Human Resources Tool Kit: 
Workers’ Compensation Self Insurance

Overview:

January 1, 2013, The Ohio State University will shift from a state funded to a self-insured workers’ compensation program. This will allow Ohio State to achieve greater control over claims management, as well as medical and indemnity costs, thus realizing greater overall savings. A feasibility study illustrates a significant estimated savings over the next five fiscal years. More importantly, this will speed up the process for faculty and staff, while ensuring the same high level of service.

This change will result in a new claims filing process, including new workers’ compensation policy numbers for all injuries that occur on or after January 1, 2013. The process remains the same for injuries that occur on or before December 31, 2012.

Your Role:

Because HR staff often receive the initial report of a work-related injury, you play a key role in this transition. There are several steps HR staff should take:

- **Update your processes and information:** If you have documented processes and communication, they may need to be updated. Review this information now to ensure it reflects the new process for injuries that occur on or after January 1, 2013. Share these changes with managers in your college/unit as well, as they are also part of the initial notification.

- **Help communicate the change:** Incorporate messaging into existing communications, such as your college/unit website and newsletters. You can also hang this flyer (insert URL) in common areas. This is an opportunity to proactively remind faculty and staff of the process so they are prepared in the event an injury occurs. It’s also an opportunity to promote the various options for treatment.

- **Support injured faculty and staff:** If someone in your area reports a work-related injury, first assist them in seeking immediate treatment in the event of an emergency. Second, share this Self-Injury Reporting Packet (insert URL). The packet contains information about the claims filing process, and a list of providers. Be sure to include the appropriate policy number in your packet:
  - 20005754-0: The Ohio State University
  - 20005754-1: The Ohio State University Wexner Medical Center
  - 20005754-2: The Arthur James Cancer Hospital and Solove Research Institute
  - 20005754-3: The Ohio State University Wexner East Medical Center
  - 20005754-4: Ohio State Cooperative Extension

Where to Go for Help:

- For questions or consultation, contact the Integrated Disability team at 292-3439, (800) 678-6413 or ID@hr.osu.ed.
- Review these Frequently Asked Questions (insert URL).
- View more information online (https://hr.osu.edu/benefits/db_workerscompensation.aspx).