

OFFICE OF SAFETY **Claims Management Checklist**

UNIVERSITY OF NORTH DAKOTA.

Use this checklist when work-related injury has occurred.

Contact the Office of Safety at 777-3341 for questions regarding incident reports or claims management.

Immediately inform your supervisor of the injury.

Seek care from the UND's Designated Medical Provider (DMP), Altru Employer Health Solutions (Occupational Health). **If there is an injury that requires immediate attention, go to ALTRU Emergency.**

Inform your supervisor of treatment outcome with all injuries, as well as time and date of medical appointments.

Complete and submit an Incident Reporting Form within 24 hours of the work-related injury, located on the UND webpage: <https://campus.und.edu/safety/resources/forms.html>. Supervisor must also complete the **Incident Investigation Form within 3 days**. It is located on the same webpage.

If work restrictions are put into effect, give a copy of the capability assessment (workability) to your supervisor right away. The supervisor is to forward this to the Office of Safety by email UND.safety@UND.edu or fax to 777-4132 to be received in a timely manner. Originals can be sent to the Office of Safety at Stop 9031.

Injured employees are responsible for informing the care provider that UND has modified/transitional duty. If the DMP has assigned time off from work due to the injury, you must inform your supervisor and claims coordinator at the Office of Safety immediately. Arrangements for modified duty will be considered. Written documentation is required if any work is to be missed.

The Office of Safety will file online a workers compensation claim for you once the Incident Report and Doctors Report of Injury/Workability is received. Contact the Office of Safety as soon as possible with your date of birth and Social Security Number.

All injured employees must sign a hard copy of the application for benefits. To sign your claim, complete any and all paperwork sent from ND WSI in the postal mail to your personal address.

Follow your work restrictions 24 hours a day – at work and at home/personal time.

Attend all medical appointments. Get updated work restrictions at every appointment and give them to your supervisor. The supervisor will be responsible for sending them to the Office of Safety by email UND.safety@UND.edu or fax to 777-4132 to be received in a timely manner. Originals can be sent to the Office of Safety at Stop 9031.

- Inform your supervisor and claims coordinator of all referrals.
- Call all care providers and give them your claim number once received.
- Report any problems regarding modified duty to your supervisor.
- There should be only one doctor, physician's assistant, nurse practitioner, or physical therapist responsible for writing restrictions. Indicate who is responsible for writing restrictions for your injury. If this individual changes following a referral or surgical procedure, make sure your employer is informed of this.
- Continue with medical appointments until you have been released from all work restrictions.
- If you receive time loss benefits (wage reimbursement from work comp), you must contact Payroll at 777-2157 and follow their instructions.
- You may be contacted by a North Dakota Workforce Safety Case Manager from Altru Health Systems. You may answer their questions, but the internal UND process is unchanged.
- North Dakota Workforce Safety and Insurance (WSI) determines if a claim will be accepted. If you have questions regarding the acceptance of your claim, you can call toll-free (1-800-777-5033). Have your claim number available when you call.