



## **Risk Management and Safety Worker's Compensation Procedure**

### 1. Purpose and Scope

- 1.1 This document presents an outline of the procedure encompassing activities related to reporting a Worker's Compensation claim and its processes.

### 2. Background

- 2.1 When employees are injured on the job the University provides Worker's Compensation care to the injured employee.
- 2.2 Treatment is provided by the Notre Dame Wellness Center located on campus. When the Wellness Center is closed medical care is provided by MedPoint24. Emergency services are also available at St. Joseph's Regional Medical Center.
- 2.3 Employees, Supervisors, and Managers all have responsibilities to report injuries in a timely manner.

### 3. Responsibilities

#### 3.1 Employees

- 3.1.1 The employee is responsible to identify and report all injuries or illnesses incurred on the job to their Supervisor immediately.
- 3.1.2 If medical care is desired at the time of reporting, the employee should be sent to the Notre Dame Wellness Center with the authorization form called "Supervisor's Report to the Wellness Ctr."  
[http://riskmanagement.nd.edu/assets/182264/report to the wellness center.pdf](http://riskmanagement.nd.edu/assets/182264/report%20to%20the%20wellness%20center.pdf)
- 3.1.2.1 If the Wellness Center is closed the employee should seek treatment at MedPoint24. This facility is open 24 hrs. a day.  
<http://riskmanagement.nd.edu/assets/97314/medpoint24.pdf>. If the injury is serious call 911 for emergency treatment. The employee should be treated at St. Joseph's Medical Center.  
<http://www.sjmed.com/> located on Douglas Rd. Mishawaka, IN.

3.1.3 The employee is responsible for sharing the return to work slip with their Supervisor/Manager after each appointment. If the employee is assigned work restrictions, these can be discussed with their Supervisor to determine if they can be met. It is the employee's responsibility to work within the guidelines of his/her restrictions.

- If an employee is asked to work outside their current work restrictions they should remind their Supervisor they are under restrictions. If the employee continues to have concerns they should contact Risk Management & Safety for assistance at 574-631-5037.

3.1.4 If the injury requires time away from work by an approved Worker's Compensation Provider or if restrictions are unable to be met by their department, the employee may be eligible for salary replacement. The employee should ask their Supervisor to reach out to the Claims Specialist, (574) 631-7532 for current guidelines. The employee may return to work when the physician provides a return to work slip that allows the patient to return or the department can accommodate the restrictions.

## 3.2 Supervisors

3.4.1 When an employee reports and injury the Supervisor will ask the employee if they would like to receive medical treatment. If the employee desires medical care they should be sent to the Notre Dame Wellness Center. A form called the "Supervisor's Report to the Wellness Ctr." must be completed and sent with the employee for treatment. This allows the patient to be seen and identifies to the healthcare provider that the injury occurred on campus or during a work task.

[http://riskmanagement.nd.edu/assets/182264/report to the wellness center.pdf](http://riskmanagement.nd.edu/assets/182264/report%20to%20the%20wellness%20center.pdf)

3.2.1.1 If the Wellness Center is closed, the Supervisor should send the employee to MedPoint24. at 6913 N. Main St., Granger, IN 46530, Ph: 647-1552 • Fax: 243-4306 Open 24/hours, 7 days a week

3.2.1.2 If emergency treatment is needed please call 911.

- 3.2.2 The Supervisor/Manager shall complete the required form for all injuries that occur on campus called “First Report of Injury.” This form shall be completed via the electronic process at <https://obforms-prod.cc.nd.edu/AppNetOB/UnityForm.aspx?key=UFSessionIDKey> within 24 hrs. of the injury.
- 3.2.3 The Supervisor/Manager should receive a copy of the return to work slip from the employee.
- 3.2.3.1 The Supervisor should review the work restrictions and determine if the accommodation can be met. If the restrictions can be met, the employee is expected to report to work. If the restrictions cannot be met the Supervisor should share this time off with Risk Management & Safety.
- 3.2.3.2 When an employee is off work more than 7 calendar days, worker’s compensation salary begins. The Supervisor shall contact the Claims Specialist, at (574)631-7532 to report missed time.
- 3.2.4 An employee may not return to work until a release is received by the Worker’s Compensation provider or the restrictions can be met.
4. Record Keeping
- 4.1 Risk Management & Safety shall record all injuries. RM&S will alert any State organizations such as OSHA or the Indiana Worker’s Compensation Board of severe injuries as listed in their guidelines.
- 4.2 RM&S shall maintain the OSHA-300 log.
- 4.3 RM&S shall manage the medical treatment and determine compensability of all Worker’s Compensation injuries.
- 4.4 RM&S shall process all approved medical services received and make payment to the providers.
- 4.5 RM&S shall maintain worker’s compensation files and procedure and provide and maintain claims in a database for reporting processes for ten years.

- 4.6 RM&S shall process all indemnity payments required under the Worker's Compensation Act by submitting a check requisition to Accounts Payable for approved worker's compensation services.
- 4.7 RM&S shall close the worker's compensation claim once the patient reaches maximum medical improvement by his/her worker's compensation provider.