

WASHINGTON HOSPITALS WORKERS' COMPENSATION PROGRAM

TRUST NOTES

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Get Ready: Set Your Clocks, Check Your Stocks!

Daylight saving time begins Sunday, March 9, 2008. Is your emergency preparedness stockpile up to date?

In anticipation of daylight saving time this Sunday, the American Public Health Association (APHA) launched its first annual "Get Ready: Set Your Clocks, Check Your Stocks" campaign on February 22nd. Through the campaign, the APHA released materials and tips aimed at raising awareness of the importance of ensuring that each family has a stocked emergency preparedness kit.

In the [downloadable toolkit](http://www.getreadyforflu.org/clocksstocks), available at www.getreadyforflu.org/clocksstocks, families can find out why preparing for a public health emergency is important, what to include in an emergency preparedness kit, how to get kids involved, and much more. The campaign features a website, blog, podcast, news, free fact sheets and other [materials](#) reminding people to refresh their emergency supplies before a disease outbreak or disaster occurs. It also serves as a reminder that, if you haven't created a stockpile yet, now is the time to create one!

Ready for Claims Boot Camp?

(Shout in a marching cadence):

I don't know but I've been told (Repeat each phrase after Drill Instructor)

Good claims management is like gold

Work and work and work some more

I can't seem to find the door

Since we have not had a meeting to review claims basics for some time, the June Regional Claims Management Meetings will be Boot Camps! Get out your boots, shine them, and be ready to march to the cadence! Be ready to wear camouflage! No whining allowed! More details to come.

June 13th Westside Regional Claims Meeting
Friday Radisson Gateway Hotel – Sea Tac

June 16th Eastside Regional Claims Meeting
Monday Samaritan Hospital – Moses Lake

2008 Top Performer Criteria

The Boards of Trustees want to congratulate and acknowledge any members that achieve 2008 TOP PERFORMER status in a big way! Being the Top Performer is a significant way to address using best practices and receive acknowledgement for doing so. The 2008 TOP PERFORMER(s) in each trust will receive a check for \$5,000.

A member must meet the required criteria listed below in order to be considered for TOP PERFORMER FOR 2008:

- Timely filing of claims, at least 85% within 14 days of the date of injury for both quarterly and annual percentages
- Premiums are paid timely
- Quarterly report information (*FOR DEPARTMENT OF LABOR AND INDUSTRIES*) is returned to accounting timely
- A proactive approach to claims management. (*Responds appropriately and timely*)
- Is participating in our ZERO LIFT PROGRAM. Is conducting root cause analysis and is able to document this
- Takes advantage of educational and training programs; a hospital representative attends no less than 75% of all educational presentations, whether claims or safety related
- Appropriate hospital staff participate in scheduled meeting with workers' compensation staff
- The CEO/Administrator must participate in 2-hour hospital "walkaround" safety survey between January/August 31st with both the Hospital Safety Officer and WC Safety Coordinator. This includes the CEO signature on results of survey with notes on any improvement and when those improvements are to be completed. The WC Safety Coordinator will supply the form to be used. For a small hospital, the "walkaround" survey may be a bit shorter or for a larger facility, the survey process may be a bit longer.
- RETURN TO WORK POLICY:
 - ◆ A written stand-alone policy that contains all the criteria of the preferred characteristics, as determined by the Workers' Compensation Program Staff
 - ◆ Has been approved by hospital administration (administrator signature required) and is in effect through out all of 2008.
- **The member facility has a policy that provides for a thorough and complete evaluation of any and all personal service labor contracts and/or independent contracts for services in 2008. A list of all contracts for 2008 should accompany the policy and show the criteria review date and who reviewed the contracts. This policy must include the four criteria recommended from Anderson Zurmuehlen in our 2007 Financial Audit. This may also include a legal review by the hospital's attorney of all personal service labor contracts and independent contracts. To be counted for 2008, this policy must be on file with the Workers' Compensation Program no later than August 31, 2008.**

Creating a Culture for Safe Patient Handling

As you know, we at Washington Hospitals Workers' Compensation Program consider safe patient handling a priority. On April, 30th, our own Executive Director Beverly Simmons will be one of the speakers at **Creating a Culture for Safe Patient Handling: The Washington Law and Beyond**. Hosted by the University of Washington's School of Public Health and Community Medicine, the conference will bring together national experts and Washington hospital direct care staff to discuss both the challenges and successes of developing and implementing SPH programs.

