



## ADMINISTRATIVE PRACTICES MANUAL

**SUBJECT: WORKER'S COMPENSATION**

**POLICY STATEMENT:** It is Dane County's policy to comply with the Workmen's Compensation Act (Chapter 102 of the Wisconsin Statutes), which created a system under which employees can recover for work related injuries and illnesses without having to prove that the employer was negligent.

### 1. NOTICE OF INJURY

Dane County employees who are injured on the job or become ill because of a work related experience should:

1. Immediately seek first aid, medical attention, and/or (if necessary) call 911;
2. Report the accident or ailment to the supervisor.
3. Call the Workers' Comp Care Line to complete the paperless intake process.

➤ **Delays in reporting can affect possible worker's compensation benefits**

Dane County Risk Management administers Dane County's self-insurance program for worker's compensation. Dane County works with a Third Party Administrator ("TPA"), which is not an insurance company but does assist Risk Management in the payment of claims and filing reports to the Wisconsin Department of Workforce Development.

### 2. SUMMARY OF BENEFITS

Please see separate policies for details, but Dane County worker's compensation benefits include:

- 1) Coverage of all reasonable and necessary medical expenses.
- 2) Lost Wages
- 3) Vocational rehabilitation and retraining (see details below under Return to Work).
- 4) If a death occurs, death benefits and burial expense will be paid to qualified beneficiaries up to specified limits.

**END OF NARRATIVE**



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### SUBJECT: WORKER'S COMPENSATION PROCEDURE

#### RESPONSIBILITY

#### ACTION

Injured Employee

1. Seek and receive first aid/medical treatment or, if necessary, call 911.
2. Immediately report the injury to the supervisor.
3. Immediately call the Workers' Comp Care Line and complete the paperless intake process. (If the employee is physically unable to call, then the supervisor will complete this step.)
4. If the employee misses work due to a work related injury or illness, it is the employee's responsibility to see a physician. It is the employee's responsibility to schedule the appointment with the physician (or go to an emergency room/urgent care clinic) and return medical documentation. Dane County will not pay benefits for lost wages due to a work-related injury unless benefits are supported in writing by a physician.

Immediate Supervisor

5. If the employee is unable to do so, call 911 and, if the employee is physically unable to do so, call the Workers' Comp Care Line and complete the paperless intake process.
6. Notify Risk Manager immediately – day or night – if an employee experiences death or a major loss (such as an amputation, a heart attack or stroke; a head injury or loss of consciousness, serious burns, a mental disorder), or if there are questionable circumstances, or if multiple employees experience injuries.



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Employee's Physician

7. Makes diagnosis and assessment of extent of injury/illness and work limitations. Documents same. (It remains that employee's responsibility to ensure that medical documentation is submitted to Dane County and/or the TPA; worker's compensation benefits, including but not limited to lost wages and coverage of medical expenses, cannot be honored absent medical documentation)..
8. Releases employee to return to work with or without restrictions.

Risk Manager

9. Reviews claims submitted through the paperless intake system.
10. With the assistance of a TPA, determines if injury is compensable in nature.
11. Monitors TPA's adjudication of claims and correspondence with employees.
12. May direct TPA to monitor employees' compliance with physician's order and progress.
13. Ensures TPA complies with Wisconsin Department of Workforce Development, Workers Compensation Division requirements, including but not limited to submitting an Employer's First Report of Injury when an employee is off work more than three (3) days.
15. Determines if injured employee may begin re-entry to employment with or without restrictions. If employee placed on short-term restrictions, contacts employee's supervisor regarding availability of light duty within the Department or with an outside organization. If employee has permanent restrictions that affect his



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position or cannot return to that position, works with Employee Relations regarding compliance with either the applicable union contract or the Employee Benefit Handbook.

Employee Relations

16. Acts as a resource in dealing with possible handbook or contract issues.
17. Administers Dane County's FMLA and other leave programs.

**END OF PROCEDURE**