

Temporary Disability Checklist

Following is a list of information and actions that can help claims processors pay temporary disability accurately and comply with Division rules. This list is not intended to be comprehensive or to cover every situation; it simply provides some guidelines.

1) Initial information

- a) Accurate employer's date of knowledge of the claim
- b) Worker's wage type – hourly, salaried, paid by piece work, etc.
- c) Worker's scheduled days off for the week of injury and regular days off, if they vary
- d) Date and time first left work for reasons related to the injury
- e) Shift start and end time for the date of worker's first lost time or wage
- f) Waiting period dates and reasons for paying or not paying

2) Average Weekly Wage information

- a) *Detailed* wage records for 52 weeks prior to DOI that include hours worked and gross pay. Various types of earnings should be documented separately and be identifiable – overtime, vacation time, sick time, bonuses, shift differentials, etc.
- b) Documentation of the AWW calculations

3) Return to work information

- a) Date worker quit or was terminated
- b) Date and time worker returned to modified duty following total disability
- c) Copy of a compliant modified duty job offer with approval from the physician – if a verbal offer, document the same information a written offer would contain
- d) Detailed wage records for all periods of modified duty – payroll periods don't often coincide with disability start and stop dates, so a breakdown may be needed
- e) Reasons why the worker didn't work available modified duty – sick, on vacation, had doctor's appointments, etc.
- f) Dates modified work was not available
- g) Documentation of all TPD calculations
- h) Date and time worker returned to regular work after the regular work release

4) Claim Closure Audit

- a) Audit all periods of time loss awarded on the Notice of Closure, applying the above standards for documenting information
- b) Document reasons time loss was NOT paid for any periods awarded on the Notice of Closure
- c) Pay any underpayments
- d) Document overpayments and their recovery from PPD or other benefits