



Injury Management Program

Table of contents

Important Notice.....	3
Who is DXC Technology?	4
Claims Management Principles.....	5
Injury Management Program.....	6
Roles, Rights and Obligations.....	6
Recovery at work	10
Other support	13
Giving notice of an injury.....	15
Assessing liability.....	19
Pre-injury average weekly earnings	21
Weekly entitlements	24
Work capacity decisions.....	26
Permanent impairment.....	27
Work Injury Damages.....	27
Commutation.....	28
Section 39 notification.....	28
Retiring age notification.....	29
Treatment and medical intervention.....	29
Independent opinions.....	32
Finalisation.....	34
Privacy and confidentiality.....	35
Fraud.....	35
Factual and surveillance investigations.....	36
Claim handover	37
Recoveries	37
Overpayments.....	38
Medicare and Centrelink clearance.....	39
Quality assurance program	40
Provider management.....	41
Employer management practices.....	42
Feedback and complaints	43
Dispute resolution	44
Litigation.....	44

Important Notice

NSW workers' compensation legislation requires insurers* to develop an injury management program that outlines their procedures to optimise results for injured workers.

The purpose of this document is to provide employers with current and accurate information about the management of workers' compensation claims, ensure that employers are aware of their workplace injury management obligations and inform the employer's return to work program.

The information set out in this document only applies to the Nominal Insurer workers' compensation scheme managed by icare and has been developed in line with the following:

- Workers Compensation Act 1987
- Workplace Injury Management and Workers Compensation Act 1998
- Workers Compensation Regulation 2016
- Workers Compensation Guidelines 2021
- State Insurance Regulatory Authority (SIRA) Standards of Practice
- State Insurance Regulatory Authority (SIRA) Injury Management Program: A Guide and Checklist for Insurers

To ensure you comply with your legal obligations, you should refer to the State Insurance Regulatory Authority (SIRA) Guidelines for workplace return to work programs and appropriate legislation.

You can access the guidelines at www.sira.nsw.gov.au.

**In this document, the word "insurer" means DXC Technology.*

Who is DXC Technology?

DXC Technology is a specialist provider of workers' compensation services in New South Wales.

In 2022, icare announced planned changes to improve the way workers' compensation claims are managed in New South Wales. This included increasing the number of Claim Service Providers that manage claims, enabling employers the opportunity to choose the Claims Service Provider that best suits their needs.

DXC was selected as one of the additional Claim Service Providers and we commenced operations from 12 September 2023.

DXC has demonstrated through years of experience and success that it can provide competitive claims management services with innovation and thought leadership to improve return to work and customer satisfaction outcomes.

You can contact DXC at

Email	dxccclaims@workerscomp.nsw.gov.au
Telephone	13 93 92 (139 DXC)
Address	PO Box 1670, North Ryde, 2113

Claims Management Principles

The claims management principles apply generally across all aspects of claims management, to provide direction for the handling and administration of claims under the workers' compensation system.

Principle 1: Fairness and empathy

The management of claims will be undertaken in an empathetic manner intended to maximise fairness for workers by:

- Ensuring that workers understand their rights, entitlements, and responsibilities, and making clear what workers and employers can expect from insurers and other scheme participants; and
- Ensuring workers are afforded procedural fairness and decisions are made on the best available evidence, focused on advancing the worker's recovery and return to work.

Principle 2: Transparency and participation

Workers, employers, and other workers' compensation scheme participants will be empowered and encouraged to participate in the management of claims by:

- Ensuring transparent and timely communication of the reasons and information relied upon for decisions and facilitating right-of-reply and prompt, independent review of decisions.
- Ensuring opportunities are provided to workers, employers, and other workers' compensation scheme participants to contribute information that can support and inform claims management.

Principle 3: Timeliness and efficiency

Claims management decisions will be made promptly and proactively, and claims will be managed in a manner intended to reduce delays and costs and maximise efficiency by:

- Promptly and efficiently processing claims, responding to enquiries, determining entitlements, and making payments
- Progressing claims without unnecessary investigation, dispute, or litigation.

Injury Management Program

The DXC Injury Management Program provides important information for you about injured workers returning to work.

It explains how the DXC claims teams will collaborate with you, injured workers, and other key stakeholders (such as doctors and treatment providers).

The goal of the program is to safely achieve recovery at work for injured workers or, if that is not possible, manage ongoing care and support if they are not able to return to work in the short or long term.

You should refer to this program when developing or reviewing the Return-to-Work Program for your organisation.

Roles, Rights and Obligations

DXC Technology

DXC's role is to guide and support workers to achieve the goal of remaining at or returning to work.

We do this by consulting, collaborating, and communicating with all stakeholders throughout the life cycle of the claim.

You can expect that we will:

- Develop the Injury Management Program with information about how claims will be managed.
- Make early, supportive contact with you, the worker and (where necessary) the nominated treating doctor within three working days of being notified of a workplace injury.
- Assess for risk of delayed recovery and return to work.
- Develop an Injury Management Plan within twenty business days of identifying that a workplace injury is likely to be considered a significant injury. An injury is considered significant if it is likely to result in a worker being incapacitated for work for more than seven days, whether the incapacity is total, partial, or a combination of both.
- Ensure all aspects of injury management (treatment, rehabilitation claims management, employer practices and return to work) are coordinated and integrated to optimise outcomes.
- Organise support and assistance from third-party service providers in consultation with you, the worker and nominated treating doctor.
- Provide information to all stakeholders regarding their obligations.
- Provide help to facilitate recovery at work and to support you in finding work that the worker can do safely.
- Share and store medical and health information in line with the Health Records and Information Privacy Act 2002 and the Privacy and Personal Information Protection Act 1998.

Employers

The relationship between you and your worker is critical to their recovery following a workplace injury.

- To ensure the worker is in the best position to achieve their recovery goals, your role is to:
- Ensure there is a workers' compensation insurance policy in place covering all employees. To confirm your workers' compensation insurance cover, visit the icare website at www.icare.nsw.gov.au and use the Employer Lookup tool. Alternatively, you can contact icare on 13 44 22. Employers should ensure that they have a current policy (unless an 'exempt employer') to avoid fines or penalties.
- More information on exempt employers can be found on the SIRA website <http://www.sira.nsw.gov.au>.
- Ensure the health, safety, and welfare at work of all workers and maintain a record of all work-related injuries.
- Provide information for workers that outlines how they notify an injury and how to make a workers compensation claim. You can find a SIRA poster for your workplace on their website.
- Notify SafeWork NSW immediately if a serious incident occurs.
- Notify us within 48 hours of becoming aware that a worker has sustained an injury (see "Giving notice of an injury")
- Ensure a Return-to-Work Program is in place within 12 months of becoming a category 1* or category 2** employer, with each category having different obligations under the law.
- Ensure the Return-to-Work Program aligns with our Injury Management Program.
- Review and update the Return-to-Work Program at least every two years to ensure it complies with the legislation including the Workers Compensation Act 1987, the Workplace Injury Management and Workers Compensation Act 1998, and the Workers Compensation Regulation 2016.
- Collect and share medical and health information in accordance with the Health Records and Information Privacy Act 2002
- Provide suitable work to a worker in accordance with their Certificate of Capacity. If suitable work cannot be provided, notify us as soon as possible.
- Develop or cooperate in the creation of a Recover at Work Plan (see www.sira.nsw.gov.au)
- Participate and cooperate in the development of an Injury Management Plan for a worker.
- Cooperate and provide assistance to investigate common law and recovery claims.

Your obligations to assist your worker with their return to work remain even where the insurer has disputed liability, per section 41A of the 1998 Act.

**A category 1 employer is an employer with an average performance premium (or basic tariff premium) over \$50,000 a year, or is self-insured, or is insured by a specialised insurer and has over 20 employees. For these employers, a RTW program requires appointment of a return-to-work coordinator, development of a return-to-work program, consultation with workers and unions, and implementation of the return-to-work program.*

*** A category 2 employer is any employer who is not a category 1 employer. Creation of a RTW program here involves appointment of a person responsible for recovery at work, development of a return-to-work program, and implementation of the return-to-work program.*

For more information about Return-to-Work Programs, Category 1, and Category 2 employers, and to gain additional tools and guidance to assist in developing and reviewing a return-to-work program, visit the relevant SIRA page at [There's been an injury - SIRA \(nsw.gov.au\)](https://www.sira.nsw.gov.au/there-s-been-an-injury)

Should you have any questions about a worker's recovery and/or expected return to work duration, you should contact us or your broker for support.

Workers

The primary role of the worker is to focus on recovery. If possible, they should aim to stay at work in some capacity. If that is not possible, they should aim to return to work as soon as possible.

Following a workplace injury, the worker's role is to:

- Notify you as soon as possible if they suffer a workplace injury.
- Participate in the development of the Injury Management Plan.
- Nominate a treating doctor to direct medical management and participate in the Injury Management Plan.
- Authorise the nominated treating doctor to provide all relevant information to key stakeholders.
- Notify us if they want to change their nominated treating doctor.
- Make reasonable efforts to return to their pre- injury role or other suitable work.
- Report any issues with the Injury Management Plan or suitable work to us, the nominated treating doctor, you, or workplace rehabilitation provider.
- Provide a certificate of capacity every 28 days or as agreed with us.
- Actively participate in approved Recover at Work plan.
- Participate in work focused activities where you are unable to provide suitable work, and/or seek alternative employment if there is no possibility of returning to work with you.
- Speak regularly with the people involved in their recovery, informing them of progress and any changes in capacity.
- Attend and actively participate in all appointments with medical practitioners, treatment providers and/or workplace rehabilitation providers.

