

CLAIMS ADMINISTRATION: **AEGIS CORPORATION**
18550 West Capitol Drive
Brookfield, WI 53045-1925
Phone: 800-236-6885
Fax: 262-781-7743

CLAIMS CONSULTANTS: **Angie Kolb** Workers' Compensation Claims Supervisor
Sharon Ragan Workers' Compensation Claims Adjuster
Kathy Rupnow Workers' Compensation Claims Administrative Assistant

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- 1. Injuries involving BACK, NECK, KNEES, SHOULDERS, and HEAD – requiring Medical Treatment - Contact the County Mutual Care Line™ - Powered by Alaris® (855-650-6580), and report your injury to the Care Line Nurse.**
 2. Employees are to report the injury to the supervisor and complete the Employee and Supervisor First Report of Injury Form, and submit it immediately to your designated claim adjuster at Aegis Corporation. This report must be filled out whether you intend to see a doctor or not, and whether or not any work time is lost.
 3. Aegis Corporation will provide an acknowledgement with the claim number assigned on each new claim is submitted.
 4. It is the employee's responsibility to update their supervisor on the workers' compensation status.
 5. Make sure all correspondence goes to your supervisor and/or to the Human Resources Department.
 6. If the injury requires medical treatment from a health care provider, please take the "Attending Physician's Return to Work Recommendations Record" form to the provider to fill out and return to the supervisor. If follow up treatment needed by a doctor, chiropractor or physical therapist, a return to work slip needs to be brought back to your supervisor after each appointment. This slip must include the date you can return to work, whether it is light duty or not, along with any restrictions.
 7. If your treatment provider states that you may return to work, you are expected to return to work with a written statement from your physician.
 8. If your treatment provider restricts you to modified duty, the physician's written authorization must be presented to your immediate supervisor within 24 hours.
 9. If your treatment provider releases you from work, the notice must be in writing and presented to your immediate supervisor within 24 hours.
 10. To receive any wage benefit, your time missed must be authorized by the treating physician. You must be seen - in person - by a **PHYSICIAN** (Not a Nurse or Physician's Assistant) to receive such authorization. No backdated physician written authorizations will be accepted.

FIRST NOTIFICATION OF INJURY FORM

TO BE COMPLETED BY THE SUPERVISOR

SUPERVISOR'S REPORT

INJURED PERSON: [] DATE: [] CHECK ONE [] EMPLOYEE [] VISITOR [] VOLUNTEER

NAME AND POSITION OF PERSON PREPARING REPORT: []

DEPARTMENT: [] SUPERVISOR'S PHONE NUMBER: []

DATE OF INJURY: [] TIME OF INJURY: [] A.M. P.M. LEFT WORK? (CLICK) YES NO

ADDRESS OF ACCIDENT: []

WHAT WAS THE EMPLOYEE DOING WHEN INJURED? BE SPECIFIC. PLEASE NAME ANY EQUIPMENT USED.

[]

HOW DID THE ACCIDENT OCCUR?

[]

HOW LONG HAS THE EMPLOYEE BEEN ON THE JOB? [] DAYS [] MONTHS [] YEARS

WHAT SAFETY EQUIPMENT IS REQUIRED ON THE JOB FOR THE WORK BEING PERFORMED?

[]

WAS THE EMPLOYEE USING ALL REQUIRED SAFETY EQUIPMENT? (CLICK) YES NO

IF NO, WHICH SPECIFIC PERSON PROTECTIVE EQUIPMENT WAS NOT USED & WHY?

[]

DOES AN UNSAFE CONDITION EXIST THAT CONTRIBUTED TO THE CAUSE? (CLICK) YES NO

IF YES, WHAT IS THE CONDITION? []

HOW COULD THIS ACCIDENT BEEN PREVENTED?

[]

CORRECTIVE ACTION TAKEN BY SUPERVISOR? (CLICK) YES NO DATE: []

REINSTRUCTION OF PERSON(S) INVOLVED?	YES	NO
EQUIPMENT REPAIR/REPLACEMENT?	YES	NO
IMPROVED PERSONAL PROTECTION EQUIPMENT?	YES	NO
REDUCED CONGESTION?	YES	NO
IMPROVED DESIGN/CONSTRUCTION?	YES	NO
DISCIPLINE OF PERSON(S) INVOLVED?	YES	NO

OTHER: []

IN DETAIL, PLEASE EXPLAIN ACTION TAKEN TO PREVENT RECURRENCE:

[]

EMPLOYEE INFORMATION

NAME: [] SSN: [] GENDER [] M [] F HOME PHONE: [] ADDRESS: [] CITY: [] STATE: [] ZIP: [] BIRTHDATE: []

EMPLOYMENT HISTORY

OCCUPATION: [] DEPARTMENT: [] DATE HIRED: []

