

Instructions for Submitting a Worker's Comp (WC) Claim

The following documents are accessible on the City's Intranet site, HR, Worker's Comp:

- Doctor's Form
- Example Form
- Form Packet (Workers' Compensation 801 Form Packet)
- Instructions
- Safety Incident Report

The Workers' Compensation 801 Form Packet contains the templates that can be opened and keyboarded from the computer or printed and filled out by hand or typewriter. There is an Employer's Report and a Worker's Report. Please follow the Instructions and the Example Form to determine who completes which section.

Listed below are some more important details on how to more completely submit a WC claim to eliminate additional follow-up:

1. The completed packet that needs to be submitted to Laura Hyde includes:
 - 801 Employer's Report
 - 801, Worker's Report
 - Doctor's release or doctor's time loss authorization
(Using the Doctor's Form is preferred.)
 - Copy of City Safety Incident Report
 - Info that's covered in #5a below
2. A doctor's release **is required** for return to regular duty or light duty or a doctor's statement saying the employee is on time loss. [See #5a(iii) below regarding light duty.]
3. If the employee is on time loss or light duty, then follow-up medical treatment will be necessary with updated doctor notes being provided each time until the doctor has released the employee to full and regular duty. These notes are to be forwarded to Laura Hyde in Human Resources.
4. Employees need to use the appropriate WC job codes on their time sheets:
 - **witl** for time loss
 - **wima** for medical treatment [only when on regular or light duty; not while on time loss]
 - **wild** for light duty
 - **wial** for admin leave. This is for the "time between when an employee is released to light duty and when the employee accepts the light-duty work offer letter.
 - **wis** for special. This for "the time between when the employee comes back from the doctor to the worksite and they inform their supervisor of their status and are filling out the required WC forms.
5. The supervisor must provide the following via e-mail or hard copy to Laura Hyde in Human Resources:
 - a. **Date of Injury**
 - i. How many hours regular duty on the date of injury?
 - ii. How many hours medical treatment on the date it is received?

Instructions for Completing the 801 Form

- iii. If after medical treatment the doctor releases the employee to return to light duty, the supervisor must notify Laura Hyde immediately to let her know whether or not the light-duty release can be accommodated. If so, she will need the doctor's release ASAP so that she can prepare a light-duty offer letter for the employee. The supervisor will need to prepare a written brief description of job duties during the light-duty assignment. Before the employee can report for light duty, the employee must have accepted and signed the offer letter.

If light duty cannot be accommodated, then the employee will be on time loss.

- iv. If after medical treatment, the doctor says the employee is on time loss, how many hours time loss for that day?

b. *Light-Duty Assignment*

- i. On a weekly basis, Laura Hyde will need an accounting of the employee's work hours whether it's light-duty hours, vacation leave, sick leave unrelated to the injury, medical treatment for the injury, holiday leave, etc.
- ii. The employee's regular days off.

c. *Time Loss*

- i. On a weekly basis, Laura Hyde will need an accounting of the employee's time loss hours.
- ii. The employee's regular days off.

6. In other words, an accounting of the employee's work time must be tracked by the hour until the employee is released to full and regular duty.

7. On the 801 "Employer's Report," reminder that #42 & #44 are sections completed by Human Resources. The supervisor signs the 801 "Worker's Report" #25.

If you have questions, please let contact Laura Hyde at ext. 7508 or laura.hyde@cityofalbany.net.

Helpful Hint: The Instructions and WC 801 Example Form are excellent tools to help supervisors determine who completes which questions.