

## **If you're injured at work . . .**

The Minnesota Department of Administration's Risk Management Division administers all workers' compensation claims filed by state employees, and seeks to resolve workers' compensation cases in a fair and prompt manner.

Our goal is for you to receive your workers' compensation benefits promptly. We inform you of your eligibility for benefits; help you receive proper medical care; and provide you with vocational rehabilitation or job placement services as needed.

This document outlines basic facts about what you can expect from the State Workers' Compensation Program when you suffer an injury or illness related to your job.

## **Your Responsibilities**

As an employee receiving workers' compensation benefits, your responsibilities include:

- Promptly reporting your injury/illness to your supervisor, personnel officer, or other person designated by your agency;
- promptly reporting any change in your physical or medical condition to your supervisor, personnel officer, or other person designated by your agency;
- providing all necessary information to explain the circumstances of your injury
- following the treatment plan prescribed by the health care professionals treating you for your injury; and,
- cooperating and working with all the people assigned to help you return to work

## **Your eligibility**

The first step in managing your claim is to determine your eligibility for workers' compensation benefits. This process begins with your report of your injury or illness to your supervisor, personnel officer or other designated person within your agency. Your agency will then report your injury to the Risk Management Division. A copy of your First Report of Injury form along with a Minnesota Workers' Compensation System Employee Information sheet will be sent to you by the Risk Management Division.

Next, we will investigate your claim to determine whether your injury or illness is covered under Minnesota workers' compensation laws. This might require that we review past medical records or other confidential information (we will ask you to sign a release form to allow us access to such information – prompt return of the signed form is necessary for speedy processing of your claim). Your eligibility for benefits will be determined by the results of this investigation.

If our investigation shows that you are eligible for workers' compensation benefits, your claim specialist will work with you to ensure that you receive necessary medical care and will inform you of the benefits you are eligible for. If we determine that you are not eligible for benefits, we will send you a letter informing you that your claim is denied.

## **Wage replacement benefits**

The Workers' Compensation Program will pay benefits to replace some of the wages you lose due to time away from the job because of your work-related injury or illness.

Usually, these benefits are equal to two-thirds of your gross weekly wage at the time of your injury, subject to certain maximums and minimums. These benefits are not paid for the first three calendar days of your injury

or illness unless your disability continues for 10 calendar days or longer. After the initial payment, benefits are paid to you on a biweekly basis.

If you have questions about how we compute your wage replacement benefits, or if your benefits are not paid promptly, your claim specialist is here to answer your questions.

*MS 176.178 states that any person, who, with intent to defraud, receives workers' compensation benefits to which the person is not entitled by knowingly misrepresenting, misstating or failing to disclose any material fact is guilty of theft and shall be sentenced pursuant to section 609.52, subdivision 3.*

## **Returning to work**

One of the most important goals of the Workers' Compensation Program is to provide services that will help you return to work following your injury or illness. Our disability management and job placement coordinators will work with you, your agency, your claim specialist and your doctor to help you return to work as soon as possible.

If a result of your injury you are expected to be totally disabled from working for more than 13 weeks, a Qualified Rehabilitation Consultant (QRC) may meet with you to gather information about your injury, learn about the functional ability guidelines recommended by your doctor, and discuss your plans to return to work. If necessary, your QRC will perform a job analysis (which is an assessment of the duties you are able to perform) and/or an evaluation of essential functions required to perform your pre-injury job, a modified job, or another job that may be available. Your QRC will work with you in creating an individualized plan that will help you set the course for your return to work.

## **Health care services**

Minnesota state employees injured on the job use CorVel's managed health care system to receive quality medical care. The services offered include: nurse phone line, a 24-hour information and provider referral service; a provider network experienced in treating employees with work-related injuries; and, case management services provided in cooperation with your network provider.

When injured we request that you see a physician within the CorVel network. Participating providers are required to evaluate your work-related injury within 24 hours of your request for treatment. You may treat with a non-participating provider if you qualify for an exemption. You must contact CorVel at (612) 436-2542 or (866) 399-8541 to have this approved before you treat with a non-participating provider.

## **Questions**

We ask that you contact your workers' compensation claim specialist with any questions that you have.

You may also contact us with questions or comments by fax at (651) 297-5471; or by TTY at 711 (MN Relay) or by email at [workers.comp@state.mn.us](mailto:workers.comp@state.mn.us). Please include your first and last name along with your claim number, your date of your injury and the name of your agency in all correspondence to the State Workers' Compensation Program at this address:

**MN Department of Administration  
Risk Management Division- Workers' Compensation Program  
310 Centennial Office Building  
658 Cedar Street  
St. Paul, MN 55155**