ACCIDENT INFORMATION

DATE OF INJURY: [] TIME OF INJURY: [] DATE REPORTED: [] NAME OF INDIVIDUAL THE INJURY WAS REPORTED TO: []

IN YOUR OWN WORDS, EXPLAIN IN DETAIL WHAT YOU WERE DOING IMMEDIATELY BEFORE THE ACCIDENT AND HOW THE ACCIDENT OCCURRED:

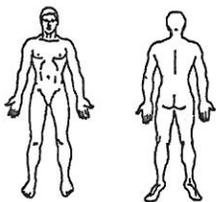
[]

WITNESS?: [] DID/WILL YOU SEEK MEDICAL TREATMENT? (CLICK) YES NO

IF YES, PLEASE PROVIDE PHYSICIAN:

CLINIC: [] PHYSICIAN: [] ADDRESS: [] PHONE: []

INDICATE ON THE DIAGRAM THE LOCATION OF INJURY



DESCRIBE SYMPTOMS: []

I HEREBY CERTIFY THAT THE ABOVE IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE

DATE: [] SIGNATURE: []

EMPLOYER SECTION:

PLEASE CHECK ONE:

- EMPLOYEE HAS NOT MISSED TIME FROM WORK
EMPLOYEE IS OFF WORK

IF EMPLOYEE IS OFF WORK, PLEASE INDICATE REASON

- AUTHORIZED OFF WORK
WORK RESTRICTIONS

PLEASE SUBMIT REPORT TO:

COUNTY [] NAME [] PHONE [] FAX []

PLEASE BE SURE TO ATTACH A COPY OF THE PHYSICIAN'S RETURN TO WORK REPORT IF AVAILABLE

FAX REPORT TO AEGIS CORPORATION AT 262-252-6579 WITHIN 24 HOURS

SUPERVISOR OR HR REPRESENTATIVE: [] PHONE: []

**ATTENDING PHYSICIAN'S RETURN TO WORK
RECOMMENDATIONS RECORD**

EMPLOYER NAME:

CLAIM NUMBER:

PATIENT NAME:

DATE OF INJURY:

TO BE COMPLETED BY ATTENDING PHYSICIAN - PLEASE CHECK

DIAGNOSIS/CONDITION
(BRIEF EXPLANATION)

I SAW AND TREATED THIS PATIENT ON _____ AND BASED ON THE ABOVE DESCRIPTION OF THE PATIENT'S CURRENT MEDICAL PROBLEM:
(DATE)

1. RECOMMEND HIS/HER RETURN TO WORK WITH NO LIMITATIONS ON: _____
(DATE)

2. HE/SHE MAY RETURN TO WORK ON: _____ CAPABLE OF PERFORMING THE DEGREE OF WORK CHECKED BELOW
WITH THE FOLLOWING LIMITATIONS: (DATE)

SEDENTARY WORK. Lifting 10 pounds maximum and occasionally lifting and/or carrying such articles as docket, ledgers, and small tools. Although a sedentary job is defined as one which involved sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.

LIGHT WORK. Lifting 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may be only a negligible amount, a job is in this category when it requires walking or standing to a significant degree of when it involved sitting most of the time with a degree of pushing and pulling of arm and/or leg controls.

LIGHT MEDIUM WORK. Lifting 30 pounds maximum with frequent lifting and/or carrying of objects weighing up to 25 pounds.

MEDIUM WORK. Lifting 50 pounds maximum with frequent lifting and/or carrying of objects weighing up to 25 pounds.

MEDIUM HEAVY WORK. Lifting 75-80 pounds maximum with frequent lifting and/or carrying of objects weighing up to 40 pounds.

HEAVY WORK. Lifting 100 pounds maximum with frequent lifting and/or carrying of objects weighing up to 50 pounds.

1. In an 8-hour work day, the patient may:

a. Stand/Walk

NONE 1-4 Hours 4-6 Hours 6-8 Hours

b. Sit

1-3 Hours 3-5 Hours 5-8 Hours

c. Drive

1-3 Hours 3-5 Hours 5-8 Hours

2. Patient may use hand(s) for repetitive:

Single Grasping

Pushing or Pulling

Fine Manipulation

3. Patient may use foot/feet for repetitive movement as in operating foot controls:

YES NO

4. Patient is able to:

	FREQUENTLY	OCCASIONALLY	NOT AT ALL
Bend	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Squat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Twist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

OTHER INSTRUCTIONS AND/OR LIMITATIONS INCLUDING PRESCRIBED MEDICATIONS:

THESE RESTRICTIONS ARE IN EFFECT UNTIL: _____ OR UNTIL THE PATIENT IS RE-EVALUATED ON: _____
(DATE) (DATE)

