

WORKERS' COMPENSATION PROCESS CHECKLIST



Any employee who sustains a work-related accident/injury **must**:

- Report incident immediately to immediate supervisor (or administrator, or site/school designee).
 - Report incident immediately to Company Nurse, at 888-770-0925. ALL INJURIES MUST BE CALLED IN!**
 - Employee will provide all applicable information regarding injury incident to **Company Nurse**.
 - Company Nurse** will generate Incident Report, which VACoRP will use as a basis for the employer's report to the Virginia Workers' Compensation Commission.
 - Panel of Physicians and Medical Release Form:** The injured employee will be requested to complete the **Panel of Physicians and Medical Release Form** (joint form). A copy of this form is available on both the Employee Services and Safety and Health Services web pages.
 - Express Scripts Temporary Prescription Card:** If the treating physician gives the injured employee a prescription, the injured employee may use the **Express Scripts Temporary Prescription Card** for their first 15 days, not to exceed 150 pills. With almost 50 pharmacy choices, including all pharmacies in Gloucester, this card will enable injured employees from having any out-of-pocket medication expenses. A copy of this form is available on both the Employee Services and Safety and Health Services web pages.
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- Request medical documentation from treating physician (and/or treating facility); a copy of this should be faxed to the workers' compensation / injury coordinator (**Craig Smith – Phone: 804.693.7927; Fax: 804.693.4526**) as soon as possible following any/all related visit(s) to the doctor or testing/treating/surgery/facilities.
Additionally, a work note indicating work status (release to return to regular duty, or release to return to modified duty with restriction(s) listed, or restriction from work) must be turned into Craig Smith in Employee Services as well (fax number is **804.693.4526**). The treating physician may fax (or scan and email) this paperwork directly to Craig Smith's attention.
 - Notify/provide paperwork to immediate supervisor (or administrator); keep them informed.
 - Submit related bills to the Workers' Comp / Injury Coordinator (**Craig Smith – 804.693.7927**) for submission to the insurance carrier. **The fax number is 804.693.4526.**
 - Submit related receipts for prescriptions (showing name of drug[s]/doctor/date/amount/proof of payment).
 - Submit mileage form for related travel (to/from doctor's office and testing/surgery facilities).
 - Please note that benefits/payments are not guaranteed. Time lost for medical appointments might not be payable.** Determinations regarding compensability and coverage are made by the Workers' Compensation insurance carrier following a review of the claim, medical notes, etc.
 - Refer to the Work-Related Accident/Injury Leave section of the Staff Leave policy – File No. GBDG for additional information.**
 - Call the workers' compensation / injury coordinator (**Craig Smith – 804.693.7927**) if you have any questions.