

Liberty Mutual/Coventry Preferred Provider Program

EMPLOYER IMPLEMENTATION CHECKLIST

This information is for **EMPLOYER USE ONLY** and should not be distributed to employees

Helmsman Management Services strongly encourages the use of the Liberty Mutual/Coventry Preferred Provider Program (PPP) in Illinois, as it provides one of the most effective ways to control workers compensation costs.

This checklist is designed to assist customers implementing the Liberty Mutual/Coventry PPP.

You must complete the following requirements:

<p>1. Distribute the following documents in electronic or print format to all Illinois employees:</p> <ul style="list-style-type: none">– Notice of Workers Compensation Preferred Provider Program (PPP) advisory form. <p><i>We recommend each employer document the method of delivery, to whom the documents were delivered, the location of the delivery, and the date(s) of delivery.</i></p>	<input type="checkbox"/>
<p>2. Post the Notice of Workers Compensation Preferred Provider Program (PPP) advisory form in a conspicuous location at each of your Illinois locations.</p>	<input type="checkbox"/>
<p>3. Provide the Notice of Workers Compensation Preferred Provider Program (PPP) advisory form to all new employees hired after your initial enrollment period.</p> <p><i>Consider including these documents as part of your new hire packet. Notification should be completed within three (3) business days of hire and retained as part of their personnel file.</i></p>	<input type="checkbox"/>
<p>4. When an occupational injury or illness is reported you should:</p> <ul style="list-style-type: none">– Provide the Notice of Preferred Provider Program For Workers Compensation Medical Care form to the injured or ill worker.– Direct the injured worker to a PPP provider.– Report the claim to Helmsman Management Services immediately. <p><i>If an emergency, call 911 or seek immediate medical care as appropriate.</i></p>	<input type="checkbox"/>



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ILLINOIS