Your workers are also required to make reasonable efforts to return to work even where a decision has been made by the insurer to dispute liability per section 41A of the 1998 Act.

Workplace Injury Management and Workers Compensation Act 1998

Section 48 of the Workplace Injury Management and Workers Compensation Act 1998 sets out that, to receive weekly payments, an injured worker who has capacity to work must make reasonable efforts to return to work.

If they do not, the insurer will contact key stakeholders and discuss the reasons for non-compliance or non-participation and will try to resolve any barriers.

Where there are barriers, these will be included in the worker's Injury Management Plan.

Where resolution is not able to be achieved, the worker will be informed of the impact on the entitlement to weekly benefits. This may include a written warning, timeframe to comply, suspension of weekly payments or termination of weekly payments if the non-compliance or non-participation continues.

Nominated treating doctor

If an injury prevents the worker from doing their normal job for seven days or more, they must nominate a treating doctor.

The nominated treating doctor must be prepared to work with others in the worker's support team (including us, you, treatment, and workplace rehabilitation providers) to manage the worker's injury and implement the injury management plan.

The worker must authorise their nominated treating doctor to provide relevant information to us, as well as you for the purposes of an injury management plan for the worker. They can do this by signing the certificate of capacity.

The nominated treating doctor can help facilitate a worker's treatment and recovery from a work-related injury/illness by:

- educating them on their injury and recovery options.
- recommending treatment to help in their recovery.
- acting as the primary contact for treatment and recovery information for you, us and other parties involved in the management of the injury.
- collaborating with you and us to develop an injury management plan.
- reviewing their condition and capacity for work regularly.
- completing the certificate of capacity.
- applying the principles of the Clinical Framework for the delivery of health services and promoting the health benefits of good work.

Change of nominated treating doctor

It is the worker's right and responsibility to nominate a treating doctor who is prepared to participate in the workers recovery at/return to work.

Consistent medical care is essential to the worker's recovery at/return to work after an injury.

Changing nominated treating doctors can interrupt good medical care, however there may be a good reason for change, including:

- the doctor has moved or has ceased practicing in the worker's local area, and they are no longer able to see them.
- there is evidence that the management the doctor is providing is not helping the worker's recovery and safe return to work.
- If there is reason to change nominated treating doctor, the worker must inform us, as well as you, as the employer.
- If there is evidence that the nominated treating doctor is not assisting you and your worker with a safe recovery/at return to work, we may:
 - ask a doctor experienced in workplace rehabilitation (injury management consultant) to review the management of the injury, and discuss the best course of action with your worker, the doctor and you, or
 - ask your worker to nominate another treating doctor.

Recovery at work

Successful recovery at work or return to work can be facilitated by using specific assessments, services, and programs to help workers recover in their current workplace or a new workplace.

The link between health and good work

Studies support the health benefits of good work. Working is beneficial to both physical and mental health, as well as general wellbeing, and has been shown to help those with ongoing health conditions. It can also assist in recovery from injury and reduce the risk of long-term incapacity.

When developing workplace procedures to support your workers, consider the following principles:

- The provision of good work is a key determinant of the health and wellbeing of workers, their families and broader society
- Long-term absence from work, disability and unemployment may have a negative impact on health and wellbeing
- All workplaces should strive to be both healthy and safe.
- Providing access to good work is an effective way to reduce poverty and social exclusion.
- With active assistance, many of those who have the potential to work, but are not currently working, can be enabled to access the benefits of good work.
- Safe and healthy work practices, understanding and accommodating cultural and social beliefs, a healthy workplace culture, effective and equitable injury management programs and positive relationships within workplaces are key determinants of individual health, wellbeing, engagement, and productivity.
- Good outcomes are more likely when individuals understand and are supported to access the benefits of good work, especially when entering the workforce for the first time, seeking re-employment, or recovering at work following a period of injury or illness.

Working together

DXC Technology Claims Team, will assist by:

- Staying in close contact with a worker who has been injured can be beneficial for both of you.
- Let the worker know what you will do to help them recover at work. You should talk to them about your reasonable expectations around their level of involvement and cooperation throughout the recovery at work and injury management process.
- Keeping the worker in the loop about what is happening in the workplace is a great way to help them stay connected. It will also reduce any feelings of isolation they may experience as a side effect of being unable to work.
- Staying up to date about their recovery can also help you plan for their return to work.
- Reassure the worker that you are there for them and will support them in their recovery. Positive and considerate contact can help them get back to work more quickly.

Suitable employment

For most workers with an injury, time off work is not medically necessary. Supporting them to stay at work in some capacity provides the best chance of a good outcome following a work injury.

If a worker is not able to immediately return to their normal duties, you are obligated to accommodate them with suitable duties where possible.

Suitable employment means employment in work for which the worker is currently suited, having regard to the nature of the injury and medical information available, and the age, education, skills, and experience of the worker.

Suitable employment can include one or more of the following:

- Modified tasks and duties (including the provision of equipment to help with the modification of tasks and duties)
- Different hours or days of work
- An alternate position in the same workplace
- Training to expand a worker's skill set.
- A different job location.

When offering suitable employment to a worker, you should consider:

- The nature of the worker's capacity (as set out in the certificate of capacity)
- The worker's age, education, skills, and past work experience
- Any workplace rehabilitation services available to the worker to assist in facilitating recovery and/ or return to work
- Any current injury management plan.

If you have difficulty identifying suitable employment, contact us as soon as possible for assistance.

Remember, the employer still has obligations to respect the recovery at work process, even where there is a dispute as to liability (s41A of the Workplace Injury Management and Workers Compensation Act 1998).

Failing to provide suitable employment to a worker where they request it may impact the cost of your workers compensation premium. You may also be in breach of your obligation to provide suitable duties, and the State Insurance Regulatory Authority (SIRA) may issue an infringement notice, a financial penalty, or both.

Return to Work Plan

A Recover at Work or Return to Work Plan is a written document outlining the duties your worker will be doing when they are back at work, as well as what you as the employer are required to do to support the process. The plan is completed by you in consultation with your worker and their supervisor and takes account of medical information provided by the nominated treating doctor and any other treatment providers.

The return-to-work process should start as soon as possible after the workplace injury occurs. In the early stages, the most important thing you can do is have early and regular contact with the worker.

A plan should be developed for all workers who are certified as having a capacity to work and have returned to work on anything other than their full pre-injury duties. Even if the worker currently has no capacity for work, it is essential to look at opportunities in readiness for their return.

The plan should include:

- The worker's pre-injury duties
- The worker's recover at work goal
- Details of the current certificate of capacity
- Details of suitable work that is available.
- A review date for the plan
- Agreement to the plan by the worker and their supervisor.

A copy of the plan should be provided to the worker's nominated treating doctor and any other treatment providers.

Recover at Work or Return to Work Plan templates can be found at sira.nsw.gov.au. Search for "SIRA08698"

Other support

Workplace rehabilitation providers

Where the worker's return to work is more complex, specialist providers may be engaged. Workplace rehabilitation providers are on hand to offer help regarding suitable employment options and return to work planning.

Their services are usually delivered at the workplace and may involve:

- Assessing a worker's capacity to perform duties safely.
- Negotiating and consulting with you, as the employer, the nominated treating doctor and other health professionals
- Identifying work that supports improvements in the worker's capacity for work
- Identifying options to help reduce work demands (including providing advice about equipment, job, or workplace modifications)
- Identifying and addressing risks that may impact the worker's recovery at work or return to work
- Implementing and monitoring a plan to achieve an agreed recovery at work goal.

Unfortunately, there may be times where a worker will not be able to return to the pre-injury employer following an injury. If this is the case, a workplace rehabilitation provider may be engaged to support the worker to seek alternative employment.

Programs and incentives

Where the goal of a worker is to return to work with their pre-injury employer, there are programs that we can offer to eligible employers and workers to assist. For small employers, the Recover at Work Assist for Small Business program may help to reduce the financial impact associated with having an injured worker return to work.

For all employers, a Work Trial or Retraining program may help to build a worker's capacity, skills, and experience so that they can remain with their employer in their pre-injury role or an alternate role. Equipment and Workplace Modifications can also assist employers by reducing the likelihood of a worker suffering an aggravation or further injury on returning to work.

Where the goal of a worker is to return to work with a new employer, we can use equipment and workplace modifications to increase a worker's comfort returning to work and reduce the likelihood of aggravation or further injury.

We may be able to assist a worker to build their capacity and gain new skills and experience via a Work Trial or the Connect2Work Programs, which can afford employers the opportunity to see the worker functioning safely in the role and thereby allay any concerns around taking on a worker.

We may be able to employ the incentives and protections offered by the JobCover Placement Program or JobCover6 program to convert a work trial into a permanent role or may be able to use one of these programs to assist a worker in securing new employment without the need of a work trial.

Retraining can be used to develop new skills and knowledge to increase a worker's employment prospects, while the Transition to Work Program can assist a worker to overcome short-term barriers to applying for new roles or accepting an offer of employment.

