

Workman's Compensation Frequently Asked Questions

What is Workman's Compensation?

Any injury that occurs during your working hours that may or may not require medical attention.

I have been injured while working, what do I do?

Complete an Incident Report and return to Human Resources within 24 hours.

I have been injured while working, who do I contact?

Immediately inform your supervisor, notify Security (Ext. 5000) as well as Human Resources (Ext. 4542).

Who is covered under Workman's Compensation?

All employees and students on campus jobs through Financial Aid including the Dining Hall.

What if the injury does not require medical attention?

An Incident Report is mandatory, whether or not medical attention is required!

Can I visit my own primary care physician for my work related injury?

NO! Do not use your health insurance card or prescription card for any workman's compensation claims.

What if it is an emergency?

Complete the Incident Report form with your supervisor and immediately call 911 for transportation to a medical facility.

Where will I go for non-emergency medical treatment?

After completing and returning the Incident Report to Human Resources, they will schedule you an appointment with U.S. Healthworks.

What if my injury occurs after normal office hours?

Complete the Incident Report form with your supervisor and immediately call 911 for transportation to a medical facility.

How do I get prescriptions filled?

Prescriptions may be filled at Walgreens or Wal-Mart at no cost to you. *Do not* use your health insurance prescription card. If an employee chooses another pharmacy they must purchase the medication themselves. The employee may then turn in receipts to Human Resources and will be reimbursed by the Workman's Compensation insurance company (Gallagher Bassett).

Who schedules my appointments?

All authorization and scheduling of appointments **MUST** be handled by Human Resources. Any follow-up and therapy sessions must be cleared by Human Resources when scheduled. When possible, appointments must be made outside working hours.

How are my Workman's Compensation medical appointments covered so that I do not lose time on my payroll?

Any missed time due to Workman's Compensation medical appointments **MUST** be reported to Human Resources when originally scheduled *and* noted appropriately on your Time Card or Absence Reports.