



The University of Texas at Dallas Workers' Compensation Guidelines

SUMMARY GUIDANCE

Workers' Compensation Program

- Workers' Compensation is a program that provides medical care and temporary income benefits to eligible UT Dallas employees that are injured while in the course and scope of their employment.

Workers' Compensation Process

REPORT THE INJURY

- If you are injured at work, report the injury to your supervisor and the Workers' Compensation Representative.
- Report injuries even if they are not severe, or do not require medical attention.
- If the injury is severe, call 911 and seek treatment the nearest hospital or clinic, then report it to the Workers' Compensation Representative.

COMPLETE THE FORMS

- The injured employee must complete the Employee's First Report of Injury and Network Acknowledgment forms.
- Supervisors must complete the Supervisor Investigation form.
- Witnesses must complete the Witness Statement.
 - All forms can be found here: <https://www.utdallas.edu/legal/risk-insurance/workers-compensation/>

SEEK TREATMENT

- Injured employees must seek treatment from a physician within the network. A list of network providers can be found here: <https://injurymanagement.com/find-a-provider/>

THIRD PARTY ADMINISTRATOR

- The Workers' Compensation program is administered by Third-Party Administrator, CCMSI. The medical network of providers is administered by IMO.
- After a claim has been filed, injured employees will communicate with representatives from CCMSI and IMO throughout the course of the claim in conjunction with the UTD Workers' Compensation Representative.