



## **Summary for Workers' Compensation and Authorized Medical Providers**

### **5.46 Workers' Compensation Policy (Adopted May 12, 2014)**

The College provides Workers' Compensation benefits for all College employees pursuant to the mandates of the Missouri Workers Compensation Law. Employees who suffer an injury or who are exposed to or contract any occupational disease arising out of and in the course of their employment with the College ("a work-related injury") will receive benefits from the College in accordance with this Policy and the Missouri Workers' Compensation Law ("the Law"). Please refer to the policy for College procedures.

### **Reporting of Injury**

Employees must notify their supervisor or College designated representative immediately of any work-related injury prior to seeking treatment or if refusing treatment. The supervisor or College designated representative should inform Human Resources of the work-related injury. The employee is to inform the medical providers and facilities that the injury was work-related.

### **Designated Workers' Compensation Facilities**

An injured employee must visit an authorized provider or facility according to the designated hours in order to be covered through Workers' Compensation. Employees will be responsible for payment for medical treatment if they receive treatment from any medical provider or facility other than the College authorized medical provider or facility.

### **Emergency Situations**

Employees and/or ECC first responders must notify the supervisor immediately of any work-related injury. If a work-related injury is an emergency, 911 should be called immediately. The medical providers will determine the appropriate care and whether or not the employee needs to be treated at the hospital. The College designated representative will contact the hospital and authorize treatment.

### **Non-Emergency Situations**

If the work-related injury is a non-emergency but requires medical treatment, the employee will pick up a Treatment Authorization form from Human Resources, Facilities and Grounds, or the Satellite Site office and go to a designated medical facility closest to his/her campus per the hours of operation. If the employee is not capable of driving, alternate transportation arrangements will be made by the employee or College. Employees should not transport another employee unless approved by a College Administrator, Human Resources or the applicable Satellite Site Director. The College designated representative will contact the treatment facility to authorize treatment of the employee.

### **Injury Report**

An injury report should be completed by the employee and the supervisor and submitted to the Human Resources Office no later than the next business day after the work-related injury. Any witness(es) should complete the injury report form and submit it to the supervisor. If the nature of the work-related injury is such that the employee cannot immediately submit the completed report of injury form, the employee's supervisor will assist the employee in completing the form as soon as possible. Any delay in reporting the work-related injury may delay Workers' Compensation benefits. Injury report forms are available in the Human Resources office and on the Human Resources web page.

### **Pharmacy Benefits**

Missouri United School Insurance Council (MUSIC) has selected Optum to assist injured employees in obtaining prescription drugs related to workers' compensation claims. The form enables employees to fill prescriptions written by the authorized workers' comp physician for medication related to an injury. Optum has an extensive network of retail pharmacies including major chain drug stores. Additional information about pharmacy benefits can be found on the HR webpage.

### **Return to Work**

Employees must provide a release from their treating physician to return to work after being absent due to a work-related injury. The employee will work with the supervisor and Human Resources if any restrictions are required. All releases from treating physicians must be forwarded to the Human Resources office.

### **Temporary Total Disability Benefits**

Employees will receive Temporary Total Disability (TTD) Benefits in accordance with the Law. TTD Benefits are wage replacement benefits paid to an employee in lieu of wages during the period of time in which the employee is unable to return to any employment because of a work-related injury.