

University of Mary Washington's Workers' Compensation Procedures (updated 10/8/2024)

1. Employee should report injury to their Supervisor within thirty (30) days, preferably immediately after occurrence.
2. Supervisor and Injured Employee complete [WC Accident Report](#) together – items 11-29, 31-36 and 40-52 - so that Human Resources may timely file the Employer's Accident Report within the ten (10)-day reporting requirement.
3. Supervisors should provide the Injured Employee at least three (3) doctors from the Approved Panel of Physicians list. The Injured Employee must select one to receive medical treatment and complete the Panel Physician form indicating their selection. Even if an Employee does not plan to seek medical treatment, a physician should still be selected in case the injured Employee needs to seek treatment at a later time. Once a physician has been selected, the injured Employee agrees to seek treatment from this physician's office for their work-related injury. **(Please note** - specialist appointment does require WC approval before they will schedule an appointment. Emergency Room is for after hours and all emergencies.)
4.
 - a. All forms and Approved Physicians Panel list can be found in 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).
 - b. If the injury 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 (X2108). The injured Employee will still need to select a panel physician to seek future treatment.
 - c. 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.
 - d. 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. If there were any witnesses to the Employee's injury, a written statement should be provided by the witness.
 - e. Both forms must be completed and submitted to Human Resources within five (5) days of notification of injury to Janet Hudgins/Denise Frye. We ask that you fax (654-2514/1078) a copy to Human Resources and follow up with the original. (Human Resources has ten (10) days from date of injury to file the notice with the Worker's Compensation Carrier.)
5. 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.

6. All medical notes, billings, work certificates, out of pocket prescription costs, doctor's notes with or without work restrictions, etc. should be submitted to Human Resources for submission to Workers' Compensation Carrier.
7. If an Employee needs a prescription, please contact Janet Hudgins/Denise Frye in Human Resources for First Script Authorization. This will allow the injured Employee to receive their first prescription with no out-of-pocket cost.
8. We ask that the injured Employee notify Human Resources of any time missed for follow-up appointments including physical therapy. Remember: the injured Employee must use their own leave for any treatment outside of the date of injury. Once the injured Employee's claim has been approved by the Workers' Compensation carrier, medical expenses and lost time may be covered as specified by the Workers' Compensation Act.
9. If the injured Employee will be absent seven (7) or more days from work due to the injury and the injured Employee is a VSDP participant, Employee is required to contact Alight Group to initiate a Short-Term Disability claim that will run concurrently with the 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 Alight Group to initiate a short-term disability claim.
10. If the injured Employee has restrictions from their treating physician, those restrictions must be presented to Janet Hudgins/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 will impact their job and if accommodations are needed. A [transitional employment plan](#) will need to be completed by the Supervisor and reviewed and signed by the Employee.
11. Claims are open for two (2) years unless a lifetime medical determination is awarded.