

Procedures for Worker's Compensation Claim
For Client
CBWA/CBJT

1. Employer's Report of Accident must be faxed/mailed to VR Central Office within 24 hours of all accidents or injuries: VR Phone: 785-368-7431, Cindy King or Email: KMISHelpDesk@dcf.ks.gov

Medical Emergency—

a) Seek emergency medical care if you sustain an injury that is life threatening or could cause further medical complications. Go to the nearest emergency medical center.

b) Required: Call Berkley Risk Administrators at 800-272-8520 AND VR Central Office (785-368-7431, Cindy King). Leave message if after office hours, including name of injured, date of injury, contact phone number.

Non-Emergency—

a) Non-emergency medical care -- an injury that is not life threatening and does not pose the risk of causing further injury. In this case, you must seek primary medical treatment within the Plan's preferred provider network. The injury claim has to be on file with the insurance company before the medical provider can be assigned.

Contact VR Central Office (785-368-7431, Cindy King)

or

Corvel at 800-683-1185 for a provider in your area.

This information is also available online:

http://www.corvel.com/provider_lookup/findProvider/findsearchparams.aspx

Email the VR Worker's Compensation staff person, Cindy King (kmishelpdesk@dcf.ks.gov) to notify of the injury.

Print and complete the Employer's Report of Accident form for all injuries/accidents, including those that do not require outside medical attention. See Section 8/Part 50 of the KRS Policy Manual for the form.

It is very important to fax this information to KRS (785-368-7431, Attn: Cindy King) within 24 hours of the injury.

3) Complete the Supervisor's Incident Report. It will outline the who, what, when, where and other circumstances surrounding the incident. Email to Cindy King (KMISHelpDesk@dcf.ks.gov)

4) If a prescription is needed for this accident/injury, show the pharmacist the Worker's Compensation ID information (green card) available from VR Central Office (785-368-7431, Cindy King). The Pharmacy will enroll the client in the pharmacy benefit program so there will be no out-of-pocket expenses for medications related to the approved worker's compensation claim.

5) For all medical treatment after the initial primary or emergency treatment, the Plan-treating physician must contact Berkley Risk (Riverport Company) toll free at 866-784-5768 to obtain further treatment approval.

For more information, 24 hours a day,

*Call CorVel Corporation

toll-free 800-683-1185

If life threatening injury or death, the incident must be reported by telephone immediately:

Berkley Risk 800-272-8520