3. HE/SHE IS TOTALLY INCAPACITATED AT THIS TIME. PATIENT WILL BE RE-EVALUATED ON: _____
(DATE)

NAME OF PROVIDER:

DATE:

PHYSICIAN:

PHYSICIAN'S SIGNATURE:



RELEASE OF MEDICAL RECORDS AUTHORIZATION

By law, all health care providers must provide any employee, employer, worker's compensation insurer or their representative any information reasonably related to any alleged work injury. However, determining the relationship of prior medical records to a work injury can be difficult and time consuming. Therefore, to assist in the timely investigation of your claim, this document authorizes the health care provider to release medical information without attempting to determine the extent of its relationship to your alleged work injury:

NAME OF PROVIDER:	<input type="text"/>		
PROVIDER ADDRESS:	<input type="text"/>		
PHYSICIAN:	<input type="text"/>	EMPLOYER NAME:	<input type="text"/>
PATIENT NAME:	<input type="text"/>	PATIENT D.O.B.:	<input type="text"/>
PATIENT SSN:	<input type="text"/>	WC CLAIM NO.:	<input type="text"/>

The patient named above hereby authorized the health care provider named above to disclose all records checked below in its possession relating to the patient's health, treatment, and evaluation to:

NAME & ADDRESS OF PARTY AUTHORIZED TO RECEIVE PROTECTED INFORMATION:	Aegis Corporation 18550 West Capitol Drive Brookfield, WI 53045
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or its designated representatives, and to furnish to them a legible, certified duplicate of all records, writings, reports, test results and x-rays in its possession containing such information. This authorization includes all records, reports, correspondence, or other materials in the possession of the health care provider authorized, even if those materials were not generated by the health care provider, and the redisclosure of such materials is hereby authorized. This release is for use in the investigation, preparation, evaluation, and/or hearing of the worker's compensation claim described above.

PHYSICAL ONLY:

Release all records, correspondence, and any other information from whatever source regarding the patient's physical health, treatment and evaluation including, but not limited to, any made or provided by any physician, nurse, chiropractor, osteopath, dentist, physical therapist, hospital, or any other health care provider.

This consent constitutes a waiver of any privilege created by state or federal statute, regulation, rule or other authority, including but not limited to Wis. Stat. §§ 51.30, 146.025, 146.81, and 146.82, 42 C.F.R., Chap. 1, subpart C., § 2.31 and 45 C.F.R. § 164.508.

In signing this consent form, I acknowledge that I understand that:

- I am authorizing release of the records and information listed above.
- I am waiving any privilege that may otherwise prevent disclosure of the records and information listed above.
- I understand that the health care provider named above, whom I am authorizing to disclose my protected health information, may not condition my treatment, payment, enrollment or eligibility for benefits (if applicable) on whether I sign this authorization, except: (1) if my treatment is related to research, or (2) health care services are provided to me solely for the purpose of creating protected health information for disclosure to a third party.
- I may revoke this authorization at any time by a written request to the party authorized above to receive information, except that the party authorized above to receive such information may rely upon any personal health information received before the revocation of this authorization. Any by notifying the disclosing medical records/health information department in writing.
- I may obtain a copy of the disclosed medical records and information, upon written request to the party authorized above to receive information, at no charge to me.
- My personal health information disclosed pursuant to this authorization may be redisclosed and may no longer be protected by federal law. My personal health information may be released to any of the following: the employer, the worker's compensation insurer, the Department of Workforce Development, other parties to this matter or their attorneys; the Labor and Industry Review Commission; any court on any action of proceeding relating to this matter; experts retained or consulted by any party; and any of their agents, employees, or representatives. I specifically authorize and consent to any such disclosure and redisclosure.
- I am entitled to a copy of this consent form after I sign it.

This consent is subject to revocation at any time. If not revoked, this consent is effective for two (2) years from date signed. This authorization expressly waives any requirement that is must be used within a certain number of days after the date of signing, or that is must be dated within any time period before the date it is used. This authorization shall also extend to records of future treatment, after the date of signing of this authorization, as long as such treatment occurs while this authorization is still in effect. A photocopy shall be valid as the original.

PATIENT SIGNATURE (OR PERSON AUTHORIZED TO SIGN FOR PATIENT):	<input type="text"/>	DATE:	<input type="text"/>
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COUNTY MUTUAL CARE LINESM

POWERED BY ALARIS[®]

CARE LINE INSTRUCTIONS

1-855-650-6580

MANDATORY FOR USE ON WORKER'S COMPENSATION INJURIES

The Care Line[®] must be utilized on all work-related injuries **REQUIRING TREATMENT** for the following:

- » Back
- » Neck
- » Knees
- » Shoulders
- » Head

This includes all muscle strains, sprains, fractures, contusions, and cuts to the body part above.

