefits from a central fund account maintained by DOA.

**UW Campus Coordinator:** Positions vary from within the Campus Personnel Office, Safety Office, or Payroll & Benefits unit directs someone with performing worker’s compensation coordinator duties. In some cases, the coordinator is part of a team of Risk Management, Safety and Worker’s Compensation.

### **II. Roles and Responsibilities**

1. Obtain initial injury report (Employee’s Work Injury and Illness Report) from the injured worker or supervisor. Assure the injury report is complete.
2. Obtain *Employer’s First Report of Injury or Disease (WKC-12)* and *Supervisor’s Accident Analysis and Prevention Report* from the injured worker’s supervisor. Obtain *Safety Coordinator’s Review* and any supplemental forms. Assure all reports are readable and complete. Alternatively, the WKC-12 can be run as a report in Enterprise.

Forward all forms to UW System as soon as they are received. Claims which indicate the employee is off work following the date of injury need to be faxed to the Claims Examiner Unit within 48 hours. Coordinator will receive email notification of the Claims Examiner assigned within 12 hours of receipt by the Claims Examiner Unit.

3. All employee deaths must be reported within 12 hours since the Claims Examiner has 24 hours to report to DWD and DOA. Process claim information (including WKC-12) and submit to the Claims Examiner. Assist in investigation by obtaining facts of injury and resulting death. Provide next of kin/contact person, list of dependents, police report and death certificate when available.
4. Coordinate involvement of supervisors, risk manager and safety officer on each Worker’s Compensation claim by assuring the accident or disease is well documented, the injured employee is assisted and supported, risk and safety factors are responded to appropriately, and all documentation is provided to the Claims Examiner.
5. Enter claim data into statewide information system i.e. riskconnect clearlight Enterprise. Fill in mandatory and required data fields per recommendations in the User Guide.
6. Provide the injured employee with facts on benefit information regarding their medical bills, mileage reimbursement, accrued leave restoration and any other Worker’s Compensation information. Maintain regular contact with the employee during the course of the claim.

7. Obtain internal forms necessary for lost time (LT) benefits management. Provide Claims Examiner with leave reports, time sheets, Return to Work forms in a timely manner.
8. Wis. Stats., 230.36 Hazardous Duty Pay responsibilities may vary at each campus. This benefit provides protective occupations that are injured *while performing a hazardous duty*, i.e. protecting property, process of making an arrest, etc., to continue full base pay by their employer with no use of leave credits.

Request completion of the "Leave of Absence with Pay Due to Injury" form (UPS Operational Policy GEN 12) by the employee and supervisor. Final approval of eligibility is determined by the appointing authority (Employment Relations Chief Director) at each campus. Coordinator obtains completed 230.36 forms and submits them to the Claims Examiner. Submission of all other forms and procedures are followed as if this is a LT claim. Hazardous Employment benefits are not taxable; Claims Examiner follows reporting requirements requested by DWD and UW HRS Service Center.

9. Serve as liaison between the employee and the Claims Examiner. Keep the Claims Examiner apprised of any problems with the claim, investigate the circumstances of each claim and, on request of the claims examiner, coordinate specific investigations and assist with internal and formal investigations.
10. Coordinate campus return to work (RTW) efforts by obtaining Return to Work forms from the treating physician. Contact the employee's supervisor to assure understanding of any necessary accommodations and to identify suitable transitional work for the injured employee. Notify the employee of the return to work agreement. Correspond with the physician to clarify employer related concerns.
11. Review documents (i.e. medical bills, medical notes) to identify any irregularities, such as treatment not related to the work injury and notify the Claims Examiner of your findings. Forward the original documents to Claims Examiner for processing.
12. Assure OSHA recordkeeping and posting requirements under Section 1904 are met. Campuses and departments are responsible for this function. Classify injuries or illnesses as work-related or not, and code extent and severity of each case. Lost and restricted days calculated and maintained per recordkeeping requirements. OSHA 300A form must be posted February to April 30 of each year for the prior year's injuries and illnesses. The OSHA 300 needs to be printed and stored for at least current plus five years. UWSA is responsible for providing data to Bureau of Labor Statistics and DSPS.
13. Maintain campus records on each claim according to Risk Management General Record Schedule. Provide data to campus management, informing managers of individual claim summary and accident status/data. UWSA is the official record custodian and claims are kept for 30 years. Generally, claims have a Statute of Limitations of 12 years from last date of compensation. In occupational disease claims there may be no statute of limitations.