To find out more about these SIRA programs, including employer and worker eligibility requirements, visit the icare website www.icare.nsw.gov.au, visit the relevant page on the SIRA website, or contact us.

Case conferencing

A case conference is a face-to-face meeting, teleconference or videoconference that brings together the worker and their nominated treating doctor with any or all the following parties – employer, workplace rehabilitation provider, insurer, injury management consultant or other treating practitioner(s) delivering services to the worker. A case conference aims to facilitate and support a worker's recovery at or return to work.

The types of issues that may be discussed at a case conference include:

- the worker's capacity for work
- the worker's progress and treatment plan
- the duties you can provide to the worker (suitable duties)
- any workplace support and modifications the worker may need to return to work
- factors that may be delaying the worker's recovery or return to work, and any treatment or support that may assist to address these.

When we arrange the case conference, we will provide a statement of the purpose and agenda for the case conference to all parties involved.

Following the case conference, outcomes will be documented and timeframes for actionable items and the parties responsible will also be provided to all case conference attendees.

Injury management planning

An Injury Management Plan is a written plan developed to identify the goals and actions of all parties in helping the worker recover from their injury and recover at/return to work.

We develop the Injury Management Plan, in collaboration with you, the worker, the nominated treating doctor, and extended health team. The plan is shared with you, providing the worker remains your employee.

Injury management planning will commence immediately on notification of a significant injury (a workplace injury where the worker will have incapacity for work, whether total or partial, for a continuous period of more than seven days) and a plan will be developed within 20 working days.

The plan will be tailored to the worker using a person-centred approach, informed by a risk assessment to identify risks of delayed recovery – see also SIRA's Standards of Practice 34.

The plan will be consistent with medical and treatment information and will include a statement about how and when the plan will be reviewed as well as the rights and obligations of all stakeholders.

We will regularly review the worker's progress against the goals outlined in the Injury Management Plan to determine whether the actions in place are producing successful outcomes for all stakeholders. Where adjustments to the Injury Management Plan are required, such as when there are changes to the recovery at work goal, the plan will be updated.

Communication is an essential component in injury management planning. We are required to proactively engage with all relevant parties as part of the forming, reviewing, and updating of the Injury Management Plan. Given this, it is important to keep us informed of any changes that may affect the plan.

Giving notice of an injury

Where an injury occurs in the workplace, you need to notify DXC. The law requires employers to provide notification within 48 hours of being made aware of the injury (see s44 of the 1998 Act), even if your worker doesn't need any treatment or time off work. You can notify us via phone: 13 93 92 (139 DXC) or via the icare online portal.

If an employer does not report the injury within 5 days of being made aware of it, a claims excess payment may be payable. This excess payment will be the equivalent of one week of the injured worker's weekly payments. You also need to update your Workplace Register of Injuries. If you do not, a penalty may apply.

If a death, serious injury or illness, or dangerous incident occurs, it is a notifiable incident. You will need to notify both icare (as set out above) and SafeWork NSW (on 13 10 50). For further information on how to notify claims, please refer to the icare website www.icare.nsw.gov.au.

Lodging a claim

Information to lodge a claim

Worker's details

- name
- address
- telephone number

Employer's details

- company name
- company address

Nominated treating doctor details.

- name
- telephone number
- name of medical centre or hospital (if known)

Injury details

- date and time of injury
- description of injury
- how the injury occurred
- whether any medical treatment is required
- details of any time off work

Notifying person details

- name
- telephone number
- relationship to worker or employer

Consider referencing icare checklists:

- Checklist for lodgement of a workers compensation claim
- Psychological injury checklist for employers

Additional information

The following details may also be requested:

- the worker's date of birth
- the employer's ABN or workers insurance policy number
- copy of the Certificate of Capacity
- details of worker's capacity to return to work and expected date.
- employer's ability to support worker's recovery at work in suitable employment.
- worker's pre-injury average weekly earnings.

Providing this information as soon as you know it can speed up the processing of a claim.

Assessing claims

At DXC, we want to ensure we achieve optimal outcomes for our customers. That is why we have developed a model to identify barriers to recovery at work and ensure the right support is provided at the right time. We understand that every injury is different and the time it takes for individual workers to recover is different.

We also know that the level of support each injured worker requires will differ depending on the nature of their injury, as well as social and psychological factors, and the presence of other known diseases or health conditions.

That is why we collect the relevant information and align it with the claim to assess the support required. The worker's nominated treating doctor will issue a Certificate of Capacity and you should forward this document to us as soon as possible.

The DXC team will be on hand to assist with the claim from beginning to end and our claims management process is supported by injury management, triage, and technical specialists. Regular review ensures risks and barriers to optimal recovery and return to work outcomes are identified throughout the life of a claim, along with actions to address where appropriate.

Making contact

Where a worker needs time off work or ongoing treatment for their injury, we will contact both you and the worker within three days of notification of the injury.

During contact if the worker asks for an interpreter, indicates a preference for communicating in their own language, does not appear to understand questions or is not easily understood the services of a qualified interpreter will be engaged.

We will also contact the treating doctor if any further information is needed.

The reason for making contact at this early stage is to:

- See how the worker is managing and what their treatment needs are.
- Request further details about the injury and current work status.
- Identify any risks and barriers to recovery at work, as per SIRA standards of practice 34
- When there is time loss, request wage information to assist in the calculation of pre-injury average weekly earnings.
- Answer any questions about the claims process.
- Establish a recovery at work goal and put likely recovery timeframes in place.
- Arrange any necessary support services.

It is important for you to also stay in touch with your worker following the injury. Reassure them that you are there for them and will support them in their recovery. Keeping them in the loop about what is happening in the workplace is a great way to help them stay connected and can assist in facilitating a safe and timely return to work.

Worker's consent

A worker's personal and health information must always be protected in accordance with the NSW and Federal privacy legislation. SIRA's Standards of Practice indicate what action we are required to take prior to collecting, storing, using, and disclosing a worker's personal and health information, including obtaining a worker's consent.

The worker must be informed of how their personal and health information will be used prior to providing their consent. They should be advised about what information may be collected,

stored, used, and disclosed and their rights to withdraw and modify their consent. We are also required to inform the worker of what may happen should they withdraw or modify their consent.

We are required to obtain written, signed consent from the worker. SIRA's claim form asks the worker to provide consent to release any personal and health information related to their work injury. We will consider whether a worker's consent is valid if they receive a request from a third party to release a worker's personal and health information.

For more information on how we manage privacy, you can see icare's Privacy Policy and Privacy Management Plan.

Working with the nominated treating doctor

The nominated treating doctor will provide a Certificate of Capacity, which sets out information about how you can support the worker's return to work and their recovery needs. The certificate will also certify the worker's capacity for employment.

A worker signs a consent when completing a Certificate of Capacity. In the absence of a claim form or authority to release information, consent is for the period the certificate is for.

When certifying capacity for employment, the nominated treating doctor will advise if the worker:

- Is fit for their pre-injury duties.
- Has capacity for selected duties (with specified restrictions); or
- Has no capacity for any kind of work.

Research shows that returning to work during the recovery process can reduce the harmful physical and psychological effects experienced by a person injured at work. Return to work can further positively influence workplace culture, productivity, and the well-being of other employees, can impact premiums, as well as influencing the lives of friends, families, and the communities in which injured workers live.

By providing the nominated treating doctor with information about your workplace and the range of duties available, you will positively impact recover at work or return to work for your injured workers.

Useful information includes:

- Contact details for the injured worker's supervisor, employer and return to work coordinator.
- A description of the injured worker's pre-injury duties, including the functional demands of the role
- Details of other suitable duties, including the functional demands of each task
- Details about the usual days and hours of work of the injured worker.

Managing death claims

If a workplace death occurs, you must notify SafeWork NSW immediately on 13 10 50, or as soon as possible. You must notify us within 48 hours of the incident occurring. For more information on how you can do this please visit us online at [Notify us of an injury](#).

If a work injury results in a worker's death, compensation is payable. A notification may be lodged by you or your broker, a family member of the worker or their legal representative, a medical practitioner or other person. A workplace death may be investigated without a formal claim being lodged, depending on the circumstances of the incident, and a claim for death benefits may be lodged immediately following an incident or at a later date.

Fatality notifications and claims are managed by dedicated Case Managers who are experienced in supporting families and workplaces following a workplace death. SIRA's Standards of Practice require that Case Managers contact the worker's family within five working days of being notified of the death. Providing contact information for the worker's family as quickly as possible will allow the Case Manager to offer counselling and support information about our role.

The impact of a loss not only impacts the family of the worker, but your other employees may also be affected by the loss of their workmate. The Case Manager will also talk with you about supporting your workplace following a fatality and how to access help if you need it.

The Case Manager will help you by:

- Providing an experienced, empathetic, single point of contact throughout the claim.
- Explaining the claims investigation process and information required to make a liability decision.
- Providing monthly progress updates throughout the investigation.
- Providing a liability decision verbally, and in writing.

