

CITY OF HAMILTON, OHIO

No. 307

ADMINISTRATIVE DIRECTIVE

Effective Date: 2-22-16

Approved by: Joshua A. Smith,
City Manager

SUBJECT: PROVIDER PANEL FOR SALARY CONTINUATION OR INJURY LEAVE WITH PAY

PURPOSE: To establish a provider panel of BWC-certified providers who will diagnose and treat City of Hamilton employees who qualify to receive salary continuation or injury leave with pay where diagnosis and treatment by a physician on the City's preferred panel of workers' compensation physicians is required by an applicable collective bargaining agreement.

POLICY: The City of Hamilton has collective bargaining agreements with several unions that provide for salary continuation or injury leave with pay following a workplace injury and workers' compensation claim. Some of these agreements require that an employee must be diagnosed and treated by a physician on the City's preferred panel of workers' compensation physicians in order to qualify to receive salary continuation or injury leave with pay. The goal of the provider panel established by this policy is to ensure that injured employees receive effective and efficient medical care resulting in timely and safe return to work.

1. Establishment of Provider Panel and Maintenance of Panel List

- a. The City of Hamilton's Provider Panel will be implemented January, 2016.
- b. The Department of Human Resources will maintain the list of providers on the Panel and will circulate/post the list at least annually.
- c. For 2016, the Panel will primarily consist of providers on the State of Ohio's Work-place Injury Labor Management Approved Provider Committee (WILMAPC) Provider Panel in Butler County, Ohio and contiguous counties.

2. Applicability

- a. If required by a collective bargaining agreement, to qualify for salary continuation or injury leave with pay, the employee's Provider of Record (POR) must be listed on the Panel.

3. Provider of Record (POR) Types

- a. All providers on the Panel **must** be certified with the Bureau of Workers' Compensation (BWC).
- b. The Panel will include the following nine (9) POR types:
 - i. Occupational Health Facilities;
 - ii. Orthopedic Groups;
 - iii. Doctors of Osteopathic Medicine (DO);
 - iv. Medical Doctors (MD);
 - v. Chiropractors (DC);
 - vi. Dentists (DDS);
 - vii. Psychologists (PhD);
 - viii. Podiatrists (DPM); and
 - ix. Mechanotherapists or Massage Therapists (DM).

4. Performance Metrics for Provider Panel

- a. The Department of Human Resources will evaluate the providers on the Panel at least annually based on the following five (5) metrics:
 - i. Absence Duration
 1. Evaluates how long it takes an injured employee to be declared medically able to return to work. It counts the number of days between the last day worked and the date on which the provider releases the injured worker to return to work.
 - ii. Return to Work Rate
 1. Evaluates the rate at which injured workers are successfully released to return to work.
 - iii. Relapse Rate
 1. Evaluates the stability of a return to work by counting the number of times an injured employee leaves work to begin a period of disability for a same condition within a 90-day-period.
 - iv. Average Medical Cost of Claims
 1. Evaluates the average cost of claims over the population of claims managed.¹
 - v. ODG Guidelines
 1. Evaluates whether the provider has a subscription to the Official Disability Guidelines (ODG) published by Work Loss Data Institute.

5. Removal from Provider Panel

- a. Providers may be removed from the Panel based on the metrics set forth in Paragraph 4 above.
- b. Providers may also be removed if they are removed from WILMAPC's Provider Panel.

6. Availability of Provider Panel List

- a. The complete list of providers on the Panel is posted on the City's Human Resources web page.
- b. Injured employees can contact the Human Resources Department with questions regarding the Panel.

¹ The first four metrics are used by WILMAPC.