

QUICK REFERENCE CARD

If an Injury Occurs

Report the injury immediately, following the steps below:



- Get immediate medical help
- If it is an emergency situation, call 911
- If it is a non-emergency, transport the injured employee to a medical facility
 - Find a [U.S. HealthWorks Medical Group](#) near you

Contact your R.O.I.I.® Select Claim Representative at (360) 352-7800.

EMPLOYERS TAKE NOTE:

- If the injury is a **death, probable death or inpatient hospitalization:**
It must be reported within 8 hours of the incident
- If the injury is an **amputation or loss of an eye:**
It must be reported within 24 hours for outpatient; or within 8 hours for inpatient

Report the injury (by you or your agent) to DOSH (Washington state Division of Occupational Safety and Health), a division of L&I, at 1-800-423-7233 or contact your local [L&I office](#).

Return to Work Checklist

Prior to proposing a modified duty job offer to an injured worker, contact your R.O.I.I.® Select Claim Representative at (360) 352-7800.



- Did the treating doctor authorize time off work for the injured worker? If yes, can the worker return to their regular job? If not, do the following:
- Send (mail, fax or email) a *modified duty job offer checklist* to the injured worker's doctor. The *modified duty job offer checklist* is available at www.BIAW.com under the *Download Center* tab.
- After you receive the **approved** modified duty job offer checklist from the doctor, send a *job offer letter* via Certified Mail to the injured worker. A sample job offer letter is available at www.BIAW.com. Click on the *sample job offer link* from R.O.I.I. Select Claims under the *BIAW Programs* tab.
- Send a copy of the job offer letter to your R.O.I.I.® Select claim representative and L&I.
- Apply for modified duty wage reimbursement through L&I's Stay at Work program.

If you need assistance, contact your R.O.I.I.® Select Claim Representative at (360) 352-7800.

Follow Best Hiring Practices

Ensuring a good work force through best hiring practices can save hundreds of dollars in potential claim costs.



- Obtain a complete employment history
- Contact prior employer(s) and ask: "Would you hire this person again?"
- Do a background check: WA State Patrol, WA Courts
- Require post job offer physical
- Require post job offer drug test
- Require post job offer hearing exam (*licensed audiologist*)

If you need assistance, contact your R.O.I.I.® Select Claim Representative at (360) 352-7800.



R.O.I.I.® SELECT CLAIM REPRESENTATIVES

Match the **FIRST LETTER** of your company with the **CLAIM REPRESENTATIVE** below:

- A, W..... Melissa UpholdExt. 162melissau@biaw.com
- B, G, Y, Z.....Ryan Legaspi.....Ext. 121 ryanl@biaw.com
- C, L, X.....Ibis Myers.....Ext. 124 ibism@biaw.com
- D, J, K, R..... David DuceyExt. 131davidd@biaw.com
- E, H, UDawn Peterson.....Ext. 154dawnp@biaw.com
- F, N, V.....Alison BracketExt. 164alisonb@biaw.com
- I, M, Q, #s..... Amy SuttonExt. 127 amys@biaw.com
- P, T.....Anh Tran.....Ext. 138 anht@biaw.com
- O, S.....Deondra Cooley.....Ext. 120deondrac@biaw.com
- Ben Bower, R.O.I.I.® SELECT Claim SupervisorExt. 117 benb@biaw.com

R.O.I.I.® SELECT SERVICES AND ADMINISTRATION

- Mark Shaffer, Insurance Programs Director..... x111.....marks@biaw.com
- Jenn Kavanaugh, Administrative Services Director x123.....jennk@biaw.com
- Kristeen Johnson, Director of Risk Management..... x119.....krisj@biaw.com
- Bob White, R.O.I.I.® Select Safety Services Director x109.....bobw@biaw.com