



## **July 2010 Ohio Community Corrections Association Safety Report**

### **The Bureau of Worker's Compensation 10-Step Business Plan for Safety Step Five: Timely Notification of Claims**

The Bureau of Worker's Compensation 10-Step Business Plan for Safety provides a step by step process for increasing safety in the workplace and reducing the costs associated with workplace-related injury and illness. Step Five of the plan lays out the importance of timely notification of claims.

#### **Timely Notification of Claims**

Employers must report each claim immediately to their managed care organization (MCO), which will then report the claim to BWC within 24 hours. When an injury occurs, first arrange for medical care for the employee. Secondly, you should investigate and document the facts of the claim, and then report the injury to your MCO.

Reporting claims quickly:

- Demonstrates care and concern for the employee;
- Prevents delays and/or confusion in the claim process;
- Lessen the potential for fraud or abuse;
- Reduces the potential for needless litigation.

The timely reporting of claims allows you to:

- Establish an open line of communication with the injured worker;
- Provide appropriate benefits to the injured employee on a timely basis;
- Develop accurate information to manage the workers' compensation claim.

For a more detailed account including definitions of each of the ten steps, specific requirements, and implementation suggestions and resources, please visit the OBWC at

<http://www.ohiobwc.com/employer/programs/10step/default.asp>