

Denver Public Schools

ENTERPRISE RISK MANAGEMENT

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Supervisor Roles and Responsibilities for Occupational Injuries or Illnesses (Workers' Compensation Claims)

- Maintain open communications with the Employee throughout the entire claim process, including periods when the Employee is unable to return to work.
- Obtain from the Employee the Supervisor's copy of the medical provider's report (Physician's Report of Workers' Compensation Injury (M164 or WC164)) within one business day following each appointment or immediately after the appointment if the Employee returned to work the same day.
 - **Pay close attention to and discuss with your Employee the following sections as these sections provide you valuable information on the progress toward recovery:**
 - **Work Status**
 - **Limitations/Restrictions**
 - **Follow Up Care and Referrals**
 - **Maximum Medical Improvement (MMI)**
 - **Permanent Medical Impairment**
- Ensure the Employee is aware of the DPS Wage Continuation Policy (WCP) which is available on the Commons under the Human Resources Department and the link for HR Employment Practice Manual.
- Assign modified duty work during the WCP if such work is available. Offering modified duty work to the Employee is at the discretion of the school/department. Be sure that any modified duty work offered aligns with the Employee's Limitations/Restrictions from the M164/WC164.
- If the Employee has been released to work in a modified duty capacity or has been fully returned to work and that Employee states they are unable to do the assigned work, send the Employee back to the medical provider's office immediately and remind the Employee to also contact their CorVel Claims Specialist.
- Remind your Employee that the DPS Authorized Treating Physicians (Designated Medical Providers List) is available at <http://RiskManagement.dpsk12.org>
- Ensure that the Employee's "leave" is coded as Work Injury Day for absences specific to the occupational injury or illness.
 - Encourage the Employee to always keep copies of any documentation that proves attendance at an appointment related to the workers' compensation claim.
 - When approving payroll, the Supervisor validates and approves the Employee's Work Injury Day coding.
- Maintain open communication with the CorVel Claims Specialist.
- Promptly respond to any inquiries from the CorVel Claims Specialist. They are required to comply with statutory deadlines and are relying on your response and cooperation to maintain compliance with the law.