



**WORKERS' COMPENSATION
CLAIM REPORTING INSTRUCTIONS
AND MEDICAL MANAGEMENT PROCEDURES**

7/1/2019— 6/30/2020

RAS Companies is the workers' compensation insurance carrier for the Diocese.

LMC Insurance & Risk Management is the consulting company retained by the Diocese to facilitate reporting and handling of workers' compensation claims.

Claim Reporting

- 1) All workers' compensation claims are to be reported to **Anne MacFarland**, Vice President of Claims Management Services at LMC.
- 2) **To report a claim:**
 - a. Complete the First Report of Injury form
 - b. Email the form to: anne.macfarland@lmcins.com
 - c. If you are unable to access the form, call Anne at **800-747-5652** or **515-237-0108**.
 - d. If necessary, additional information can be sent to LMC Insurance & Risk Management at: 4200 University, Suite 200, West Des Moines, IA 50266-5945 or faxed to: **515-558-0741**.
 - e. **NOTE:** The claim must be reported within four (4) days of the injury according to state law.
- 3) Peggy Dell is the workers' compensation administrative assistant for RAS. Contact Peggy if you have questions or need additional information about a specific claim once it has been reported. Peggy can put you in contact with the assigned adjuster. Peggy's contact information is:
 - a. Mailing address: P.O. Box 89310, Sioux Falls, SD 57109-9310
 - b. Email: peggy.dell@rascompanies.com
 - c. Phone: **800-732-1486**
 - d. FAX: **877-884-6573**

Medical Management

- 4) Injured workers should be sent to a designated occupational medicine physician in **non-emergency** situations. This is a physician who is selected by the parish, school, or Diocese. **The employee should not select the physician from whom to seek treatment.** Contact Anne MacFarland if you do not have a designated physician.
 - a. For Diocese employees and for Des Moines metro schools and parishes: Iowa Methodist Occupational Medicine / Unity Point clinics are the recommended providers. There are three such clinics in the Des Moines metro. Workers injured during regular clinic hours (M-F, 8 a.m. – 5 p.m.) should be sent to one of these three clinics.
- 5) **Do not pay medical bills.** RAS Companies will pay the medical bills at a “reasonable and customary” rate.
- 6) In order to receive benefits for time off work for an injury, the employee must provide the parish with a **written work release from the physician.** This release should include the length of time the employee must remain off work and/or provide a list of work restrictions.
 - a. Light duty work can be determined based upon restrictions prescribed by the treating physician. **Light duty work is encouraged.** Examples of work restrictions: limitations on lifting, bending, standing, sitting or how many hours a day the employee is allowed to work.
 - b. If light duty work is available, contact RAS Companies. The adjuster will then contact the employee and offer the light duty job. If the adjuster obtains the work restrictions directly from the doctor, s/he will call you to discuss what jobs are available and then call the employee. Contact the adjuster or Anne MacFarland if you have any issues regarding return-to-work.
- 7) A written release signed by the doctor must be provided before an employee is allowed to return to work or to regular duty.

Supervisor’s Accident Investigation

- 8) Complete the Supervisor’s Accident Investigation Report.
- 9) Send the Report to **Anne MacFarland** at LMC in the same manner as provided above (email, fax, mail, etc.).
- 10) The Safety Committee retains a copy of report and works with the Pastor/Principal/Business Manager of the parish or school to provide recommendations for maintenance and training.