



## **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 "Workers' Compensation Leave form and Employee Injury Report". Review to make sure it is fully completed. Review the injury description and stated injuries. In the comments section, note concerns (if any) regarding the employee's claim. Please sign and date.

This form should be scanned and e-mailed to the Risk Management & Safety Coordinator in HR 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 **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 their County health insurance card. Inform the provider that this should be filed as a workers comp claim. The employee's 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 send the employee for treatment to the Credentialed Network Provider below:

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

If for any reason other than a medical emergency, the employee is not able to be treated at Lillington Medical Services, please e-mail the Risk Management & Safety Coordinator indicating the reason why the employee was not able to be treated at this facility.



### **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 wages. All parties above should be notified, as well, if light duty is not available 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.