

## Self Insurance WCA3 Priorities

Categories listed in order of importance

CATEGORY	TIME TO COMPLETE	ADDITIONAL CLARIFICATION
<b><u>Statutory Requirements</u></b>		
Penalty Requests	30 days overall	Coversheet will specify adjudicator due date.
Reopening Applications	90 days + 60 days	
<b><u>Director's Deadlines</u></b>		
Phone calls	48 hours	Issue does not have to be resolved in this timeframe.
Suggested Replies	Varies	Due date listed on coversheet.
<b><u>Supervisor and Manager Assignments</u></b>		
Varies	Due date determined by Supervisor or Program Manager	If deadline can't be met, talk with Sup or Manager to see if new due date can be negotiated.
<b><u>Program Goals</u></b>		
Board Orders	30 days	
Protests	180 days	
<b><u>Unit Goals</u></b>		
New claims	5 days	For each of these items, the time frame is considered met if you take your initial action within the appropriate number of days.
Denial requests	5 days	
Employer PPD closures	5 days	
Suspension Requests	5 days	
Wage Orders	30 days	
PPD closure requests	30 days	
TC closure requests	45 days	
Correspondence	30 days	