

APPENDIX F – update 4/8/2015

Law Office of the Public Defender Claims Analysis & Management Procedures

Establish WC claims management policy: This is part of the LOPD policy and procedure that is being developed under contract however the procedure is for supervisors/managers to request Worker Compensation claims packets from their HR representative; the HR representative insures completion of the packet and forwards the packet to Risk Management.

- **Workers Compensation (400.103.8) signed, posted on the website, and distributed to all employees**
- **Workers Compensation forms distributed to all employees with the policy**
- **Workers Compensation bullets added to acknowledgement for in Welcome Packet**
- **Current employees signing the acknowledgment form**

Written policies for WC claims management: under development (see bullet above). **This is done (see above).**

Early Return To Work Procedures (ERTW) with release from medical professional and in accordance with 1.7.10.12 NMAC. **This is done see above.**

NEO for safety, WC, & employment-related civil rights: handouts and Powerpoint presentations provided as part of Welcome Packet with acknowledgement forms.

- **Employment related civil rights in progress see Appendix C (hard copy only)**
- **Safety portion awaiting Annual Inspection results – now in progress**

LPC standards (written): Loss Prevention Plan on LOPD home page.

- **This is done.**

Supervisor roles and responsibilities: reporting and training requirements, annual safety inspection, participation on Loss and Prevention Committee.

- **Educating supervisors regarding safety roles and responsibilities is on-going.**
- **Annual safety inspection training done.**
- **Loss Prevention and Control Committee includes District Defenders, Managing Attorneys, Supervisors, Attorneys, Office staff.**

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Appointment of Claims Record Officer: Suzanne Vigil, Lucero, HR Specialist.
Notice of Accident Form (WCA/NOA-1): available on the LOPD Home Page and from HR Specialist.

Employer's First Report of Injury (WCA/E1.2); available on the LOPD Home Page and from HR Specialist.

Authorization to Release Medical Information (WCA); available on the LOPD Home Page and from HR Specialist.

Claim Explanation form on LOPD Home Page and from HR Specialist.

Benefit Explanation form on LOPD Home Page and from HR Specialist.

Other information (MD visit, witness statements, investigation reports, photos): available on the LOPD Home Page and from HR Specialist.