

Nebraska Department of Health and Human Services
DHHS WORKER'S COMPENSATION PROCESS

Payment of Bills:

Notify your physician, pharmacist, etc., to send all bills for payment to
Gallagher Bassett Services, Inc.
P.O. Box 23812
Tucson, AZ 85734

DO NOT USE YOUR INSURANCE CARD AND DO NOT PAY A CO-PAY.
If you have any billing questions, please call (866) 324-5585

Return to Work Recommendation (RTW) Form:

This form must be completed by the physician at the time of the appointment. GALLAGHER BASSETT will not accept back dated RTW forms. You are asked to send the original forms to your Work Comp (WC) Coordinator, after each appointment. You are asked to share the information on the Return to Work form with your supervisor by giving them a copy of this form before returning to the work area. If your supervisor is not located in the same office as you are, call them and fax the form to them. You need to discuss the information on the form with your supervisor and discuss any restrictions, etc.

Each Physical Therapy appointment requires documentation showing attendance at the appointment. The documentation required will need your name, the date and the time frame you were at the appointment. Send this documentation to your Work Comp Coordinator.

If you are in need of a MRI or CAT scan, you must have the doctor contact GALLAGHER BASSETT for approval before having the test done.

EACH TIME YOU ARE AWAY FROM THE WORK AREA DUE TO THIS INJURY, YOU ARE REQUIRED TO PROVIDE DOCUMENTATION.

Time Sheets:

You will list all lost time hours for this injury under **sick leave on your KRONOS time sheet**. Each time you are away from the work area for this injury, you will need to indicate on your Kronos time sheet in the "Comment Section" as follows: WC-Dr. Appointment or WC-Physical Therapy.

If you do not have sick leave to use for this injury, you will need to contact your WC Coordinator right away to discuss your options.

Payroll Information:

You are asked to e-mail your WC Coordinator at the end of each pay period telling them you have completed your time sheet so they can process your work comp lost time.

Work Comp usually pays approximately 2/3 of your salary while you are off work. However, this depends on your current wages and the statutory cap for wage payments. You may then supplement that payment by using accrued sick or vacation leave to receive a full paycheck.

GALLAGHER BASSETT will send you a check for a portion of your lost time. The Total Rewards team will be asked to deduct this amount from your paycheck so you are not overpaid. A portion of your sick leave hours used will be restored based on the payroll information received from GALLAGHER BASSETT. Your WC Coordinator will notify you with the amount restored each pay period. You are asked to contact your WC Coordinator regarding any leave reinstatement questions you may have.

Be sure to update your HR15 with all leave adjustments as soon as possible.

To reach Gallagher Bassett directly, please call 1-844-4GB-RED1 (1-844-442-7331.)