**ROLE AND RESPONSIBILITIES**

**UW WORKER’S COMPENSATION COORDINATOR**

**I. Role**

**Worker’s Compensation Coordinator:**

The person responsible for coordinating the worker’s compensation cases for each campus, advising supervisors and employees on the worker’s compensation process and the benefits to which an injured employee may be entitled. In addition, they serve as the liaison between the injured employee and UWSA. The position may be located in Human Resources, Safety, or Risk Management. In some cases, the coordinator is part of a team of Risk Management, Safety and Worker’s Compensation.

**II. Responsibilities**

1. Obtain initial injury reports from the employee and supervisor: *Employee’s Work Injury and Illness Report* and *Supervisor’s Accident Analysis and Prevention Report*. Enter claim data into statewide information system, Riskonnect ClearSight, per training materials provided by UWSA. Obtain *Safety Manager’s Review* and any supplemental forms. Proactively seek out any missing employee or supervisor reports.
2. Forward all incident report forms, medical documents (including medical restrictions), and/or emails to UWSA ([workcomp@uwsa.edu](mailto:workcomp@uwsa.edu)) as soon as the claim is entered. Lost Time claims need to be sent to UWSA within 48 hours. Once assigned, all communications can be sent to the Claims Examiner. WC Coordinator will receive email notification of the Claims Examiner assigned to Lost Time and Med Only claims.
3. All employee deaths must be reported within 12 hours since UWSA has 24 hours to report to DWD and DOA. 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. If the WC Coordinator is also the Safety Manager, they must notify DSPS within 8 hours of the occurrence.
4. If an employee provides a Return-to-Work form with restrictions from a medical provider, confirm with the department if they are able to accommodate the restrictions and provide that info to UWSA with the claim submission.
5. Coordinate involvement of supervisors, risk manager and safety officer on each Worker’s Compensation claim by ensuring the accident or disease is well documented, risk and safety factors are responded to appropriately, and all documentation is provided to the Claims Examiner.
6. Be proactive with additional claim investigation. Examples include: requesting campus map of the route traveled and location of the incident; take photos or request photos from the employee or supervisor; request campus camera video footage; request police reports, ask employee for motor vehicle accident report, request witness statements.
7. Ensure the employee is assisted and supported. 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 by email or other written communication. Maintain regular contact with the employee during the course of the claim.
8. For Lost Time benefits management, obtain and provide Claims Examiner with Return-to-Work forms in a timely manner. The WC Coordinator must check in with the employee after each medical appointment to verify their current work status and if they continue to be off work or are able to return to work.
9. Per UW System Administrative Policy 635 Return to Work: Worker’s Compensation, institutions need to make reasonable efforts to make temporary transitional modified work assignments within the limits of an injured employee’s capabilities when the employee has been involved in a work-related incident. Coordinate campus return to work (RTW) efforts by obtaining Return to Work forms from the treating physician. Contact the employee’s supervisor to ensure understanding of any necessary accommodations and to identify suitable transitional work for the injured employee; provide the employee with a return-to-work agreement. Correspond with the physician to clarify employer related concerns.
10. Wis. Stats., 230.36 Hazardous Duty Pay 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.

Steps to request and approve Hazardous Duty Pay are outlined in UW System Administrative Policy 1231. The WC Coordinator should facilitate the completion of the “Request for Leave of Absence with Pay Due to Injury” form. Notify the affected employee of their right to this benefit and request the employee complete the form, which is then reviewed and approved by the supervisor. Final approval is determined by the Chancellor or Chancellor’s designee. Coordinator obtains completed form and submits it 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.

1. 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 the current plus five years. UWSA is responsible for providing data to the Bureau of Labor Statistics and DSPS.
2. Maintain campus records on each claim according to your campus requirements. UWSA is the official record custodian and claims are kept for 30 years according to Risk Management General Record Schedule. Generally, claims have a Statute of Limitations of 6 or12 years from last date of compensation.