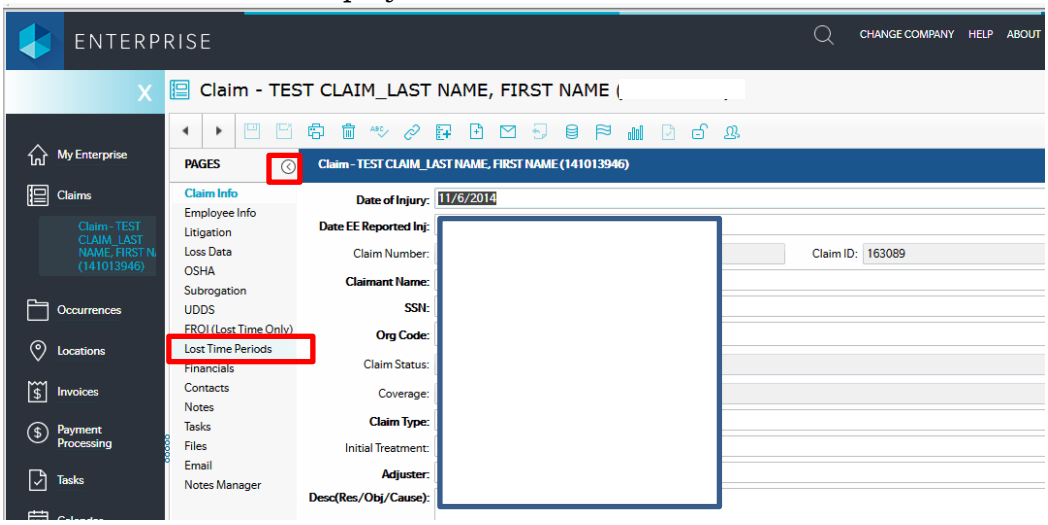
Lost Time Periods Page

Use the Lost Time Periods page to track lost or restricted time from work caused by injury or illness. From the Lost Time Periods page you can create a new period to track **Away From Work** or **At Work Restricted** period types. When a lost or restricted time period is entered, the days are calculated for OSHA reporting and the Lost or Restricted totals.

To View the Lost Time Periods Page

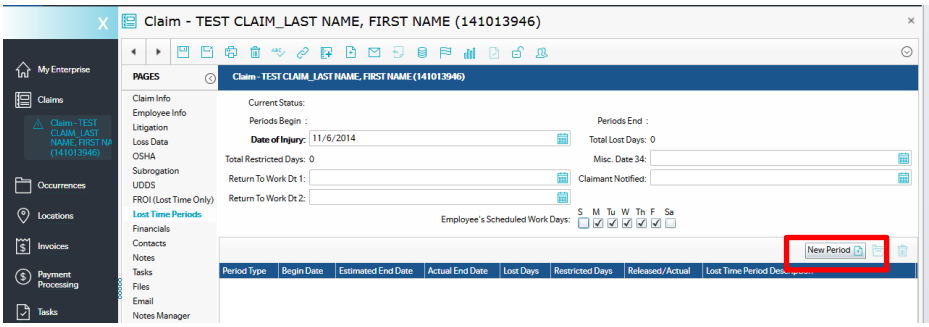
- From the Managers menu, click **Claims**.
- Search for and open the desired claim.
- From the "Pages" menu, click the **Lost Time Periods** page link. The Lost Time Periods page displays.

Note: The **Loss Date** displayed is the loss date on the claim.



Select the Employee's Scheduled Work Days.
These are the days the employee is normally scheduled to work. The days selected will be used to calculate the Total Lost Days and Total Restricted Days

***Note:** If you modify the Scheduled Work Days you will need to save the claim before you enter a new Period.



Enter New Period:

- Click **New Period**.
- Select either **Away From Work** or **Work Restricted**
- Click **OK**.
- Enter the required fields.

Away From Work

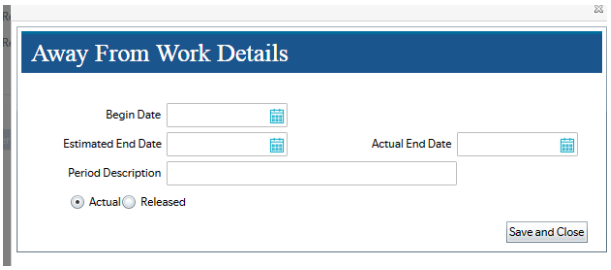
- Enter the **Begin Date** of the period.
  The date entered must be on or after the **Loss Date**.
- Enter the **Estimated End Date** of the period.
- If you want to close the period, enter an **Actual End Date**.

Note: If a period does not have an Actual End Date entered, the period length will be the Begin Date to the Estimated End Date. The Actual End Date cannot be set to a future date.

- Choose **Actual** or **Released** as a designation for the dates entered.

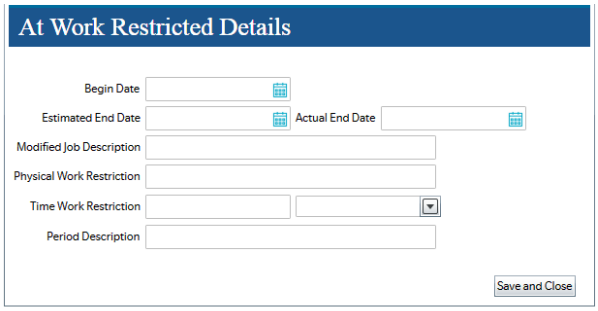
Note: "Released" indicates that although a physician has released the employee to return to work, the employee has not yet done so.

- **If the End Date is Actual: You will be prompted to enter the Current Status.**
- **Note:** If a status of **Away From Work** or **At Work Restricted** is selected you will be prompted to add a new period.
- If the End date is estimated the Screen will save and close.



Work Restricted

- Enter the **Begin Date** of the period.
  The date entered must be on or after the **Loss Date**.
- Enter the **Estimated End Date** of the period.
- If you want to close the period, enter an **Actual End Date**.
- **Note:** If a period does not have an Actual End Date entered, the period length will be the Begin Date to the Estimated End Date. Also, the Actual End Date cannot be set to a future date.
- If required, enter the **Modified Job Description**.
- If required, enter the **Physical Work Restriction**.
- If restrictions are in place for the time an employee is allowed to work:
- Enter a numeric value for the **Time Work Restriction**.
- Click to display the full list of options: **Days per Week**, **Hours per Day**, **Hours per Week**.
- Choose the appropriate restriction from the list.
- **Note:** The numeric value entered for an hour per week restriction cannot exceed 168.
- Click **Save and Close**.



Continue to enter the lost period until the claims Lost and Restricted days are complete.