



**DEPARTMENTAL DESIGNATED PERSON (DDP)
INJURED WORKER CHECKLIST**

**Office of Risk Management and Insurance
Fort Collins, Colorado 80523-6002
Phone: (970) 491-6745
Fax: (970) 491-4804
www.rmi.prep.colostate.edu**

INITIALLY

- The employee will be provided a copy of the Authorized Treating Physician list upon the submission of the Incident Report. Please direct the employee to seek medical attention from one of these providers: <http://rmi.prep.colostate.edu/workers-compensation/atp/>. Please have the employee sign the notice, indicating receipt, and forward signed copy to Risk Management by email or fax.
- Review the first report of injury with the employee to ensure accurate account of injury. Contact Risk Management with any changes, additions, or questions you have regarding the claim.
- Review the Employee Guide. Please contact Kenda Weigang at 970-491-4832 if there are questions. After reviewing the Employee Guide personally, go over the information with the injured employee and have them sign it. *Provide a copy to the employee, keep one for departmental records, and return a signed copy to Risk Management. It is imperative that all Workers' Compensation documentation is kept separately from the HR personnel records in your department.*
- Review medical document(s) regarding work status/restrictions. Employees should keep department/supervisor informed of all appointments and provide a work status report after each visit with an Authorized Treating Physician (ATP).
- If the department has work for the employee within the outlined restrictions, please complete the modified duty letter, and return to Risk Management. This template is available online at: <http://rmi.prep.colostate.edu/workers-compensation/forms/>. At this point in time, the department may be eligible for Return to Work funds (contact Risk Management for approval).
- If the department does not have work for the employee within his/her restrictions, please direct the employee to Risk Management. Additionally, please contact Risk Management with employee's status.
- If the employee is going to be off work, **information needs to be provided to the department's human resource or payroll representative so that lost time can be reported.**
 - Any time missed from work, related to the injury must have medical documentation and be reported to your department's human resource or payroll liaison.
 - Time missed from work that is not accompanied by medical documentation will not be covered under injury leave. In this instance, the employee will be required to use personal leave for time missed.

****Please note that even if hourly employees aren't scheduled, if they are not working due to the injury, lost time needs to be turned in for normal hours worked.****

WEEKLY

- Ensure injury time report is completed, signed by both employee and supervisor, and sent to the department's human resource or payroll liaison and to CSU Risk Management. This report can also be completed online at: <http://rmi.prep.colostate.edu/workers-compensation/lost-time/>
 - Confirm medical documentation is attached or that the employee is advised that without proper documentation, time missed will be deducted from the employee's personal leave. Please provide the medical documentation to workcomp@colostate.edu
 - Following the submittal of lost time Risk Management will review the time and send you an email back on time approved and not approved for injury leave/lost time benefit. You will need to adjust the employee records accordingly.

- Keep in contact with the supervisor regarding any changes needed in temporary modified duty and the pursuit of full duty. Even if the employee isn't working for the home department, it is the employee's responsibility to update the supervisor or departmental liaison with his/her status, as outlined in the Employee Guide.

- Advise Risk Management and departmental personnel of any changes or concerns.

As always, Risk Management is available to answer questions or assist with the process.

Please contact: Kenda Weigang or Sharon Baker
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6002 Campus Delivery
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workcomp@colostate.edu