

CASE MANAGEMENT AND UTILIZATION REVIEW FORM GUIDELINES

There are two required forms which must be submitted to the Workers' Compensation Division of the State of Tennessee for every lost time claim which requires case management or utilization review. A lost time claim is one in which the injured employee does not return to work within seven days after the accident or one in which there is a permanent disability (regardless of days lost).

The first required form is the notification. The utilization review notification form should be submitted to the state immediately after the case has been referred to the utilization review provider. The case management notification should be submitted to the State within ten (10) days of the mandatory face to face visit between the case manager and the injured or disabled employee.

The second required form, the closure, is to be completed by the provider of either case management or utilization review services. At the conclusion of these services, the original closure form should be submitted to the State.

Please contact the Workers' Compensation Division of the State if you need additional copies of these forms or, if you wish, to purchase a copy of the latest Tennessee Workers' Compensation Law which outlines the mandatory systems of case management and utilization review. Please direct questions regarding the completion of these forms to Suzy Douglas, R.N. at (615) 532-1326.