

# Workers' Compensation Implementation

## Week 1

Helps manage tasks throughout life of the project

| Action Item | Person Responsible  | Completion Date      | Comments |  |
|-------------|---|----------------------|----------|--|
| 1.          | Discussion with Dan Miller, Lisa Knight, Ryan Abrams, Nykesha Jones, Charles Young-Lee, and Susan Tucker regarding current WC activities. | R.Shafer             | 9/1/2006 | Discuss staffing, team members, contact point, and any additional concerns. "Fast Track" Case Management – top priority.<br><br>List and approve preliminary action items. |
| 2.          | Select WC Contact Point.  | D. Miller            | 9/1/2006 | R. Shafer outlines job requirements.   |
| 3.          | Introductory call Contact Point   | R. Shafer            | 9/4/2006 | Obtain views/ideas. Outline preliminary goals and objectives. Present implementation strategies for each goal and objective. Discuss preliminary timetable.                |
| 4.          | Name program.   | R. Shafer, D. Miller | 9/4/2006 |  |

Accountability for on-time completion of tasks

| Action Item | Person Responsible  | Completion Date | Comments  |   |
|-------------|---|-----------------|-----------|---|
| 5.          | Get list of Open Lost Time Claims by location.  | A. Credit       | 9/8/2006  |   |
| 6.          | Review contacts in Special Handling Instructions (SHI) for authority of medical case management and investigation.  | A. Credit       | 9/8/2006  |   |
| 7.          | Format Account Handling Instructions in lay language for RTW Coordinators & Training  | Travelers       | 9/15/2006 |   |
| 8.          | Introduce MBG (Mansfield Brokerage Group) Team to Rowe Ltd International.   | R. Shafer       | 9/8/2006  | Dr. Byrns to do clinical file reviews; Sarah to design documents and training programs as needed. |
| 9.          | List documents which will be part of the program. Start with preliminary list of documents and deliverables which will be part of the program then expand | R. Shafer       | 10/2/2006 | Injury Treatment Form, Post-Injury Procedure, etc.  |
| 10.         | Send Pre-Meeting Packet to Team for Vendor Day – a review of service providers' services.   | Travelers       | 10/6/2006 | Packets to be ready by "Vendor Day." Include Medical & Indemnity Services.                        |

Easy to add new tasks and share with project team