Fatalities Case Managers will require information to confirm the worker's employment status, cause and circumstances of the incident leading to the fatality, and employers and employees may be required to participate in a factual investigation. The length of time to investigate a fatality depends on the type of incident and the availability of information from multiple sources which may include the family of the worker, medical practitioners and specialists, hospitals and ambulance, the NSW police, legal providers and in some instances, the coroner. Investigations vary in length and complexity, and your Fatalities Case Manager will keep you updated regularly.

If liability for a fatality claim is accepted, the worker's dependents or estate are entitled to:

- a lump sum death benefit.
- weekly benefits for dependent children up to 16 years old, or if a student, 21 years old.
- reasonable funeral expenses up to the maximum statutory amount.

The amounts payable are indexed periodically and can be found in SIRA's workers compensation benefits guide.

Fatality claims are not premium impacting, but employers who experience a worker fatality may be required to make a one-off Catastrophic Claim Contribution. If it is determined that a contribution is payable, icare will contact you directly to discuss.

Workplace fatalities are distressing events for all involved and your Case Manager is available to provide information and support to you and those impacted by the death.

Assessing liability

Legislation applies to the payment of compensation following notification of a workplace injury.

Written notice will be given to you and the worker about the outcome of the claim for workers compensation. The written notice will also include information to assist with any questions you have and how to contact us.

Liability

The amount of time we must make a decision about a claim for liability will depend on whether we have commenced provisional payments.

Where provisional liability has been accepted, where we have started making provisional payments and have notified the worker, we are required to determine liability before the provisional payments period ends (i.e., before the worker has received weekly payments for up to 12 weeks or has incurred up to \$10,000 of medical expenses).

Where provisional liability has not been accepted, if provisional payments have not started and we have received a formal claim for workers compensation, the claim must be determined, either by accepting liability and commencing weekly payments or disputing liability, within 21 days of the claim being made.

Provisional Liability

Provisional liability payments allow us to start paying weekly payments and medical expenses while we fully assess the claim so that the worker is not financially disadvantaged and can access reasonably necessary treatment without delay.

These payments may include weekly payments to the worker for up to 12 weeks and the payment of their medical expenses up to a total of \$10,000. After that point, we are required to make a full liability decision on the claim.

If the worker's injury has resulted in a loss of earnings, we must start paying weekly provisional payments within seven days of being notified of the injury, unless we believe that we lack grounds to do so and move to apply a reasonable excuse.

Reasonable Excuse

A reasonable excuse indicates that we do not have access to all the information required to assess the claim, despite having made reasonable attempts to obtain it. Reasons we may apply a reasonable excuse are varied but may include insufficient medical information, uncertainty about whether the worker is a deemed 'worker,' being unable to contact the worker, the worker refusing access to necessary information, indications that the injury is not work-related, there being no requirement for weekly payments, or the injury being notified after two months.

If a reasonable excuse is applied, we are required to notify both you and the worker in writing of the reasons for this, within seven days of being notified of the injury.

A reasonable excuse may apply to provisional weekly payments, but not to provisional medical payments. Reasonably necessary treatment may be funded during this period. We will also provide the worker information about how to make a formal claim.

Disputing Liability

If we decide to dispute any aspect of liability on a claim, notice of the dispute will be given to both you and the worker. You and the worker will receive an outline of the reasons why liability is being disputed. The worker will also receive the evidence relied upon to make the decision.

Should you disagree with a liability decision made, you may request an independent review of the liability decision via the icare Dispute Resolution and Litigation team. See the decision notice for contact details.

The worker can request a review of the liability decision. The reviewer will be required to respond to the internal review request within 14 days. The worker may also contact the Independent Review Office (IRO) at iro.nsw.gov.au.

Additional or consequential medical conditions

As claims progress, it is not uncommon for additional medical conditions or consequential conditions to be added to a Certificate of Capacity. This may have an impact on the management of a claim including the need for treatment, entitlement to weekly payments, and the worker's degree of permanent impairment.

We will proactively review Certificates of Capacity to ensure workers continue to receive appropriate compensation and support.

- If a worker makes a claim for treatment or weekly payments for the additional or consequential medical condition, we are required to make a liability decision within 21 days from the receipt of the Certificate of Capacity.
- If the additional or consequential medical condition is not work-related, prompt action by us to dispute liability for that condition enables the treating doctor to appropriately manage the non-work-related medical condition.

Recurrence or aggravation

We are required to have regard to the facts and medical evidence to properly determine whether an injury is a recurrence of a previously accepted workplace injury, or a new injury to a body part previously injured at work.

A recurrence occurs where, after a worker suffers a work-related injury, there is a later increase in symptoms or a re-emergence of symptoms needing treatment or causing incapacity.

If a worker suffers a new work-related injury to a body part that has previously been injured at work (i.e., an aggravation), we are required to decide which of the two injuries caused or materially contributed to the incapacity or need for treatment.

The distinction between a recurrence of an injury and a new injury can be significant for workers and employers. Our decision will impact the calculation of a worker's benefits and may impact your premium. Determining whether the claim should be treated as a recurrence, or a new injury requires evaluation of the evidence.

There will be instances where a worker will not be able to immediately return to work or, if they have returned to work following the injury, will continue to experience a loss in earnings.

Pre-injury average weekly earnings

If a worker is unable to perform their pre-injury job because of a work-related injury, any weekly compensation that might be payable to them is calculated by reference to their pre-injury average weekly earnings (PIAWE).

PIAWE is generally the weekly average of a worker's gross earnings over the 52 weeks prior to their date of injury. The calculation of PIAWE is essential to making sure that a worker receives accurate weekly payments. Unless there is a reasonable excuse not to, these payments are to commence within the first seven days of notification of an injury and will need to be reassessed if new information is later received.

Calculating PIAWE

A worker may be entitled to receive weekly compensation payments. These payments are calculated by the insurer using formula (below) and the worker's pre-injury average weekly earnings (PIAWE).

The weekly payment formula used depends on the worker's capacity for work, and their entitlement period.

If a worker is entitled to weekly payments, the insurer must start payments within seven days of the initial notification of injury, unless there is a reasonable excuse not to. Therefore, PIAWE must be determined promptly to calculate the payment due.

SIRA's Pre-Injury Average Weekly Earnings Form may be used to supply the required information. If the insurer is unable to obtain the required information from the employer or worker, then an interim PIAWE determination is to be made.

For workers injured on or after 21 October 2019, PIAWE is the simpler sum of worker's gross weekly earnings over the 52 weeks before their date of injury.

To calculate a worker's PIAWE, the insurer will determine:

- The relevant earning period, which is the period over which PIAWE will be calculated (generally 52 weeks), and
- A worker's earnings during the relevant earning period.

As shown below, the worker's earnings during the relevant earning period divided by the number of weeks in the relevant earning period equals the worker's PIAWE.

$$\frac{\text{Gross earnings}}{\text{Relevant earning period (weeks)}} = \text{PIAWE}$$

The relevant earning period

The relevant earning period is the 52-week period before the worker's date of injury. However, the relevant earning period may be adjusted where:

- The worker started in the job less than 52 weeks prior to injury. The period prior to starting in the job is excluded from the relevant earning period.
- In the 52-week period there was an ongoing change to the worker's job which had a financial impact (for example, a promotion, or a change from part-time to full-time). The period prior to the change is excluded from the relevant earnings period.
- The worker had taken extended periods of unpaid leave. Any period of seven or more consecutive days of no earnings (commencing from the first day of unpaid leave until the day before earnings start again) is to be excluded from the relevant earning period.
- The worker had a financially material reduction in earnings due to the COVID-19 pandemic. Workers may be eligible to have up to two prescribed periods excluded from their relevant earning period where they experienced a financially material reduction in their earnings (including earnings reduced to zero) during those periods because of the impact of the COVID-19 pandemic on their employer.

In some circumstances, the insurer may also align a worker's relevant earning period to the worker's pay period to simplify the calculation.

Gross earnings

For workers injured on or after 21 October 2019, earnings can include wages, shift and other allowances, overtime amounts, commissions, the value of non-monetary benefits (if a worker no longer has the use of the benefit) and piece rates.

The following amounts are not considered income for the purposes of calculating PIAWE:

- compulsory superannuation contributions made by the employer.
- workers compensation or other compensation payments for loss of earnings
- the monetary value of any non-monetary benefit (while the worker continues to have access to the benefit following injury)
- any payment made without obligation by the employer (for example, bonuses and performance incentives)
- any additional payment subsidised by the JobKeeper scheme is not considered earnings (that is, any 'top-up' component of the JobKeeper Scheme payment).

Shift and overtime allowances.

For injuries prior to 26 October 2018 shift and overtime allowances are only included in the PIAWE calculation for the first 52 weeks of entitlement.

After that, they are removed from the calculation.

For injuries on or after 26 October 2018, any calculation of overtime and shift allowances will remain in PIAWE beyond 52 weeks.

PIAWE agreements

A worker and employer may enter into an agreement as to the PIAWE amount that we will use when calculating weekly benefits.

An application to enter in to a PIAWE agreement must be provided to us within 5 days of the initial notification of injury. For more information on PIAWE by agreement, please see the SIRA at www.sira.nsw.gov.au.

Interim PIAWE

Where the worker and employer do not make an application for an agreement on PIAWE and we do not have sufficient information to complete a PIAWE calculation (e.g., pay slips or other evidence of worker's earnings), we may commence weekly payments on an interim PIAWE calculation based on the best available information.

