

Injured Employee Workers' Compensation Guidelines

-To be followed by the injured or ill employee-

Name of Employee: _____
Date of Work-Related Injury or Illness: _____
Description of Injury or Illness: _____
Location Where Injury or Illness Occurred: _____

If you experience a work-related injury or illness, it is important that you follow the guidelines below. It is suggested that you date each item to document when you complete each task, as appropriate.

1. Notify Your Supervisor

Notify your supervisor **immediately** regarding when, where, and how your job-related injury or illness occurred.

2. Medical Treatment

If you need medical care because of your work-related injury or illness, you must choose a doctor from the [list of network physicians](#) in the [IMO Med-Select Network](#).

Before going to your chosen doctor or clinic, contact the WC Claims Analyst by calling 972-883-4111 and identify the location you will be going to for medical treatment. The WC Claims Analyst will then contact the doctor/clinic to provide a *written* or *verbal* **Authorization to Provide Services**. The treating provider may also call these numbers for *verbal* authorization.

Take your UT Dallas Comet Card with you when you go to the doctor/clinic. You are not required to submit a copayment for your medical treatment by any clinic or physician offering treatment for a work-related injury or illness.

3. Employee's First Report of Injury

Complete the [Employee's First Report of Injury](#) form as soon as possible and give it to the UT Dallas WC Claim's Analyst - preferably within 24 hours of the incident.

You can get a copy of this form from the link above, your supervisor, the [Workers' Compensation Insurance website](#), or from the WC Claims Analyst at UT Dallas by calling 972-883-4111.

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4. Reimbursement For Medical & Pharmacy Services

You may tell all medical and [pharmacy providers](#) that you use to treat your work-related injury to send their bills directly to our insurance carrier at:

The University of Texas System c/o CCMSI
Cannon Cochran Management Services, Incorporated
PO BOX 802082
Dallas, TX 75380

Toll Free: 888-396-6844
Fax: 972-386-7918
Email: wci-web@utsystem.edu

If you are required by the medical or pharmacy providers to pay for their services at the time you receive them, please contact the UT Dallas WC Claims Analyst at 972-883-4111 for information on reimbursement from UT System.

You must present your original payment receipts in order for their request to be considered for reimbursement.

5. Over-the-Counter Medication Reimbursement

If your physician orders an over-the-counter medication for you, a copy of their original handwritten script and receipt for payment is required in order for reimbursement to be considered.

You may bring your payment receipt and original handwritten script to the WC Claims Analyst at UT Dallas who will submit them to UT System for you.

UT System personnel will mail your reimbursement check to your home address that is reflected on the **Employer's First Report of Injury or Illness** that was submitted to the UT Dallas WC Claims Analyst right after your injury or illness.

6. Filling a Prescription – *First Fill* Program

If your physician orders a prescription medicine for you, you must obtain a completed **First Fill form** from the WC Claims Analyst at UT Dallas or your supervisor. Present the *First Fill* form to a

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[pharmacy provider](#) to obtain your prescription. The *First Fill* form will act as your temporary workers' compensation prescription form until you receive a permanent card via mail. The *First Fill* form must be used within 7 days of the injury.

7. Time Off Work

If your physician orders you to stay off work because of your work-related injury or illness, you must tell your supervisor right away.

You must also present your supervisor and WC Claims Analyst with a copy of the **Work Status Report (DWC-73)** from your physician that reflects his or her order for you to stay off work.

It is important that you call your supervisor on a regular basis while you are off work. This is very important because you are still subject to UT Dallas Policies and Procedures.

8. Request For Paid Leave

If you are going to lose time from work because of your work-related injury or illness, you will need to complete and sign a **Request for Paid Leave (DWC-23)**.

You will get this form from the UT Dallas WC Claims Analyst.

If you choose to use paid leave, then you must first exhaust sick leave.

Once your sick leave has been exhausted, you may then choose to use one or more weeks of other leave in lieu of receiving **Temporary Income Benefits (TIBs)**. Prior to making an election concerning the use of accrued leave, please be advised that although there is a seven (7) day waiting period where TIBs are not payable, should disability extend to the fourteenth (14th) day after the first day of disability, the carrier will then issue a TIBs payment for the waiting period.

You must complete and sign the **Request for Paid Leave (DWC-23)** as soon as you can because your supervisor is required to fax this form to the UT Dallas WC Claims Analyst within 24 hours after you begin to miss time from work.

The UT Dallas WC Claims Analyst provides this information to the UT System Workers' Compensation Claims Adjuster who needs need this information as soon as possible in order to manage your lost time claim appropriately.

