


Workers' Compensation Supervisor Checklist

The VCU Human Resource Division's Workers' Compensation (WC) Office provides assistance and support to supervisors when their employees experience job-related illnesses or injuries. Following is information to help you ensure that your injured employees have access to the workers' compensation process.

| Helping employee initiate WC claim . . . | Investigating the accident . . . | While the claim is open . . . |
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| <ul style="list-style-type: none"> <input type="checkbox"/> Report unsafe work conditions or safety hazards to the Office of Environmental Health and Safety. <input type="checkbox"/> Maintain a supply of Accident Report and Physician Selection Forms. <input type="checkbox"/> Provide copies of both forms to injured employee to complete. <input type="checkbox"/> Complete <i>in detail</i> the supervisor's section (Part IV) of the Accident Report Form. <input type="checkbox"/> Forward both completed forms to VCU Employee Health Services <i>within 24 hours</i> of accident. | <ul style="list-style-type: none"> <input type="checkbox"/> Investigate the accident promptly. <input type="checkbox"/> Contact the Office of Environmental Health and Safety to assist in follow-up prevention efforts. <input type="checkbox"/> Determine ways to prevent future accidents. <input type="checkbox"/> Counsel employee on proper safety standards. <div style="text-align: center;">  </div> | <ul style="list-style-type: none"> <input type="checkbox"/> Communicate with employee on his/her progress and work modifications. <input type="checkbox"/> Communicate with Workers' Compensation Office concerning employee's progress. <input type="checkbox"/> Provide employee with Request for FMLA (Family Medical Leave Act) form to complete if injury or illness resulted in a "serious health condition" or he/she has missed more than 3 days from work. <input type="checkbox"/> Enter the Workers' Compensation leave type (WCP) in the employee's on-line time entry file <i>if the WC Office approves the leave</i>. <input type="checkbox"/> Ensure that employee follows work restrictions recommended by panel physician. <input type="checkbox"/> Seek modified or transitional duty assignments if needed by employee. |

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

