



Reporting Work-Related Injuries and Investigation

(Formerly Supervisor's Accident Checklist)

When an accident or incident occurs, the employee injured is required to immediately report it to his or her supervisor. Upon receiving notification the supervisor is required to offer a *Workers' Compensation Panel of Physicians, Form 106*. The employee must read, select a physician, and sign the Panel of Physicians form. Human Resources can assist in making the appointment, if needed.

Employees requiring **immediate** medical attention for **serious** injuries may visit the Emergency Room and will need to report to the hospital that the injury is work-related and that bills should be sent to the College. All follow-up medical treatment must be provided by a Workers' Compensation panel physician.

Once an employee reports a work-related accident/incident, the supervisor must immediately complete the *Accident/Incident Report, Form 107*. This report must be sent or brought to the Human Resources Department within 24 hours of the time of the injury.

Human Resources will immediately report the claim to the College's Workers Compensation carrier, in order to meet Virginia's state reporting requirements. In most cases, our Workers' Compensation carrier will call the employee for a statement and answer any questions the injured employee may have.

Medical Visits and Return to Work

A *Physician's Return to Work Guidelines* form is required for all medical/doctor office visits except for x-ray or physical therapy. It is the employee's responsibility to obtain this form from Human Resources prior to the appointment. The employee will give this form to the doctor for completion. This form must be returned to the employee's supervisor or Human Resources within 24 hours of the medical visit. Faxed copies from the doctor's office are accepted.

A written release will be required before the employee can resume his or her regular duties. If the employee has been out of work for more than four to six weeks, a release by our College (company) doctor may also be needed, since he is more familiar with the specific jobs and the layout of the campus.

Prescriptions

Prescriptions for Workers' Compensation may be paid directly by the employee and reimbursed by the carrier. The employee should submit receipts to the Human Resources Department to be sent to the carrier for reimbursement.

The employee will need to submit the pharmacy receipt, which is usually stapled to or placed in the bag with the prescription.

A computer printout signed by the pharmacist that shows patient information, name of the medication, the prescribing doctor, the amount prescribed, and the prescription cost is also acceptable.

Mileage Reimbursement

Employees may be reimbursed for travel for medical visits relating to their work-related injury. A form for this may be requested from Human Resources.

Contact Human Resources regarding any Workers' Compensation questions.

Accident/Incident Investigation

Upon receiving notification that an accident or incident has occurred on campus, the Human Resource Department will notify the Director of Safety and Security to investigate. The Director of Safety and Security or a designee will investigate.

Pictures of the scene, equipment, etc., will be taken in addition to writing up a report. These findings/information will be forwarded to HR and then to the Workers' Compensation carrier.

Summary

- Offer Panel of Physicians, Form 106
- Call Human Resources to Report Accident (Ext. 8114 or 8704)
- Complete Accident/Incident Report, Form 107
- Send completed Accident/Incident Report and copy of signed Panel of Physicians to Human Resources for processing

Remember: Getting the injured person needed medical attention is the first priority.