

Northwest Kidney Centers L& I Claims (Worker's Compensation)
 Process for managers when an employee reports an injury

When an employee is injured on the job:

1. If an employee has been injured at work, let them know that NKC is state insured for L&I claims. Encourage them to see their primary provider if necessary. They can go to Urgent Care or the ER if necessary.
2. Have the employee complete a SAS as soon as possible.

After an employee has been seen by a medical professional, they are provided with an APF (Activity Prescription Form).

- This form lists any restrictions the employee has and must be followed. (If it lists restrictions in hours – employees can not be asked to attend meetings or work from home outside of the time stated on the APF).
- If the form removes the employee from work for a designated period of time – then the APF is forwarded to the HR Manager to complete an EJD (Employer's Job Description). The EJD will follow the most recent APF and is sent back to the provider to verify we are in compliance with the limitations they have outlined on the APF.
 - After the signed EJD is received back from the provider – HR will send the employee a Transitional Job Offer. The Job Offer includes a copy of the EJD the provider has signed permitting the employee to work in a limited capacity. (VERY important an employee is not asked to do ANY work outside of what is signed off on)
- Each time an employee receives a new APF (each visit) adjustments may be necessary – and is possible a new job offer will need to be presented. Work with HR to clarify.

Timecard:

When an employee is removed from work: NKC will pay a maximum of 80 hours (total – does not need to be consecutive) as paid time coded on the employee's timecard as PNW (Paid Non Worked) with L&I as the reason code. (Make sure to use correct shift code) If the time off required is beyond 80 hours – reach out to HR and they will assist. Any hours that an employee works in light duty capacity will be paid as work hours, but please also mark as L&I under reason code so that it is noted for productivity.

- Ex. If an employee is limited to working 3 hours per day – and normally works an 8 hours shift – the remaining 5 hours would be coded:

	Date	Notes	PayCode	In	Out	Audit	O/R	Reg	OT	HOLW	DBL	Daily Hours	Weekly Hours	In Exp	Out Exp	Reason
	Mon 09/07/20		10[PAID/NONWORK 1]				<input type="checkbox"/>	5.00								Lni [L and I]

Please make sure to work with HR each step of the way. If you do not have light duty available HR will work to coordinate outside of your department. It is important to have the employee at work or they will be paid to stay at home and it's harder to transition them back to work.