

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
EMPLOYEE OCCUPATIONAL INJURY CLAIMS PROCEDURE
SUPERVISOR'S RESPONSIBILITIES

1. Notice to Supervisor. An employee injured on-the-job must notify you no later than two (2) days from the date of the injury.
2. Injury Report. Once you receive notification, you should verify that the employee has begun the process of filing an **Employee Occupational Accident Report** with the OJI Coordinator in the Office of Risk Management. If this process has not yet been initiated, you should direct the employee to file a report immediately. This form may be found online at <http://www.uah.edu/rmi/injuries>.
3. Department Approval. You should investigate the circumstances of the accident sufficiently to determine if things occurred as reported. Your signature will be required at the bottom of the Employee Occupational Accident Report form as documentation that you reviewed and approved the Report. Any discrepancies that might be discovered should be recorded with the form. Sign, date and return the form to the OJI Coordinator.
4. Treatment. 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. If the injury does require medical attention but not on an emergency basis, either you or the employee must contact the OJI Coordinator. The OJI Coordinator will assist in arranging an appointment for the employee to receive medical care.
5. Off-Campus Injury. 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, he/she may seek treatment from a health-care provider in the area where he/she is located.
6. Supervisor's Instructions. 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. Medical Expense Benefits - University Insurance. You should inquire whether or not the employee wishes to receive Medical Expense benefits (MEB). An employee covered by the University's Blue Cross Blue Shield (BCBS) health insurance is eligible to have all medical expenses paid by BCBS, including any deductibles or copays. **However, the employee must give the health care provider the "work related injury" (WRI) contract number at the time of initial treatment.** Instruct the employee to call the OJI Coordinator to obtain this number. Failure to do this will mean that the employee will have to pay deductible amounts and seek reimbursement from the University.
8. Medical Expense Benefits - Non-University Insurance. An employee covered by non-University insurance must inform the health care provider that the University is not covered by the Alabama Workers' Compensation law. The provider must submit the charges to the employee's insurance carrier, and any applicable deductible or co-pay must be paid by the employee.

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The University will provide MEB only after applicable insurance benefits have been applied to the charges.

9. Lost Wage Benefits. Employees may charge the day of the injury and the day immediately following to administrative leave. (The exception to this rule is if the injury occurs on a Friday; Monday may not be charged to administrative leave.) An employee who will be absent from work for a longer period of time should be reminded that he/she may charge the extra absence from work to their sick or annual leave, which is paid at 100% of the employee's current rate of pay. As an alternative, he/she may otherwise choose to charge the extra absence from work to OJI leave and receive Lost Wage Benefits (LWB), which are paid at 66 2/3% of the employee's current pay rate. To receive LWB, the employee must notify the OJI Coordinator within 10 days from the date of the injury. (LWBs may also be supplemented, charging the remaining 33 1/3% of the employee's current pay rate to the employees sick or annual leave so that he/she will continue to receive 100% of their current rate of pay.)

10. OJI Claim. Inform an employee wishing to receive MEB or LWB to contact the OJI Coordinator as soon as possible. The OJI Coordinator can assist the employee in completing and filing the Employee Occupational Injury Claim form and the Medical Records Release form. These forms may be found online at <http://www.uah.edu/rmi/injuries> and **must be filed for the employee to be eligible to receive OJI benefits.**

11. Timesheet Entry. If the employee has elected to take OJI leave for his/her absences and receive LWBs, you should enter - daily - those hours to be charged to LWBs in the OJI designation box on the timesheet.

12. Physician's Statements. Any absence from work due to an OJI must be supported by a signed statement from the employee's attending physician indicating the nature of the injury or condition and the period of time the employee is expected to be off work. Supplemental physician's statements will be necessary if the absence from work is extended by the physician. A release to return to work signed by the attending physician must also be presented, first to the OJI Coordinator and then to the supervisor, before the employee is allowed to resume his/her work responsibilities. Copies of all documentation by the employee's medical care provider, submitted to you by the employee or his/her physician, must be forwarded to the OJI Coordinator and attached to the employee's timesheet.

13. Family and Medical Leave. If the employee's injury results in any of the following conditions or circumstances, you should immediately notify Benefits and Employee Services (256 824-6640) so a decision may be made as to whether or not the employee's absence will also be designated as leave under the Family and Medical Leave Act ("FMLA"):

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

14. Personnel Action Form (PAF) Submittals. If the employee chooses OJI leave and is off payroll for more than one month, you should submit a PAF to Human Resources as notice of the employee's work status (<http://www.uah.edu/images/administrative/finance/payroll/paf.pdf>). Once the employee is approved to return to work, you should file a PAF with Human Resources amending the employee's status.

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