

Office of the Superintendent of Schools
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland

January 29, 2020

MEMORANDUM

To: Members of the Board of Education
From: Jack R. Smith, Superintendent of Schools
Subject: CorVel Corporation Claims Administrator Process (FMC-12-12-19-03)

Question

Ms. Dixon asked staff provide a copy of the letter sent by CorVel Corporation to employees after an incident/accident had been reported, and a list of in-network physicians that employees can use in order to receive 100 percent of their salary while recovering.

Response

Montgomery County Public Schools (MCPS) employees injured in their workplace receive a letter from the Employee and Retiree Services Center that explains the procedure to obtain full benefits through the MCPS Workers' Compensation program (Attached). CorVel Corporation does not send a letter to employees after the reporting of an incident/accident.

The first bulleted item in the letter indicates that employees receive full benefits when treated by an in-network physician. The same information is provided by the claims adjuster at CorVel Corporation. The claims adjuster provides a list of participating physicians based on the type of medical specialty involved in treating an employee. Currently, approximately 49,000 physicians are in-network physicians.

If you have any questions, please contact Ms. Nicola Diamond, chief financial officer, at 240-740-3160.

JRS:ND:DKM:KT:jp

Attachment

Copy to:
Executive Staff
Ms. Webb

Employee and Retiree Service Center
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland 20855

January 24, 2020

Re: Important Notice Regarding Workers' Compensation
Information for Injured Employees

Dear,

The Employee and Retiree Service Center (ERSC) has been advised that you may have suffered a work related injury or illness. In order to receive full benefits through Montgomery County Public Schools Workers' Compensation program, please read and follow the instructions below. CorVel Corporation (P.O. Box 44015, Baltimore, Maryland, 21236, 1-800-234-5003) is MCPS' third party claims administrator for all Workers' Compensation claims. They investigate, determine compensability, and authorize appropriate payments from MCPS.

Please review and carefully follow all of these program requirements:

- In order for you to receive Workers' Compensation leave at full salary from MCPS, a network physician must treat you. If you elect treatment in an emergency room or urgent care center, and need additional treatment, please contact CorVel Corporation for a referral to an in network physician. If you elect to be treated by a physician outside of the network, you will be required to use your available leave. If you have no leave available, you will only receive state-mandated benefits. To determine if your physician participates in the network, you may call CorVel Corporation at the telephone number above. Not all doctors in the MCPS insurance plans are in-network physicians.
- All Medical bills should be sent directly to CorVel Corporation P.O. Box 6966, Portland, OR 97228.
- CorVel Corporation has a prescription drug benefit program at no cost to the employee. To participate in this program, please contact CorCareRX at 1-800-563-8438 or CorVel Corporation.
- If you are absent 5 days or more from work because of your injury, you must complete MCPS Form 430-1, Leave Request, and have your doctor complete MCPS Form 440-35, Certification of Physician. Submit both forms to your principal/director for signature and forward to ERSC. Both forms are available on the MCPS website or at your work location. Be sure to submit leave forms for all the days you are absent.

- To expedite the investigation and processing of your claim, Form 440-35, Certification of Physician, as well as any other pertinent medical documentation should be forwarded to your assigned adjuster at CorVel Corporation.
- You may be carried on Workers' Compensation leave for up to one year from the date of your incident. If you are absent from work for more than one year, you must use your own available leave. If you have no leave available and go into a no-pay status, you will be responsible and billed for the full 100% cost of your health insurance benefits. The full 100% costs includes both the normal active employee share of benefit costs plus the portion normally paid by MCPS on behalf of active working employees. The full 100% cost rates are available on the MCPS web site, and are also available on request from ERSC.
- If your injury causes you to be absent for more than 60 working days, you will be placed on long-term leave. While on long-term leave, you are still an employee of MCPS in an unassigned status. When your doctor clears you to return to duty, the Office of Human Resources and Development (OHRD) will work with you to place you in the same or similar job to the one you had before going on leave.
- If you are absent five days or more from work you are required to have your doctor complete Form 440-40, Return to Work Evaluation, before returning to your position. The form should be forwarded to ERSC at least 24 business hours before your expected return. If you are on long term leave, please provide the Return to Work Evaluation at least 10 days prior to your expected return. ERSC or OHRD will inform you and your administration of your clearance to return.

The goal of MCPS and CorVel Corporation is to ensure that each injured employee receives high quality medical care, receives prompt payment of benefits, and returns to his/her regular duties as soon as medically possible.

If you have any questions, please call our claims service or the Leave Administration Unit within the Employee and Retiree Service Center at 301-517-8100.

Sincerely,

Jackie Butt
Senior Specialist, Leave Administration
and Workers' Compensation