

POLICY

Effective Date: October 4, 1993

Approved By: President's Council

Authority: RCW 51.28.070 and WAC 296-14-970

Cancels:

See Also:

POL-U5950.13 ACCESS TO WORKERS' COMPENSATION CLAIM INFORMATION

This policy applies to all employees and others with interest in workers' compensation claim information.

The State of Washington Department of Labor and Industries is the official record keeper of Western Washington University's industrial insurance employee claim files. Under RCW 51.28.070, industrial insurance claim files and records of injured workers are confidential.

References to the "department" and "director" refer to the State of Washington Department of Labor and Industries. The "employer" would be Western Washington University, and the "duly authorized representatives" for Western Washington University are the Workers' Compensation Claims Manager and the Director of Environmental Health and Safety.

Signed authorization of the claimant allowing representatives to reviews his/her claim file shall be submitted to Labor and Industries, the official record keeper of industrial insurance claim files. A written request by the claimant to review his or her own claim file shall also be submitted to Labor and Industries in accordance with WAC 296-14-970.

1. The University recognizes the need to maintain the integrity of workers' compensation records.

Activities arising from the provisions of the Washington State Industrial Insurance Law, American Disabilities Act, Equal Employment Opportunity Commission, Human Rights Commission, and the Freedom of Information Act may impact employee claim information.

2. The Director of Environmental Health and Safety is the records coordinator or custodian for all internal University Labor and Industries' state fund (workers' compensation) claim information.

POLICY

3. **The Director ensures that the confidentiality of internal claim information is maintained in accordance with RCW 51.28.070.**

No claim information, including verifying that there has or has not been a claim, shall be released to employers considering an individual for employment.

4. **The Director of Environmental Health and Safety determines the eligibility of the individual requesting access to the University's workers' compensation claim information.**

A written authorization by the Director of Environmental Health and Safety is used to establish specific access to employee claim information. Access may include viewing or copying of documents.

Access conditions will be based on counsel given to the Director by Western Washington University's Assistant Attorney General.