



**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  
[rmi.prep.colostate.edu](http://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/authorized-treating-physicians/>. 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 Injury Guide with the employee and contact Kenda Weigang at 970-491-4832 if there are questions. After reviewing the Employee Injury Guide, please have the employee sign the document. *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 Temporary Modified Duty letter, and return to Risk Management. This template is available online at: <http://rmi.prep.colostate.edu/workers-compensation/forms/>. Once Risk Management receives the signed Temporary Modified duty letter, 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 contact Risk Management, Ph# (970)491-6745, [workcomp@colostate.edu](mailto:workcomp@colostate.edu) and direct the employee to contact us as well, for possible placement in temporary modified duty.
- 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. Risk Management needs to be advised of lost time from work immediately.**
  - 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 timesheet 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 is available 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 along with the completed Injury timesheet to [workcomp@colostate.edu](mailto:workcomp@colostate.edu)
  - Following the submittal of lost time Risk Management will review the time and send you an email regarding any time not approved for injury leave/lost time benefit. The department 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 Claudia Brown  
141 General Services Building  
6002 Campus Delivery  
Fort Collins, CO 80523-6002  
Phone: (970) 491-6745  
Fax: (970) 491-4804  
[workcomp@colostate.edu](mailto:workcomp@colostate.edu)