The program is structured to promote participation and help attendees get their questions answered. Specific topics include: Legislative update, Assessing hazards, Designing of facilities for safe patient handling, Managing change and gaining involvement, Purchasing the right equipment, and Effective training.

This conference is \$95 on or before April 16th and \$125 thereafter. We will be sending out brochures with further registration information next week. You can find more information about courses from the Northwest Center for Occupational Health and Safety at <http://nwcenter.washington.edu>. And you can view the full schedule and register online at <http://depts.washington.edu/ehce/NWcenter/courses/SPH-08.html>.

Upcoming On-site Claims Management Visits

These on-site visits provide each hospital with status updates of their open claims, education on workers' compensation, and an opportunity to address specific issues, as well as meet Workers' Compensation personnel. The claims staff will call to confirm dates with those facilities scheduled below.

- March 21st, *Friday* Valley General Hospital Visit – Monroe
- April 18th, *Friday* Island Hospital Visit – Anacortes
- May 2nd, *Friday* Cascade Valley Hospital & Clinics Visit – Arlington
- May 22nd, *Thursday* Dayton General Hospital Visit – Dayton
- May 23rd, *Friday* Walla Walla General Hospital Visit – Walla Walla

Upcoming Meeting Dates

- April 23rd, *Wednesday* Public Hospital District &
WA Hospitals Board of Trustees Meeting – SPRING
Radisson Gateway Hotel – Sea Tac
- May 12th & 13th,
Monday & Tuesday OSHA 10-hour Course
Radisson Gateway Hotel – Sea Tac

More information to follow.

Safety Coordinator Assignments with Assigned Hospitals under Trusts for 2008

We've had some members request clarification on who they can ask for assistance, so we've listed our safety coordinators and their assigned hospitals below for you.

Public Hospital District WC Trust

Washington Hospitals WC Trust

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Anacortes	Island Hospital
Brewster	Okanogan Douglas District Hosp.
Chelan	Lake Chelan Community Hosp.
Coupeville	Whidbey General Hospital
Davenport	Lincoln Hospital
Ephrata	Columbia Basin Hospital
Grand Coulee	Coulee Community Hospital
McCleary	Mark Reed Hospital
Monroe	Valley General Hospital
Moses Lake	Samaritan Healthcare
Omak	Mid-Valley Hospital

Tukwila	Regional Hospital
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Port Townsend	Jefferson Healthcare
Republic	Ferry County Memorial Hospital
Shelton	Mason General Hospital

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Arlington	Cascade Valley Hospital & Clinics	Clarkston	Tri-State Memorial Hospital
Colfax	Whitman Hospital & Med. Ctr.	Olympia	Capital Medical Center
Dayton	Dayton General Hospital	Sunnyside	Sunnyside Community Hosp.
Ellensburg	Kittitas Valley Community	Walla Walla	Walla Walla General Hospital
Goldendale	Klickitat Valley Health		
Ilwaco	Ocean Beach Hospital		
Kennewick	Kennewick General Hospital		
Morton	Morton General Hospital		
Othello	Othello Community Hospital		
Prosser	Prosser Memorial Hospital		
Pullman	Pullman Regional Hospital		
Quincy	Quincy Valley Medical Center		
Ritzville	East Adams Rural Hospital		
South Bend	Willapa Harbor Hospital		
White Salmon	Skyline Hospital		

What Have We Been Up To Lately? Totals for 2007

Number of Claims Received:	1026
PHD Trust Hospitals:	789
WAH Trust Hospitals:	237
Both Trusts – Total Checks Issued:	16,023
Total Closed Claims:	590



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