



HR Reps

Worker's Compensation Claims Checklist

1. Obtain: [Employee's Work Injury](#) and [Supervisor's Incident Injury](#) Reports
2. Submit completed Reports to UW-Madison's Worker's Compensation Coordinator
 - Via email at workcompprog@bussvc.wisc.edu (preferred);
 - Via fax at 608-265-3624 (less desired); and/or
 - By entering the claim into the Enterprise STARS Worker's Compensation claims system
3. Assist the WC Coordinator in investigating circumstances of the injury and obtaining information pertinent to the claim
4. Maintain contact with the injured employee and/or employee's Supervisor to stay apprised of changes in the employee's work status
5. Refer the injured employee to the WC Coordinator if questions arise concerning the WC claim
6. Keep the WC Coordinator apprised of any problems or issues that develop during the claim
7. Through the DDR, provide WC Coordinator with timely medical updates obtained from the injured employee's treating specialist, including work status updates and Return to Work (RTW) restrictions, if any
8. Provide the WC Coordinator with ongoing, timely updates on the injured employee's work status, including:
 - Changes in the employee's work status and Return to Work information;
 - [WC Lost Timesheets](#) for the injured employee (submitted bi-weekly or monthly, as applicable)
 - Leave updates (including Leave taken Without Pay)
9. In coordination with the Divisional Payroll & Benefits Specialist, ensure Leave and Benefits "[WC Restorations](#)" are completed timely
10. Working through the DDR, assist in the Return to Work (RTW) process