

Workers' Compensation Procedure

Employee "On the Job" Injuries

Effective February 1, 2008

Austin Community College is committed to providing workers' compensation benefits as established by the Texas Department of Insurance.

Definition

Workers' Compensation is a state regulated insurance program that pays medical bills and provides payments to replace some lost wages if an employee is injured at work or if an employee has a work-related disease or illness. Workers' compensation will pay for medical treatment if the injury occurred at work or the disease or illness is related to the job. It will also replace some of the wages lost if the injury or illness caused an employee to lose income for more than seven days.

Texas Workers' Compensation Commission Pub No. P195-001B (Rev. 7-95)

PROCEDURES

- Immediate first aid or medical treatment should be administered to injured employee. Call Campus Police Dispatch 222 or 223-799 for emergency purposes when appropriate.
- The injured employee's Supervisor and Campus Police must be notified immediately of any work related injury. Campus Police will assist in medical attention and facilitate emergency services if necessary. Being present at the scene of the incident will allow Campus Police to better manage and investigate the accident.
- If you are hurt at work and it is a life threatening emergency, you should go to the nearest emergency room.
- For non-life threatening injuries, contact EHS and Insurance Office at 223-1033 or 223-1021 prior to sending injured employee to medical facility for non-emergency care. The employee is required to sign the "Employee Acknowledgement of the Alliance Direct Contracting Program" prior to seeking medical attention. Failure to sign this form or to use the Medical Providers in the panel may cause the employee to lose benefits. The employee may be required to pay their medical expenses directly and not receive compensation for lost wages.
- Ideally, the employee should provide their own transportation to the medical facility. If this is not possible, EMS should be called. Employees that transport an injured employee assume a degree of liability during transport. The Good Samaritan Rule is acknowledged as a valid defense in Texas.
- It is required, that injured employees receive medical treatment at facilities that have established relationships with the Alliance. The list of medical providers is found at www.pswca.org. Use the Provider Directory link. These medical providers include, but are not limited to:

Concentra Medical Center:

Locations:

Concentra Medical Center Austin South

2171B Woodward Street

Austin, TX 78744

8:00 a.m. – 5:00 p.m. Monday - Friday

440-0555

Fax 448-1113

Concentra Medical Center Austin North

8868 Research Blvd., Suite 601

Austin, TX 78758

8:00 a.m. – 6:00 p.m. Monday - Friday

467-7232

Fax 467-7232

Concentra Medical Center Round Rock

117B Louis Henna Blvd., Ste. 200

Round rock, TX 78664

8:00 am – 5:00 pm Monday – Friday

255-7645

Fax: 255-9634

Pro-Med Medical Care Centers

3801 South Lamar

447-9661

2000 W. Anderson Lane

459-4367

13831 N. Highway 183 #B

335-6260

Emergency Rooms For After –hour care

Round Rock Medical Center

2400 Round Rock Avenue

341-6423

North Austin Medical Center

12221 North Mopac Expressway

901-1100

St. David's Medical Center

919 East 32nd Street

397-4240

South Austin Hospital
901 West Ben White Blvd.
448-7160

****** FOR LIFE THREATING EMERGENCY TREATMENT ******

Seton Medical Center
1201 W 38th Street
Austin, TX 78705
324-1000

Brackenridge Hospital
601 E 15th Street
Austin, TX 78071
Main Number 324-7000
Emergency Department 324-7010

- During the initial visit, the employee shall inform the physician's office that this is a work-related injury. Do **not** give health insurance card as this will only complicate and prolong the claim process.
- All work related injuries regardless of severity must be reported to the employee's Supervisor the same day as the injury occurred.
- ***Even if medical treatment is not required, an injury must be reported to the Supervisor & Campus Police.***
- The same day the injury or illness occurred, the injured employee must go to or call the Campus Police Office and complete a *Police Incident Report*. If employee is unable to report to Campus Police due to injury, Supervisor is responsible for reporting injury to Campus Police and providing as much information about the incident as possible. Campus Police will investigate the incident and fax the completed *Police Incident Report* to the EHS and Insurance Office Department within 24 hours of Supervisor or Campus Police being notified of injury.
- The injured employee shall review with their Supervisor the doctor's prognosis and any work restrictions on the same day the injury occurred.
- Supervisor will complete the *Supervisor's Investigation of Accident Form* and fax or e-mail the form to EHS and Insurance Office. EHS and Insurance Office will send this Form to the supervisor upon receipt of Incident Report.
- Supervisors shall report **all** employee injuries that occur on the job no matter how minor the injury may appear to EHS and Insurance Office. The employee may seek medical treatment in the future. It is imperative that an injury be reported immediately in order to document the incident and ensure accurate information regarding the incident is obtained.
- EHS and Insurance Office will complete the *DWC First Report of Injury Form* based on the information obtained in the *Police Incident Report*, *Supervisor's Investigation of Accident Form*, Datatel, and contact with the injured employee. EHS and Insurance Office will submit the *DWC First Report of Injury Form* to the insurance company. This report must be submitted to the insurance company within five days of supervisor or Campus Police being notified of injury.
- EHS and Insurance Office will contact the injured employee within 24 hours of receiving notification of an injury to obtain additional information, explain

benefits, answer questions, and give the injured employee the name and phone number of the Insurance Company.

- A doctor's medical release is required **before** an injured employee can return to work. The doctor's medical release must be given to the Supervisor. Prior to returning to work, the injured employee will discuss physical restrictions with their Supervisor. The Supervisor **must** contact EHS and Insurance Office prior to an employee returning to work if: there has been any physician directed lost time or if there are physician directed restrictions due to injury.
- If an injured employee is taken off work by a physician for any time, the **injured employee** must notify (1) their supervisor **and** (2) EHS and Insurance Office. EHS and Insurance Office is required to complete a *Wage Statement Form*. The *Wage Statement Form* will be submitted to the Insurance Company so that indemnity payments can be issued.
- ACC is committed to returning injured employees back to work as quickly as possible. Reasonable modifications and temporary light duty positions will be made available to assist employees return to the work force.
- Workers' Compensation coverage does not pay for personal items such as glasses, tools, vehicles, etc that may be damaged during an on the job injury.

Additional Workers' Compensation Benefits Information

- The insurance company pays medical benefits directly to the health care provider that treated the injured employee. An injured employee becomes eligible for income benefits on the eighth (8th) day that a work related injury or illness caused an employee to lose all or some of their usual pay. The insurance company pays income benefits directly to the injured employee.
- An injured employee has the option to use their personal/vacation time for the first seven days off work to supplement their income. Employee may also take unpaid time for those seven days. The Supervisor must approve use of personal/vacation time by signing the timesheet.
- Failure to report the injury within 30 days could result in the loss of benefits.

If you have any questions regarding workers' compensation coverage, please contact the EHS and Insurance Office .

WORKERS' COMPENSATION FRAUD IS A FELONY

You can be convicted of a felony if you knowingly or intentionally make false or misleading statements or if you commit other wrongful acts to obtain workers' compensation benefits or to deny benefits to someone who is legally entitled to receive them.

**ACC Current Worker's Compensation Carrier:
TASB Risk Management Fund
P O Box 2010, Austin, TX 78768-2010**

Last updated 01/31/08
Robert R. Rogers,