

EMPLOYEE OCCUPATIONAL INJURY CLAIMS PROCEDURE

OOO - Office of Counsel
MEB - Medical Expense Benefits

OJI - On-the-Job Injury
LWB - Lost Wage Benefits

An employee is injured on the job.

EMPLOYEE'S RESPONSIBILITIES:

1. You are to immediately notify your supervisor of the injury, in no event more than two (2) days after the date of the injury. Failure to provide timely, verbal notice to your supervisor may result in denial of any benefits.
2. You should file an Employee Occupational Injury Report with the UAH Office of Public Safety (PPB, 824-6596) as soon as possible, in no event later than one (1) week after the date of the injury. Failure of contacting OPS in a timely manner may result in denial of any benefits.
3. If the injury is life-threatening or otherwise requires emergency medical attention, you should seek medical assistance and treatment without delay at the emergency room of a nearby hospital. A police officer dispatched to the scene may administer first aid, if necessary, and may assist you in arranging transportation. While the University does not assume the responsibility of transporting an injured employee to a treatment facility, you must, in any case, comply with a supervisor's direction to seek emergency medical attention.
4. If the injury does not require emergency medical attention, you or your supervisor must contact the OJI Coordinator in the Office of Counsel (MDH 235, 824-6633). The OJI Coordinator will arrange an appointment for you at the UAB Huntsville Family Medicine Center (the "Clinic"), located in Huntsville at 301 Governors Drive. (You must comply with a supervisor's direction to seek medical attention even if you do not believe medical treatment is necessary.) If you utilize another physician for treatment without the approval of the OJI Coordinator, you may be disqualified from receiving any medical expense benefits.
5. If you are working off-campus and sustain an injury requiring emergency or immediate medical attention you should, where possible, follow the same procedures as stated above. However, if you are not in the Huntsville area and require treatment before returning to the Huntsville area, you may seek treatment from a health-care provider in the area where you are located.
6. Follow-up and/or ongoing treatment may be recommended by the attending physician in the Clinic. That treatment may involve return visits to the Clinic or visits to another physician to whom you are specifically referred by the attending physician at the Clinic. You must follow the directions of the attending physician and/or the referral physician with regard to such treatment. Your failure to comply with such directions, or your seeking of treatment by a physician other than a Clinic physician or other than a physician to whom you are referred by a Clinic physician, may result in denial of medical expense benefits.

7. Reasonable expenses for necessary medical care will be paid, either directly to the provider or by reimbursement to you, after application of available insurance benefits. Expenses accrued due to treatment by chiropractors, podiatrists, pain clinics, psychologists, and/or counselors will **not** qualify for payment or reimbursement by the University unless you are referred for such treatment by a Clinic physician, or by a physician to whom you were referred by the Clinic physician, and the University is given prior notice of the referral. If either of these conditions are not met, you will be solely responsible for all costs associated with treatment.

8. Absence from work the day of the injury as well as the next work day following the injury will be charged to administrative leave. If you are absent from work due to the injury for a longer period of time, you must charge the time off to sick leave or annual leave in order to receive payment at your normal salary rate. As an alternative you may charge the absence to lost wage benefits, in which case you will receive payment at the rate of 66 2/3 % of your average weekly pay.

9. Any absence from work due to temporary disability from an on-the-job injury must be supported by a signed statement from your attending physician indicating the nature of the injury or condition and the period of time you will not be able to work. If a physician-approved period of absence from work is to be extended by the physician, a new, signed certification statement must be obtained from the physician. You must provide a copy of such certification to your supervisor and to the OJI Coordinator. In the alternative, you may request the physician to send such certification by facsimile transmission to such parties. (OJI Coordinator fax number - 824-6187.)

10. **You are required to stay in regular contact with your supervisor**, keeping the supervisor informed about your physical condition, progress toward recovery, and estimated date of return. Such contact is to be made at least weekly (on the morning of the last working day each week) when the date of return to work is uncertain.

11. If you wish to receive LWB or MEB, you must file an Employee Occupational Injury claim with the OJI Coordinator. Filing a claim involves completion of the following forms (available in the OOC) and submitting them to the OJI Coordinator (Kerry Short Elmore, MDH 235, 824-6634) as soon as possible after receiving medical attention:

- * Employee Occupational Injury Claim form
- * Employee Occupational Injury Medical Release form

12. You should submit copies of invoices from your medical care providers, prescription receipts, and Blue Cross Blue Shield Claims Report statements to the OJI Coordinator as they become available.

13. The Alabama Worker's Compensation Act does not apply to employment with state agencies and institutions, such as the University. Therefore, you must file all medical expenses (including pharmaceutical expenses) accrued due to the OJI with your health insurance provider before they can be submitted to UAH for payment. Blue Cross Blue Shield Prescription Drug Claim forms may be obtained from the Benefits and Employee Services office (SKH 102, 824-6640). Because UAH, as a state entity, is not covered under Worker's Compensation laws, you should inform your medical care providers that medical expenses are not to be charged as "Worker's Compensation" claims to your health insurance provider. Doing so will delay payment.

14. When you are “off the payroll” due to depletion of leave time or receiving LWB, you are responsible for making arrangements through the UAH Employee Benefits Office for continuation of your benefits. A Benefits Retention Form must be completed to continue your health, life, and disability insurance and other applicable benefits.

15. You will be notified when a LWB or MEB check is available in the OOC. You may then pick the check up or choose to have the check mailed to you via U.S. Mail. LWB checks are not paid on the same cycle as salary checks. Payment is subject to the receipt of information and records from your medical care providers, as well as approval from the department supervisor, OOC, Human Resources, and the Vice President for Finance and Administration. Once approved, the checks are prepared by Accounts Payable on Tuesdays and Thursdays ONLY. Checks cannot be retrieved from Accounts Payable until after noon on the day in which they are issued.

16. You may qualify for long-term disability benefits if you are disabled for 90 continuous days. For more information concerning this option, you should contact Benefits and Employee Services.

17. To return to work after an injury, you must obtain from the attending physician a “release to work” certification, indicating the physician’s determination that you are sufficiently recovered as to be able to return to work, with or without limitations. The release to work document must be initially presented to the OJI Coordinator and then to your supervisor before you will be allowed to resume work. If your physician indicated that your ability to work will be subject to limitations, your supervisor and the OJI Coordinator will together determine whether or not those limitations will allow you to carry out your work duties.

***FOR MORE INFORMATION, PLEASE REVIEW THE UNIVERSITY’S
EMPLOYEE OCCUPATIONAL INJURY POLICY (Rev. 10/07/05).***

http://www.uah.edu/legal/pdf_files/Employee%20Occupational%20Injury%20Policy.pdf