



What to do...

if your public safety employee is injured-on-duty

1

Report the injury by completing The Trust's Online "Employers First Report of Injury For Public Safety Employees" Form

Online claims filing can be accessed by visiting The Trust's Web site at www.ritrust.com. From the main menu, click on "Claims" and select "Submit a Claim". Select "Workers' Compensation Forms". Scroll down and select "Employers' First Report of Injury for Public Safety Employees" form. This form must be completed and signed (via electronic signature) by the injured employee's supervisor. When all of the required information has been input, press submit. You will receive an instant acknowledgement of receipt by The Trust and will have an opportunity to view and/or print a copy of the claim form (pdf version) for your records. You can view the status of your claim at any time by selecting "Claims Status" from the "Claims" menu.

Once received, The Trust will forward a copy of the First Report of Injury Form to Blue Cross/Blue Shield of Rhode Island so they will have evidence of the injury in order to process any Medical Bills. **Unlike an ordinary Workers' Compensation Claim, it's important to note that The Trust is not responsible for payment of any Injured-on-Duty Medical Claims.** If you have any questions on how to complete the form or on the payment of medical bills, please contact Lisa Bent, Senior Claims Assistant, at: 438-6511, ext. 534 or by e-mail: lbent@ritrust.com.

2

Forward ALL medical bills pertaining to the Injury to Blue Cross/Blue Shield of Rhode Island

After you have completed and sent the First Report of Injury for Public Safety Employees Form to the The Trust, you can then begin forwarding any medical bills associated with injured-on-duty claim directly to:

**Blue Cross/Blue Shield of Rhode Island
Medical Management Unit
500 Exchange Street
Providence, Rhode Island 02903
Fax: 401-825-2945 Telephone: 800-821-2494**

The Medical Management Unit of Blue Cross will be responsible for the payment of all medical costs associated with the injured-on-duty claim. Again, it's important to note that The Trust is not responsible for any payment of Injured-on-duty medical bills, but will work cooperatively with Blue Cross/Blue Shield to manage the medical aspect of the claim.

3

Claims Acceptance, Management and Ongoing Investigation

A Trust Claims Representative will investigate the claim and make a recommendation to you as to whether or not the claim should be classified as an Injured-on-Duty Claim. **Please note that this is only a recommendation from The Trust, and it is ultimately up to your City or Town to accept or deny the claim as Injured-on-Duty.**

In addition, although The Trust will not be responsible for the payment of medical bills generated from the claim, The Trust will help you manage the claim and provide you with value-added, no-cost benefits which include surveillance, on-going evaluation of the employee's disability and ability to return to duty, attorneys fees for the defense of actions and associated liability and the handling of matters before any courts, and the cost of expert opinions and payments for witness expenses should the matter be contested. In this way, The Trust acts as quasi-ombudsman, assisting Members in the resolution of adversarial employee situations.

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Return Quarterly Wage Report to The Trust upon completion

Because a Member municipality may be eligible for IOD wage reimbursement at certain points in time when wage payments to injured employees have reached pre-defined levels, please be certain to promptly and accurately complete and file with The Trust the Quarterly Wage Report showing the specific dates on which the employee was on IOD and the associated wages paid for those days.