

Richland School District One

Workers' Compensation

Overview

What to do in the event of an Accident

- **District Employee**
- **Student**
- **Non-Student/ Non-District Employee**

Risk Management

Director: Beverley W. Leeper (803) 231-7402

Claims Technician: Dilya Morris (803) 231-7401

Fax: (803) 231-7403

DISTRICT EMPLOYEES

Are Covered under Worker's Compensation



- The 1st Report of Accident should be completed by the employee's Supervisor, Department Head, or Nurse and signed by the employee.
- On the 1st report the employee should give a statement of what happened and be specific with what body part(s) were/are injured. The specific injury(s) should be noted on the 1st Report, and notify the immediate supervisor of the injury.
- If there was a witness obtain a witness statement from them.
- Have the employees' Department Head or Principal sign the 1st Report.
- Call Risk Management **if they** request medical attention at 803-231-7401.
- Fax the 1st Report, signed Medical Authorization Release Form, Employee Acknowledgement Form, and Witness Statement (if applicable) to Risk Management (803) 231-7403 or email
 - Dilya.Morris@richlandone.org and cc Beverley.Leeper@richlandone.org
- Provide the injured employee with the following if requesting medical attention:
 - ✓ Address to Concentra
 - 1715 Blanding Street
- Employees should provide their supervisor with copies of their work status report they receive from the doctor.

****Please Note****

The emergency room or Doctors Care/MEDCARE should ONLY be used if it is after hours or an injury that needs immediate emergency attention or otherwise authorized by Risk Management. If the employee has to go to the emergency room all paperwork received from that visit should be sent to Risk Management. If a follow-up appointment is needed, call Risk Management to set that up with the District's provider.

Submitting fraudulent information is against the law and could result in termination.

STUDENTS

*Are **Not** Covered under Worker's Compensation*



If a student is injured they should use their any insurance they may have. If the parent/guardian has any additional questions or concerns you may refer them to our office at 803-231-7401.

- Complete the Student Accident Report
- Send a copy over to Risk Management to keep for our records by one of the following ways:
 - Fax a copy of the 1st Report to Risk Management
 - 803-231-7403 or email
Dilya.Morris@richlandone.org and cc
Beverley.Leeper@richlandone.org

Non-Student/Non-Employee

Are **Not** Covered under Worker's Compensation



If a parent/guardian/visitor is injured while on District property they should seek immediate care with their Healthcare provider, using any insurance coverage they may have to cover the cost of treatment. If they have any additional questions or concerns you may refer them to our office at 803-231-7401.

- Complete the Non-Student/Non-Employee Accident Report
- Send a copy over to Risk Management to keep for our records by one of the following ways:
 - Fax a copy of the 1st Report to Risk Management
 - 803-231-7403 or email
 - Dilya.Morris@richlandone.org and cc
 - Beverley.Leeper@richlandone.org

FREQUENTLY ASKED QUESTIONS

What is worker's compensation?

Worker's compensation is insurance that handles claims for work-related injuries. It also provides approximately 66% (two-thirds) of an employee's income (with a salary cap) while they are away from work due to a work-related injury.

An employee was injured on the job. What do I need to do?

Report the incident to their immediate supervisor as soon as possible. The supervisor on duty at the time of the injury is responsible for investigating the scene, ensuring the injured receive prompt medical attention, and addressing any safety hazards that may have caused or contributed to the injury.

Until the employee reports the injury and the claim form is returned to Risk Management, we are under no obligation to provide them with benefits. A common mistake is waiting to report the injury until it becomes unbearable and they can no longer work. Prompt reporting and immediate medical care ensures that the workers' compensation benefits aren't delayed while they are off work with no income.

Is an employee considered an active employee while out on worker's compensation?

While an employee is away from work due to a work-related injury or illness, their status will be leave of absence. Once the doctor releases them to return to work, they will return to active status.

Can an employee use Sick Leave instead of worker's compensation?

Yes they have the option of using their sick leave while out on workers' compensation. However sick leave used is not reimbursed. Also, they are not able to use annual leave.

Can an employee use the Sick Leave Pool/ FMLA/Short Term Disability instead of worker's compensation?

Unfortunately, the only options available for injured employees are workers compensation benefits or the use of their sick leave if available.

How should an employee injured on the job be coded while out of work?

If the employee elected to use sick leave they would be coded using their sick time. If they elected worker's compensation benefits Risk Management will instruct you to code them as **IJ (Injury on the Job)**. The **IJ** code will prevent them from receiving both worker's compensation benefits and district pay, as they are not eligible to receive both. If an employee is coded incorrectly this will result in them getting double pay, loss of sick time, and owing money to the district.

What do I do if an employee receives a bill from a doctor?

If it has been determined that their work-related injury/illness claim is compensable, you should forward any medical bills to Risk Management who will evaluate the bill for payment. They should have no out of pocket expense.

Do I have to seek treatment from a doctor or the district doctor?

An employee **does not** have to go for treatment if they choose not to. If an employee goes for treatment without proper authorization the bill WILL NOT be covered. Also, if they wish to be treated by their own physician, they will be using their own insurance and pay for any treatments themselves.

PROCEDURES FOR EMPLOYEE INJURIES

- Immediately notify the supervisor
- Have the injured employee see the school nurse (if applicable)
- Complete the Injury Paperwork
 - ✓ 1st Report of Injury
 - ✓ Medical Release Authorization
 - ✓ Employee Acknowledgement Letter
 - ✓ Wage and Sick Leave Verification
 - ✓ Witness Statement (if applicable)
- Any witness should write a statement detailing what they saw
- Have the Principal or Department Head sign the injury report
****Employee's 1st Report should be signed by their immediate supervisor****
- If medical treatment is requested by the Employee please contact Risk Management for an authorization to be sent to the Districts physician.

**** Send all completed forms to Risk Management immediately ****

Risk Management Contact Info:

Phone: 231-7401 or 231-7402

Fax: 803-231-7403

Mail Code: 714

Email: Dilya.Morris@richlandone.org and cc
Beverley.Leeper@richlandone.org