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9. Work Restrictions & Follow-Up Appointments

If your physician orders work restrictions for you, it is important that you carefully follow your restrictions both at work and at home. Your restrictions will be identified on the **Work Status Report (DWC-73)** provided by your physician. Once you receive this report, send a copy to the WC Claims Analyst and your supervisor.

It is also important that you show up for all of your physician-ordered follow-up medical and/or physical therapy appointments until you receive a full-duty work release from your physician.

When you follow your treatment plan by adhering to all of your work restrictions and showing up for all of your physician-ordered follow-up appointments, you will demonstrate to your supervisor and to the Workers' Compensation Commission that you genuinely want to restore your body to the highest level of wellness possible.

10. Time Off For Follow-up Appointments

If follow-up appointments are ordered for you by your physician, you will be required to use your accrued leave (sick, vacation or compensatory time) once you return to work, if your appointments are scheduled during working hours.

Sometimes you can schedule follow-up appointments during nonworking hours, so you would not be required to use accrued leave time under these circumstances.

11. Temporary Income Benefits (TIBs) 70% of Your Salary

If you do not miss time from work because of a work-related injury or illness, Workers' Compensation Insurance will begin paying Temporary Income Benefits (TIBs) to you on the eighth (8) calendar day you are off from work if your claim has been determined to be compensable, and you either elected to take the time off without pay or you had no accrued time available. Although there is a seven (7) day waiting period where TIBs are not payable, should disability extend to the fourteenth (14th) day after the first day of disability, the carrier will then issue a TIBs payment for the waiting period.

TIBs are calculated at approximately 70% of the amount of money they earned during the 12 weeks prior to their work-related injury or illness.

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TIBS can be paid to them only if they are on unpaid status during their time off from work. They cannot take accrued leave and receive TIBS at the same time.

12. UT Dallas Benefits & Family Medical Leave

If you do begin to lose time from work, your UT Dallas health insurance, longevity accrual, and retirement account may be affected.

You are advised to contact Human Resources at 972-883-2221 to find out whether your situation will impact these areas.

Human Resources can also give you information about whether or not you are eligible for Family Medical Leave which, if you are eligible, would run concurrently with any work-related lost time you take.

13. Modified Duty

If your physician orders work restrictions for you that will require your department to make accommodations for you for a limited amount of time, you may be offered the opportunity to accept or decline a **Bona Fide job offer** within your department.

If your department is able to offer you a modified duty work assignment, you will need to sign a **Bona Fide job offer** that will be designed for you by the UT Dallas WC Claims Analyst indicating that you either accept or reject this agreement.

The job offer will be based on your physician's work restriction orders.

14. Host Department Work Assignment

If your supervisor determines that your department is unable to modify your job duties in order to accommodate your physician-ordered work restrictions, you may be able to work in a Host Department on the UT Dallas campus for a limited amount of time.

The UT Dallas WC Claims Analyst will try to negotiate a modified duty work assignment in a Host Department for you. Your work restrictions, skills, and abilities will all be taken into consideration when trying to place you in a Host Department.

If a temporary assignment is found for you, you will be required to sign a **Bona Fide job offer** indicating you either accept or reject this work opportunity.

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15. Return To Work

Your Bona Fide job offer will be considered null and void on the day you are released by your physician to return to work without restrictions.

If your physician has released you from your work restrictions prior to the maximum limit of your Bona Fide job offer, you will be able to resume your regular job duties.

It is important that you present your regular supervisor and UT Dallas WC Claim Analyst with a copy of the **Work Status Report (DWC-73)** from your physician that reflects that you are able to return to full duty. Once you submit this report you will be allowed to return to your regular job.

If you have any questions about these guidelines, please call the UT Dallas Workers' Compensation (WC) Claims Analyst during regular working hours or leave a voice mail message and your call will be returned as soon as possible. The WC Claims Analyst can be reached at 972-883-4111.

- You are advised to pay very close attention to the reports forms you must submit and to the timelines indicated.
- UT Dallas can be fined up to \$25,000 for every report form that is not received by the Division of Workers' Compensation within specific timelines that have been established by law. A fine of \$25,000 can be assessed against UT Dallas for each and every violation.
- It is the responsibility of the UT Dallas Claims Analysts to electronically submit the information received from the program supervisors within the established timelines, so full cooperation is expected from each supervisor.
- Please be aware that every fine that is received by UT Dallas for failure to submit any of these reports in a timely fashion may be passed along to the program that failed to submit the required information to the UT Dallas WC Claims Analysts.