

Making Sense of Worker's Compensation Paperwork & Timesheet Coding

Q: *Help, I have just had an on the job injury. What do I do?*

A:

1. Notify your supervisor, or if you can't, a co-worker can do that for you.
 - If your supervisor is on the job with you, he/she will help you assess the injury to help you determine what kind of care may be needed.
 - i. Serious/Life Threatening CALL 911
 - ii. Minor with medical required
 - iii. Minor with no medical required
 - If your supervisor takes you to the medical facility or meets you and the ambulance at the medical facility, he/she will notify your Departmental HR and/or Risk Analyst Senior. (Mario Gonzales: Mario.gonzales@traviscountytexas.gov, 854-1404, Fax: 854-3128)
 - If you are unable to, your supervisor will give a copy of the Provider Information Sheet to the medical facility where you receive treatment for your injury/illness.
 - Your supervisor should give you a copy of the discount pharmacy flyer.
 - Before leaving the medical facility, either the supervisor or injured employee must ask for a copy of a Work Status Report (DWC-73) form. Send a copy to departmental HR.

Your supervisor may take you back to work or home, depending on your medical results as documented on the Work Status Report from the doctor.

2. If it is minor with medical required, you may go to any doctor who accepts worker's compensation. Other options include:
 - NextCare , 6001 W William Cannon Dr. #302, 1240 E. Palm Valley Blvd. Round Rock,
 - Concentra Urgent Care (4 locations), 10001 South IH 35 Ste 300, 4301 W William Cannon Bldg E Ste 320, 9333 Research Blvd Ste 400, 117-B Louis Henna Blvd Ste 200
 - Nova Medical Centers (2 locations), 2171 Woodward. 8868 Research BLVD #601
 - MedSpring Urgent Care, 7212 Burnet Rd, 3906 N Lamar, 208 W Ben White Blvd, 11521 Ranch Rd 620 N #100
 - US Health Works, 3801 S Lamar, 2000 W Anderson Ln.
 - FastMed Urgent Care, 331 N Lamar Blvd, 1920 E Riverside Dr. A110, 3607 Manor Rd., 14008 Shadow Glen Blvd. Ste 100 Manor, 2303 Ranch Road 620 S. Ste 210 Lakeway

Q: *What paperwork do I need to fill out and how soon?*

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A: Your supervisor, HR Liaison or Risk Management can forward the forms to you OR you can get them on Travis Central, HR, On the Job, Employee Safety & Worker's Compensation, Worker's Compensation Forms. You may also have a workers compensation packet of forms in your work vehicle/worksites. Whether serious, minor with or without medical, you and/or your supervisor must fill out:

1. *Employee Statement*-this is your version of what happened. Forward to HR and Risk Management within 48 hours.
2. *Medical Authorization*-by signing this, you give permission for the insurance carrier to have your medical information related to your injury. Forward to HR and Risk Management within 48 hours
3. *First Report Of Injury as soon as possible if able. If unable to complete* your HR or supervisor will complete the First Report of Injury on your behalf and send to Risk Management in HRMD within 24 to 48 hours.

Q: Does my supervisor have to fill out any other forms?

A:

1. *First Report of Injury* (if employee unable to),
2. *Supervisor's Statement*,
3. *Supervisor's Investigative Report*, and forwards to your HR and Risk Management within 48 hours

Q: What paperwork does HR fill out?

A:

1. *First Report of Injury (DWC-1)*. This form needs to be filled out within 48 hours, so internal processing can be done to get it to the insurance carrier.
2. *Supplemental Report of Injury (DWC-6)*. We must report all changes in work status (taken off of work and returned to work) and Post-Injury Change of Earnings, which may or may not result in Temporary Income Benefits to the injured worker. Your Doctor will provide you with a DWC 73 when he/she takes you off of work and again when you are returned to work, each removal or return to work action is when this needs to be completed by your HR. You may be called on to provide information to complete the form.

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3. *Wage Statement (DWC 3)*. This provides your wage information for the 13 weeks prior to your date of injury. This determines your average weekly wage, which determines the amount of Temporary Income Benefits you would receive from workers' compensation.

Q: *Who else fills out paperwork?*

A: Witnesses, if any, fill out a Witness Statement. These are any onlookers who saw what happened to you who can add valuable information. If you have no witnesses, skip this form. Forward a copy to HR within 48 hours.

Q: *What does Risk Management in HRMD do?*

A:

1. They review the forms for completeness, enter the information into the RIMs system and provide the forms to the third party administrator.
2. They also advise the employee and Department contact of any missing paperwork or paperwork that is incomplete.
3. They work with the County Auditor's Office to make any corrections to your timesheet resulting from incomplete paperwork. These corrections may result in docked/no pay for days or hours with insufficient medical documentation and/or substituting leave accruals (sick, vacation, personal holidays) for days with insufficient medical documentation to cover days/hours out.