The expectation is that we are to communicate with the employer and worker before commencing weekly payments and inform that all relevant information should be provided to us to complete a PIAWE calculation.

Upon receipt of PIAWE information, we are required to recalculate PIAWE within five working days and review for any adjustment payments due i.e.: over or under payments.

Minimum PIAWE

The minimum PIAWE is \$155 and is set by the Workers Compensation Regulation 2016 (2016 Regulation).

If a worker's PIAWE is calculated to be lower than the minimum PIAWE, then the worker's PIAWE is deemed to be the minimum amount of \$155.

For workers injured on or after 21 October 2019 see clause 6 of the Workers Compensation Regulation 2016 and clause 2 of Schedule 3 of the Workers Compensation Act 1987).

Weekly entitlements

Entitlement period	Calculations before 21/10/2019	Calculations on or after 21/10/2019
First (0-13) weeks Section 36 of the 1987 Act	<p>Weekly payment for an injured worker who has no current work capacity:</p> <p>The lesser of (PIAWE x 95%) – deductions</p> <p>or</p> <p>the statutory max – deductions</p> <p>Weekly payment for an injured worker who has current work capacity:</p> <p>The lesser of (PIAWE x 95%) – any Earnings and deductions</p> <p>or</p> <p>the statutory max – Earnings and deductions</p>	<p>Weekly payment for an injured worker who has no current work capacity:</p> <p>The lesser of (PIAWE x 95%) or the statutory max</p> <p>Weekly payment for an injured worker who has current work capacity:</p> <p>The lesser of (PIAWE x 95%) – any Earnings</p> <p>or</p> <p>the statutory max – Earnings</p>
Second (14-130) Section 37 of the 1987 Act	<p>Weekly payment for an injured worker who has current work capacity and has returned to work for not less than 15 hours per week:</p> <p>The lesser of (PIAWE x 95%) – any earning and deductions</p> <p>or</p> <p>the statutory max – any earnings or deductions</p> <p>Weekly payment for an injured worker who has current work capacity and has returned to work for less than 15 hours per week (or who has not returned to work):</p> <p>The lesser of (PIAWE x 80%) – any earning and deductions</p> <p>or</p> <p>the statutory max – any earnings or deductions</p> <p>Weekly payment for an injured worker who has no current work capacity:</p> <p>The lesser of (PIAWE x 80%) – deductions</p> <p>or</p> <p>the statutory max – deductions</p>	<p>Weekly payment for an injured worker who has current work capacity and has returned to work for not less than 15 hours per week:</p> <p>The lesser of (PIAWE X 95% – Earnings)</p> <p>or</p> <p>the statutory max – any earnings</p> <p>Weekly payment for an injured worker who has current work capacity and has returned to work for less than 15 hours per week (or who has not returned to work):</p> <p>The lesser of (PIAWE X 80%) – earnings or the statutory max – earnings</p> <p>Weekly payment for injured worker who has no current work capacity:</p> <p>The lesser of (PIAWE x 80%) or the statutory max</p>

Entitlement period	Calculations before 21/10/2019	Calculations on or after 21/10/2019
After second Section 38 of the 1987 Act	<p>Weekly payment for an injured worker who has no current work capacity and is likely to continue indefinitely to have no current work capacity:</p> <p>The lesser of (PIAWE x 80%) – deductions)</p> <p>or</p> <p>the statutory max – deductions</p> <p>Weekly payment for injured worker who has current work capacity:</p> <p>The lesser of (PIAWE x 80%) – any Earnings and deductions</p> <p>or</p> <p>the statutory max – Earnings and deductions</p>	<p>Weekly payment for injured worker who has no current work capacity, and is likely to continue indefinitely to have no current work capacity:</p> <p>The lesser of (PIAWE x 80%) – or the statutory max</p> <p>Weekly payment for injured worker who has current work capacity:</p> <p>The lesser of (PIAWE x 80%) - earning</p> <p>or</p> <p>the statutory max – Earnings</p>

Note: Sections 36, 37 and 38 referred to in this table are to be read in conjunction with Section 34 of the 1987 Act which outlines the maximum weekly compensation amount (statutory maximum).

Indexation

A worker's PIAWE and the Statutory Maximum (Stat Max) is adjusted twice per year on 1 April and 1 October in accordance with the indexation rate published by SIRA via the Workers Compensation Benefits Guide. See the SIRA website www.sira.nsw.gov.au for the latest figure.

Indexation is a technique used to adjust weekly payments so that they keep up with inflation. For more information see Division 6A of the 1987 Act.

We will notify you and your worker in writing of any changes to PIAWE because of indexation.

Reduction of payments in compensation

Workers need to be kept informed about their claim, particularly where their entitlements are to be stepped down due to an application of the legislation.

We will notify the worker prior to any step downs and will notify you if you are continuing to pay the worker directly. The application of legislative step-downs may depend on the circumstances of the worker when they were injured and their work status. For more information, see SIRA's website.

Reimbursement of weekly payments

In most cases, we will reimburse weekly payments to you as the employer. You should continue to pay the worker in line with their usual pay cycle.

In cases where it is necessary for us to process weekly payments directly to the worker, for example if they are no longer employed by you, we will consult with you and the worker before commencing those weekly payments.

Work capacity decisions

A work capacity decision is a legislative decision, made by an insurer and may include, but is not limited to, a decision on one or more of the following:

- whether the worker has current work capacity
- what is considered suitable employment
- how much the worker can earn in suitable employment.
- the worker's pre-injury average weekly earnings
- a work capacity decision can be made at any time during the life cycle of a claim.

A worker's capacity will be assessed continuously throughout the life of the claim. This is usually prompted by a change in certification or on receipt of any other information. We may make a work capacity decision following an assessment which may change the amount of the worker's weekly payments. In circumstances where a work capacity decision reduces or stops a worker's weekly payments, they will be provided the relevant notice period as per Section 80 of the 1998 Act.

Where a worker's weekly payments are reduced or stopped, your liability to pay compensation will not necessarily cease. The worker may need to continue to be supported through the return-to-work process and provided with the medical care they need for their ongoing recovery. A new work capacity decision may be made if the worker's circumstances change, and their weekly payments may recommence.

A work capacity decision will also be made when required to determine a worker's pre-injury average weekly earnings (PIAWE).

If we make a work capacity decision and PIAWE calculated is more than the interim PIAWE amount or more than the rate of PIAWE on which payments are currently being made, then we are required to make adjustment payments to the worker no later than 14 days from the work capacity decision.

Work capacity decisions are not applicable to exempt workers. For more information on work capacity decisions, see www.sira.nsw.gov.au.

Reviewing a work capacity decision

A worker has the right to ask for a review of a work capacity decision. If they disagree with the decision, they have the option to request a review by their insurer by completing an application for internal review form. This is an internal review which is an independent process and must be completed by the insurer within 14 days. Alternatively, or if they disagree with the internal review outcome, a worker can lodge a dispute directly with the Personal Injury Commission (PIC).

The insurer will also accept requests for review of a work capacity decision made by an insurer from an employer.

Permanent impairment

If a worker has sustained a workplace injury or illness that is permanent in nature, they may be entitled to receive a lump sum payment as compensation. This is in addition to weekly payments, medical and related expenses that may generally be available through the workers compensation system.

Claims for lump sum compensation for injuries that occurred on and from 1 January 2002 are based on an assessment of a worker's permanent impairment.

If a worker's claim for lump sum compensation was made on or after 19 June 2012, a threshold of more than 10% permanent impairment for a physical injury (including hearing loss) must be reached to access a permanent impairment lump sum. The threshold for a primary psychological injury lump sum payment remains at 15% permanent impairment.

Workers are not entitled to make multiple permanent impairment compensation claims. Only one claim can be made for permanent impairment compensation in respect of an injury. However, if a claim for permanent impairment was made before 19 June 2012, the worker may be entitled to make one further lump sum compensation claim if their condition has deteriorated.

Assessments for permanent impairment are only to be conducted when the worker has reached Maximum Medical Improvement (MMI). This is considered to occur when the worker's condition is well stabilised and is unlikely to change substantially in the next year with or without medical treatment.

Negotiation on degree of permanent impairment

Where appropriate, parties will be encouraged to consider negotiating and agreeing on the degree of permanent impairment. Seeking to reach an agreement on the degree of permanent impairment can reduce time, costs, and the likelihood of disputes.

Work Injury Damages

If a worker is injured in circumstances where the employer was negligent, the worker may have a right to sue for modified common law damages, known as work injury damages.

For a worker to be able to claim work injury damages, they must show:

- the work injury was the result of employer negligence.
- the injury has resulted in at least 15% whole person impairment.
- at least six months have elapsed between the date of injury and the issuing of proceedings.
- a claim for lump sum compensation is made before or at the same time as the claim for work injury damages.

To establish negligence, the worker must be able to show:

- the employer owed the worker a duty of care.
- there was a breach of the duty of care.
- the employer's negligence caused the worker to suffer loss; and
- there was a foreseeable risk of injury associated with the work they were doing.

Commutation

A commutation is a settlement of a worker's entitlement to weekly benefits and medical expenses by way of a single lump sum payment. This payment is a voluntary agreement made between the insurer and the injured worker. The payment removes the insurer's liability to pay future weekly payments and or medical expenses.

