

Legacy Employee Health Services

Workers' Compensation Manager of Injured Worker Checklist

STEP 1: AN INJURY OCCURS AT WORK

- The employee is injured at work, first aid or treatment sought if necessary.**
 - For major injuries or if the injured employee cannot walk, use Code Green or call 911.
 - For injuries that require immediate care consider visiting an Emergency Department
 - For injuries that need same-day care consider calling your existing provider for an urgent visit or seeking care at an Urgent Care clinic.
 - For minor injuries or if unsure how urgent it is, consider seeking guidance from the local EHS clinic (business hours) or Broadspire (all hours) at **503-415-5820 - Option 2, Option 1**
 - Remember if the employee seeks treatment for their work-related injury, the employee should call Broadspire to start their Workers' Compensation claim, if not they may be financially responsible for their visit.

- The employee contacts Broadspire at 503-415-5820 - Option 2, Option 1 to start a Workers' Compensation claim.**
 - It is helpful to have both the injured employee and their supervisor, charge or manager available to join the call.
 - Employees who are injured at work, but choose not to seek treatment at that time are encouraged to notify Broadspire by calling **503-415-5820 Option 2, Option 1**.
 - If the employee seeks treatment for their work-related injury, they should call Broadspire to initiate a Workers' Compensation claim within 90 days of their injury.
 - If the Workers' Compensation claim is denied by Broadspire, or if the claim process is not followed, the employee may be financially responsible for any treatment sought.

- If the employee seeks treatment, they need to tell the provider it is for a work-related injury and collect the 827 form (OR workers) or DOLI (WA workers) form. This form and any physician work release instructions should be shared with the manager.**

- It is important that the employee files an ICARE for all incidents with or without injury.**

STEP 2: WORKERS' COMPENSATION PAPERWORK

- Broadspire will initiate the claim during the phone call and will mail the employee their paperwork. The employee will need to sign the 801 / SIF2 form and give it to their manager to sign within 3 days of receiving it.**
 - This will include an 801 form (Oregon workers) or an SIF2 form (Washington workers), Request of Medical Records, Medical History Questionnaire, Request for Reimbursement, General Questionnaire and a Direct Deposit Form.
 - Managers are to retain copy of the initial 801/SIF2 form sent by the Claims Adjuster.
 - The employee is to send all of the completed paperwork to their Claims Adjuster.

- Managers are to print out pages 3 - 4 of this packet and provide to the injured employee if they might decide to seek treatment.**
 - These pages include the prescription voucher and instructions for the employee.

Checklist is continued on next page.

Legacy Employee Health Services

Manager of Injured Worker Checklist cont.

STEP 3: COMMUNICATION WITH BROADSPIRE AND YOUR EMPLOYEE

- Managers are to inform the Broadspire Claims Adjuster if they question the injury claim or the circumstances.**
 - During your contact with the Claims Adjuster, let them know if you have any concerns about the validity of the claim or have background information that may be relevant to the investigation.
- The manager and the employee should set up a Monthly check in to discuss any changes in status or expected changes in their Workers' Compensation claim.**
 - If you have any questions regarding Legacy's Workers' Compensation process, please reach out to workcomp@lhs.org.

STEP 4: MYTIME CODING INSTRUCTIONS

- Managers / Timekeepers are responsible for coding the Employee's timecard.**
 - **Temporary Total Disability** – The employee is off work, which includes education and meetings. Broadspire will have the Employee's status updated to a Leave Status in Lawson and Timekeepers will need to add WCU to the employee's timecard at the end of each pay period to make sur the Employee's APL isn't pulled in error.
 - **Work Comp Claim Denied or Pending** – the employee does not have approval for time loss payments. Missed time should be recorded as ILL or VAC as appropriate to the situation.
 - **Work Comp Medical Only** – the employee has an injury with an accepted claim but is not approved for time loss payments other than for related appointments.

Helpful Resources



[ICARE](#)



[Workers' Comp
Intranet Site](#)



[Employee Health
Exposure Procedures](#)



[Legacy Health
Policy 600.08](#)



[Workers' Comp
FAQ](#)

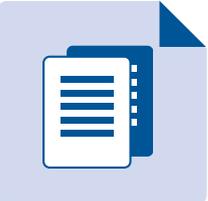
Legacy Employee Health Services

Workers' Compensation Injured Employee Checklist

Step 1. An Injury Occurs at Work

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- Perform first aid or seek treatment if you feel it necessary.
 - Injured employees may choose whether to seek treatment and may do so at the provider of their choice for the initial visit.
 - For major injuries or if the injured employee cannot walk, use Code Green or call 911.
 - For injuries that require immediate care consider visiting an Emergency Department
 - For injuries that need same-day care consider calling your existing provider for an urgent visit or seeking treatment at an Urgent Care clinic.
 - For minor injuries or if unsure how urgent it is, consider seeking guidance from the local EHS clinic (business hours) or Broadspire (all hours) at 503-415-5820, **Option 2, Option 1.**
 - Remember if you seek treatment anywhere other than Employee Health for your work-related injury you should call Broadspire to start your Workers' Compensation claim, if not you may be financially responsible for your visit.
 - Contact Broadspire at **503-415-5820 - Option 2, Option 1** to start your Workers' Compensation claim.
 - It is helpful to have your supervisor, charge or manager available to join the call with Broadspire.
 - File an ICARE detailing the incident.
 - Tell your manager about the workplace injury or illness.

