

SOUTH DAKOTA STATE EMPLOYEE WORKERS' COMPENSATION CLAIMS PROCEDURES

The South Dakota State Employee Workers' Compensation Program is administered by the Bureau of Human Resources (BHR). By following the procedures outlined below, BHR can process claims more efficiently.

HOW WILL I KNOW IF MY CLAIM IS APPROVED?

- You will receive verbal or written notification from BHR.

WHAT IF MY CLAIM IS DENIED?

- You will receive a denial letter from BHR, stating reason(s) the claim was denied and time frame to appeal.
- If you choose to appeal a denied claim, you must send a written letter to the Director of Employee Benefits for BHR.
- If the denial is upheld, you may appeal to the South Dakota Department of Labor and Regulation, Division of Labor and Management. You may request mediation or file a written Petition for Hearing.
 - Additional information regarding mediation or filing a written Petition for Hearing can be obtained through the South Dakota Department of Labor and Regulation, Division of Labor and Management.

DO SERVICES REQUIRE PREAUTHORIZATION?

Yes, the following services require preauthorization:

- Diagnostic Testing – MRI and CT Scans
- Surgical Procedures
- Physical Therapy, Occupational Therapy, and Durable Medical Equipment

If a determination of compensability or a claim has not yet been approved on the Workers' Compensation claim, prior authorization must be obtained from the employee's personal health insurance. If the employee is covered under the South Dakota State Employee Health Plan, preauthorization must be received from Health Management Partners (HMP).

An injured employee may elect to obtain a second opinion at their own expense. The charges incurred for the second opinion are not covered by the South Dakota State Employee Health Plan.

WHAT IF I NEED PRESCRIPTION MEDICATION?

- Present your Health ID card issued by DAKOTACARE Administrative Services, Inc. to the pharmacist.
- Pay your out of pocket cost.
- If you are not covered under the South Dakota State Employee Health Plan, please discuss direct billing options with the pharmacy.
- The Workers' Compensation Program may reimburse your out of pocket pharmacy expenses.

WHAT INFORMATION SHOULD BE SUBMITTED TO RISK ADMINISTRATION SERVICES, INC. (RAS)?

Your claim number and date of injury must be included on any information sent to RAS.

- Medical bills which you receive from the medical provider.
- Prescription reimbursement. Submit your itemized receipt and sales receipt to RAS for reimbursement.
- Travel, lodging, and meal reimbursement may be covered if required to travel outside the location of your home or workplace to obtain medical treatment. The employee must send a written request to RAS which includes the following information:
 - Date of appointment
 - Name of medical provider
 - Time employee left for the appointment
 - Time of appointment
 - Time employee returned home from the appointment

WHAT ARE THE REQUIREMENTS TO RECEIVE DISABILITY BENEFIT PAYMENTS?

- Lost work time of seven or more calendar days from your state job or other employment (including weekends and holidays); and
- You have a doctor's note with a recommendation to be off work for seven or more calendar days; and
- The doctor's note is provided to BHR, Workers' Compensation Program.

WHAT HAPPENS IF I AM ELIGIBLE FOR DISABILITY BENEFIT PAYMENTS?

- BHR will send you a Calculation of Compensation form which you need to sign and return to BHR.
- You must use sick or vacation leave in an amount necessary to equal your earnings.
- You are responsible to notify the Workers' Compensation Program, your supervisor, Human Resource Specialist, and Human Resources Manager of any changes in your work status or employment status. Failure to provide this information may delay processing of disability benefit payments.
- Legal action is possible in a fraudulent case.
- If unable to return to work for a period of time due to a work-related injury, retirement benefits may be affected. Please contact the South Dakota Retirement System for further information.

CONTACT LIST

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Workers' Compensation Program
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Pierre, SD 57501-5070
605.773.3148

Risk Administration Services, Inc. (RAS)
PO Box 89310
Sioux Falls, SD 57109
877.585.1117

South Dakota Retirement System
216 E. Capitol
PO Box 1098
Pierre, SD 57501-1098
605.773.3731

South Dakota Department of Labor and Regulation
Division of Labor and Management
700 Governors Drive
Pierre, SD 57501-2291
605.773.3681

Health Management Partners (HMP)
2301 W. Russell Street
Sioux Falls, SD 57105
866.330.9886
605.333.9886