

WorkComp Additional Information

Report WC to HR ASAP	Submit WC Forms	Submit Medical Auth Form(s)
<ul style="list-style-type: none"> - Supervisor needs to notify HR immediately via WorkComp@ .. either email WorkComp@ (or have someone send an email to WorkComp@ within the hour) .. if within the hour is not possible, then as soon as feasible .. no later than 10am the next morning - Initial email report to WorkComp@ needs to include <ul style="list-style-type: none"> .. briefly what occurred .. who was injured .. if medcor was called .. where person was taken .. form of transport .. if there were witnesses .. any initial status summary (e.g., restricted duty, days off release to duty, further care needed, etc.) .. the names and contact information for everyone that HR may need to contact - Because only supervisors know exactly what has been collected and/or sent in, please ensure WorkComp@ *and* TPA/Claims have received all forms and all supporting information 	<ul style="list-style-type: none"> - The supervisor is responsible for submitting Work Comp forms to HR via WorkComp@ - "Submitted" means, complete, correct, signed, dated, and to HR - Blank forms are on the County Intranet (not the public site) under Forms / WC Forms - Required Forms: <ul style="list-style-type: none"> .. Employee Injury (by employee) .. Supervisor (by supervisor) .. Witness (by *all* witnesses) - Due within 24 hours - Must be submitted within 72 hours - No exceptions - If possible: <ul style="list-style-type: none"> .. fill out forms electronically and send to WorkComp@ - If the forms are filled out by hand, <ul style="list-style-type: none"> .. they must be submitted to HR within 72 hours .. please carry the forms to HR and hand them to an Admin Svs staff member and let them know these are workcomp forms 	<ul style="list-style-type: none"> - The supervisor is responsible for ensuring all of the required medical and pharmacy forms are filled out completely (including physical or electronic signatures) - This includes the initial form that is available on the County Intranet under Forms / WC Forms - This includes any additional medical authorization, Rx authorization, or other forms required by TPA/Claims - This includes any and all WorkComp related documentation provided to employee or supervisor by medical providers, and/or required by TPA/Claims; for example: <ul style="list-style-type: none"> .. pharmacy (Rx) billing forms .. medical notes .. medical assessments .. futher instructions .. follow-up appointments .. diagnoses / prognoses .. return to work slips

Communication is Key	Employee Should Comply	Provide Employee Support
<ul style="list-style-type: none"> - The following needs to be copied on all emails that include material information about the claim: <ul style="list-style-type: none"> .. WorkComp@ .. Claims Adjuster .. Supervisor 	<ul style="list-style-type: none"> - Comply with doctor's orders - Cooperate with requests from HR - Seek and receive services as needed 	<ul style="list-style-type: none"> - Supervisor should call check in with employee WEEKLY (by phone if possible) until the employee returns to work or the case is closed - After employee returns to work, checkin with employee at least monthly until the claim is closed. - Send any information about the employee's change in status or questions/concerns the employee has to WorkCome@ - Every 90 days, HR should remind employee of supportive EAP services and encourage use of those services

Carle Clinic for OccMed (Occupational Medicine)	OSF Urgo Clinic (includes for OccMed)	WorkComp Codes & Payroll
<p>810 W Anthony Drive Urbana, IL</p> <p>Mon-Fri 8am to 5pm</p> <p>217-383-9400</p>	<p>2043 S Neil St, Champaign 2718 N Prospect, Champaign 520 N Cunningham [opening soon]</p> <p>Everyday: 8am to 8pm 217-337-3852</p> <p>To Schedule an Appt: www.osfurgo.org</p>	<p>There are special payroll codes for WorkComp, including for light duty or for being off due to injury</p> <p>Please help ensure this is coded correctly by emailing off-days and/or light-duty days to HR@ and WorkComp@</p>