

The University of Texas Southwestern Medical Center Injured Employee's Workers' Compensation Guidelines

Following a work-related injury, these instructions have been created to help you navigate the Workers' Compensation Insurance (WCI) process. If you have any questions concerning this procedure, don't hesitate to call the Office of Safety and Business Continuity at 214-648-2250.

Reporting timelines have been established by law for specific information related to all WCI claims. Providing information to your supervisor and to the Office of Safety and Business Continuity in a timely manner is essential.

The promotion of a secure and healthy workplace is a priority for UTSW. The UT System and [Injury Management Organization \(IMO\) Med-Select Network](#) partnered on April 1, 2013, to help all workers who sustain work-related injuries to obtain prompt, appropriate medical treatment.

IMO only applies to work-related injuries and has no impact on health insurance benefits offered by the UT System.

#	Task	Task Details
1.	Notify your supervisor	You are required to contact your supervisor as soon as possible after your work-related injury to inform them about when, where, and how your injury occurred.
2.	Medical treatment	If you require immediate emergency medical attention or if you are unable to drive yourself to a treatment facility, call UT Southwestern Police Dispatch at 214-648-8311. In the University Hospitals and Clinics, the Rapid Response Team will be activated by calling 3333 from a hospital phone, state "rapid response" to Clements University Hospital or Zale University Hospital, and provide the specific location. If you do not require emergency medical attention but want to seek treatment with a doctor, you may contact Occupational Health at 214.645.1057 or drive yourself to see any physician within the IMO Network.

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	Medical treatment (cont.)	If you experience a bloodborne pathogen exposure (needlestick, splash, etc.) please contact the Occupational Health pager at 214-645-1600. You can find a medical provider on the IMO website link below. Enter the zip code and the mile radius desired in the search and a list of doctors will be generated. Employees may also elect to obtain medical treatment from the network physician at the UT Southwestern Occupational Health Clinic at 214-645-1057; walk-ins are welcome. IMO link for Network health care providers: http://injurymanagement.com/imo-med-select-network/find-a-provider/ <i>If your injury is determines that your injury qualifies for workers' compensation, you must select a physician from the list of doctors in the above link or with Occupational Health, in order for WCI to cover your medical expenses.</i> You are <u>not required</u> to submit co-payments for medical treatment for work-related injuries. Do <u>not</u> present your personal insurance card to your medical provider for work-related injuries.
3.	Submit the Employee First Report of Injury and sign the Health Care Network Acknowledgement form	Please complete the Employee First Report of Injury and the IMO Network Acknowledgement Form linked below. https://rl.swmed.org/RL6_Prod/Homecenter/Client/Login.aspx A confirmation email will then be sent to you, your supervisor, and the Office of Safety and Business Continuity. Notice of Network Requirements Link: http://www.utsouthwestern.net/intranet/hr/doclib/notice-of-network-requirements-manual.pdf

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4.	Pharmacy	Workers' compensation prescriptions should only be filled through RxBridge. The link is below. Do <u>not</u> present your personal prescription drug ID card to the pharmacy. https://www.utsouthwestern.net/intranet/administration/safety/risk/workers-compensation/rxbridge-information.pdf This document within the link serves as a one-time temporary prescription card. A permanent prescription card will be sent to you after receiving your first prescription.
5.	Over-the-counter medication reimbursement	If your treating physician orders over-the-counter medications or other items, you can request consideration for cost reimbursement from the UT System by contacting CCMSI at 888-802-0692. The adjuster with CCMSI will guide you through the process. For reimbursement to be considered, you will be required to send a copy of your treating physician's original hand-written prescription and your original receipts with your request form.
6.	Time off from work	If you go home or seek medical treatment on the day of your injury, you will <u>not</u> be required to use your accrued leave for the time you miss from work. If your treating physician orders you to stay off work because of your injury, you must tell your supervisor and the Office of Safety and Business Continuity as soon as possible. You are required to provide your supervisor with a copy of every Work Status Report that your treating physician prepares for you. The Work Status Report must reflect your treating physician's order for you to stay off work.

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	Time off from work (cont.)	If you miss a full shift off work after the day of your injury, your supervisor or the Office of Safety Business Continuity will contact you to discuss your options for how you may designate your time off work – such as using sick leave, vacation leave, or leave without pay. You will be required to sign the Employee's Leave Election form (linked below) that reflects how you have chosen to take your time off from work. www.utsouthwestern.net/intranet/administration/safety/risk/workers-compensation/form-23-%20employees-leave-election.pdf
7.	Work restrictions	If your treating physician orders work restrictions for you and UTSW determines that your restrictions are reasonable and can be provided in your current position without creating an undue hardship, you may continue working at your regular job with the restrictions. Your supervisor, in consultation with the Office of Safety and Business Continuity, will make this determination. If your treating physician orders work restrictions that require special accommodations that are not reasonable or that cannot be provided in your current position, the Office of Safety and Business Continuity will attempt to negotiate a temporary modified duty work assignment for you in a different department when possible, in accordance with EMP-268. You will be expected to carefully follow your work restrictions both at work and at home. Return to Work Policy link: https://secure.compliance360.com/ext/qjU7Gp1H1y1GqBFmaEx8Xw==

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8.	Follow-up appointments	If follow-up or physical therapy appointments are ordered for you by your treating physician, you will be required to use your accrued leave (sick, vacation, or holiday leave) if your appointments are scheduled during working hours. It is important for you to notify your Supervisor/ Manager about any appointments that do conflict with your work schedule as soon as possible. Please adhere to your department's usual process for requesting time off. If you can schedule follow-up appointments during non-working hours, you will not need to use accrued leave. It is important that you show up for all your physician-ordered follow-up medical or physical therapy appointments until you receive a full-duty work release, without restrictions, from your physician.
9.	Stay home	If UTSW is unable to accommodate your work restrictions or your physician has ordered you to remain off work, you will be required to stay home. You may return to work when you have been released to work with restrictions that can be accommodated, or you are released to return to work without restrictions. Call the Office of Safety and Business Continuity at 214-648-2250 the day you return to work after losing time because of your work-related injury.
10.	Return to work	For you to return to your regular job, whether you have been off work, or you are working on a temporary work assignment, you will be required to provide a copy of your Work Status Report to your supervisor. This report must be completed by your treating physician that indicates you are able to return to work without restrictions. If you are working on a temporary modified duty work assignment when your treating physician releases you to return to work without restrictions, the temporary assignment will be considered null and void on the day of your release and you will return to your regular job.

For additional details please refer to the intranet for the policies below: [EMP-303: Workers Compensation Insurance Program](#), [EMP-268: Return to Work](#), and [ETH-152: Reasonable Accommodations in the Workplace](#)