



CompManagement
Health
Systems, Inc.

Ohio Workers' Compensation Claims Filing Procedures

- Step 1** Ensure the injured worker receives appropriate care as quickly as possible. Direct the injured worker to a preferred occupational medicine provider or a BWC certified provider. The injured worker may seek initial or emergency treatment from any medical provider regardless of BWC certification status.
- Step 2** Complete an MCO Information Card and give it to the injured worker. The card should be taken to the provider and will assist the provider in identifying CompManagement Health Systems (CHS) as your managed care organization (MCO #10005). This is a BWC requirement.
- Step 3** Report the injury to CHS. There are several different ways to report an injury. Please refer to: *OPTIONS FOR FILING A WORKERS' COMPENSATION CLAIM* (attached).
- Step 4** Remind the injured worker to update you with return to work and/or modified duty information after the provider visit. If follow up treatment is necessary, the injured worker is required to treat with a BWC-certified provider or medical bills may become the responsibility of the injured worker. For a complete list of BWC certified providers, please go to www.chsmco.com or www.ohiobwc.com.
- Step 5** Make copies of all documents related to the workers' compensation claim for your files and ensure any additional information is faxed to CHS.
- Step 6** Any questions or concerns should be directed to the CHS Employer Services Department. Call 1-888-247-7799 and select Option 4.

CompManagement Health Systems, Inc.
P.O. Box 1040
Dublin, OH 43017
Toll-free number: 1-888-247-7799
Fax: 1-800-334-4229
For pharmacy inquiries, please call the
Pharmacy Benefit Manager: 1-888-796-3864