

Workers' Comp Contacts

Name	Phone	Fax
General Contact	800-643-4369 360-782-5073	888-558-1666

CLAIMS PROCESS:

ESD 114's Workers' Comp staff will now manage **all aspects** of an employee injury claim. Here is the new process:

NEW PROCESS

1. Employee injury occurs.
2. Employee reports injury to supervisor.
3. Employee & supervisor complete Employee Incident Report (EIR). *
4. Supervisor sends copy of EIR to Workers' Comp Trust.
5. Supervisor sends original EIR form to CSD Human Resources.
6. If employee seeks medical treatment, he or she calls 800-643-4369 or 360-782-5073 to file a Worker's Comp claim.

*EIRs are completed for all injury incidents at work. Data from these reports help school districts improve safety and risk management.

What happens when an injured employee calls the Workers' Comp office?

If an injured employee seeks medical treatment, he or she needs to call the OESD office to file a Workers' Comp claim. Staff will ask the employee a few clarifying questions, verify contact information, and send out a claim packet that contains:

- ✓ State-required SIF2 form (note: claim number provided over the phone is also included on SIF2 form and all paperwork)
- ✓ Three supporting documents (general information page, records release form and cover letter)
- ✓ Guide to Workers' Compensation Benefits
- ✓ Self-addressed stamped envelope for return of paperwork
- ✓ Social Security Request form

OESD will send wage and health benefit information request forms to the school district payroll office immediately to secure salary and employee benefit information.

They will fax the Provider's Initial Report (PIR) form to the medical facility. The health care provider then returns the completed PIR to OESD. They communicate with the health care provider's office to provide claim and contact information.

If light duty or modified duty work is medically approved, the OESD claims team will work with the employee, the health care provider and appropriate school district staff to develop a return to work plan.