

The University of Texas Southwestern Medical Center Injured Employee's Workers' Compensation Guidelines

These guidelines have been designed to guide you through the Workers' Compensation Insurance (WCI) process after you sustain a work-related injury. Please feel free to contact Risk & Insurance at 214-648-2250, if you have any questions about this process.

Reporting timelines have been established by law for specific information related to all WCI claims, so your full cooperation in providing information to your supervisor and Risk & Insurance in a timely fashion is essential.

The University of Texas Southwestern Medical Center is committed to promoting a safe and healthy work environment. Effective April 1, 2013, UT System contracted with [Injury Management Organization \(IMO\) Med-Select Network](#) to assist all employees who have been injured on the job to obtain prompt, appropriate medical treatment.

This network only applies to work-related injuries and has no impact on health insurance benefits offered by UT System.

| # | Task | Task Details |
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| 1. | Notify your supervisor | You are required to contact your supervisor as soon as possible after your work-related injury to inform them about when, where, and how your injury occurred. |
| 2. | Medical treatment | <p>If you require immediate emergency medical attention or if you are unable to drive yourself to a treatment facility, call UT Southwestern Police Dispatch at 214-648-8311. In the University Hospitals and Clinics, the Rapid Response Team should be activated by calling 3333 from a hospital phone, state "rapid response" to CUH or ZLUH, and provide the specific location.</p> <p>Employees may elect to obtain treatment from the network physician at the UT Southwestern Occupational Health Clinic at 214-645-5300, and no appointment is required.</p> <p>If you experience a Bloodborne pathogen exposure (needlestick, splash, etc.) please contact the Occupational Health pager at 214-588-6263.</p> |

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| | | <p>You can find a medical provider on the IMO website link below. Enter the zip code and the mile radius desired in the search and a list of doctors will be generated. If you did not require emergency medical attention, but you want to seek treatment with a doctor, you may drive yourself to see any physician within the IMO Network.</p> <p>IMO link for Network health care providers: http://injurymanagement.com/imo-med-select-network/find-a-provider/</p> <p><i>You must select a medical provider from this list of doctors in order for your medical bills to be paid by WCI if your injury is deemed compensable by the adjuster.</i></p> <p>You are <u>not required</u> to submit co-payments for medical treatment for work-related injuries. Do <u>not</u> present your personal insurance card to your medical provider for work-related injuries.</p> |
| <p>3.</p> | <p>Submit the Electronic First Report of Injury and sign the Health Care Network Acknowledgment form</p> | <p>Please complete the Electronic First Report of Injury and the Network Acknowledgment form in the link below.</p> <p>https://rl.swmed.org/RL6_Prod/Homecenter/Client/Login.aspx</p> <p>Notice of Network Requirements Link: http://www.utsouthwestern.net/intranet/hr/doclib/notice-of-network-requirements-manual.pdf</p> <hr/> |
| <p>4.</p> | <p>Pharmacy</p> | <p>Workers' compensation prescriptions should only be filled through Mitchell. The link is below. Do not <u>present</u> your personal prescription drug ID card to the pharmacy.</p> <p>http://utsouthwestern.net/intranet/administration/safety/doclib/wci-prescription-drug-card-manual.pdf</p> |

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| | | <p>The document within the link serves as a one-time temporary prescription card. A permanent prescription card will be sent to you after obtaining your first prescription.</p> |
| 5. | Over-the-counter medication reimbursement | <p>If your treating physician orders over-the-counter medications, or other items, you can request consideration for cost reimbursement from UT System by contacting our WCI Claims Adjuster at 888-802-0692. The adjuster will guide you through the process.</p> <p>In order for reimbursement to be considered, you will be required to send a copy of your treating physician's original hand-written prescription and your original receipts with your request form.</p> |
| 6. | Time off from work | <p>If you go home or seek medical treatment on the day of your injury, you will <u>not</u> be required to use your accrued leave for the time you miss from work.</p> <p>If your treating physician orders you to stay off work because of your injury, you must tell your supervisor as soon as possible.</p> <p>You are required to provide your supervisor with a copy of every Work Status Report (DWC 73) that your treating physician prepares for you. The Work Status Report must reflect your treating physician's order for you to stay off work.</p> <p>If you miss any time from work after the day of your injury, be advised, the statutory waiting period for Temporary Income Benefits is 7 days following the first day of lost time. Employees have the right to choose to be paid or unpaid during this time. Should employees elect to be paid, Sick Leave accruals are to be used before any other paid leave accrual. If Sick Leave exhausts employees may elect to use other paid leave to remain on payroll.</p> <p>You and your supervisor will be required to sign a <i>Request for Paid Leave</i> (form 23) form that reflects how you have chosen to take your time off from work.</p> |

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| 7. | Follow-up appointments | <p>If follow-up or physical therapy appointments are ordered for you by your treating physician, you will be required to use your accrued leave (sick, vacation, or holiday leave) if your appointments are scheduled during working hours.</p> <p>If you can schedule follow-up appointments during non-working hours, you will not need to use accrued leave.</p> <p>It is important that you show up for all your physician-ordered follow-up medical or physical therapy appointments until you receive a full duty work release, without restrictions, from your physician.</p> |
| 8. | Work restrictions | <p>If your treating physician orders work restrictions for you, and UT Southwestern determines that your restrictions are reasonable and can be provided in your current position without creating an undue hardship, you may continue working your regular job. This determination will be made by your supervisor, in consultation with Risk & Insurance. Undue hardships will be denied for workers' compensation return to work accommodations and would then be referred for consideration of accommodations under ADA (Americans with Disabilities Act).</p> <p>If your treating physician orders work restrictions which require special accommodations that are not reasonable or that cannot be provided in your current position, Risk & Insurance will attempt to negotiate a temporary modified duty work assignment for you in another department when possible, in accordance with EMP-268.</p> <p>You will also be expected to carefully follow your work restrictions both at work and at home.</p> <p>Return to Work Policy link: http://www.utsouthwestern.net/intranet/administration/policy-library/handbook/chapter-09/emp-268-return-to-work.html</p> |

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| 9. | Stay home | <p>If UT Southwestern is unable to accommodate your work restrictions or your physician has ordered you to remain off work, you will be required to stay home. You may return to work when you have been released to work with restrictions that can be accommodated, or you are released to return to work without restrictions.</p> <p>Call Risk & Insurance at 214-648-2250 the day you return to work after losing time because of your work-related injury.</p> |
| 10. | Return to work | <p>In order for you to return to your regular job, whether you have been off work or you are working in a temporary work assignment, you will be required to provide a copy of your Work Status Report to your supervisor. This report must be completed by your treating physician and indicate that you are able to return to work without restrictions.</p> <p>If you are working in a temporary modified duty work assignment when your treating physician releases you to return to work without restrictions, the temporary assignment will be considered null and void on the day of your release and you will be able to return to your regular job.</p> |

For additional details please refer to the intranet for the policies below:

[EMP-303: Workers Compensation Insurance Program](#)

[EMP-268: Return to Work](#)

[ETH-152](#)