

## **CSAC EXCESS INSURANCE AUTHORITY EXCESS WORKERS' COMPENSATION CLAIM REPORTING AND REIMBURSEMENT PROCEDURES**

In accordance with the Conditions Section of the Memorandum of Coverage:

1. All Workers' Compensation claims meeting the following conditions are to be reported to the CSAC-EIA within five (5) working days of the day on which it is known the criterion is met.
  - a. Any occurrence for which total incurred (total paid to date plus remaining reserves) exceed 50% of the member's SIR.
  - b. The reopening of any claim in which further award might exceed 50% of the member's SIR.
  - c. Any occurrence involving:
    - Death
    - Injury to the spinal cord
    - Amputation of a major extremity
    - Serious head injury
    - Severe burns
    - Permanent total disability as defined by law
    - An occurrence involving serious injury to two (2) or more employees
2. EIA has developed a First Report Form that requires narrative discussion of the pertinent issues. When properly completed this should eliminate the need to forward any file material to EIA.
3. Subsequent to reporting, additional information including a complete copy of the member's claim file may be requested by the EIA at any time.
4. The EIA, at its own discretion, may become actively involved in the day to day handling of any claim.
5. Although the member's third party administrator should be performing all reporting, it is the ultimate responsibility of the member to report to the EIA.
6. Once total payments per occurrence exceed the SIR, the member or its third party administrator shall submit a CSAC-EIA reimbursement request form summarizing the amounts paid for Indemnity, Medical, Vocational Rehabilitation and Expenses, a record of any dollars recovered for duplicate payments, and a data processing run that specifically includes:
  - a. Check or warrant number
  - b. Issue date
  - c. Payee
  - d. Paid Amount
  - e. Disability period or dates of service
  - f. Payment Type

After the initial reimbursement, subsequent reimbursement requests shall be submitted in the same manner as described above, on a quarterly or semi-annual basis depending on claim payment activity.

7. In accordance with the Conditions Section of the Memorandum of Coverage, no settlement, either Compromise and Release or Stipulation, may be entered into without the prior written consent of EIA.
8. In the absence of full documentation of payments, the EIA will make partial reimbursements for those amounts in excess of the SIR for which valid evidence of payment has been provided, as outlined in paragraph 6 above. The balance of amounts to be reimbursed will be paid upon receipt of valid evidence of payment.