

Q: When should you file a claim?

Following a [workplace incident](#), if outside medical treatment is necessary (including going to urgent care, emergency room, or health-care provider) you should file a claim if the healthcare provider certifies that you were injured at a specific time and place at work, or have an occupational disease.

Q: What are the claim notice requirements?

Following the workplace incident employees should notify their supervisor as soon as reasonably possible with information on your condition and what caused the incident. Employees should also notify the [RSD Workers Compensation Coordinator](#) to obtain a SIF2 form needed to set up the claim and assign a claim number.

Employees should complete an online incident report through Frontline Central as soon as is reasonably possible. Employee incident Here is the [RSD Frontline Central Resources page](#) and information on how to complete a [Frontline Central Form](#).

Q: How long does the claim process take?

Claim determinations are made by the Self-Insurance Office at the WA state department of L&I, so processing time can vary based on the volume of claims the state is managing. The cost of the initial medical visit is always covered even if your claim is ultimately denied. In some cases, if there are delays in the claim determination employees may be entitled to provisional time-loss payments and medical treatments as well.

Q: If I miss time due to the injury, will I be paid?

To be eligible for time loss, you must be under the care of an authorized practitioner who certifies that you are temporarily disabled and unable to return to work due to this injury/disease. The amount you receive is dependent upon your marital status and number of dependents.

The amount available ranges from 60-75% of your base wages, the payments will come from Tristar directly, and are tax free. A deduction will be made to your RSD paycheck(s) to offset any payments made to you by Tristar. The remaining 25-40% of your pay during the claim process may be covered by the RSD, sick leave/vacation time used, or employees may elect to have the time processed as unpaid – please defer to your specific union agreement or reach out to the [RSD Workers Compensation Coordinator](#) with additional questions.

Q: What is the return-to-work process?

At the initial medical visit, you will be provided with information regarding your current condition and any work restrictions. Prior to returning to work in any capacity the employee must submit the medical information to the [RSD Workers Compensation Coordinator](#) for review. If needed the employee may return to a light duty position as authorized by a physician and when a light duty position is available. The RSD reserves the right to assign an alternate work assignment in coordination with and on the approval of the individual's physician in cases of partial or temporary disability.

Q: The RSD is self-insured, what does that mean?

This means the RSD pays all costs of industrial insurance, including compensation payments and medical costs in compliance with the terms of the Industrial Insurance Laws of the State of Washington. As an employee of a self-insured employer, you have the same rights and responsibilities as other employees in WA state: <https://lni.wa.gov/forms-publications/F207-085-000.pdf>

Q: Who pays for the claim medical costs?

All health-care provider, hospital, surgical, pharmacy, and other health-care services necessary for treatment of your work-related injury or occupational disease are paid directly by Tristar through the RSD. Health-care services are provided until your work-related injury has stabilized and reached a point where further recovery is not expected. Make sure your healthcare provider knows who our TPA (Tristar) is and that they have contact information for billing purposes. If you receive a bill at your initial medical visit, please submit the bill to the RSD Workers Compensation Coordinator or to our TPA for processing.

Additional resources

For additional information regarding workers compensation claims please review the following resources:

- Department of L&I website: <https://lni.wa.gov/>
- L&I guide for self-insured employees: <https://lni.wa.gov/forms-publications/F207-085-000.pdf>
- L&I FAQ for employees: <https://lni.wa.gov/insurance/self-insurance/workers/what-do-i-do-if-i-m-injured-at-work>
- Time Loss and LEP (wage replacement) information: <https://lni.wa.gov/claims/for-workers/claim-benefits/wage-replacement>
- Claim protest rights: <https://lni.wa.gov/claims/for-workers/protest-or-appeal-a-claim-decision/>
- Medical costs covered by L&I: <https://lni.wa.gov/claims/for-workers/claim-benefits/medical-benefits>
- RSD Risk Management Page: <https://www.rentonschools.us/departments/business-services/risk-management>
- RSD union CBAs: <https://www.rentonschools.us/employment/collective-bargaining-agreements-salary-schedules-and-staff-calendars>