

## PROCEDURES FOR REPORTING ALLEGED WORK-RELATED INJURY/ILLNESS

Nebraska Department of Education

Gallagher Bassett (GB): Work Comp Third Party Administrator (NEW effective 7/1/2016)

1. **Occurrence** – Injury/illness occurs. Any workplace accident should be reported as described below, whether or not it requires medical attention.
2. **Reporting** – Employee reports injury/illness to supervisor, and they jointly complete the *NDE Report of Alleged Occupational Injury/Illness*. If the employee is unable to complete the form immediately, the supervisor completes the report to the extent possible and sends a copy to Human Resources (HR). As soon as possible, the employee completes his/her portion of the original form and forwards it to the supervisor to send to HR. If the immediate supervisor is unavailable, contact the next level supervisor to complete the form, and if that is not possible, contact HR.

Complete Form 50 – *Employee Choice or Change of Doctor*

Complete *Authorization for Release of Information*

Complete *First Script* (Pharmacy Benefit Program) if needed to treat work-related injury

3. **Obtaining Medical Attention** – If the employee is going to obtain medical attention as a result of the injury/illness, the supervisor sends with them the *Release to Return to Work* for the medical provider to complete.
4. **Submitting Report** – Based on the information provided in the *NDE Report of Alleged Occupational Injury/Illness* provided by the employee/supervisor, HR completes the online *Nebraska Workers' Compensation Court First Report of Alleged Occupational Injury or Illness*. A report is automatically sent to our claim administrator, Gallagher Bassett (GB), and a work comp claim number is automatically generated and forwarded to the injured employee. Additional information/forms documenting the employee's injury are also forwarded to GB.
5. **Absence From Work** – If the supervisor is informed that the employee will be gone from work due to the injury/illness for more than five (5) working days, the supervisor informs HR, HR informs GB and also contacts Central Accounting. Central Accounting completes a *Wage Statement* and forwards it to the designated GB Resolution Manager (Claim Adjustor).

**NOTE: The injured employee should also be aware any lost time may not be covered unless the injured employee sees a doctor, or has a note from the doctor. GB makes the final decision, with concurrence from Risk Management.**

6. **Processing Claim** – After receiving the report, the GB Resolution Manager (Claim Adjustor) contacts (1) the supervisor, (2) the employee, and (3) the medical provider. GB handles the claim and communicates with parties at NDE as follows: HR for general inquiries, Central Accounting for salary questions, Legal for settlement issues, and the employee and/or supervisor for specific inquiries and clarification.
7. **SUMMARY OF ROUTING/FILING FORMS** –
  - *NDE Report of Alleged Occupational Injury/Illness* – Employee and supervisor complete form; supervisor forwards form to HR upon completion.
  - Form 50 – *Employee Choice or Change of Doctor*
  - *Authorization for Release of Information* (HIPPA form)
  - *First Script* (Pharmacy Benefit Program) if needed to treat work-related injury
  - *Release to Return to Work* – Supervisor gives form to employee for medical provider to complete; employee returns form to supervisor as soon as possible; supervisor forwards form to HR upon receipt.
  - *Nebraska Workers' Compensation Court First Report of Alleged Occupational Injury or Illness* – HR completes online report, a copy of which goes to GB, along with the *NDE Report of Alleged Occupational Injury/Illness* completed by employee and supervisor.

- *Wage Statement* – Central Accounting provides completed form to GB upon request, with a copy to HR.
  - *Filing* – HR maintains a work comp file with copies of all of the above forms and any other applicable information.
8. **Monthly Report** – GB provides monthly reports to HR of the agency’s active workers’ compensation claims.

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