

# Workers' Compensation

For Employees: What to do when an illness/accident occurs

**Effective March 30, 2015**

# Introduction

When there is a work-related accident or illness, procedures must be taken to ensure that our employees' needs are met with respect to treatment and claims processing.

The following are new procedures, effective March 30, 2015, which outline what employees need to do should he or she be affected by a work-related accident or illness.

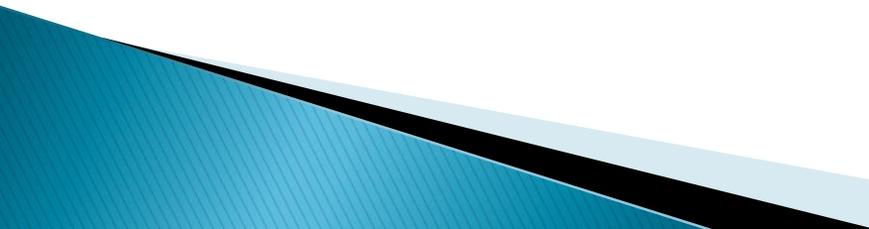
Any school employee who is injured while participating in school duties **must** adhere to these procedures.

# Notice of Accident

The employee ***must*** immediately report all work-related accidents and injuries, *whether or not an injury is apparent*, to their supervisor or other designated person, as soon as possible, before or after making the call to Company Nurse. As a reminder, the supervisor or other designated person must complete an accident/incident report of the work related accident. Such report must be submitted to Human Resources within five working days.

1. **For severe, life-threatening injuries**, the employee shall go to the closest emergency room or urgent care facility **should an accident or injury require immediate medical attention** and notify Company Nurse (at 1-888-770-0925; search code V271B) after seeking treatment.
2. **For all non-life-threatening injuries**, the employee shall call Company Nurse at 1-888-770-0925; search code V271B, and shall report the injury to the nurse, who will assist in getting the employee to the appropriate level of medical care.

# Notice of Accident...continued

3. Company Nurse (1-888-770-0925; search code V271B) will advise the employee whether drug testing is applicable, and if so, the employee shall submit to drug testing accordingly.
    - ✓ Once the employee speaks with Company Nurse (1-888-770-0925; search code V271B), the employee will receive a call confirmation number; store this number in a safe place.
  4. The employee shall be prepared to provide Company Nurse (1-888-770-0925; search code V271B) with information about:
    - a. Employer
    - b. Work Location
    - c. Personal Information (address, SSN, telephone number, etc.)
    - d. The facts surrounding the work-related incident or injury
  5. The employee shall seek medical treatment when referred by Company Nurse.
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# Notice of Accident ...continued

6. If the employee is not referred for treatment and his or her situation worsens, the employee shall call Company Nurse, again, as soon as possible.
    - ✓ A call back to Company Nurse is required to
      - a. get a referral for medical treatment, and
      - b. to initiate the reports to VaCorp so VaCorp can handle any workers' compensation claim issues.
  7. Company Nurse (1-888-770-0925; search code V271B) will help the employee pick a physician as communicated by Company Nurse. The employee may be financially responsible for any medical treatment sought or received from a physician not on the Panel of Physicians, or for any medical treatment sought or received from a physician not communicated by Company Nurse.
  8. Employee shall inform the physician/medical facility that the injury is work related and the employer is Portsmouth Public Schools.
  9. Employee must accept and cooperate with the medical services provided by the panel physician or on his or her referral. Failure to do so may cause problems with the payment of workers' compensation benefits.
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# Notice of Accident ...continued

10. The employee must submit a doctor's status report on the injury after the first five consecutive calendar days of absence to employee's supervisor, and monthly thereafter if unable to return to work or six month limitation.
  - **Supervisors must**, immediately, fax **this report**, and any other doctor's status report(s) received from the employee, to **VaCorp's adjuster** at 1-877-212-8599 and to PPS' Compliance Officer.
11. Employees must submit a doctor's status report upon returning to work to their immediate supervisor and to the Compliance Officer.
12. Any employee who visits a physician for a workplace injury shall present to his or her supervisor, and to Human Resources, written documentation from that physician specifically detailing any restrictions (or none) for a (if any) specified time. No employee will be permitted to return to work in any capacity without such written documentation.

# Employee Injury Procedures

13. Once the employee speaks with Company Nurse (1-888-770-0925; search code V271B), the employee will receive a call confirmation number; store this number in a safe place.
  14. Company Nurse will then notify VaCorp, and VaCorp will assign a workers' compensation claim number 24 hours after employee makes contact with Company Nurse. The employee SHOULD NOT need a claim number to seek initial treatment, as the Company Nurse report will be faxed to the doctor's/provider's office and will be the authorization for initial treatment.
  15. The employee is to obtain his/her workers' compensation claim number by contacting VaCorp's adjuster, directly, at 1-888-822-6772.
  16. The employee, or his/her designee, must also contact VaCorp's adjuster within 24 hours after initial treatment to confirm any information needed by the adjuster.
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# Summary/Closing

PPS wants to provide our employees with the best possible means to report work-related accidents and/or injuries, and to ensure that the employee's needs are met in a caring and efficient manner.

- ▶ Company Nurse (1-888-770-0925; search code V271B), is PPS' Medical Triage Service. It will handle the initial reporting of work-related accidents and/or injuries and provides other services as outlined in these procedures.

Material (badge stickers, wallet cards, and flyers), with Company Nurse's contact information and PPS' 'group code,' will be distributed to supervisors (and school nurses), to be distributed to employees.

Employees should make sure he or she has Company Nurse's telephone number available (on their badge, in their wallet or purse, at one's desk, close at hand), so please ask supervisors (and school nurses) for this material.

## Summary/Closing...continued

- ▶ VaCorp's adjusters are available to assist the employee with workers compensation claims (and the process thereto).
- ▶ The VaCorp adjuster will need certain information from the employee, and the employee will be requested to forward certain documents to VaCorp's adjuster.

*Other means of communication or transferring information between the employee and VaCorp are via fax at 1-877-212-8599, via email to [tech1@vacoins.org](mailto:tech1@vacoins.org), or by mail to Virginia Association to Counties Group Self-Insurance Risk Pool, 308 Market Street, SE, Suites 1 & 2, Roanoke, VA 24011 (once the employee receives a claim number, please notate the claim number on all documents to VaCorp).*

**\* Important \***

This presentation, and workers' compensation forms, are located at:

**pps.k12.va.us**

Click "Work for Us" tab

Choose "Benefits"

Choose "Benefits and Retirement"

*(forms are at the bottom of the page)*

**Thank you, as always,  
for your continued  
support of the  
Portsmouth Public Schools**

