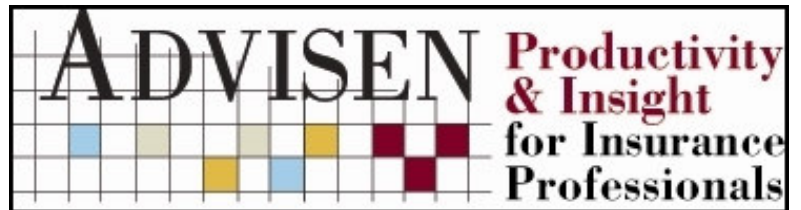
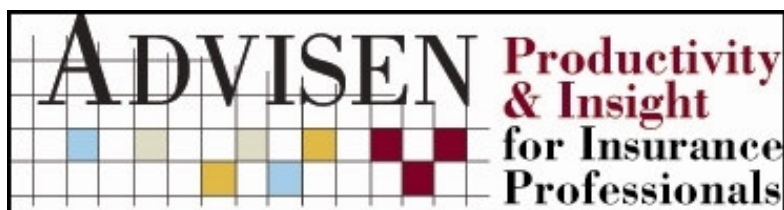


## Workers' Comp Kit® Document List



Document Name	Document Type		
	Sample Letters/ Emails	PowerPoint Presentations /Scripts	Forms/Checklists/ Booklets/Brochure Samples/Procedural/ Policy
Account Instruction Checklist			1
Claim Review Follow Up Action Item Letter	1		
Claims Communication Diary			1
Cost Per FTE Worksheet			1
Disability Guidelines			1
Email Requesting Data Correction	1		
Email Requesting Peer Review	1		
Employee Brochure (English)			1
Employee Brochure (Spanish)			1
Employee Report of Incident			1
First Day Phone Call			1
General Manager's Best Practices			1
Get Well Card	1		
Guideline for Managing Ongoing Claims			1
Initial Interview After Accident			1
Introduction Letter to Employee	1		
Introduction Letter to PPO Provider	1		
Introduction to PPO Provider	1		
Kick Off Letter to TPA Introducing New Program	1		
Letter from Injury Coordinator to Adjuster About Causality	1		
Letter Requesting Functional Capacity Evaluation	1		
Letter Requesting Investigation	1		
Letter Requesting Nurse Case Management Update	1		
Letter Requesting Special Handling Instructions	1		
Letter to Adjuster About Causality	1		
Letter to Adjuster Requesting RTW Status	1		
Letter to Broker Requesting File Review	1		
Letter to Doctor Requesting Work Ability Form	1		
Letter to Employee Offering Transitional Duty	1		
Letter to Employee Requesting Work Ability Form	1		
Letter to Employee's Doctor	1		
Letter to TPA Enclosing Report	1		
Letter to TPA Requesting Vendor Day	1		

## Workers' Comp Kit® Document List



Document Name	Document Type		
	Sample Letters/ Emails	PowerPoint Presentations /Scripts	Forms/Checklists/ Booklets/Brochure Samples/Procedural/ Policy
Lost Work Day Log			1
Management Kick Off Letter	1		
Management Presentation (PPT)		1	
Facilitator's Script for Management Presentation		1	
Manager's Self Audit Questionnaire			1
Medical Provide Brochures (English)			1
Medical Provider Brochure (Spanish)			1
MMI Request to Adjuster	1		
Physician Telephone Questionnaire			1
Post Injury Interview with Employee			1
Post Injury Procedure Stacked Steps			1
Presentation to Supervisors (PPT)		1	
Facilitator's Script for Supervisor's Presentation		1	
Questionnaire to Adjuster			1
Sample Letter from Medical Advisor to IME Doctor	1		
Sample Transitional Duty Policy			1
Supervisors Report of Incident			1
Supervisor's Best Practices			1
Supervisor's Guide (English)			1
Supervisor's Guide (Spanish)			1
Thank You Letter to Adjuster	1		
Implementation Timetable			1
Transitional Assignment Form (English)			1
Transitional Assignment Form (Spanish)			1
Transitional Duty Checklist			1
Transitional Duty Job Bank			1
Vendor Day Agenda			1
Wallet Card (English/Spanish)			1
Weekly Meeting Guidelines			1
Witness Report Form			1
Work Ability Form			1
Worst to Best List	1		
<b>Total</b>	<b>27</b>	<b>4</b>	<b>34</b>