

**WORKERS' COMPENSATION
BULLETIN 10-2
August 31, 2009**

To: Workers' Compensation Coordinators
Agency Accounting Coordinators

Subject: Agency WC Coordinator Claim Management Checklist

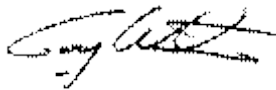
Through efforts in working with agency representatives to streamline the First Report of Injury reporting process (see Bulletin 09-02, February 2, 2009), it was recommended by the participating agencies that we develop and publish an Agency Workers' Compensation Coordinator Claim Management Checklist.

The result of this recommendation is the following three-part checklist that outlines steps that Agency Workers' Compensation Coordinators should take to report injuries and to help manage the medical and loss time issues.

We thank the agency representatives who assisted in the development of this checklist. We hope that you find it to be a valuable tool in your job as an Agency Workers' Compensation Coordinator.

[WC Coordinator Claim Management Checklist](#)

Sincerely,



Gary Westman, Manager
Workers' Compensation Program
Risk Management Division