Step 2. Workers' Compensation Paperwork

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- Broadspire will initiate the claim during the phone call and will mail you your paperwork.
 - This will include an 801 form (Oregon workers) or an SIF2 form (Washington workers), Request of Medical Records, Medical History Questionnaire, Request for Reimbursement, General Questionnaire and a Direct Deposit Form.
 - You will need to complete the paperwork, sign the 801 /SIF2 Form and give it to your Manager within 3 days of receiving it from Broadspire.
 - Your manager will keep a copy of the initial 801/SIF2 form sent by Broadspire.
 - After your Manager signs your 801 / SIF2 Form you will return all of your completed paperwork back to your Claims Adjuster.

Step 3. Follow Up & Important Information

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- Follow the instructions given to you by your Claims Adjuster.
 - To find a treating provider for your Work Comp injury please visit one of the listed web sites below based on your location.
 - **Oregon Employees:** Majoris Health Systems
 - **Washington Employees:** <https://secure.lni.wa.gov/provdir/>
 - Both Oregon & Washington have a waiting period for time lost benefits for Workers' Compensation. The first 72 hours after their injury that an employee misses would not be paid through Broadspire.
 - It is your responsibility to keep your manager updated of any changes in your claim status or upcoming changes to your work restrictions.
 - If you have to call out of work due to your work-related injury, make sure to follow your normal call out procedure.
 - If you have any questions about the Workers' Compensation process or about Modified Duty Placement, please reach out to Legacy Health Workers' Compensation Program at WorkComp@LHS.ORG.

Workers' Compensation Temporary Prescription ID Card



PRINT FOR EMPLOYEE
Broadspire[®]
A CRAWFORD COMPANY

To the Injured Worker:

On your first visit, please give this notice to any pharmacy listed on the back side to speed the processing of your approved workers' Compensation prescriptions.

Questions or need assistance locating a participating retail network pharmacy? Call themyMatrixx,an Express Scripts CompanyCustomer Careat 877.804.4900.

Atención Trabajador Lesionado:

En su primera visita, por favor entregue esta notificación a cualquier farmacia enumerada al reverso para acelerar el procesamiento de sus recetas aprobadas de compensación para trabajadores (según las pautas establecidas por su empleador).

Si tiene cualquier duda o necesita ayuda para localizar una farmacia de venta al por menor participante de la red, por favor llame a laAtención a Clientes en myMatrixx, una compañía de Express Scripts, al877-804-4900.

To the Pharmacist:

myMatrixx, an Express Scripts Company administers this workers' Compensation prescription program. Please follow the steps below to submit a claim. Standard first fill shall not exceed a 30-day supply or a cost of \$1,500 (max \$300 per medication). This form is valid for up to 30 days from date of injury (DOI). Limitations may vary. For assistance, call myMatrixx, an Express Scripts Company Customer Care at 877.804.4900.

Pharmacy Processing Steps

- Step 1: Enter BINnumber 003858
- Step 2: Enter processor control WC
- Step 3: Enter the group number as it appears above
- Step 4: Enter the injured worker's nine-digit ID number
- Step 5: Enter the injured worker's first and last name
- Step 6: Enter the injured worker's date of injury

Express Scripts

ID#: _____

Your SSN is your temporary ID number; present to the pharmacy at the time prescription is filled. You will receive a new ID number shortly.

Date of Injury: ____ / ____ / ____
MM/DD/YYYY

Group #: PD6A

Employee Date of Birth: ____ / ____ / ____

To the manager:Please fill in the information requested for the injured worker.

Employee Information

First Last

Street Address or PO Box

City State ZIP

Employer Name

Thank you for using a participating retail network pharmacy. Even though there is no direct cost to you, it's important that we all do our part to help control the rising cost of healthcare.

Please seeother side for a list of participating retail network pharmacies.

Participating Retail Network Pharmacies



PRINT FOR EMPLOYEE

A & P	Drug Emporium	Longs Drug Store	Sav-On
Acme Pharmacy	Drug Fair	Major Value	Save Mart
Albertson's	Drug Town	Marsh Drugs	Schnucks
Albertson's/Acme	Drug World	Medic Discount	Scolari's
Albertson's/Osco	Eckerd	Medicap	Sedano
Albertson's/Sav-On	Econofoods	Medistat	Shaw's
Amerisource Bergen	EPIC Pharmacy	Meijer	Shop 'N Save
Anchor Pharmacies	Network	Minyard	Shopko
Arrow	FamilyMeds	NCS HealthCare	ShopRite
Aurora	Farm Fresh	Neighborcare	Snyder
Bartell Drugs	Farmer Jack	Network	Stop & Shop
Bigg's	Food City	Pharmaceuticals	Sun Mart
Bi-Lo	Food Lion	Northeast Pharmacy	Super Fresh
Bi-Mart	Fred's	Services	Super Rx
BJ's Wholesale Club	Gemmel	Osco	Target
Brooks	Giant	P & C Food Markets	Texas Oncology Svcs
Brookshire Brothers	Giant Eagle	Pamida	The Pharm
Brookshire Grocery	Giant Foods	Park Nicollet	Thrifty White
Bruno	Hannaford	Pathmark	Times
Carrs	Harris Teeter	Pavilions	Tom Thumb
Cash Wise	H-E-B	Price Chopper	Tops
Coborn's	Hi-School Pharmacy	Publix	Ukrop's
Costco	Hy-Vee	Quality Markets	United Drugs
Cub	Jewel/Osco	Raley's	United Supermarkets
CVS	Kash n Karry	Randalls	Vons
D&W	Keltsch	Rite Aid	Waldbaums
Dahl's	Kerr	Rosauers	Walgreens
Dierbergs	Kmart	Rx Express	Walmart
Discount Drugmart	Knight Drugs	RXD	Wegmans
Doc's Drugs	Kroger	Safeway	Weis
Dominicks	LeaderNet (PSAO)	Sam's Club	Winn Dixie