Q: *I don't like my workers compensation doctor, what can I do?*

A:

1. You may change to another doctor only after the initial visit. If you want to change doctors after you have attended 2 or more appointments you will need to make a request to the Department of Workers' Compensation. <http://www.tdi.texas.gov/forms/dwc/dwc053chngdoc.pdf>
2. If you want to change doctors again, you have to make a request to change doctors to the Department of Workers Compensation.
3. Call Mario Gonzales at 854-0414 with Risk Management.

Q: *Some of my injuries are being disputed and I don't understand why?*

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A:

1. The Department of Workers' Compensation Plain Language Form 11 that you received from Athens Services provides an explanation.
2. If you still have questions, contact your Adjuster Reenea at Athens 210-728-3295 and they will explain what is being disputed and why.

Q: I disagree with the dispute of some of my injuries, what are my options?

A:

1. Contact the Office of Injured Employee Council 512-804-4170 or toll free 866-393-6432 for help navigating the workers' compensation system, the dispute resolution process and representing you on your claim through the process. This is a free service and they do an excellent job.
2. If you choose you can enlist the help of an attorney to advise you on your case instead of OIEC. This is not a free service.

Q: What happens when I file a dispute on my claim and request a Benefit Review Conference
[http://www.tdi.texas.gov/forms/dwc/dwc053chngdoc.pdf?](http://www.tdi.texas.gov/forms/dwc/dwc053chngdoc.pdf)

A:

1. You are entering the Dispute Resolution Process and the first of two possible Benefit Review Conferences will be scheduled. If the two parties remain in disagreement after this meeting the second conference will be scheduled and if the parties continue to disagree after this conference a Contested Case Hearing will be scheduled to resolve the issue(s). If one party still doesn't accept the ruling of the Hearing Officer they can file with the Appeals Panel for a decision.
2. The final piece is if one party still wants to continue their dispute they can file in District Court. You can only file in the District Court if and when you have fully completed the Dispute Resolution process through the Department of Workers' Compensation.

Q: *How do I code my timesheet for my on the job injury?*

A: Here is a complete list of how to code your timesheet for selected situations:

1. If a person is not eligible for FMLA because he has not worked for 1 year at Travis County OR works part-time so that he/she does not work the required 1,250 hour per year OR has used all his FML hours for the year, due to other eligible events, we only have codes 2070, 4070, & 2110 available.
2. If a person has a workers comp injury and is also eligible for FMLA and the event is eligible (workers comp injury quite often is), we have additional codes to possibly use. (3050,4060,3060)

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3. Use code 3060 (FML/Workers Comp intermittent Leave) for use when less than 8 hours/day of lost time after 3 days of continuous lost time (4 days is the trigger), for an employee that is eligible for FML and the injury is workers comp.
4. Use code 2110 for doctor appointments, not to exceed 2 hours (don't worry about any FMLA on this). Travis County allows 2 hours for doctor's appointments related to the on the job injury. This is a benefit given to you by Travis County and is not worker's compensation law. You must be actively at work on the day of the appointment. You must bring back a Work Status Report from your doctor to prove you attended the appointment on that day and time. If you do not, your pay may be docked or a leave balance reduced to cover the time.
5. Use code 2070 if the employee is not eligible for FML and misses the entire day from work due to the workers comp injury (not to exceed 6 months from the date of injury), OR is eligible for FML, but it is within the first 3 days out.
6. Use code 4070 if the employee is not eligible for FML and misses the entire day from work due to the workers comp injury (after 6 months from the date of injury and beyond),
7. Use code 3050 if the employee is eligible for FML and the injury is workers comp, for up to 480 hours. If more time out is needed, switch back to code 2070 to reach the 6 months.
8. Use code 4060 if the employee is eligible for FML and the injury is workers comp. An example is that you are injured, and don't have your surgery until 5 & ½ months and are out for 1 or more months. This is common when surgery is suggested, but the doctor tries physical therapy first, or the patient wants to see if he/she can heal on their own without the surgery, thus delaying the surgery that ends up having to take place.
9. If your doctor returns you to light duty work, code 1082-hours worked. Code 1083 light duty shift differential for TCSO only.

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Q: *If there anything else I need to know?*

A:

1. When you are contacted for additional paperwork or notified that paperwork is incomplete, take it seriously and do not delay in getting what is needed. Otherwise, your paycheck may be docked. There are many people in HHSVS HR and Risk Management HRMD who are willing to help you through this process. You will also be assigned a Case Manager and an Adjuster from the insurance company who will also help you through the process.
2. Remember that anytime you are off work for your injury due to...
 - a. a doctor appointment for your injury/illness, or
 - b. not feeling well due to your injury/illness

YOU MUST BRING A WORK STATUS REPORT BACK TO WORK THAT COVERS THE DAYS/HOURS YOU WERE ABSENT DUE TO YOUR WORKER'S COMPENSATION INJURY/ILLNESS or your leave accruals will be used until documentation is provided.

3. Keep accurate records of your time so that you can complete your timesheet accurately. The punishment for falsification of timesheets for worker's compensation can be termination of employment.