

Denver Public Schools

ENTERPRISE RISK MANAGEMENT

Tel: 720-423-1300

<http://RiskManagement.dpsk12.org>

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Employee Roles and Responsibilities and Frequently Asked Questions Occupational Injuries or Illnesses (Workers' Compensation Claims)

- Review, complete and return any paperwork sent by your CorVel Claims Specialist as soon as possible. Any delay in providing these documents may result in delay/denial of your claim.
 - Contact the CorVel Claims Specialist any time you have questions or concerns related to your claim.
- Maintain communication with your Supervisor as well as your CorVel Claims Specialist throughout the course of the claim including periods when you are unable to work.
- Comply with any school/department call in procedures including providing the reason for your work absence.
- **Give your Supervisor a copy of the medical provider's report (Physician's Report of Workers' Compensation Injury (M164 or WC164) within 1 business day following each appointment or immediately after the appointment if you returned to work the same day.**
 - **Pay close attention to and discuss with your Supervisor 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**
 - Follow all restrictions both at work and away from work. Restrictions apply to you on a 24/7 basis.
 - Attend scheduled appointments, comply with recommended treatments, and take prescribed medications, as directed.
 - Schedule appointments around your work schedule whenever possible.
 - Record your "leave" in the True Pay system as Work Injury Day for absences specific to your occupational injury or illness.
- Return to the medical provider's office the first day you miss time or believe you cannot perform any modified duty work or regular work after having been released to work. Be sure to also contact your CorVel Claims Specialist.
- If you are receiving lost time payments from CorVel, you may contact DPS Payroll to determine if it is possible to supplement your pay. Payroll can be reached at 720-423-3900, option 2.

Frequently Asked Questions:

- Am I eligible for unemployment compensation benefits?
 - Generally, you are not eligible for unemployment compensation benefits while receiving workers' compensation related pay. For more information, contact the Colorado Department of Labor and Employment (CDLE).
 - Where can I find a list of the workers' compensation medical providers?
 - You may find a list of the DPS Authorized Treating Physicians (Designated Medical Provider List) at <http://RiskManagement.dpsk12.org>
 - Where can I find the DPS Wage Continuation Policy (WCP)?
 - You may find the DPS WCP on the Commons under the Human Resources Department and the link for the HR Employment Practices Manual.
- What is the role of my Supervisor in the claims process?
 - Keeps current on the status of your recovery and return to work.
 - Reviews your work restrictions to see if you can safely return to work.
 - May assign modified duty during the WCP if such work is available.
- What is the role of the CorVel Claims Specialist?
 - Maintains open communication with you regarding your claim guiding you through the process.
- What is the role of DPS Risk Management staff?
 - Serves as a liaison between CorVel and other parties when there are customer service concerns.