

**PROCEDURE**

Effective Date: 7/1/2010

Approved By: Director, Environmental Health and Safety

Authority: [RCW 51.28.070](#)  
[WAC 296-14-970](#)

Cancels:

See Also

**PRO-U5950.13A ACCESSING WORKERS' COMPENSATION CLAIM INFORMATION**Action by:Workers' Compensation  
Claims ManagerAction:

1. **Receives** request to access information contained in a university employee workers' compensation claim file.
2. **Identifies** the individual making the request.
3. **Determines** whether denial or approval may be appropriate under university policy.
  - 3a. If requestor is external **advises** that request cannot be granted and **refers** requestor to the Washington State Department of Labor and Industries (L&I).
  - 3b. If requestor is claimant **advises** request cannot be granted and **assists** claimant in accessing claim file through L&I.
  - 3c. If requestor is university Human Resources disability/medical leave coordinator **provides** redacted information as appropriate under this policy.
    - 3c.1. **Documents** release to claim file.
  - 3d. If requestor is public employee requesting information in the course of their official duties **forwards** request to Director of Environmental Health and Safety (EHS) and university Assistant Attorney General (AAG)

## PROCEDURE

Action by:

AAG

Director of EHS

Workers' Compensation  
Claims Manager

Action:

4. **Reviews** whether access is appropriate under applicable laws and university policy.
  - 4a. If access is inappropriate **advises** Director of EHS to deny request.
  - 4b. If access is appropriate **advises** Director of EHS of scope of information to be released.
5. **Determines** whether request will be granted.
6. **Informs** workers' compensation claims manager whether access will be granted.
  - 6a. If request is to be granted, **forwards** AAG recommendations to workers' compensation claims manager.
7. **Advises** requestor whether request will be granted.
8. If request is to be granted, **redacts** information according to scope of release determined by AAG and Director of EHS.
9. **Provides** redacted information to requestor.
10. **Documents** release to claim file.