**HR WEBSITE**

**Workers’ Compensation:**

Claims for workers' compensation are reviewed by the Virginia Division of Risk Management's third-party administrator, MC Innovations, to determine if they are covered under the provisions of the Virginia Workers' Compensation Act. If your panel physician certifies that you are unable to work at all, and the claim is determined to be compensable, you may be eligible for temporary disability benefits. These benefits are equal to two- thirds of your pre-injury average weekly wage. Benefits may continue for a total of 500 weeks.

Important Note: Employees not enrolled in the state’s health insurance plan may be responsible for the full cost of medical bills if your workers’ compensation claim is denied.

**Employee Responsibilities:**

In a life threatening emergency, please get the necessary medical treatment for the employee at the nearest medical service provider by the quickest means available (ambulance, rescue squad, etc.).

1. Report the accident/injury **immediately to all** of the following:
   1. Benefits Administrator, Human Resources
   2. Safety Officer (Ext. 2996) or Campus Police by phone. They will respond to the accident site and take your statement and any photos required.
   3. Your supervisor
2. Complete page 1 of the Incident/Accident Investigation Form 703 found here: <http://tncc.edu/about/hr/forms>.
3. Provide the completed, signed/dated form to HR on the day that the accident/injury occurred.
4. You must promptly respond to any request for additional information by the Department of Safety and Emergency Management or Human Resources so that they can complete the investigation.
5. HR will provide you with paperwork that must be completed in the event that you need to seek medical attention as the result of the accident:
   1. Panel Physician Form – Select one of the panel physicians listed and, if necessary, seek medical treatment from the selected panel physician. **If you do not use one of these physicians for your work related injury, you may be responsible for the cost of medical care.** Return this completed form to HR. This form is also available on the HR website here: <http://tncc.edu/about/hr/forms> in the event that you need to see a doctor and have not received paperwork from HR. There is one panel for Hampton and another for Williamsburg. You can select the location, print the form, select a panel physician and return to HR.
   2. Letter to Attending Physician – Please sign this letter and return to HR. You should retain a copy of this letter as you may need to provide it when seeking medical treatment from the panel physician.
   3. Information Regarding Denied Claims – Please sign and return to HR.
6. Contact HR for a pharmacy form if you are given a prescription as a result of your accident/injury.
7. Provide a copy of all doctor’s notes to your supervisor and HR on the date the note is written.
8. Follow the recommended treatment plan set by the panel physician and comply with work restrictions and light duty prescribed.
9. Report all absences/time lost from work, which are the result of your work-related accident/injury to your supervisor **and** the Benefits Administrator so that your timesheet will accurately reflect Workers’ Compensation Leave (if applicable). The panel physician must certify any absence due to your work-related accident/injury. Your absences will initially be charged to sick leave (or other available leave balances). After a certification decision has been made regarding your injury, HR will take action to adjust your leave as appropriate. If the injury is certified, lost-time benefits will begin on day 8 of lost time. After 21 days of lost time, you will receive payment for the first 7 days of lost time.
10. If your panel physician prescribes work restrictions, please contact your supervisor and HR to arrange for your return to work. You are not excused from reporting for duty unless the panel physician excuses you.
11. If your panel physician writes you out of work for more than three days, please contact HR for information on leave under the Family and Medical Leave Act (FMLA).
12. If your panel physician writes you out of work for more than seven calendar days and you are in the Virginia Sickness and Disability Program (VSDP), please contact HR for information on filing a short-term disability claim.
13. Once you receive notice from the Workers’ Compensation Commission (VWC), take the necessary steps to file a claim within two years from 1) the date of the accident or 2) the date the doctor diagnoses an occupational disease.
14. Forward all medical bills received to HR.

**Supervisor Responsibilities:**

In a life threatening emergency, please get the necessary medical treatment for the employee at the nearest medical service provider by the quickest means available (ambulance, rescue squad, etc.).

1. Ensure that the injury has been reported to HR and the Safety Officer/Campus Police.
2. Ensure that HR receives a copy of all doctor’s notes.
3. Promptly keep HR informed of the employee’s status (lost time from work, light duty, etc.).
4. Communicate with the employee, keep in touch and stay informed.
5. Comply with work restrictions and light duty prescribed by the panel physician.
6. Do not excuse the employee from work without a doctor’s note excusing the employee. If in doubt, contact HR. If the employee wishes to take leave instead of working light duty, contact HR immediately.

Please direct questions regarding Workers’ Compensation to Human Resources.