

	MOREHOUSE SCHOOL OF MEDICINE HUMAN RESOURCES POLICY AND PROCEDURE MANUAL	POLICY NUMBER	6.03
		EFFECTIVE DATE	3-26-2014
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	<u>SUBJECT</u> WORKERS' COMPENSATION POLICY	SUPERSEDES	1-15-2013

PURPOSE

To provide employees, residents, and supervisors information concerning employee benefits and instructions for treatment of work-related illnesses, injuries, accidents and exposures, and completion of the required forms.

APPLICABILITY

All regular full-time and part-time employees and residents are eligible for workers' compensation benefits. Temporary workers and student employees are also eligible to receive workers' compensation benefits. Independent Contractors are not eligible to receive workers' compensation benefits.

GUIDELINES

A. Employee Responsibilities

1. Immediately provide as much information as you can about your injury or illness to your supervisor or departmental designee. This person will assess the situation, assist with arranging proper medical care and begin the injury reporting process.
2. If you require medical treatment, follow the procedures outlined below and go to one of the healthcare providers as set forth on the [Panel of Healthcare Providers](#).
3. Complete the [Employee's Incident Report Form](#). After the Form is completed, it must be signed and sent to the Human Resources Manager for Disability and Leave Services at the Harris Building – Room H-132.

B. Supervisor Responsibilities

1. Immediately assess the incident and then assist the employee in seeking appropriate medical care or necessary treatment for any work-related injury. If an injury is a potential life-threatening emergency, call 911.
2. Complete the [Supervisor's Incident Report Form](#). After the Form is completed, it must be signed and sent to the Human Resources Manager for Disability and Leave Services at the Harris Building – Room H-132.
3. Immediately contact the Department of Human Resources if the employee is a temporary employee from a temporary agency. Human Resources will contact the agency to inform the appropriate person of the incident.

C. **Human Resources Responsibilities**

1. Discuss the facts with the Employee and the Supervisor and determine compensability or non-compensability of each incident.
2. Coordinate efforts for returning an injured employee to work.

PROCEDURES

A. **First Steps If an Injury Occurs**

The employee's health and safety should be a primary concern at all times. When an incident occurs, these general guidelines should be followed in the event of an incident that causes or almost causes a work injury.

Emergencies: Call 911 whenever appropriate and necessary. If the injury requires immediate medical attention, the employee will go to the nearest emergency room, utilizing an ambulance service when needed. Public Safety should be notified if emergency personnel have been contacted (fire, ambulance, etc.).

Non-Emergencies: An Employee's Incident Report Form should be completed immediately and send to the Human Resources Disability and Leave Services Manager. A [Supervisor's Incident Report Form](#) should also be completed with the assistance of the employee and send to the Human Resources Disability and Leave Services Manager. Once the Human Resources Disability and Leave Services Manager have determined the injured employee needs to see a medical provider, the employee must use one of the physicians on our [Panel of Healthcare Providers](#) for treatment.

Please Note: All injuries, whether covered by Workers' Compensation or not must be reported to the employee's supervisor. The guidelines in this document are in addition to any local campus related to injuries, illnesses and incident reporting. Any person that knowingly makes false claims or statements, or conceals facts in order to receive workers' compensation benefits, may be subject to penalties.

B. **Reporting the Injury**

<u>STEP 1</u>	Immediately notify your supervisor (within 24 hours) of the injury. The employee must also report incidents that are minor in nature and incidents that could have caused an injury. This will assist the School in possibly avoiding any further incidents in the future.
<u>STEP 2</u>	With the employee's assistance, the employee's Supervisor will need to complete the Supervisor's Incident Report Form . Once this form is completed, submit it to the Human Resources Disability and Leave Services Manager. If needed, the Human Resources Disability and Leave Services Manager will assist the employee or supervisor in completing the form.

<u>STEP 3</u>	Seek prompt medical attention from our Panel of Healthcare Providers . If the incident is an emergency, seek immediate medical attention from any doctor (or emergency room). When the emergency is over, you must get follow-up treatment from our Panel of Healthcare Providers.
<u>STEP 4</u>	If your injury requires accommodations or modified duty for returning to work, please notify the Human Resources Disability and Leave Services Manager and your supervisor. When follow-up appointments are necessary, inform your supervisor.
<u>STEP 5</u>	Always inform the Human Resources Disability and Leave Services Manager and your supervisor when you are released to return to work full-time with no restrictions.

- The Human Resources Disability and Leave Services Manager will notify the School's workers' compensation insurance carrier by completing a report through their Online Reporting System. Once this has been completed, a workers' compensation claim number will be generated and forwarded to the employee and the designated healthcare provider. This number will be used to identify the incident and for processing any medical expenses incurred.

C. The Claim Process

1. Once the claim has been submitted through our online reporting system, the claims representative will investigate the injury and the circumstances surrounding it to determine if the claim is compensable. If it is determined that a claim is not compensable, the claims representative will deny the claim and the employee has the right to challenge this denial.
2. If the employee is unable to work due to the injury, the claims representative will monitor the situation and work with the Human Resources Disability and Leave Services Manager with regard to the employee returning to work.

IMPORTANT: For questions about payment of bills, reimbursements, lost wage benefits, or other financial matters related to workers' compensation, the employee or any treating physician, hospital, pharmacy, or other medical provider should contact the workers' compensation insurance carrier at:

PMA Insurance Group
P.O. Box 5231
Janesville, WI 53547-5231

D. The Weekly Benefit

If you are absent from work less than seven (7) calendar days, then you will be required to use any accrued sick/vacation time for those days.

Employees who lose at least seven (7) calendar days from work as a result of a work related injury are entitled to a weekly loss-of-earnings benefit, equivalent to 66 & 2/3 of

the employee's weekly wages up to the maximum as determined by the Georgia Workers' Compensation Act. Employees may elect to use their accrued sick and vacation time in lieu of workers' compensation pay by completing the [Election of Salary Form](#). An employee may not supplement workers' compensation pay with his/her accrued leave.

If the injury causes the employee to miss at least seven (7) calendar days of work, a Georgia Workers' Compensation Wage Statement will be completed by the Human Resources Disability and Leave Services Manager and sent to:

PMA Insurance Group, 1100 Abernathy Road NE, Bldg. 500 Suite 650, Atlanta, GA 30328.

E. Leave Without Pay

The Family and Medical Leave Act (FMLA) or a medical leave of absence is available to employees who have missed work as a result of a work-related injury. While on this type of leave, the employee will not be eligible to accrue paid leave benefits (e.g., sick, vacation leave.)

Please Note: If an employee is eligible for FMLA and his/her absence is because of a work-related injury, this time away from work will count against the Employee's FMLA leave entitlement, provided the employee's condition constitutes a Serious Health Condition as defined by the FMLA. For additional information, please refer to MSM's FMLA policy (HR 7.05).