

Worker's Compensation
(also referred to as Worker's Comp or Workman's Comp)

Summary: This is insurance which provides coverage in the event an employee or volunteer is hurt in the course of work/duties.

Procedure: When an employee or volunteer is injured on the job, a worker's comp claim form must be filled out (forms are available at the Alaska State Department of Labor, Workers' Compensation <http://labor.state.ak.us/worker/worker.htm>). Only the employee is mentioned from here on, but the same applies to volunteers.

- The report is to be filled out as soon as possible following an accident. The report must be sent to the state *within 10 calendar days* of the accident, or penalties may be incurred.
- The form is to be filled out by the employee, if available. If the employee is incapable, or the report is given over the phone, anyone may fill it out (supervisor, etc.) It can be mailed without the employee's signature, if necessary, to meet the 10 day deadline.
- If the supervisor knows of any reason to doubt the validity of the claim, that should be written up in the appropriate section of the form.
- The Employer section should be filled out by the designated person (parish/school/business responsibility).
- Once the form is complete, it should be sent to the state (see below) and one copy to the worker's comp adjuster (see below). Any accompanying paperwork (medical bills, etc) should accompany the form to the adjusters.

Alaska Dept. of Labor and Workforce Development
Alaska's Worker's Compensation Board
PO Box 115512
Juneau, AK 99877-5512

Northern Adjusters
1401 N. Rudakoff, #100
Anchorage, AK 99508

- The employee receives a copy of the form.
- A photo copy should be sent to Archdiocese Finance.
- The worker's comp file will be kept in the local parish/school/business entity.
- Any additional bills, doctor's releases, etc, should be sent to the adjuster. A copy should be kept in the local file.
- This file should be kept separate from the employee's employment file.

Notes:

- A worker's comp report should also be filed for any incident in which the employee may possibly be injured. For instance, someone falls in the parking lot.

They appear to be unhurt, but may develop a problem the next day or several days later.

- The employer may not refuse to fill out a claim form, even if they feel the claim is unmerited.
- The employee has 30 days in which to file a claim. Even after 30 days, the employer should fill out a claim, although it will probably not be accepted.
- Sometimes, employees don't report injuries. If the employer hears of any such incident, however, it needs to be investigated and a form filed, if applicable.

Tips:

- If an employee misses work time due to a worker's comp accident, keep in touch with them. Call the first few days to check on them, then every week or so as needed.
- Put any notes in writing, dated, with names and other details.

How to fill out the form:

- Box 18—employer name (parish/school)
- Box 20—address
- Box 23—date employee reported injury

For questions/information, call

Susannah Numme @ 297-7700

or

Northern Adjusters
868-3999