
 <p><b>HAWAII HEALTH SYSTEMS</b> CORPORATION "Touching Lives Everyday"</p>	<p>Department: Human Resources</p>	<p>Policy No.: <b>HR 0014</b></p>
		<p>Revision No.:</p>
<p><b>POLICY AND PROCEDURES</b></p>	<p>Issued by: <b>Janice Yee</b> VP &amp; Dir. of Human Resources</p>	<p>Effective Date: <b>January 29, 2009</b></p>
	<p>Subject:</p> <p><b>Workers' Compensation Stipulation and Settlement Agreement and Orders</b></p>	<p>Approved By:  HHSC Board of Directors By: Raymond Ono Its: Secretary/Treasurer</p>
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- I. **POLICY:** Whenever appropriate, the Hawaii Health Systems Corporation (HHSC) will attempt to settle all workers' compensation (WC) claims that result in claimant's permanent partial disability (awards exceeding \$10,000), following review of a detailed case analysis from the Third Party Administrator (TPA) or counsel. WC settlement agreements shall be standardized as to form across the system, to the extent possible. Settlement agreements involving claimants employed by facilities or regions shall be signed by the respective Regional CEOs on behalf of HHSC.
- II. **COVERAGE:** This policy covers all five Regions (East Hawaii, West Hawaii, Maui, Kauai and Oahu) and the Corporate Office.
- III. **GENERAL DESCRIPTION:** The respective facility, regional or corporate WC personnel must work with their adjuster, and assigned counsel when appropriate, to timely evaluate and resolve matters to achieve the objectives of claims closures and containment of future claim expenses.
- IV. **GENERAL PROCEDURES:**
  - A. WC personnel shall ensure that the TPA adjuster or attorney timely submits a detailed case analysis of each permanent partial disability claim, including amounts needed to negotiate claim closure.
  - B. Settlement authority shall be obtained from the respective Regional CEO, Regional System Board, or in the case of a Corporate employee, the President/CEO.
  - C. Once settlement funds are authorized and approved, WC personnel will authorize the adjuster or attorney to negotiate with the claimant. Negotiations with a claimant prior to such authorization are not permitted and will not be honored.
  - D. If agreement as to settlement terms is reached, a written workers' compensation settlement agreement ("WC Settlement Agreement") shall be prepared.
  - E. WC personnel, in consultation with the adjuster, and counsel if necessary, shall ensure that the WC Settlement Agreement terms relate only to workers' compensation and not labor or employment issues.
  - F. WC personnel in consultation with the adjuster shall ensure that the Settlement Agreement is consistent in form with other current HHSC WC Settlement

Agreements. Should changes be necessary to this format, the WC specialist must have the TPA review and approve the changes before incorporating them into the agreement.

- G. If, in order to achieve a global settlement, labor- or employment-related terms are negotiated and agreed on, WC personnel must ensure that counsel prepares a separate settlement agreement incorporating those terms, so that the WC Settlement Agreement is limited to workers' compensation-related terms only.

Contact the Corporate Human Resources office or Regional Human Resources offices on any questions you may have about this policy.