

Workers' Compensation Procedures

North Carolina School for the Deaf

Revised August 26, 2015

The instructions below are to be followed each time a workers' compensation claim is reported. Please note that the Student Health Center is not allowed to provide medical assistance to employees.

Bloodborne Pathogen Report of Injury –

*Any employee with a **Bloodborne Pathogen Exposure** that declines treatment **MUST** sign the **Hepatitis Declination Form** located on the Shared Drive.*

EMERGENCY INCIDENTS/INJURIES

Anytime an employee needs emergency treatment, please do not delay, **call *200 Broughton Police** who will request an ambulance or when possible, the employee can go directly to the emergency room.

- **Supervisors** must call HR at 432-5308 or send an e-mail to Teri.Longo@esdb.dpi.nc.gov to **report the emergency** incident/injury. (Sedgwick notification is required to ensure full and complete care is provided.)

MEDICAL and/or LOST TIME CLAIMS

- Employees are required to report any work related incidents/injuries to their immediate supervisor.
- Employees must notify their supervisor if medical treatment is requested.
- If medical treatment is requested, the supervisor should call (432-5308) or e-mail Teri.Longo@esdb.dpi.nc.gov and forward the following forms to Human Resources (HR) **within 24 hours**.
 - 1) **Form 19** completed by the Supervisor and must be **typed** signed and dated by the supervisor.
- The forms below **may be handwritten** (if legible) signed and dated:
 - 2) Supervisor's Investigation Form (supervisor completes)
 - 3) Employee Report of Injury Form (employee completes)
 - 4) Witness Statement (by each witness present - if applicable)

These forms are located on the NCSD.net website under Human Resources.

For NON-emergencies (during business hours)
in which the employee requests medical treatment.

- The employee must report any work related incidents/injuries and request medical treatment through their immediate supervisor.
- The **supervisor** should call HR (432-5308) or e-mail Teri.Longo@esdb.dpi.nc.gov **before sending the employee to the HR office.**
- HR will contact Burke Occupational Health Care to schedule an appointment.
- HR will provide the employee and/or the medical site with a Sedgwick Authorization Form.
- The employee should return a copy of any physician treatment notes or documentation to HR by the next business day, via campus mail.
- The same forms outlined above are required to be forwarded to HR **by the supervisor within 24 hours.**

For NON-emergencies (after normal business hours)
in which the employee requests medical treatment.

- The employee must report any work related accidents/injuries and request medical treatment through their immediate supervisor.
- The **supervisor calls** Burke Occupational Health (B.O.H.) **Urgent Care, 433-0604, select Option #1.** (leave a message and a staff member will return your call for an appointment, available 24 hours a day).
- Supervisors must leave a voice mail message at 432-5308 or send an e-mail to Teri.Longo@esdb.dpi.nc.gov to report the incident/injury.
- The same forms are required to be forwarded to HR **within 24 hours.**

Supervisors:

- Please follow up with the employee at least weekly.
- Keep HR informed of any changes in the employee's schedule, restrictions, doctor's appointments and any other pertinent information.
- Have employees code – **9680 – Injury Absence W/C** to record any partial day absences for W/C appointments.
- Collect and forward W/C related appointments (nothing with medical information please) **before** you approve the leave in BEACON.
- Forward appointment confirmation (not the scheduled appointment notification) to the timekeeper for the employee's time file and audit purposes.

Don't Forget:

- Only HR can place an employee on W/C Leave of Absence and record full day absence with an out-of-work note, from the medical provider.
- The **employee is required to use his/her own leave during the initial seven (7) day waiting period.** (See the Employee Statement Use of Leave Options Form on www.ncsd.net Human Resources, under Workers' Comp.
- Employees going out of work (Leave of Absence LOA-W/C) are required to complete the **OPTIONS form** regarding their leave use. This form must be **signed and forwarded by the supervisor** to HR.

REPORTING INCIDENTS and FIRST AID ONLY

(Incidents/injuries where the employee suffers no lost work time and does not request outside medical treatment.)

- **Employees are required to report any work related accidents/injuries to their immediate supervisor.**
- **Employees are to advise their supervisor that they do not request immediate medical treatment but wish to file the appropriate forms for documentation purposes.**
- **The same forms are to be forwarded by the supervisor (not the employee) to HR within 24 hours (for potential future claim coverage).**

**If you have any questions, please call 828-432-5308
or e-mail Teri.Longo@esdb.dpi.nc.gov**

**If HR is unavailable, please call 828-432-5202 or e-mail
Kim.Collins@esdb.dpi.nc.gov who is authorized to approve Workers'
Compensation medical treatment in HR's absence.**

**Our Workers' Compensation
Third Party Administrator is
Sedgwick, Raleigh, NC
Jennifer Bell 919-785-5820**