A worker with a catastrophic injury can commute their weekly payments, however they cannot commute their medical, hospital and rehabilitation entitlements.

A commutation must be approved by State Insurance Regulatory Authority (SIRA) and registered with the Personal Injury Commission.

SIRA must be satisfied that the following preconditions have been met:

- the worker's injury has resulted in permanent impairment of at least 15%
- compensation for permanent impairment has been paid to the worker.
- it has been more than two years since the worker first received weekly payments for the work-related injury.
- all opportunities for injury management and return to work have been fully exhausted.
- the worker has received weekly payments throughout the previous six months.
- the worker has an existing and continuing entitlement to ongoing weekly payments.
- the weekly payments have not been terminated as a result of the worker not complying with their return-to-work obligations.

Before entering into a commutation agreement, the worker must receive independent legal advice. The legal adviser must certify in writing that the worker has been advised of the following:

- the full legal implications of the agreement
- that it is in the worker's best interest to get independent advice about any financial consequences before entering into the agreement.

The worker will also be required to confirm in writing that they have received and understood the legal advice.

Once the agreement has been registered by Personal Injury Commission then we are required to pay the worker within seven days of the registration and or within a longer period if so, specified in the agreement.

Section 39 notification

The intent of Section 39 of the 1987 Act is that workers will not have an entitlement to receive more than 260 weeks of payments unless there is an assessment that confirms their Whole Person Impairment (WPI) is greater than 20%. Workers who are affected by this limitation, will be provided with appropriate notice before the cessation of weekly benefits so they can make necessary financial arrangements.

At a minimum, workers will be provided notification 13 weeks prior to the cessation of weekly benefits which also details their last date of payment, their medical entitlements, their entitlement to vocational and return to work programs as well as information on who to contact for further information and Centrelink details.

Workers may continue to receive medical entitlements following the cessation of their weekly payments for a limited time as prescribed by Section 59A of the 1987 Act.

The limitation of Section 39 does not apply to exempt workers.

Retiring age notification

Workers may be entitled to receive weekly payments up to their retirement age + 12 months, or in cases when their injury occurred after their retirement age, they may have entitlement to weekly payments for a maximum period of 12 months.

Workers affected by this will be provided with appropriate notice before the cessation of weekly payments. At a minimum, workers will be provided notification 13 weeks before the of cessation of weekly payments. Providing early notification before cessation of weekly payments helps to ensure that workers have sufficient time to prepare for cessation and make any necessary arrangements.

Treatment and medical intervention

Reasonably necessary treatment

Following an injury at work, a worker may need medical treatment or care.

Under workers compensation legislation, the insurer can only cover medical and related expenses for approved treatment and services that are considered reasonably necessary. Therefore, it is important to seek approval from us before incurring any expenses.

The factors that may be considered when reviewing a request for reasonably necessary treatment or care include:

- Relationship to the injury – How is the treatment related to the workplace injury?
- Appropriateness – How does the treatment help improve the worker's functioning and participation in daily life?
- Cost – Is the treatment cost effective?
- Effectiveness – What is the actual or potential effectiveness of the treatment? How will it benefit the worker?
- Whether treatment is contributing to the worker's goals and outcomes.
- Alternatives – Are other treatments available?
- Acceptability – Do medical experts consider the treatment to be effective and reasonable?

Requests for treatment are considered on a case- by-case basis with the aim of approving high value care. What is considered reasonably necessary

for one worker may not be considered reasonably necessary for another worker with a similar injury. Section 279 of the 1998 Act requires liability to be determined within twenty-one calendar days after a claim for medical expenses has been made.

Part 4 of the Workers Compensation Guidelines provides for circumstances where pre-approval is not required.

Some treatment providers must be approved by the State Insurance Regulatory Authority (SIRA), including physiotherapy, chiropractic, exercise physiology, psychology, and counselling.

A list of providers approved by SIRA is available, [HERE](#).

As outlined in Part 4 of the Workers Compensation Guidelines, there are some reasonably necessary treatments and services that are available without pre-approval from the insurer, including:

- Initial treatment within 48 hours of the injury occurring.
- Consultation or case conferencing for the injury with the nominated treating doctor
- Services provided in a public hospital emergency department.
- Standard x-rays referred by the treating doctor within two weeks of the date of the injury.
- Prescription and over-the-counter pharmacy items prescribed by the nominated treating doctor within one month of the date of the injury.
- Up to eight consultations with a State Insurance Regulatory Authority (SIRA) approved treatment practitioner, with treatment starting within three months of the date of the injury.
- Where possible, we will provide pre-approval for treatment as soon as possible after becoming aware of the requirements.

Before making a decision about the approval of services, we will determine whether:

- the service provider is appropriately qualified to provide the service
- the proposed fees are appropriate and consistent with workers compensation fees orders, and
- the services requested align to appropriate billing/payment codes.

When approving services from workplace rehabilitation providers, we will ensure that the services are consistent with the Guide: Nationally consistent approval framework for workplace rehabilitation providers and the NSW Supplement to the Guide.

Medical payments

Payments are made to workers or health service providers for various reasons within the workers compensation scheme.

The SIRA Standards of Practice outline the principle that workers and providers will receive prompt payment of invoices and reimbursements for medical, hospital and rehabilitation services. Compliance with this principle is mandatory for all insurers.

Expectations include:

- payment no later than ten working days (or within a provider's terms, whichever is later) from receipt of a valid invoice or receipt of relevant documentation for approved treatment.
- rates and items billed align with approvals.
- rates do not exceed the maximum amount prescribed by any relevant workers compensation fees order.
- invoices contain all relevant information, including application of GST where appropriate.
- where invoices or receipts are illegible, contain insufficient information or are submitted more than 12 months after treatment or the expenses were incurred, the insurer is to inform the relevant party of the reason for the delay within ten working days and the anticipated resolution time.

Section 59A notification

The period for which medical and related treatment can be claimed is determined by the degree of assessed permanent impairment.

Assessed permanent impairment	Compensation period from when weekly payments stop, or from date of claim if no weekly payments made
0-10% or no assessment made	Two years
11-20%	Five years
>20%	For life

The limitation on medical benefits does not apply to exempt workers, home or vehicle modifications, or the provision of hearing aids, hearing aid batteries, crutches, spectacles, artificial limbs, eyes, or teeth.

Workers whose medical benefits are due to cease will be provided with appropriate notice before the cessation of those benefits. A written notification will be provided at least 13 weeks before cessation of benefits.

Independent opinions

In some circumstances, an independent opinion may be required to assist with the return to work and recovery process.

Independent Medical Examiner

An Independent Medical Examiner is a registered medical practitioner who provides an impartial opinion about liability, treatment, causation of injury or illness, and permanent impairment.

The insurer will initiate a referral to an Independent Medical Examiner when medical information on the worker's injury is inadequate, unavailable, or inconsistent and the referrer has been unable to obtain the required information directly from the practitioners involved.

Injury Management Consultant

An Injury Management Consultant is a medical practitioner who is experienced in workplace rehabilitation and is engaged to assist workers identified as at risk of delayed recovery and when there is a specific injury management issue.

They consult with the worker, employer and nominated treating doctor to overcome barriers and identify strategies and solutions to assist a worker to return to work.

An insurer, employer, worker, nominated treating doctor or other treating practitioner can refer to an Injury Management Consultant when there is a specific return to work or injury management concern such as:

- The complexity of the injury or the workplace environment
- Poor communication
- A conflict between the nominated treating doctor's recommendations and
- The workplace requirements
- Unexplained changes in work capacity
- A disagreement regarding the suitability of duties offered to a worker.
- The worker is not upgrading at work.

The referral may be made for a file review or a face-to-face consultation. Before making a referral to an Injury Management Consultant we will contact the worker to discuss the referral, explain the role of the Injury Management Consultant and the reason for referral.

If a file review is being considered, then the worker will be asked if they wish to be involved via telephone or face-to-face. We will advise the treating doctor that a referral has been made, provide the reasons for the referral, and let them know that they can be paid for time taken to communicate with the Injury Management Consultant.

When referring a worker to an Injury Management Consultant we will always ensure that any special requirements of the worker are accommodated, the injury type is considered, and conflicts of interest between the Injury Management Consultant, nominated treating doctor or employer are avoided. When referring the worker to attend an appointment they will also ensure that the location of the Injury Management Consultant is within the worker's travel restrictions, the appointment is within a reasonable timeframe and seek the worker's consent if the Injury Management Consultant records (audio or video) consultations.

For file reviews we will let the worker know they will be provided with a copy of the report along with other parties involved in the injury management consultation.

We will make subsequent Injury Management Consultant referrals to the same Injury Management Consultant unless the Injury Management Consultant has ceased to practice, no longer practices in a convenient location to the worker, or the parties agree that a different Injury Management Consultant is required.

Independent Consultant

Independent consultants provide independent peer review of allied health practitioner treatment.

A referral to an independent consultant should be considered if there is any concern about:

- The treatment duration, frequency and/or whether treatment is reasonably necessary.
- The fact that treatment has continued for an extended period without any improvement in functional outcomes, particularly in relation to a worker's capacity.
- The treatment approach most likely to achieve positive work outcomes for the worker.
- Barriers to recovery at work and/or psychological risk factors for delayed recovery and work loss

Medical Support Panel (MSP)

The MSP was developed to provide guidance by leveraging specialist medical expertise to support case managers where there is a medical related request or concern. It is comprised of medical specialists with the expertise to review case files and make recommendations in relation to whether medical investigations and health interventions are best practice and evidence based.

