

A close-up photograph of a wooden baseball bat and a baseball, positioned at the top of the slide. The bat is on the left, and the baseball is on the right, both illuminated with a warm, golden light.

2024 Office of Risk Management Annual Conference

**WORKERS'**  
**COMPENSATION**  
**&**  
**RETURN TO WORK**

## OVERVIEW of WORKERS' COMPENSATION

- Title 23 Louisiana Revised Statutes requires all employers to provide workers' compensation coverage for their employees.
- Injured workers have the *RIGHT* to file a claim.

A close-up, low-angle shot of a baseball, showing the texture of the leather and the stitching. The lighting is dramatic, with a strong light source from the left, creating a bright highlight on the top of the ball and casting the rest into shadow.

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## NOTICE of ACCIDENT

R. S. 23:1302

- Injured workers must notify supervisor as soon as an accident occurs.
- Supervisor should immediately initiate the paperwork for the Employers' First Report of Injury (LWC-WC IA-1) claim to be sent to Sedgwick electronically via smart.ly.

## NOTICE OF ACCIDENT

- Report **ALL** incidents and near-misses to Sedgwick even if the incident does not result in lost time or incur medical expenses.
- To request access to **smart.ly** online reporting with Sedgwick:

<http://www.laorm.com/reporting.html>

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The screenshot shows a web browser window with the address bar displaying "laorm.com/reporting.html". The website header includes the State of Louisiana logo and the text "State of Louisiana Partnership" and "LAORM Website for State Agencies". The navigation menu has "Claim Reporting" highlighted. The main content area features a "Claim Reporting" section with a sub-header "Claim Reporting" and a paragraph: "Sedgwick's flexible intake platform has been rebranded 'smart.ly' from Global Intake." Below this is another paragraph: "When a State agency, one of its employees or other party experiences a loss, the impact of a claim can be far-reaching. From the State's perspective this can mean lost productivity, strain on existing resources and increased costs. For a person facing a loss of property or injury, it can be an especially stressful and confusing time." and a third paragraph: "We are here to help." A fourth paragraph states: "The process starts with your timely reporting of an incident. Once an incident is reported the claims management process begins. Whether you are reporting a workers' compensation, liability, transportation or property claim it is important to provide thorough and accurate information to the Sedgwick claims professional assigned to your case." The right sidebar contains a "Location Codes" section, a "smart.ly Information" section with a link "Apply for smart.ly access" circled in red, and a "Workers' Compensation Accident Reporting" section with a note: "Workers Compensation accidents should be reported to ORM through smart.ly using the link below."

LAORM - Claim Reporting Info

Not secure laorm.com/reporting.html

State of Louisiana  
Division of Administration  
Office of Risk Management  
LAORM Website for State Agencies

Home Loss Control **Claim Reporting** Loss Analysis General Information Contact Us

## Claim Reporting

Sedgwick's flexible intake platform has been rebranded "smart.ly" from Global Intake.

When a State agency, one of its employees or other party experiences a loss, the impact of a claim can be far-reaching. From the State's perspective this can mean lost productivity, strain on existing resources and increased costs. For a person facing a loss of property or injury, it can be an especially stressful and confusing time.

We are here to help.

The process starts with your timely reporting of an incident. Once an incident is reported the claims management process begins. Whether you are reporting a workers' compensation, liability, transportation or property claim it is important to provide thorough and accurate information to the Sedgwick claims professional assigned to your case.

### Location Codes

To view the Location Codes, please click [here](#).

### smart.ly Information

smart.ly is the new claims intake system.

[Introducing smart.ly](#)

[Apply for smart.ly access](#)

[smart.ly \(rebranded from Global Intake\) client reference guide](#)

[smart.ly \(rebranded from Global Intake\) Workers' Compensation presentation video \(32min\)](#)

[smart.ly help desk information](#)

### Workers' Compensation Accident Reporting

Workers Compensation accidents should be reported to ORM through smart.ly using the link below.

## Information needed to process a claim

- Is the employee working or not?
- Witness Statements
- Surveillance
- Pay stubs and timesheets for 6 weeks prior to accident date

## Lost Wage Benefits

- All workers' compensation checks sent to your office for "leave buy back" should be handled within 48 hours.

