



## Workers Compensation Supervisor Information and Instructions

The following instructions are for reporting work-related injuries or illness. Please read the information carefully. Failure to follow these instructions could result in loss or a delay of Worker's Compensation benefits.

### I. Notification of an Injury

Employees should report any injury immediately to a supervisor. Provide the employee with the "Employee Injury Report". Review to make sure it is fully completed. Review the injury description and stated injuries. In the comments section, note any concerns (if any) regarding the employee's claim. You must check "yes" or "no" where it asks if you agree with above report. Please sign and date.

This form should be scanned and e-mailed to the Risk Management & Safety Coordinator and your department's payroll specialist within 24 hours of the injury being reported by the employee. Any delays in reporting must be accompanied by an additional statement from the supervisor explaining the reason for the late reporting. Delays in reporting to the Risk Management & Safety Coordinator may delay processing by the carrier and therefore possibly delay benefits owed to the employee.

### II. Medical Treatment

For an **emergency or after hours care**, you may direct your employee to the nearest medical facility. If the employee requires treatment at an emergency facility, inform your employee not to provide the hospital with your County health insurance card. Inform the provider that this should be filed to workers comp. The employee's social security number should be provided as a temporary claim number.

Key Risk Management, LLC  
PO Box 49129  
Greensboro, NC 27419  
Phone 800.942.0225

For **non-emergencies**, you must send the employee for treatment from the Credentialed Network Provider below.

Lillington Family Medical Center  
7 East Duncan Street  
Lillington, NC 27546  
910.893.2641

If, for any reason other than a medical emergency, the employee is not able to treat with Lillington Family Medical Center, please e-mail the Risk Management & Safety Coordinator stating this and the reason why the employee was not able to treat with Lillington Family Medical Center.

**III. Mileage**

If an employee travels more than twenty miles round trip to an authorized doctor's appointment, he may submit mileage for reimbursement. Travel forms are available from your payroll specialist or from the Risk Management & Safety Coordinator.

**IV. Work Status**

Work notes should be obtained from an employee after each doctor's appointment. These notes should be e-mailed to your payroll specialist and the Risk Management & Safety Coordinator immediately.

Review the restrictions, if any, and determine if light duty can be accommodated. Assist the employee with any light duty application, if applicable. If approved by the department head, inform the employee, payroll specialist, and Risk Management & Safety Coordinator stating that light duty is available and what date the light duty work will begin. Please also inform the payroll specialist and Risk Management & Safety Coordinator if the light duty work will be full hours and wages and/or reduced hours and/or wages. All parties above should be notified, as well, if light duty is not available and/or approved.

If the employee is written out of work by the workers compensation authorized treating physician, there is a seven (calendar) day waiting period before workers compensation benefits go into effect. The employee may use accrued leave during this seven day "waiting period". If the employee remains written out of work beyond the waiting period, please check with your payroll specialist regarding how to key time for this employee.

If an employee is written out of work by the workers compensation authorized treating physician, he is considered disabled from any type of work. This includes any trainings, staff meetings, or secondary employment.

Please note that if an employee receives workers comp pay for even one day, retirement benefits for that employee will be inactive for that month.

Please note that workers compensation runs concurrently with FMLA. Time lost due to a workers comp claim counts against the twelve weeks of FMLA.

Please contact Human Resources at 814-6402 with questions.