



INSTRUCTIONS FOR REPORTING A WORKERS' COMPENSATION CLAIM

All employees are automatically covered under the State Workers' Compensation Insurance laws from the first day of employment. These laws protect against loss of wages and medical expenses resulting from injuries sustained while working on the job.

Each work location should have a designated employee responsible for workers' compensation reporting and an additional employee to serve as back-up in the absence of the designee. The following procedures are to be used when reporting a workers' compensation injury:

- All injuries should be reported immediately by the injured employee to the designated employee at your worksite. The designated employee is responsible for reporting the incident to the Benefits Department. (If the designated employee is not available, the back-up designee, or the building supervisor/principal should report the incident to the Benefits Department).
 - **Required Form** – First Report of Injury Form (attached) may also be found on the www.jefferson.kyschools.us site under “Employees” “Benefits” and “Workers Compensation”. The worksite designee must fill out the form as reported by the injured employee. All questions must be answered completely including specific details, i.e., identifying the exact injured area along with where and how the injury occurred.
 - Injury Report must be **faxed** immediately to the Benefits Department at (502) 485-6256. If your location does not have ability to fax, you may e-mail completed reports to jcps.workerscomp@jefferson.kyschools.us. Do not e-mail reports directly to an individual in the Benefits Department because e-mails are not monitored during PTO.
 - **Late Report** – If an injury is not reported within 72 hours of the occurrence, the employee will be required to provide a written statement, stating the reason why it was reported late and two (2) eyewitness verifications.
 - **Completed 1A-1 Form (Workers' Compensation – First Report of Injury)** – will be e-mailed to the designee at the work location. Verified forms are to be kept and filed at your cost center location for OSHA reporting and inspection. Upon receipt of the form, the Benefits Department should be called at (502) 485-6395 if any information is incorrect.

WHERE TO SEEK MEDICAL TREATMENT FOR INJURIES

With the exception of severe bleeding, unconsciousness, obvious fracture or any other obvious emergency, an employee should not be referred to a hospital emergency room nor should EMS be called.

It is recommended that injured employees seek medical treatment at Concentra (formerly U.S. Health Works).

ADDRESS	HOURS	PHONE NUMBER
3430 Newburg Rd., Suite 106, Louisville KY 40218	M-F 8:00am to 5:00pm	(502) 451-1100
901 West Broadway, Louisville KY 40203	M-F 8:00am to 5:00pm	(502) 584-2257
100 High Rise Dr., Louisville KY 40213	24 Hours / 7 days per week	(502) 964-3688

*No one should be referred to a medical facility or medical provider until an injury report has been sent to the Benefits Department except in an emergency situation. The designee must make the Benefits Department aware of an emergency.

Employees Injured after Normal Work Hours:

Employee may seek treatment at the 24-hour location for Concentra or call the number noted above. The call will be directed to an on-call Physician who will provide instructions on where to seek treatment.

LOST TIME

IMPORTANT - Lost time due to a work related injury must be immediately reported to the Workers' Compensation Benefits Counselor at (502) 485-6395 by the designee at the work location. The Benefits Department must be notified the day the employee returns to work from a lost time injury. Lost time reporting may be called in at (502) 485-6395 or faxed to (502) 485-6256. Failure to provide timely notifications may result in a delay of employee benefits and/or employer fines.

COMMUNICATION**Refer all Workers' Compensation questions to Lori Stewart, Benefits Counselor at (502) 485-6395**

The Benefits Counselor must be kept informed as to the status of each injured employee. Examples of required communications are listed below:

- Continuation of lost time
- Employee's return to work from a lost time injury
- Copies of any medical statements for lost time
- Copy of Police/Accident Report if employee was involved in motor vehicle accident.
- Bodily Fluid exposure – notification to the Office of Safety & Environment Services (502) 485-3298.
- **Alleged Assaults** – should be reported on the workers' compensation First Report of Injury form as well as the Student/Employee Incident Report Form. The Student/Employee Incident Report Form should be forwarded to the parties specified on that form.

PAYROLL REPORTING – “6W – Dock for Workers Compensation”

The Payroll Department will make necessary adjustments upon receipt of information regarding days missed.

Prompt reporting of payroll is essential. Due to Employee Organization Contracts, workers' compensation is to be automatically coordinated with accumulated sick leave, provided the employee has accumulated sick leave.

RETURNING TO WORK

- **Return to Work Form** - If an employee has been off from work due to a workers' compensation injury for more than two weeks, employee must obtain a “Return to Work” release from the Workers' Compensation Benefits Counselor at the VanHoose Education Center. Employee must submit a copy to the location designee upon returning to work.
- Medical appointments after returning from lost time – If the injured employee has medical appointments relating to their workers' compensation injury, appointments should be made before or after work hours (when possible) so as not to disrupt daily operations. An employee may call Risk Management Services Company (RMSC) at (502) 326-5900 for assistance in scheduling appointments before or after work hours.
- If the employee's contract allows sick leave or an excused portion of the day without pay for time docked, the contract should be exercised. Workers' Compensation does not pay for time-off for medical appointments once an employee has returned to regular duty.

For questions or concerns related to Workers' Compensation please contact Lori Stewart, Benefits Counselor at (502) 485-6395 or lori.stewart@jefferson.kyschools.us.