

HOW TO FILL OUT THE WORKERS' COMPENSATION LOST TIME REPORT:

This form is NOT MANDATORY. It can be used to notify the Workers' Compensation Division whenever an employee is taken off work due to an industrial injury/illness, or when an employee returns to work.

It is important to keep in mind that when an employee is taken off work or returns to work, certain "clocks" begin to run for the Workers' Compensation Division. Specific forms and notices and in some cases specific benefits need to be sent to the employee and if these forms, notices and/or benefits are not sent on time the State can assess penalties and fines against the County.

It is best if the supervisor calls the claims adjuster immediately when the employee is taken off work, or returns to work. Sending a FAX or an e-mail is also good. If the supervisor wants, he/she can also use the Lost Time Report. The top of the form provides a place for the person sending the notice to identify himself/herself and the date the notice is being sent. Again, "clocks" are running and so these should be sent immediately.

The middle section of the form is used for when the employee is taken off of work due to an industrial injury/illness. We need to identify the employee and as some employees may have similar names, we need to make sure we have the right employee by providing their name, employee number and information about the department where the employee is working. This will ensure the information is given to the correct claims adjuster. The supervisor identifies the date of the injury, the regular days the employee is off and the last date the employee worked. In some cases, the date of injury and the last date worked are not the same. The bottom section is used when the employee returns to work. The supervisor will still need to fill in the identifying information in the middle section [i.e. employee name, ID number, Department and the date of injury (the employee may have more than one date of injury being handled by the Workers' Compensation Division)]. The supervisor then identifies the date the employee returned, how many days were lost due to the injury and if there is any additional information the claims adjuster needs to know such as whether the employee is in a modified position, work restrictions are being accommodated or a full release should be noted.

The supervisor then signs and dates the form and sends it to the Workers' Compensation Division. Again, because "clocks" are running it would be best to FAX the form, or to call or e-mail the information to the adjuster and let him/her know that the form is on its way.