

Workers' Compensation Employee Checklist

The VCU Human Resource Division's Workers' Compensation (WC) Office provides assistance and support to faculty and staff when they experience job-related illnesses or injuries. Following is information to guide an injured employee through the workers' compensation process.



- Initiating a claim -

- While your claim is open -

- Report** injury/illness to supervisor *as soon as possible*.
- Seek** immediate medical treatment – *if an emergency*.
- Complete** Accident Report Form and **give** to supervisor to complete.
- Complete** Physician Selection Form and **seek** medical treatment from selected panel physician – *not* your primary care physician (PCP).
- Forward** completed forms to VCU Employee Health Services *within 24 hours* of accident.
- Follow** department call-in procedures.
- Keep** your supervisor informed of absences, work restrictions, or job modifications.
- Follow-up** with panel physician *as needed*.
- VSDP participants – **contact** VCU Leave Administration at 828-1712 **and** UnumProvident (third-party administrator) at 1-800-652-5602 *after 7 calendar days* of disability.

- Communicate** work restrictions and medical progress with VCU Workers' Compensation Office.
- Keep** follow-up appointments with panel physician.
- Accept** recommended treatment by panel physician.
- Inform** supervisor of absences and work restrictions.
- Review** and **sign** WC agreement forms.
- Forward** medical bills to WC Office for payment.
- Report** all medical appointments and physical therapy visits to WC Office.
- Complete** *blue* benefits claim form provided by Virginia Workers' Compensation Commission.
- Comply** with work restrictions recommended by panel physician.
- Accept** modified duty or transitional employment offered.
- Submit** completed Request for FMLA (Family and Medical Leave Act) form to your supervisor – **if** your injury has resulted in a "serious health condition" **or** you have missed more than 3 days from work.

More information and forms . . . go to <http://www.hr.vcu.edu/workerscomp/index.htm>.

Questions about . . .

Workers' compensation claims management –

VCU Workers' Compensation Office
828-1533
workcomp@vcu.edu

Claim determination; medical authorizations; billing problems –

Managed Care Innovations (MCI)
649-2288

Medical issues; work restrictions –

Panel Physician
or
Employee Health Services
828-0584

Leave –

Department timekeeper
and
Leave Administration
828-1712

