



## Work Comp Management Implementation Timeline

### Pre-Launch:

	Complete thorough assessment of current program including forms, current medical, and current vendor relationships
	Present information and gain management commitment
	Compile current program numbers including # of claims, average cost per claim, total incurred losses, cost per FTE, Return to Work ratio, number of employees out of work right now

### Month 1:

	Assign project team & leader
	Brainstorm and create project name and logo
	Schedule weekly meetings (e.g, Wednesday, 2 pm EST)
	Complete timetable (updated each week, to hold team members accountable)
	Create / improve your current procedures and forms; starting with post injury response procedure, employee brochure, employee instructions, work ability form, employee report of incident, supervisor report of incident, witness report, and transitional duty policy
	CEO sends letter or creates a video endorsing the program
	Schedule meetings with Supervisors to review their roles and responsibilities

### Month 2:

	Review current numbers and assess progress
	Schedule chairside visit with each level of adjuster
	Plan and schedule vendor day requesting hardcopies of vendor materials
	Meet with broker and account executive from claims handler to customize account instructions
	Select medical providers based on defined criteria

### Month 3:

	Review current numbers and assess progress
	Review modified duty jobs, including restrictions being given by doctor
	Complete a workers' comp claim file review / claim file audit
	Hold quarterly team meeting with senior executives regarding the program
	Conduct injured worker interviews (use third party company)