

Eastern North Carolina School for the Deaf

Workers Compensation Procedures

For

Managers and Supervisors

Who's Eligible?

All full-time, part-time, and temporary North Carolina Department of Public Instruction (DPI) employees are covered by the North Carolina Workers' Compensation Act.

Note: Volunteers, contractors and temporary employees contracted through temporary agencies (other than Temporary Solutions) however, are not covered.

What Do I Do If An Employee Gets Hurt At Work?

In the case of a **life-threatening emergency:**

- Immediately call 911, or direct the employee to go to the nearest emergency room.

In the case of a **non-life threatening injury:**

- Assess the situation, help arrange for proper medical care, and begin the injury reporting process.

For non-emergency incidents, before sending the employee to visit the authorized medical care facility (WILSON IMMEDIATE CARE), notify Human Resources of the injury. Human Resources will give the employee a **Medical Authorization Form** for him/her to carry to Wilson Immediate Care. The attending physician must complete this form, and the employee should return the form along with any other medical notes or documentation to Human Resources after the visit.

For incidents that require immediate medical attention **after normal business hours**, the employee should be directed to go to Wilson Medical Center Emergency Department. Any compensable workers compensation incident that requires any out-of-pocket expense will be reimbursed.

The time that the employee is receiving the initial medical treatment is considered work time, and no leave should be coded. It is important to report a work-related injury, accident or illness immediately, no matter how insignificant so that your employee gets proper care and you can quickly address any safety issues.

After the employee has received proper first aid or has been sent to the physician, then you must complete the **Supervisor Accident/Incident Investigation Report Form**. Be sure to speak to any witnesses who observed the accident and have them complete the **Witness Statement Form**. As soon as practicable, have the employee complete the **Employee Report of Injury Form** and **Leave Options Form** (if work time other than the initial doctor's visit is missed).

The [Supervisor Accident/Incident Investigation Report Form](#) , [Employee Report of injury Form and Leave Options forms](#) must then be forwarded to Human Resources within **24 hours after the incident occurs**.

Human Resources remains available to assist in completing the forms if needed. Make a copy of the forms for the employee.

After the forms are complete and submitted to Human Resources, Human Resources will enter the accident information from the Supervisor’s form and the Employee Statement into the Sedgwick (our third party Workers’ Compensation administrator) database. Sedgwick will assign a claims administrator, ensure that authorized medical treatment and prescription drugs are paid, and the database will generate the Industrial Commission form 19 for the employee.

Note: Employees are required to return to work immediately following the medical appointment to update Human Resources and the Supervisor/Manager on the employee's status.

Who Provides Medical Treatment?

When on campus or in the Wilson, NC area, Eastern NCSD employees are to visit the approved health care facilities listed below. For emergencies when off campus, visit the nearest medical facility.

	Authorized Medical Facilities	AFTER HOURS:
	Wilson Immediate Care 1725 Tarboro St. Wilson, NC 27893-3468 (252)237-2891	Wilson Medical Center 1705 Tarboro St W Wilson, NC 27893 (252)-399-8040

Are Prescription Drugs Covered?

When the authorized treating physician prescribes medication, prescriptions may be filled at no cost, by most major pharmacies such as Wal-Mart, Walgreens or CVS. Sedgwick internally manages the prescription drug plan for the Workers' Compensation program. Sedgwick will provide the pharmacist with the required authorization to fill the prescription. If a pharmacy is unable to obtain the necessary authorization such as after normal business hours or during a weekend, the employee may pay for the prescription and file for a reimbursement by sending the original copy of the receipt to Human Resources.

What about Follow-Up Medical Care?

Additional health care needed by specialists will be coordinated between Human Resources, the initial treating physician and CorVel Corporation, third party administrator for Workers' Compensation claims. An employee should consult with Human Resources to facilitate health care with a specialist.

What If The Injured Employee Can't Return To Work Right Away?

The injured employee's transition back to work is managed by several, including you, the supervisor, the physician, and Human Resources. Flexibility in providing light or modified duties as recommended by the treating physician will support a smooth return to full time job duties for the employee and keep the employee engaged in work. A supervisor who anticipates a gradual transition back to work after an injury should contact Human Resources as soon as possible. How the employee codes leave for the time away from work will be determined by the Use of Leave Options choices. You should maintain open lines of communication both with the employee as well as Human Resources particularly if light duty restrictions apply or the incident resulted in lost time from work.

An employee may choose to use sick or vacation leave, or go on Leave Without Pay during the 7-calendar-day waiting period. The law provides medical and disability compensation including a weekly benefit for lost workdays after a 7-calendar-day waiting period. A weekly benefit equal to 66 2/3% of the employee's average weekly earnings up to a maximum established by the North Carolina Industrial Commission is payable to the employee. Compensation begins on the eighth calendar day of lost work time and if the lost time goes beyond 21 calendar days, the employee is entitled to receive compensation for the first 7 calendar days if the employee elected to use Leave Without Pay for those first 7 days. The weekly benefit may be supplemented by using sick or vacation leave, earned prior to the injury, in accordance with the [Supplemental Leave Schedule](#) set by the State Human Resources Commission. If the doctor states the employee should not return to normal work duties, the statement must be reflected on the medical documentation. If an employee does not return as scheduled, the absence is considered unauthorized unless prior to the absence the employee provides the supervisor with a written updated medical status from the authorized treating physician allowing the time off.

Occasionally, a doctor will order work restrictions. In this case, a supervisor should make every effort to reasonably accommodate the limitations and the employee should comply with the doctor's recommendations. As stated earlier, a supervisor who anticipates a gradual transition back to work after an injury should contact Human Resources as soon as possible. Note: Employees are obligated to accept any suitable employment provided it is within capabilities. *Refusal to accept suitable employment may result in termination of compensation and dismissal.*

What Happens To The Employee's Benefits?

While on Leave Without Pay - Workers' Compensation status, there will be no benefit deductions taken from the weekly workers' compensation pay. Workers' Compensation wages are mailed directly to the employee by Sedgwick.

Hospitalization Insurance

State Health Plan coverage may continue while on Workers' Compensation. The employer's monthly contribution continues to be paid by DPI; however, the employee must pay premiums for dependent coverage to BEACON/Best Shared Services (employees should contact HR for instructions).

Retirement Service Credit

Retirement contributions stop while on workers' compensation leave. An employee may purchase credit for the period of time on an approved leave.

Vacation/Sick Leave

The time used at the initial physician visit is considered work time and neither sick nor vacation leave should be coded. Annual and sick leave continue to accrue while covered by Workers' Compensation and are credited for use upon the employee's return to work. If an employee does not return to work, vacation and sick leave accumulated during the first twelve months of leave should be paid in a lump sum along with other unused vacation credit. The payout of the vacation leave may exceed the 240 hours normally allowed.

Longevity

Employees continue to receive longevity credit and, if eligible, to receive annual payments.

Additional Benefits

Depending upon the benefit plan, coverage may continue through **direct pay** to the vendor or Human Resources. Please contact Human Resources for further information.