Please **DO NOT** call the Care Line[®] if you do not intend to seek treatment for your injury. You will need to report the incident to your supervisor or the individual designated to receive worker's compensation claims to note the event.

All serious injuries should be treated immediately and reported as soon as possible. All other claims meeting the above criteria should utilize the Care Line[®] Nurse to assess the injuries and provide helpful instructions.

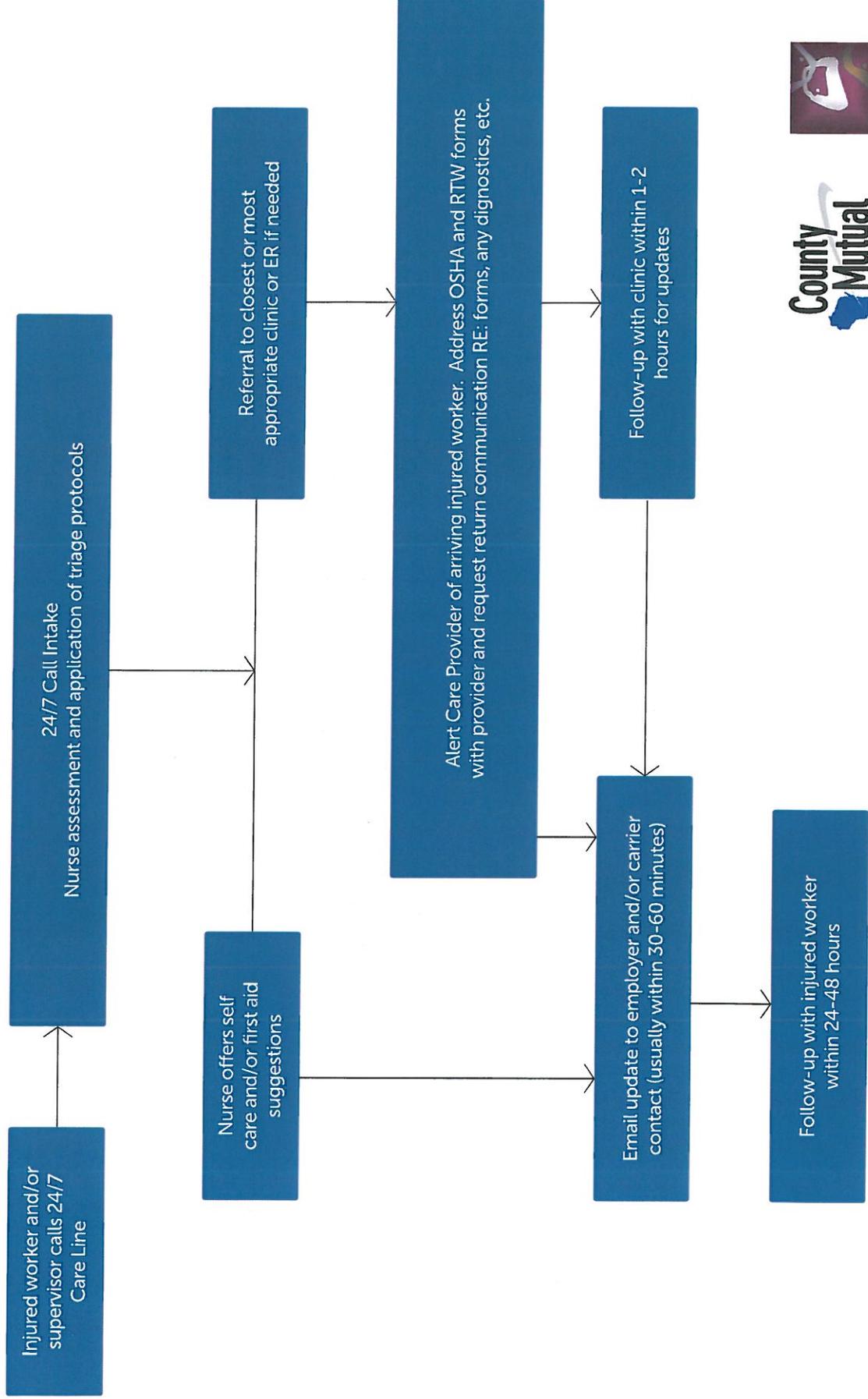
IN CASE OF EMERGENCY, DIAL 911

COUNTY MUTUAL CARE LINESM

POWERED BY ALARIS[®]

WORKFLOW

Injuries involving BACK, HEAD, NECK, KNEES, SHOULDERS requiring medical treatment.



Wisconsin County Mutual Insurance Corporation



This is a general workflow of the 24/7 Care Line program. However, we can alter accordingly to accommodate specific customer needs.