



The University of Texas at Dallas Workers' Compensation Guidelines

DETAILED GUIDANCE

I. Injury Occurrence

- a. The work-related injury or illness occurs.
- b. No Medical Treatment: If the injury is minor and can be treated with first aid, then the incident will be filed as a report only and not an actual claim.
- c. Minor Injury: If the injury is minor and can be treated at a network clinic, then a claim will be filed.
- d. Severe Injury: If the injury requires immediate medical attention, the injured employee may consider going directly to the ER. The injured employee should notify their supervisor and the WC Representative as soon as possible.

II. Notification

- a. Injured employees must notify their supervisor immediately regarding when, where, and how their job-related injury or illness occurred.
- b. The supervisor and/or injured employee must notify the WC Representative as soon as possible.
- c. The WC Representative is responsible for electronically submitting information provided by the employee and/or supervisor within the established timelines, therefore, full cooperation is expected.
- d. UTD can be fined up to \$25,000 for every report form that is not received by the Division of Workers' Compensation within specific timelines that have been established by law. A fine of \$25,000 can be assessed against UTD for each and every violation. Please be aware that every fine received by UTD for

failure to submit any of these reports in a timely fashion may be passed along to the department that failed to submit the required information to the WC Representative.

III. Treatment

- a. If the injured employee needs medical care because of their work-related injury or illness, they must choose a doctor from the list of network physicians in the IMO Med-Select Network.
- b. Before going to a network-approved doctor or clinic, the injured employee must contact the WC Representative and identify the clinic location for treatment. The WC Representative will then contact the doctor/clinic to provide authorization to treat.
- c. Injured employees are not required to submit a copayment for their medical treatment by any clinic or physician offering treatment for a work-related injury or illness.

IV. Forms

- a. The injured employee should complete the Employee's First Report of Injury form as soon as possible - preferably within 24 hours of the incident.
- b. The injured employee's supervisor should complete the Supervisor's Investigation Form as soon as possible – preferably within 24 hours of the incident.
- c. If someone witnessed the injury occur, the witness should complete the Accident Witness Statement as soon as possible – preferably within 24 hours of the incident.

V. Prescriptions

- a. If the network physician provides you with a prescription, the injured employee must present the First Fill prescription form to a pharmacy provider to obtain their initial prescription. The First Fill prescription form will act as the employee's temporary workers' compensation prescription card until they receive a permanent card via mail.

- b. Payment: Injured employees may tell all medical and pharmacy providers used to treat their work-related injury to send their bills directly to UT Dallas' insurance carrier at:

The University of Texas System c/o CCMSI
Cannon Cochran Management Services, Incorporated
PO BOX 802082
Dallas, TX 75380
Toll Free: 888-396-6844
Fax: 972-386-7918

VI. Restrictions/Modified Duty

- a. After the employee's initial medical visit, the physician will prepare a Work Status Report (DWC-73). The injured employee must provide a copy of this form to their supervisor and WC Representative. All physician-ordered work restrictions for the employee will be identified on the Work Status Report (DWC-73).
- b. If the injured employee's supervisor determines that the department can make accommodations for them for a limited amount of time, the employee may be offered the opportunity to accept or decline a Bona Fide job offer within their department. The WC Representative will work with the employee's supervisor to create the Bona Fide job offer for the employee based on the physician's work restriction orders. The employee (and their supervisor) will need to sign the Bona Fide job offer indicating that they either accept or reject this agreement.
- c. If your supervisor determines that your department is unable to modify your job duties in order to accommodate your physician-ordered work restrictions, you may be able to work in a Host Department on the UT Dallas campus for a limited amount of time.
- d. The WC Representative will try to negotiate a modified duty work assignment in a Host Department for you. Your work restrictions, skills, and abilities will all be taken into consideration when trying to place you in a Host Department.
- e. When the injured employee's physician releases them to return to work without restrictions, the employee must immediately notify their supervisor and WC Representative and submit a copy of the Work Status Report (DWC-73) from their physician that states they are able to return to full duty. Once

an employee is released by their physician and has submitted their final Work Status Report (DWC-73), they can resume their regular job duties.

- f. Your Bona Fide job offer will be considered null and void on the day you are released by your physician to return to work without restrictions.

VII. Leave

- a. If an injured employee is ordered by their physician to stay off work due to a work place injury, the employee is obligated to disclose this to their supervisor.
- b. The injured employee must provide their supervisor and WC Representative with a copy of the Work Status Report (DWC-73) from the treating physician that reflects his or her order for the employee to stay off work.
- c. The injured employee needs to call their supervisor on a regular basis while off work. The employee is subject to UT Dallas Policies and Procedures while off work.
- d. If you are going to lose time from work because of your work-related injury or illness, you will need to complete and sign a Request for Paid Leave (DWC-23).
- e. If an injured employee chooses to use paid leave, sick leave must be exhausted first before any other leave is used.
- f. Once an injured employee's sick leave has been exhausted, the employee may choose to use one or more weeks of other leave in lieu of receiving Temporary Income Benefits (TIBs). Prior to making an election concerning the use of accrued leave, please be advised that although there is a seven (7) day waiting period where TIBs are not payable, should disability extend to the fourteenth (14th) day after the first day of disability, the carrier will then issue a TIBs payment for the waiting period.
- g. If the injured employee does begin to lose time from work, their UT Dallas health insurance, longevity accrual, and retirement account may be affected. All injured employees are advised to contact Human Resources for more information. Human Resources can also give injured employees information about whether or not they are eligible for Family Medical Leave which, may run concurrently with any work-related lost time they take.

VIII. Temporary Income Benefits

- a. If the injured employee does miss time from work because of a work-related injury or illness, Workers' Compensation Insurance will begin paying Temporary Income Benefits (TIBS) to them on the eighth (8) calendar day they are off from work if their claim has been determined to be compensable, and they either elected to take the time off without pay or they had no accrued time available. Although there is a seven (7) day waiting period where TIBS are not payable, should disability extend to the fourteenth (14th) day after the first day of disability, the carrier will then issue a TIBS payment for the waiting period. TIBS are calculated at approximately 70% of the wages they earned during the 12 weeks prior to their work-related injury or illness.
- b. TIBS can be paid to them only if they are on unpaid status during their time off from work. An employee cannot take accrued leave and receive TIBS at the same time.

IX. Follow up Appointments

- a. It is important that the injured employee show up for all of their physician-ordered follow-up medical and/or physical therapy appointments until they receive a full-duty work release from their physician. When injured employees follow their treatment plan by adhering to all of their work restrictions and showing up for all of their physician-ordered follow-up appointments, they demonstrate to their supervisor and to the Workers' Compensation Commission that they genuinely want to restore their body to the highest level of wellness possible.
- b. After each and every follow-up appointment, the employee's physician will prepare an updated Work Status Report (DWC-73). The injured employee must provide a copy of this form to their supervisor and WC Representative after every appointment.
- c. If the employee has any follow-up appointments ordered by their physician during work hours, they will be required to use their accrued leave (sick, vacation or compensatory time). If possible, injured employees can schedule follow-up appointments during nonworking hours so they will not be required to use accrued leave time under these circumstances.