**KWORCC Policies for Counties**

**Timely Accident Reporting Policy**

**Explanation:**

It is critical that county supervisors immediately report all injuries sustained by all county employees regardless of the severity of the injury for the following reasons:

1. Quickly filed accident reports give KWORCC claims officials the opportunity to direct the appropriate care required for the injury and evaluate all the circumstances that resulted in the injury.
2. Timely reporting will give the injured employee prompt care, reducing the likelihood of medical complications resulting in faster healing.
3. Immediately filed accident reports give KWORCC claims examiners the advantage of immediate investigation to help determine county liability.
   1. The accident may be the result of an action of a third party and may result in reimbursement to the county, reducing the cost of the claim.
   2. Critical information can be gathered to help pinpoint the cause of the accident and help prevent further accidents.
   3. Prompt care can result in better outcomes for the injured employee.
4. In the past, KWORCC established a guideline requiring claims to be reported within 48 hours of the accident. This guideline should not become a rule that keeps county supervisors from immediate reporting.
5. The State of Kansas fines KWORCC $250 for each claim that is not reported within 28 days after the employer has knowledge of the accident. This additional cost is not necessary and ultimately will increase the cost of insurance to the county.
6. Timely reporting of claims by each county is considered during KWORCC’s underwriting process, which can help the county as KWORCC begins its underwriting process to determine the amount of renewal premium.

**Therefore, KWORCC recommends that each Member adopt the following policy:**

It shall be the policy of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to ensure that all injuries, including minor injuries, are reported by employees to their supervisors as soon as possible following an accident.

Further, all supervisors shall be trained on the proper injury reporting procedures and shall complete the KWORCC Accident Report form and the KWORCC Injury/Incident Investigation form within 24 hours of an injury being reported.

Either the supervisor or authorized county official must immediately report injuries on the TriStar online claims reporting system, as soon as the paper forms are completed. If no one in the county can file with TriStar, county officials should call Amanda Chamberland with TriStar for assistance. If the online claims reporting is done by someone else, the forms should be forwarded to the appropriate person immediately upon completion so the online claim report may be completed in a timely manner.