

WORKERS' COMPENSATION PROCEDURES
Managed Care Innovations (MCI)

Employees in the Traditional Plan	Employees in VSDP/REED GROUP
<u>Emergency Only</u> - Seek medical attention immediately. (Patient First, Emergency Room)	<u>Emergency Only</u> - Seek medical attention immediately. (Patient First, Emergency Room)
Employee must contact supervisor or manager immediately. A checklist for supvs/managers can be found at: http://spark.dss.virginia.gov/divisions/dhrm/vdss/procedures/index.cgi Scroll down to the Worker's Compensation section.	Employee must contact supervisor or manager immediately. A checklist for supvs/managers can be found at http://spark.dss.virginia.gov/divisions/dhrm/vdss/procedures/index.cgi Scroll down to the Worker's Compensation section.
Supervisor or manager must complete the Employer's Accident Report and forward to W/C Coordinator within three days of injury. This form must be filed within five days from the date the employer receives notice of the accident.	Supervisor or manager must complete the Employer's Accident Report and forward to W/C Coordinator within three days of injury. This form must be filed within five days from the date the employer receives notice of the accident.
Supervisor or manager must offer a panel of at least three physicians from three different practices to the employee for the purpose of providing medical treatment for work-related injuries. Doctors must be listed by physician name. A list of providers can be found at www.covwc.com - click on PPO network.	Supervisor or manager must offer a panel of at least three physicians from three different practices to the employee for the purpose of providing medical treatment for work-related injuries. Doctors must be listed by physician name. A list of providers can be found at www.covwc.com - click on PPO network.
The employee MUST pick one physician from the panel offered and, if necessary, schedule an appointment. The Panel Physicians' form MUST be signed by the employee, returned to the supervisor or manager, and sent to W/C Coordinator in HR.	The employee MUST pick one physician from the panel offered and, if necessary, schedule an appointment. The Panel Physicians' form MUST be signed by the employee, returned to the supervisor or manager, and sent to W/C Coordinator in HR.
Supervisor or manager must submit all paperwork to W/C Coordinator for processing.	Supervisor or manager must submit all paperwork to W/C Coordinator for processing.
Supervisor or manager and employee must communicate frequently with W/C Coordinator until a decision has been made on the claim.	Supervisor or manager and employee must communicate frequently with W/C Coordinator until a decision has been made on the claim.
All absences must be charged to the employee's personal leave until the claim has been approved by Workers' Compensation (W/C) If the claim is approved, the leave is adjusted and absences will be charged to Workers' Comp. <i>In order for the employee to be reimbursed for the first seven days' absence, he/she has to be out 21 days.</i> The employee should record time missed in the TAL system. Additionally, a Leave Activity Reporting form (old leave slip) needs to be completed when an employee is out past the initial date of injury. <ol style="list-style-type: none"> 1) When recording time missed in TAL, the employee's own leave should be used to supplement W/C, if desired, or when awaiting approval. 2) The leave activity reporting form should be completed and coded WT leave so as to track leave used due to the injury. This leave slip is not keyed into TAL by the employee, but rather it should be sent to HR. 	Employee must contact VSDP/REED GROUP at 1.877.928.7021 to report the claim if the employee will be unable to work for more than seven calendar days. Five working days must be charged to the employee's leave. The employee should record time missed in the TAL system. Additionally, a Leave Activity Reporting form (old leave slip) needs to be completed when an employee is out past the initial date of injury. <ol style="list-style-type: none"> 1) When recording time missed in TAL, the employee's own leave should be used. Once W/C reimburses VDSS, then 66 2/3% of the leave used by the employee will be credited back. 2) The leave activity reporting form should be completed and coded WT leave so as to track leave used due to the injury. This leave slip is not keyed into TAL by the employee, but rather it should be sent to HR.

<p>3) The leave slip needs to be faxed to 804.726.7028 or e-mailed to Bonnie.Minson@dss.virginia.gov or David.White@dss.virginia.gov</p> <p>If the employee does not have leave, the employee will be placed on LWOP. LWOP leave slip must be completed immediately as well as a Personnel Transaction Form (PTF) and submitted to W/C Coordinator in HR.</p>	<p>3) The leave slip needs to be faxed to 804.726.7028 or e-mailed to Bonnie.Minson@dss.virginia.gov or David.White@dss.virginia.gov</p> <p>If the employee does not have leave, the employee will be placed on LWOP. LWOP leave slip must be completed immediately as well as a Personnel Transaction Form (PTF) and submitted to W/C Coordinator in HR.</p>
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If more information is needed, please contact:

DSS' Workers' Compensation Coordinator
Division of Human Resource Management
801 E. Street, Main Level
Richmond, Virginia 23219
Work: 804.726-7040 or 804.726.7036
Fax: 804.726-7028

or

visit the website for Workers' Compensation at <http://www.covwc.com>