The MSP Specialists will complete a file review based on a referral and relevant supporting documentation they receive from DXC. The MSP will have discussions with relevant stakeholders and provide a recommendation to DXC. DXC will then implement the recommendation provided by the MSP.

Finalisation

Finalising a claim

A claim is finalised when the injury no longer impacts the worker's ability to participate in suitable employment or pre-injury employment and no further treatment is required.

Finalisation of a claim may also include:

- A return to pre-injury duties
- A return to suitable employment with no wage loss or further medical treatment needs.
- A work capacity decision that results in no entitlement to weekly payments and no ongoing medical treatment is required.
- A common law settlement or commutation
- The recovery of damages by the injured worker from a third party
- A dispute of ongoing liability
- The termination of weekly payments and no ongoing medical treatment is required.
- The cessation of weekly payments and medical entitlements under statute due to the passage of time.

When finalising a claim, we will notify all relevant stakeholders and ensure any outstanding costs are reimbursed. Written notification of closure of the claim will be provided two days post the finalisation of the claim. This letter will include information on the date the claim was closed, medical benefits cessation date and what to do if the claim needs to be re-opened.

Reopening a claim

In certain circumstances, it may be necessary to reopen or reactivate a claim that was previously finalised. When a request to reopen a claim is received, we will conduct a thorough review of the worker's claim and decide if there is any further entitlement to benefits. We will also communicate a liability decision to all stakeholders about whether further benefits are payable.

Information and records management

The SIRA Standards of Practice 2 outline that a worker should be informed of 'their right to access their personal and health information' held by an insurer. In accordance with Commonwealth and NSW privacy legislation and privacy principles, a worker's personal and health information should be made available to a worker on their request.

There may be some limited circumstances where exceptions may apply to the provision of a worker's personal and health information. Access requests from a worker should be responded to within 10 working days in accordance with SIRA's Standards of Practice. Reports from third party providers may be released to the worker if the report is regarding the worker.

Privacy and confidentiality

DXC is committed to protecting the privacy of our customers, employees, and members of the public. This commitment applies to everyone at DXC.

This includes our ongoing and temporary employees, contractors, consultants, and others who may be temporarily assigned to perform work or services for DXC.

DXC will not disclose personal or health information unless this is permitted by legislation.

Individuals who want to complain about the management of their personal or health information may wish to contact DXC's privacy officer at dxcnsw-Privacy@dxc.com to discuss their concern or alternatively lodge an internal review under the Privacy and Personal Information Protection Act 1998 and/or the Health Records and Information Privacy Act 2002. Wherever possible DXC will try to resolve the issue informally if the individual agrees to this process.

Customers who wish to seek access or make amendments to their own personal or health information held by DXC, should be aware of the information protection principles and the health privacy principles that must be applied when dealing with personal or health information. When seeking access to information a fee may apply.

See the Privacy Management Plan on the icare website for more information on icare's privacy obligations.

- Website www.icare.nsw.gov.au
- Email privacy@icare.nsw.gov.au
- Mail GPO Box 4052, Sydney NSW 2001

Fraud

Fraud involves making a false or misleading statement while claiming workers compensation, with the intention of obtaining money or gaining financial advantage. This is considered a serious offence and it can carry significant penalties.

For more information, please email DXC at DXCNWS-Fraud@dxc.com or refer to:

- <http://www.icare.nsw.gov.au>
- icarefraud@icare.nsw.gov.au
- contact@sira.nsw.gov.au
- Strategy, Governance and Operations - Workers Compensation, Locked Bag 2906, Lisarow NSW 2252

Factual and surveillance investigations

The SIRA Standards of Practice (standard 24) indicate a factual investigation can be undertaken when the required information cannot be obtained by other less intrusive means.

A factual investigation can involve interviews, scene inspection and document review such as gaining access to information not limited to personnel records or wage records.

We are required to inform the worker if they are requested to participate in a factual investigation. Information that should be provided includes:

- The purpose of the factual investigation and the contact details of the investigator
- The anticipated duration of the interview (should not exceed two hours)
- The worker can nominate the place of the interview.
- The worker can have a support person present at the interview, including a union representative.
- The worker can request an interpreter if required, who does not count as a support person.
- The worker will receive a copy of their statement or transcript within ten working days of the interview.
- The worker can identify witnesses to be considered to assist the investigation.
- The worker is not obligated to participate in the factual investigation; however, the factual investigation will be used to help determine liability for their claim and
- Copies of factual or surveillance reports, including any statements, will be released to the worker if the information is relied on to dispute their claim.

Surveillance can play an important role in the workers compensation scheme, but can significantly erode worker trust, so we are expected to use it judiciously when all other avenues have been exhausted.

The SIRA Standards of Practice (Standard 25) outlines the expectations and benchmarks for insurers when considering whether to conduct surveillance on a claim. Prior to undertaking covert surveillance insurers must make an application to the icare Disputes and Litigation Team for approval.

We are only to conduct surveillance of a worker when:

- There is evidence that the worker is exaggerating an aspect of the claim or providing misleading information in relation to a claim, we reasonably believe that the claim is inconsistent with information in our possession, or we reasonably believe that fraud is being committed, and
- We are satisfied that we cannot gather the information required through less intrusive means and that the benefit of obtaining the information outweighs the intrusion into the worker's privacy, and
- The surveillance is likely to gather the information required.

The insurer is to rely on sound information when identifying the need for surveillance and is not to rely on hearsay, innuendo, or rumour. Insurers are also required to ensure that any surveillance activity meets the requirements set out in the SIRA Standards of Practice (standard 25).

Claim handover

Claim handover is the transfer of a claim from one case manager to another including where a claim may transfer from one Claims Service Provider to another. A claim handover process facilitates efficient and effective transfers and ensures maintenance of momentum and continuity of care.

It follows that all stakeholders should not be disadvantaged when claim handover occurs. Prior to transfer the case manager will undertake key actions and notify stakeholders of the claim handover. They will provide key information to the new case manager and ensure the strategy is shared.

Upon receipt of the file the new case manager will review the information received and obtain any additional necessary information required to assist with management of the claim. Monitoring is undertaken by Insurers to ensure that claims are allocated to the correct case manager and to assess the movement of claims.

Recoveries

DXC is responsible for identifying, investigating, and initiating recoveries actions.

These include:

- Third party recoveries
- Excess
- Overpayments

Third party recoveries

Claims for recovery may be pursued against the third party. Claims for recovery can arise from, but are not limited to motor vehicle accidents, public liability (including slip & falls), occupier liability, labour hire placements and assaults.

Section 151Z of the Workers Compensation Act 1987 (1987 Act) provides a statutory basis for

a workers' compensation insurer to take action against negligent third parties to recover workers compensation benefits paid under workers compensation legislation.

We will complete an early screening to determine recovery potential within the first 21 days of receipt of a new claim. If recovery potential is identified, we will determine what investigation is required to pursue the recovery.

Excess

Claims for excess can arise, whereby employers have failed to notify us after 5 days of becoming aware of the injury. We are responsible for confirming the date of injury AND the date the employer was notified of the injury occurring AND the date the employer notified us. If you, as the employer, then failed to inform us after 5 days of being notified, then excess is applicable as prescribed under section 160 of the Workers Compensation Act 1987.

Where weekly benefits are paid directly to the employer, excess will be automatically deducted from these payments. Where weekly benefits are paid directly to the worker, employers will be invoiced for the excess.

In the circumstances where PIAWE is required to be recalculated which results in a change to PIAWE effective during the initial weeks weekly payment then the applicable amount of excess will also be adjusted.

Overpayments

Can occur when the payment amount was incorrect, payment was made to the incorrect payee or payment had already been reimbursed for the same service/dates/amount (duplicate payment).

Overpayments will be monitored regularly through the provision of duplicate payment reports and reports identifying treatment exceeding SIRA gazetted fee order amounts we will investigate where necessary.

Recovery will be pursued if:

- Any error on our part was caused by inaccurate information provided by the worker, employer, or service provider.
- The inaccuracy was known or ought to have been known by the worker, employer, or service provider.
- Consideration of the worker's personal circumstances identifies recovery of the overpayment would not result in undue hardship.

Recovery will NOT be pursued if:

- Reimbursement of medical and related expenses reasonably incurred by the worker exceed the maximums set by SIRA.
- The weekly benefit overpayment is a result of a change in PIAWE following an interim PIAWE being applied and the new PIAWE amount is now lower than the interim PIAWE previously applied.
- The recipient is unable to repay an overpayment and consideration has been given to the recipient's individual circumstances.

Where the payment is to the worker, the SIRA Standards of Practice (standard 23) outlines the principle for recovery of overpayments due to insurer error. Risks relating to overpayment or duplication of payments to workers will be mitigated where practicable while ensuring efficient management of claims, and overpayments will be managed in a fair and transparent manner. Compliance with this principle is mandatory for all insurers.