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mySedgwick for Injured Workers

mysedgwick

LOG IN

[Create an account](#)



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# **TRANSITIONAL RETURN TO WORK PROGRAM**

Charmaine Wright, MRC, CRC, CCM

Return to Work Specialist

## Employer Obligation

- Employers should make every effort to return the injured employee as soon as medically possible *even* if the employee can't return to full duty.

## No Return to Work (RTW) Duty Available?

- R. S. 23:1226 requires employers to provide rehabilitative services *if* the injured worker is unable to return to their previous job.
- Rehabilitative services include:
  - Job placement
  - Retraining

## Goals of Transitional Return to Work

- Reducing the amount of time the injured worker is out
- Providing options for returning to work
- Providing appropriate accommodations
- Providing a safe return to work
- Retaining qualified employees
- Reducing workers' compensation claim costs

## When to Return to Work?

- Once the treating physician(s) have released injured employee with restrictions or fully duty

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## Physician's Modified Work Information Sheet

**To All Employees:**

Please return this completed report directly to your supervisor within 24 hours of your injury or illness, and prior to the start of your next scheduled work shift.

**Attending Physician:**

The State of Louisiana, Office of Risk Management is committed to a modified/alternate duty work program to accommodate the timely return to productive, beneficial work that facilitates recovery. In order for the return to work to be successful, it is important that the accommodation fits the appropriate restriction(s) and limitation(s) that the employee should be observing. To assist us in identifying suitable duties, please indicate your patients work capabilities and any other comments you may have. The State of Louisiana has the ability to provide duties that accommodate almost all restrictions. Please fax a copy of the completed form to (859) 225-2000.

Employee Name: Johnny Doe DOB: 4/25/84 Injury/Illness date: 11/9/23

Doctor Name (Printed): Dr. Ronald McDonald Phone Number: 318-798-5555 Claim#: 4A123ABCDEF-0001

RETURN TO WORK FULL DUTY WITH NO RESTRICTIONS? YES NO DATE: \_\_\_\_\_

The following details the employee's current capabilities; (please checkmark as appropriate)

	1 to 2 lbs	3 to 5 lbs	6 to 10 lbs	11 to 20 lbs	21 to 30 lbs	31 to 40 lbs	41 + lbs
Lifting							
Carrying							
Push/pull							

	Minimal	Under 1 Hr	1-2 Hrs	2-3 Hrs	3-4 Hrs	4-5 Hrs	5-6 Hrs	8 hrs	12 hrs
Sitting									
Standing									
Walking									

	YES	NO
Squatting / Kneeling		
Bend/Twist at Waist		
Reaching		
Work above Shoulder		
Climbing		

List any other restrictions \_\_\_\_\_

Restrictions effective until (date) \_\_\_\_\_

Diagnosis: \_\_\_\_\_

Treatment Plan: \_\_\_\_\_

Date \_\_\_\_\_ Signature of Attending Physician: \_\_\_\_\_

Date of Follow Up Appointment: \_\_\_\_\_

## Return to Work (RTW) Process

The injured employee can be returned with:

- Job Modification
- Transitional Duty

## Modified Duty

- The injured employee is working same job prior to the injury, but with modifications/accommodations
- Modifications to job tasks, functions, hours in work day, frequency of breaks, alteration of the workstation or a any combination of these
- Can be implemented for up to six (6) months OR per agency policy



## Transitional Duty

- Specific jobs, tasks that CAN be performed until the injured employee is able to return full duty
- Allows injured working to perform job duties that are typically outside of his/her normal job description
- Available up to one (1) year

## Successful RTW Program

- Agency involvement
- Commitment
- Communication

## Downside of Not Providing Transitional Return to Work

- The work piles up
- Decrease in the morale of staff
- Injured employee less likely to return
- Costs increase

## Return to Work Specialist

- Assist with developing Transitional Work Plans
- Assist with determining suitable modified or transitional job duties
- Attend RTW Meetings for returning injured employees back to work
- Liaison between you and the treating physicians and adjusters

A close-up, low-angle shot of a baseball, showing the stitching and the texture of the leather. The lighting is warm and dramatic, highlighting the curve of the ball.

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## CONTACT US:

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A close-up, low-angle shot of a baseball, showing the texture of the leather and the stitching. The lighting is dramatic, with a strong highlight on the top of the ball, creating a sense of depth and focus.

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**QUESTIONS?**