

EMPLOYER REPORTING PROJECT UPDATE

March 22, 2007

The Employer Reporting Project is beginning its fourth month, and while much has gone smoothly, several issues have cropped up that we'd like to share with you.

- **In some cases we receive duplicate filing of claims** – one from the employer and another from the injured worker's health care provider.
- **Occasionally the Report of Accident (ROA) is being submitted by the employer without the worker section being completed** and without the worker's knowledge.
- **Sometimes communication between the employer and injured worker is not occurring.**
- **Some ROAs are not being signed and/or dated by the employer.**
- **Some employers tell us they have not displayed the required Employer Reporting posters in their workplace** and they have not yet provided their workers with copies of the Worker's Check List and Worker's Question and Answers.

One of the potential benefits of the Employer Reporting Project is better communication between the employer and the injured worker. The pilot provides an opportunity for an injured worker and the employer to complete the ROA together, discuss how the injury occurred and how it could have been prevented. This is also an excellent time to discuss a return-to-work strategy.

We understand that, for a variety of reasons, these conversations can't always happen. You may be away from the worksite when an injury occurs, or its severity may require emergency treatment. To avoid duplicate claim filings in those cases, the employer should not submit a ROA if it will be completed by the worker's health care provider.

But when an employer does submit the ROA, it's crucial that they fill out their section accurately and completely, and that the injured worker completes their section. The employer also needs to give the worker the informational material when they give the worker the ROA to complete. This will help the worker understand the Employer Reporting Project and how it's intended to work. The informational materials can be printed or ordered at www.EmployerReporting.LNI.wa.gov. The Employer Reporting ROA must be ordered from the web site.

To minimize duplicate filing of claims, we are continuing to work with the health care community so that providers understand the circumstances under which they do not have to file a regular ROA. Please let us know when one of your employees has difficulty so we can contact his or her provider directly.

Thank you for your participation in this pilot project. Please don't hesitate to contact me if you need assistance. I'm available by phone at 360-902-6201 or via e-mail at EmployerReporting@LNI.wa.gov.

Sincerely,

Shirley Morris, Project Lead