Expectations outlined in the SIRA Standards of Practice include:

- Advise the worker of the details of the payment(s) and clearly describe the error and the impact to the worker in writing.
- Where a repayment arrangement has been negotiated with the worker, the insurer should demonstrate they have considered the individual circumstances of the worker including potential financial hardship and outline this in the letter to the worker and obtained the worker's informed consent for repayment in writing before commencement of any repayment arrangement.

Medicare and Centrelink clearance

Medicare

When a worker has had a judgement or settlement in their favour and is currently (or was previously) receiving eligible benefits provided through a government program such as Medicare or nursing home benefits, residential care or home care subsidies, and those benefits relate to treatment and care costs where the insurer is liable (i.e., for the compensable injury / illness), we must advise Services Australia within 28 days from the date of a judgment or settlement:

- About the judgement.
- The settlement; and
- Reimbursement arrangement.

Notice of Charge / Medicare History Statement

Proactive engagement with Services Australia and correct attribution of medical costs helps to ensure prompt payment of entitlements and reduces the risk that a worker will be inadvertently subject to recovery action from Medicare.

A Notice of Past Benefits lists the medical services the worker had claimed under Medicare from the date of injury and the total amount of eligible benefits paid, relating to the compensable injury/ illness if any.

Once the Notice of Charge is reviewed, payment is processed to Services Australia. The amount to be paid is in addition to the compensable amount relating to the percentage of whole person impairment.

Quality assurance program

The Workers Compensation Claims Quality Management Framework is critical in underpinning the Workers Compensation operations. It ensures that the work performed is consistent, transparent and helps icare identify and apply continuous improvements in a systematic way.

Quality Assurance (QA) reviews provide useful insights into relevant claims management issues and themes which can then be used as inputs into a continuous improvement process (along with other inputs such as customer feedback, complaints and return to work (RTW) results).

The Workers Compensation Claims Quality Assurance Framework (QAF) and associated activities focus on:

- informing management of the qualitative aspects of performance
- identifying trends and issues relating to quality of key claims management activities
- supporting effective claims and injury management practices
- providing assurance over management of key risks
- managing performance, improving quality and the continuous improvement of services
- fine tuning QA and other assurance activities.

The Workers Compensation Claims Quality Assurance Framework has been designed with the following objectives or guiding principles in mind:

1. Support the overall objectives of:
 - workers compensation legislation and regulation
 - SIRA standards of practice
 - workers compensation guidelines
 - icare service expectations
2. Relevant icare operational material contributing to the achievement of SIRA customer service conduct principles:
3. To understand the claims and customer experience.
4. To identify, escalate and support effective management of risk and areas for improvement.
5. To enable claims staff to be assessed against KPIs/other requirements.
6. Clear governance processes and QA targets are documented within the quality assurance framework to ensure focus remains on continuous improvement and quality uplift.

Provider management

DXC is committed to ensuring quality service provision for all stakeholders. We engage a wide range of service providers under different arrangements to deliver a broad range of services to meet customer needs.

DXC has established arrangements with a range of third-party service providers to ensure effective and quality services for workers and employers. These arrangements and associated SIRA regulations and fee orders govern service, organisational, insurance and reporting requirements, enabling DXC to ensure quality around service delivery and outcomes. Each service provider is required to achieve and maintain any required registration status for the term of the contract, as well as maintain the required level of insurance for workers compensation, professional indemnity, and public liability.

Other activities undertaken by DXC such as performance monitoring, communications, and issues management, aim to optimise:

- Service outcomes
- Cost-effectiveness; and
- Customer experience.

Employer management practices

Injury Prevention

Both DXC and icare want to ensure that all workers and employers feel safe and supported.

icare has an Injury Prevention team that is focused on supporting employers in NSW to embed good work health and safety (WHS) practices and to prevent injuries from occurring.

Their mission is to encourage the management of WHS in a holistic and creative way, taking steps to intervene and prevent injuries rather than expending resources after the fact on rehabilitation and compensation. Why wait for an injury to happen? Injury prevention strategies can reduce workplace incidents, premiums, and time lost due to injury. These strategies can also improve productivity and improve workplace culture and engagement.

You can contact icare's Injury Prevention team for more information on how we might be able to provide knowledge and support for your business:

Website	www.icare.nsw.gov.au
Email	prevent@icare.nsw.gov.au
Telephone	13 44 22

Providing education and information to employers about Workers Compensation

icare has a Mobile Engagement team (MET) that communicates with employers, brokers, industry associations and other stakeholders across NSW. (www.icare.nsw.gov.au/Met-events)

The MET provide information, updates, and tailor deduction on everything to do with icare, and the NSW workers compensation scheme. The icare website is regularly updated with the latest information regarding policies and premium including information on how a strong return to work process can reduce premium.

Claims data analysis to identify opportunities for improvement.

The icare website has a range of useful tools and reference materials to assist customers better understand their claims performance and identify strategies for improvement. The information in these tools is interactive and will allow customers to filter results by their industry and even region so that the comparative analysis is specific to them.

Injury Management Program communication

Regardless of the size of an employer, the information contained within this Injury Management Program can be used by employers to develop their return-to-work program. The Injury Management Program is always accessible to employers via the DXC website. Additionally, icare's Mobile Engagement Team (MET) facilitates both employer forums and face to face meetings where the Injury Management Program is provided to employers.

Feedback and complaints

DXC is committed to partnering with you to achieve the best outcomes for your business and workers who sustain a workplace injury. This includes receiving and acting on your feedback when things go wrong.

If there is a problem

DXC always strives to do things the right way and keep our customers happy. However, sometimes complaints or disputes may arise. When this happens, our goal is to resolve the issue as quickly and amicably as possible.

Firstly, if there is a problem on a claim, you are encouraged to talk about it with your case manager. Wherever possible, complaints are managed and resolved at first response by whomever has the initial contact with the complainant or their manager. All claim staff are expected to respond to complaints within 2 to 5 business days, as part of a service level agreement with icare.

You can lodge a complaint by calling 13 93 92 (139 DXC) or emailing DXCNSW-Complaints@dxc.com

Complaints to icare

icare is also able to assist with complaints about claims if you are dissatisfied with the response from DXC.

icare can be contacted by calling 13 99 22 or emailing wiclaimsenquiries@icare.nsw.gov.au

Escalated complaints usually require a more detailed investigation and response, and icare aims to resolve the complaint where possible within twenty-one business days.

Complaints to the Independent Review Office and the State Insurance Regulatory Authority

Workers with an unresolved enquiry or a complaint about the insurer can contact IRO by calling 13 94 76, lodging online, or via email, direct with IRO complaints@iro.nsw.gov.au.

Employers or other stakeholders with an unresolved enquiry or complaint about any aspect of a workers compensation claim can contact SIRA on 13 10 50 or by email at contact@sira.nsw.gov.au.

Dispute resolution

The legislation allows an injured worker to request a review of a liability, pre-injury average weekly earnings calculation or work capacity decision that is disputed by a worker before it is referred to the Personal Injury Commission for determination.

Employers who disagree with an insurer's liability or work capacity decision can also ask for a review by completing and submitting an application for review.

Each of our Claims service providers are responsible for undertaking pre-injury average weekly earnings calculation and work capacity decisions reviews.

icare's Dispute Resolution and Litigation Team is responsible for undertaking liability reviews on behalf of the claims service providers.

The assigned reviewer must conduct and notify the outcome of the review within fourteen calendar days after the request is received.

Litigation

Litigated matters are disputes that have been escalated to the Personal Injury Commission or the Courts for resolution.

Decisions about the actions to be taken on a litigated matter will be made by your claims service provider. You can contribute information to assist in defending the litigation, participate in discussions between the claims service provider and their appointed legal service provider and attend hearings.

Claims service providers are required to participate in Personal Injury Commission hearings in accordance with the SIRA Standards of Practice. This means they must be available to participate and provide instructions to their appointed legal service provider.

More information can be found on the Legal services fact sheet for employers icare website.

Service	Contact
<p>Independent Review Office (IRO)</p> <p>IRO is an independent statutory office whose role includes dealing with complaints, as well as managing the provision of legal assistance to injured workers.</p>	<p>13 94 76</p> <p>www.iro.nsw.gov.au</p>
<p>State Insurance Regulatory Authority (SIRA)</p> <p>State Insurance Regulatory Authority (SIRA) regulates the workers compensation system in NSW and provides information to insurers, workers and employers on the rights, roles, and obligations of everyone involved in the workers compensation system.</p>	<p>13 10 50</p> <p>www.sira.nsw.gov.au</p>
<p>Personal Injury Commission (PIC)</p> <p>The PIC is an independent statutory tribunal that resolves workers compensation disputes between injured workers, employers, and insurers.</p>	<p>1800 742 679</p> <p>www.pi.nsw.gov.au</p>

DXC Technology

Email: dxclaims@workerscomp.nsw.gov.au

Telephone: 13 93 92 (139 DXC)

Address PO Box 1670, North Ryde, 2113

About DXC Technology

DXC Technology (NYSE: DXC) helps global companies run their mission-critical systems and operations while modernizing IT, optimizing data architectures, and ensuring security and scalability across public, private and hybrid clouds. The world's largest companies and public sector organizations trust DXC to deploy services to drive new levels of performance, competitiveness, and customer experience across their IT estates. Learn more about how we deliver excellence for our customers and colleagues at [DXC.com](https://www.dxc.com).