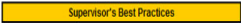
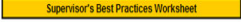


IMPLEMENT COST REDUCTION TOOLS

Modules

Each module is an educational workbook containing skill-building worksheets, “Tips” and a selection of tools. There are over 60 forms, brochures, presentations, scripts and sample letters. Tools are designated with a “yellow tool bar” at the appropriate location in the educational text. Several documents are provided in Spanish. Those which are not already provided can be translated into Spanish upon request. Ask for pricing.

- Module 1** - Data Performance Goals
- Module 2** - Post-Injury Response
- Module 3** - Communication
- Module 4** - Return to Work & Transitional Duty
- Module 5** - Management Commitment
- Module 6** - Insurance Companies & TPAs
- Module 7** - Medical Cost Containment
- Module 8** - Medical Care Coordination
- Module 9** - Fraud and Abuse
- Module 10** - Training Initiatives

LEVEL 3		Training Your Supervisors
STEPS TO COMPLETING YOUR PROGRAM		BRINGING SUPERVISORS ON BOARD
Step-by-Step Overview		THE SUPERVISORS
1. Performance Goals		A great deal of thought should go into training the supervisors so they are well-informed, prepared for the most common obstacles, and can effectively participate in a way that cultivates a positive employer - employee relationship.
2. Post Injury Response Procedures		A supervisor may have conflicting roles – being a friend of the employee, yet responsible to management for a thorough investigation and injury prevention. It's important to properly explain the program up front so the supervisors can answer questions the employees have. For questions they can not answer, they should know who to refer the employees to for additional assistance.
3. Communication		Familiarize supervisors with "Best Practices." Customize the Best Practices. The supervisors should be active participants in this. This is important because your training will be designed around what you want your supervisors to do. Training isn't just about procedures, it's about the right attitude and effective communication also.
4. Return to Work Programs & Transitional Duty		
5. Management Commitment		
6. Insurance Co. & Claims Administrator Performance		TIP To design training, determine objectives of training by asking, "What do I want my supervisors to do differently after the training?" Your response to this question will be the objective of the supervisors training program.
7. Medical Care Coordination		TIP Draft supervisor best practices on the Supervisor Best Practice Worksheet.
8. Medical Cost Containment		
9. Fraud, Abuse & Malingering		

Price: \$300 per module or \$1,500 for all modules
RIMS Member Price: \$250 per module or \$1,250

Forms & Documents

Workers' Comp Kit has sample forms and documents that can be purchased individually. When using these tools, it takes 85% less time to design a program than starting from scratch. There are sample forms, letters, emails, checklists, questionnaires, brochures, presentations and scripts.

Price: \$100 per form/document
RIMS Member Price: \$80 per form/document

