QBE Connect®

Factsheet VIC

Weekly Payment Reimbursement Request

Victorian employers who fail to seek timely and accurate reimbursement of weekly compensation may not be paid.

Employers who have paid weekly compensation to an injured worker must request reimbursement from QBE within three months of making those payments. If reimbursement is not requested within three months QBE will not be able to make any reimbursement payments unless the delay was reasonable.

All requests for late reimbursement will be considered to be unreasonable unless the delay can be justified by the employer in accordance with the guidelines endorsed by the Victorian WorkCover Authority [VWA].

How to apply for reimbursement

When requesting reimbursement pursuant to Section 114D of the Accident Compensation Act 1985 employers must provide sufficient information to enable QBE to determine the amounts to be reimbursed for the period claimed. The information required will depend on the circumstances.

Weekly Payment Reimbursement Request

Employers are required to complete a Weekly Payment Reimbursement Request form when seeking reimbursement for weekly compensation payments.

Completing a request form with every submission for reimbursement of weekly compensation will avoid unnecessary delay of payments. The forms are provided as an aid for employers to correctly calculate reimbursement amounts, and to streamline the process by providing all relevant information at the onset of the request.

What employers need to do

What employers need to do is simply complete a Weekly Payment Reimbursement Request form, attach the valid WorkCover Certificate Of Capacity and forward the information to their QBE Case Manager within three months of making payments. *(Employers who are already providing QBE with regular reimbursement by other means do not need to change their existing practice.)*

Weekly Payment Reimbursement Request forms are available direct from your QBE branch or online at www.qbe.com.au/workerscompensation

Help us to help you

If you are unsure about requesting timely and accurate reimbursement please contact your QBE Case Manager for clarification.

Injured worker's capacity for work as indicated on Certificate of Capacity for period claimed	Information employers to provide within 3 months of making payments
• Unfit for any work duties	• Valid certificate of capacity for the period claimed • Completed Weekly Payment Reimbursement Request form, or equivalent, in writing.
• Fit for modified duties or fit for alternative duties but has not returned to work during the period claimed	• Valid certificate of capacity for the period claimed • Completed Weekly Payment Reimbursement Request form, or equivalent, in writing. • Written statement from employer confirming worker did not return to work during period claimed
• Fit for modified duties or fit for alternative duties and has returned to work and received current weekly earnings for period claimed	• Valid certificate of capacity for the period claimed • Completed Weekly Payment Reimbursement Request form, or equivalent, in writing. • Written statement from employer providing details of dates, hours and current weekly earnings received by the worker for the period claimed.
(In every claim the employer must have already paid the worker weekly compensation to which the worker was entitled).	

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