



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 completed 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 as a workers comp claim. Your social security number should be provided as a temporary claim number.

Specialized Contract Administrator (SCA)
39500 High Pointe Blvd. #400
Novi, MI 48375
Phone 866.333.1722

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

Primary Care:
Cape Fear Valley of Lillington
7 East Duncan Street
Lillington, NC 27546
910.814.1212

If for any reason other than a medical emergency, you are not able to be treated with Lillington Medical Services, 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 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 accrued 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.