

EMPLOYEE OCCUPATIONAL INJURY CLAIMS PROCEDURE

OOO - Office of Counsel

OJI - On-the-Job Injury

MEB - Medical Expense Benefits

LWB - Temporary Disability Benefits

An employee is injured on the job.

SUPERVISOR'S RESPONSIBILITIES:

1. An employee injured on-the-job must report such injury to you not more than two (2) days from the date of the injury.
2. Once you are informed about an employee's OJI, you should verify that the employee has filed an Employee Occupational Injury Report with the UAH Office of Public Safety. If this has not been done, you should direct the employee to file such a report not more than one (1) week from the date of injury.
3. If the employee's injury is life-threatening or otherwise requires emergency medical attention, the employee should seek medical assistance and treatment without delay at the emergency room of a nearby hospital.
4. If the employee's injury does not require emergency medical attention, either you or the employee must contact the OJI Coordinator in the Office of Counsel (MDH 235, 824-6633). The OJI Coordinator will arrange an appointment for the employee to receive medical care at the UAB Huntsville Family Medicine Center located in Huntsville at 301 Governors Drive.
5. If the employee is working off-campus and sustains an injury requiring emergency or immediate medical attention, the employee should, where possible, follow the same procedures as stated above. However, if the employee is not in the Huntsville area and requires treatment before returning to the Huntsville area, the employee may seek treatment from a health-care provider in the area where the employee is located.
6. All employees must comply with their supervisor's direction to seek medical attention even if they do not agree that medical treatment is necessary.
7. You should inquire whether or not the employee wishes to receive MEB. And, if the employee is not able to work due to the injury, you should ask whether he/she wishes to charge the absence to sick leave, annual leave or, instead, to lost wage benefits (which is paid at 66 2/3 the employee's average weekly pay.) You should inform an employee wishing to receive MEB and/or LWB to contact the OJI Coordinator in the OOC where he/she can obtain and complete an Employee Occupational Injury Claim form. No OJI benefits will be available to the employee until this form has been filed with the OOC.
8. If the employee chooses LWB and is off payroll for more than one month, you should submit a Personnel Action Form ("PAF") to Human Resources as notice of the employee's work status.

<http://www.uah.edu/admin/HR/frmtest.html>

9. You will receive a Departmental Approval Form from the OOC regarding the accident. You should investigate the accident sufficiently to determine if it happened as reported. Any discrepancies should be recorded with the form. Sign, date and return the form to the OOC.

10. If the employee has elected to take OJI leave for his/her absences and receive LWB, you should enter "OJI" on his/her time sheets" under the heading "Without Pay" for all such absences.

11. You should forward a copy of any documentation by the employee's medical care provider, submitted to you by the employee, to the OOC. "Release from Work" statements submitted directly to you by the provider should be copied to OOC and attached to the employee's time sheet.

12. If the employee's injury results in any of the following conditions or circumstances, you should immediately notify Benefits and Employee Services so a decision may be made as to whether or not the absence of the employee resulting from the injury will also be designated as leave under the Family and Medical Leave Act ("FMLA"):

- * The employee remains overnight in a medical facility
- * The employee is receiving continuing treatment from a health care provider for more than three (3) consecutive calendar days
- * The employee undergoes or requires restorative surgery

13. No employee may be allowed to return to work without submitting his/her physician's Release to the OJI Coordinator.

14. Once the employee is approved to return to work, you should file a PAF with Human Resources amending the employee's status.

***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