**University of Mary Washington’s Workers’ Compensation Procedures (updated 2/17/2016)**

1. Employee reports his/her injury to their supervisor within 30 days, preferably immediately after it occurs.
2. Supervisor and Injured Employee should complete WC Accident Report together - Number 11-29, 31-36 and 40-52 so that Human Resources may properly file the Employer’s Accident Report.
3. Supervisors are to provide the Injured Employee at least 3 doctors from the Approved Panel of Physicians list. The Injured Employee must pick one to receive medical treatment and complete the Panel Physician form of their election. Even if an employee does not plan to seek medical treatment a physician should still be selected in case at a later time the injured employee needs to seek treatment. Once a panel has been selected, the injured employee agrees to seek treatment from this physician’s office for their work related injury.
	1. All forms and Approved Physicians Panel list can be found on the Human Resources section on University of Mary Washington’s website <http://adminfinance.umw.edu/hr/benefits/benefits-forms/workers-compensation-return-to-work/> . (Policies A-Z under Worker’s Compensation).
	2. If this is an emergency, the employee may seek treatment before completing the required forms; however forms must be completed immediately after treatment. If the injured employee goes to the Emergency Room, please contact Human Resources (X1046) and our Safety Office (X1234). The injured employee will still need to select a panel physician to seek future treatment.
	3. The WC Accident Report must be completely filled out with a **full** description of the injury. **Both** the supervisor and the injured employee should sign the bottom of the WC Accident Report.
4. A written or typed statement from the injured employee is needed to explain what happened in their own words (injury (including what part(s) of the body), where it happened, time of day, weather conditions if applicable, etc). Injured employee needs to sign and date the statement. Also if there were any witnesses to the employee’s injury please have them complete a written statement.
5. Both forms must be completed and submitted to Human Resources within 5 days of notification of injury to Jennifer Cooper or Denise Frye. We ask that you fax (654-2514) a copy to Human Resources and follow up with the original. (Human Resources have 10 days from date of injury to file the notice with the Worker’s Compensation Carrier.)
6. We ask the supervisor to use their discretion on accompanying the injured employee to their initial medical treatment visit. Upon observation, if the injured worker shouldn’t drive please accompany them.
7. All medical notes, billings, work certificates, out of pocket prescriptions costs, doctor’s notes with or without work restrictions, etc. should be submitted to Human Resources for submission to Worker’s Compensation Carrier.
8. If an employee needs a prescription, we ask that you contact Human Resources for First Script Authorization. This will allow the injured employee to receive their first prescription with no out of pocket cost.
9. We ask that the injured employee notify Human Resources of any time missed for follow up appointments including physical therapy and to write the letters WC on those leave slips. Remember: the injured employee must use his/her own leave for any treatment outside of the date of injury. Once the injured employee’s claim has been approved by the worker’s compensation carrier, medical expenses and lost time may be covered as specified by the Worker’s Compensation Act.
10. If the injured employee will lose 7 or more days from work due to the injury and the injured employee is a VSDP participant they are required to contact Reed Group to initiate a Short Term Disability claim that will run concurrently with their Workers’ Compensation claim. While the claim is pending a determination of compensability under Workers’ Compensation, VSDP will make a determination on the claim as a non-work-related - short term disability claim. If and when the claim is approved under Workers’ Compensation, Workers’ Compensation will be the primary benefit and VSDP will supplement the benefit up to the income replacement level. In order to receive the full benefit the injured employee must contact Reed Group to initiate a short term disability claim.
11. If the injured employee has restrictions from their treating physician those must be presented to Jennifer Cooper or Denise Frye in Human Resources before the employee is permitted to return to work. Human Resources will work with the injured employee’s supervisor to determine if the restrictions impact their job and if accommodations are needed.
12. Claims are open for 2 years unless a lifetime medical has been awarded.