

## EWC Workers Compensation File Set-up and Client Compliance Checklist

For the Clients to Use and Have on Hand :

- Pre Hire Paperwork (10- 15 copies initially) in a folder with Pre Hire Paperwork Instructions stapled or glued to outside of folder.
- New Hire Paperwork (10-15 copies initially) in a folder with New Hire Paperwork Instructions stapled or glued to outside of folder. Also include several copies of engagement form and client code listing in this folder. Include pocket cards in this folder.
- Pay Period Injury Statements in a folder with Instructions stapled or glued to outside of folder.
- Final Statements on Work Accidents in a folder with Instructions stapled or glued to outside of folder.
- Refusal of Doctor's Care sign off in a folder with Instructions stapled or glued to outside of folder.
- First Report of Injury Forms with Instructions stapled or glued to outside of folder.
- Accident Investigation Forms with Instructions stapled or glued to outside of folder.
- Location Checklist (to be completed by person handling meeting)
- MCO Providers Directory
- Panel of Physicians (English and Spanish Versions)
- MCO Employee Guidebooks (depending on client size between 2-7 copies-1 in Spanish). Mark one "OFFICE COPY DO NOT REMOVE" on outside cover.
- Determine number of current employees and prepare Sign off packet to include: Post Hire Questionnaire, MCO Acknowledgment, Pocket Card Acknowledgement, Policies and Procedures Acknowledgement and a pocket card with each. Print a personnel list for the client and include with this paperwork so we can quickly check off whose paperwork has been collected and whose is missing.
- Miscellaneous Posters: Light Duty, Alcohol & Drug Free Workplace, Post Accident Drug Testing, Go to Jail and Injuries Cost Money.

For Our Files:

- Pre Hire Original Paperwork in a folder-place in client file to in addition to current new hire paperwork folder.
- New Hire Original Paperwork in a folder-place in client file to replace current new hire paperwork.
- Folder marked Pay Period Injury Statements Completed.
- Client Workers Comp File with Rate Info, Employers Sign Off of rates and other miscellaneous workers comp information.
- Completed Post Hire Questionnaire for that Client-this should never go in personnel file.

As employees are injured we should prepare a file with their name, client name and date of injury to collect data specific to that injury.