WORKERS' COMPENSATION

HR ADMINISTRATIVE PROCESS TRAINING - NOVEMBER 2017

WORKERS COMPENSATION

A system Michigan uses to provide

- medical
- wage replacement
- rehabilitation benefits

to individuals who are injured while at work at the same time protecting employer by limiting their liabilities

WHAT TO DO WHEN ON-THE-JOB ACCIDENTS HAPPEN

Supervisors must treat every on-the-job accident as legitimate and do the following:

- Promptly provide first aid and/or direct the employee to seek emergency medical treatment depending on circumstances
- Contact HR
- Obtain facts from the employee about the accident
- Investigate and document the accident as soon as possible
 -Preferably within 24 hours.

REPORTING AN INJURY: FACULTY, STAFF & STUDENTS

If the injury or illness is job related it must be reported.

An injury or illness that is determined to be job related will be covered by Workers Compensation Law, this includes:

- Medical
- Loss time expenses

The compensation received will be determined under State law by Comp One (Third party Admin) and the Medical Providers

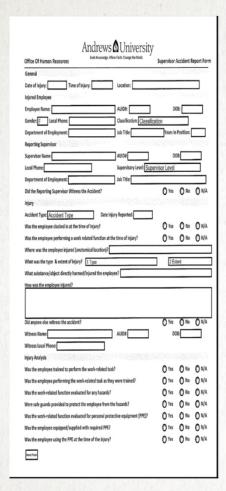
If in doubt weather a pain is work related or not, the best way to determine will be to fill a report with us and our TPA will follow up

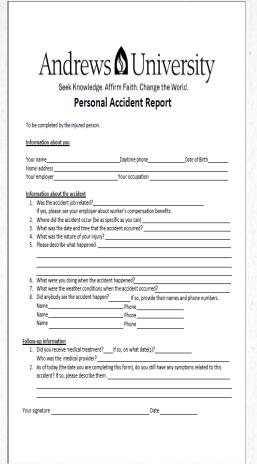
PROCESS FOR REPORTING AN INJURY

- Supervisor: Complete the Supervisor's Accident Report Form (SARF)
- Employee: Complete the Personal Accident Report Form (PARF)
- Submit completed forms to Human Resources.
 - If possible within 24hrs.



SUPERVISOR ACCIDENT REPORT FORM (SARF)





Download Form

- 1. HR Homepage
- 2. Find HR Documents
- 3. Documents are arranged in alphabetical order
- 4. Answer all the questions for easy processing

WHAT DOES HR DO?

- Collet: SARF, PARF and UMS/Doctor's Report
- 2. Prepare a Report
- 3. Report is submitted to CompOne
- 4. CompOne provides a claim number
- Provide claim number to UMS authorizing the first visit pertaining to this injury/accident



THIRD PARTY ADMINISTRATOR (TPA)

- Process AU form and pay claims
- Manage care of injured employees
- Authorize treatments
- Process work comp wages to injured employees
- Along with the Medical Providers, determine whether injuries/illnesses qualify as WC claims

WHERE CAN EMPLOYEES BE TREATED?

University Medical Services

Employees who sustain work related injuries or illnesses may not be treated by any other provider except University Medical Specialties, or providers they designate

The law provides two exceptions to this rule:

- Emergency medical treatment where a hospital emergency room is required
- 2. Ten days or more after the injury or illness was reported, an employee may seek treatment from the medical provider of his or her choice. This request for exception must be submitted in writing to the HR director prior to obtaining the desired treatment

RECOVERY AND RETURN TO WORK

Employee's speedy recovery and return to work are very important.

To facilitate their return to work:

- AU will attempt to make reasonable accommodations for them to continue their regular job
- If that is not possible, they may be given other responsibilities within the department or elsewhere in the University

When the employee returns, they must present a RTW note *before* beginning work!

- · Comply with Workers Compensation Law
- Inform supervisor of restrictions set by physician
- Determine accommodation needed



AU Benefits Office 269-471-3886 workcomp@andrews.edu