

Stand Alone Job Analysis (SAJA) Referrals

Return to Work Partnerships

TIPS AND BEST PRACTICES



Note: This information is intended for use by Vocational Rehabilitation Counselors (VRCs).

Timely completion of a Stand-Alone Job Analysis (SAJA) referral is important for claim adjudication.

For example, unnecessary delays may contribute to overpayments for workers with undetermined claims.

When having trouble obtaining job analysis information, consider alternative resources and methods to complete the referral within the 15-day timeframe. A job analysis may be considered complete regardless of verification signatures from the employer or worker, but occasionally a new referral is needed to address disagreements or unique challenges.

For a new SAJA referral, enter code “JA02: Job Analysis Not Complete”.

Additional helpful tips when using the JA02 outcome code:

- Do not send in a closing report when a new referral is needed.
- Do not call the claim manager, or the VSS to request a new referral.
- JA02 requests are processed daily.
- An EVOC explaining the need for another referral may be helpful but does not replace the need to enter the JA02 outcome code for a new referral.

If you entered the JA02 code but have not received a new referral within two business days, or for any other questions regarding SAJA referrals, email the [Vocational Recovery Project](#).