

October 11, 2012

Claim#: AF12345

Injured Worker
Address
City, WA 98XXX

Dear Ms. Worker:

The Department of Social and Health Services has been notified of your personal on-the-job injury that was sustained on **5/02/2008**. This letter is to inform you of your rights, options, process and the management of your industrial insurance claim.

1. Once the Department of Labor and Industries (L&I) accepts your injury/illness claim, they will pay for allowable medical costs associated with your injury. If your doctor certifies that you are to be off work as a result of your on-the-job injury/illness, L&I may pay time loss payments. The payments will be made directly to you. The attached sheets provide a summary of your industrial insurance program entitlements. As your employer, it is our desire to assist you in your recovery, so as to help you return to work.
2. If you are eligible to receive time loss payments from L&I, you may use sick and/or annual leave until time loss is received. When you receive payment(s) from L&I you are required by law to buy back your sick leave for any period where there was a duplication of coverage. You can not repay your vacation account for periods in which you took annual leave while receiving time loss payment(s). Time loss payments received from L&I do not equal your full, regular wage. A percentage is paid based on formulas established by RCW's. You may make up the difference by using some hours of leave time. The payroll office will assist you with any procedures or questions.
3. To assist you in your recovery and provide you the full benefit of industrial insurance, I need to be kept informed of your medical status. Please contact your supervisor and this office at least monthly. Please share with your supervisor and this office any work restriction information you receive from your doctor and all Activity Prescription Forms (APF) provided by your doctor. It is your responsibility to communicate with this office promptly.
4. It is important that you contact this office immediately upon your release for work by your health care provider. Delays in reporting your return, or delays in returning to work upon release by your health care provider, can result in overpayments and a requirement to reimburse L&I.

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5. If your on-the-job injury resulted in a disability that is covered under the federal Americans with Disabilities Act (ADA) or the Washington State Law Against Discrimination (RCW 49.60), the department is committed to providing you with an equal employment opportunity through the provision of reasonable accommodation(s). A reasonable accommodation could include modifying or altering policies, practices, procedures or work environments if these changes are necessary for you to return to your job of injury. These accommodations are determined through an interactive reasonable accommodation process that includes management, the employee and other parties with particular knowledge or expertise. If you are interested in exploring possible reasonable accommodations, please notify your manager or supervisor. If you have questions about the reasonable accommodation process call the HRD Reasonable Accommodation Unit at 1-800-521-8060 or TDD 1-800-521-8061.

Processing an industrial insurance claim can be complex and an added burden during a difficult time. However, it is necessary in order to provide you the benefits to which you are entitled. If you have any questions, please feel free to contact me at **(360) 725-5841**.

Sincerely,

Sandra Chakones,
Risk Management Consultant

Attachments: Leave and Workers' Compensation
Industrial Insurance Information

cc: (w/o attachments) Name, Supervisor
MS:
File