

# **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.

## **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 Wellmark of South Dakota.

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 Wellmark of South Dakota 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 more than 60 miles from your residence. 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.
- It is recommended, but not required, that you 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 Resource 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  
123 West Missouri Avenue  
Pierre, SD 57501-2291  
605.773.3681

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