



## **Workers Compensation Employee 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. Notify your supervisor immediately (within 24 hours)**

Failure to inform your employer within thirty (30) days after an injury or the development of an occupational disease may deprive you of the right to compensation

### **II. Complete "Workers' Compensation Leave Form and Employee Injury Report"**

This form should be filled as soon as possible following the injury/incident. Be as detailed as possible. The description of injury should include how the incident occurred and specifically what body parts are injured (ex: left knee, right arm). Submit the completed form to your supervisor within 24 hours.

### **III. If necessary, seek medical treatment.**

For an **emergency**, your supervisor or any other employee on the scene will call 911 for medical assistance and transport to the nearest medical facility. If you require treatment at an emergency facility, do not provide the hospital with your County health insurance card. Inform the provider that this should be filed to workers comp. Your social security number should be provided as a temporary claim number.

York Risk Services Group, Inc.  
PO Box 183188  
Columbus, OH 43218  
Phone 877.375.9078

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

Primary Care:  
Lillington Medical Services  
7 East Duncan Street  
Lillington, NC 27546  
910.893.2641

If, for any reason other than a medical emergency, you are not able to treat with Lillington Family Medical Center, please contact the Risk Management and Safety Coordinator immediately.

**IV. Prescriptions**

If you need to have a prescription filled, go to any major pharmacy and tell them you are covered through the County's worker's compensation program. The pharmacy may be able to electronically go online with and get approval for the prescription. The injury report must be filed with Harnett County Human Resources Office prior to this program being available. Therefore, remember to report accidents immediately. If the pharmacy is unable to fill the prescription through workers comp, please submit any receipts to the Risk Management & Safety Coordinator for processing.

**V. Mileage**

If you travel more than twenty miles round trip to an authorized doctor's appointment, you may submit mileage for reimbursement. Please request a travel form from your department

**VI. Work Status**

Work notes should be obtained at each doctor's appointment. These notes should be presented to your supervisor immediately. Your supervisor will inform you if light duty is available and/or approved.

If you are written out of work by the workers compensation authorized treating physician, you may be entitled to workers compensation lost wage benefits. Workers compensation pays two-thirds of an employee's wages. There is a seven (calendar) day waiting period before these benefits go into effect. You may use accrued leave during this seven day "waiting period". If you remain written out of work beyond the waiting period, you will be placed in a leave without pay status. You may elect to use leave for the one-third that workers comp does not cover in order to make up the difference in pay.

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

Please note that if you receive workers comp pay for even one day, your retirement benefit will be inactive for that month.

If you are given work restrictions, you will work with your supervisor regarding availability of light duty work.

**VII. FMLA**

FMLA runs concurrently with workers compensation. You do **not** need to complete the FMLA application or healthcare certification forms; however, the time away from work due to a workers compensation claim will count towards your twelve weeks of FMLA.

Please contact Human Resources at 814-6402 with questions.