

EMPLOYER Notice

Ohio Public Employees Retirement System • 277 East Town Street • Columbus, Ohio 43215

Disability determination process enhanced to include new forms and third party partnership**Who should read this notice**

Those responsible for processing OPERS disability paperwork

Situation overview

Beginning February 1, 2011 OPERS will begin partnering with the MLS Group of Companies, Inc. to process disability applications and to provide independent medical examinations. The MLS Group of Companies includes Managed Medical Review Organization (MMro), MLS Peer Review Services, and MLS National Medical Evaluation Services.

The MLS Group of Companies, Inc. will partner with OPERS to provide the following services:

- Clinical Case Triage Services
- Independent Medical Evaluations
- Functional Capacity Evaluation
- Peer to Peer Review Services

The above services will be woven throughout all facets of the OPERS disability benefits program including:

- Assessment of new applications
- Appeals
- Continued treatment
- Annual reviews
- Employment assessments
- Benefit termination requests, and
- Early survivor benefit disability decisions

Also on February 1, 2011 OPERS will release a revised *Report of Employer for Disability Benefit Applicant* form (DR-4). Changes to the form include:

- **Section 1 Employee's Personal Information** - OPERS is now requesting employers provide employees' gender and date of birth information.
- **Section 2 Certification by Department Head** - OPERS is requesting more detailed contact information for both a primary and secondary employer contact. This information consists of email addresses, contact names, office hours, preferred times to call and preferred method of contact.

Note:

OPERS is partnering with a third party, MLS Group of Companies, Inc. to enhance the disability benefits determination process.

Beginning February 1, 2011 outdated versions of the Report of Employer for Disability Benefit Applicant form (DR-4) will be rejected.



1-888-400-0965

www.opers.org

More information on back

- A new section **Employer Reported Member Physical Job Demands** and a general remarks field regarding additional physical/mental job demands have been added to the form. This information will be essential in gaining a vocational understanding of the member's capacity as it relates to his or her job duties.

What employers need to do

- Immediately discard outdated copies of the *Report of Employer for Disability Benefit Applicant* form (DR-4) dated January 2008 or earlier.
 - OPERS will return outdated disability forms beginning February 1, 2011.
- Direct employees to the OPERS website, www.opers.org, to obtain the most current version of OPERS disability benefits forms.
- Complete the *Report of Employer for Disability Benefit Applicant* form (DR-4) in its entirety. Omitting information may result in a delay in the application process.
- Educate staff to raise awareness of the changes. During the disability application process MMro staff may reach out to employers to request clarification of information on the *Report of Employer for Disability Benefit Applicant* form (DR-4).
- If you or your Department Heads are contacted by MMro, OPERS requests that you assist MMro so they have the best information to make disability benefits determinations for your employees.

Why this is important

Outdated OPERS disability forms will not be accepted as of February 1, 2011. Failure to provide completed information on the *Report of Employer for Disability Benefit Applicant* form (DR-4) or to comply with MMro inquiries could result in a delay in the disability application process for your employees.

Changes to the *Employer Manual*

No revisions to the *Employer Manual* have been made as a result of this *Employer Notice*.

Whom to contact for more information

After reviewing this *Employer Notice*, contact Employer Outreach with questions at 1-888-400-0965, or by e-mail at employeroutreach@opers.org.

This Employer Notice is written in plain language for use by public employers who are subject to coverage under the Ohio Public Employees Retirement System. It is not intended as a substitute for the federal or state law, namely the Ohio Revised Code, the Ohio Administrative Code, or the Internal Revenue Code, nor will its interpretation prevail should a conflict arise between it and the Ohio Revised Code, Ohio Administrative Code, or Internal Revenue Code. Rules governing the retirement system are subject to change periodically either by statute of the Ohio General Assembly, regulation of the Ohio Public Employees Retirement Board, or regulation of the Internal Revenue Code. If you have questions about this material, please contact our office or seek legal advice from your attorney.



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