

Workers' Compensation: What an Employee Needs to Know!

Prepared by the Office of Human Resources (OHR)

The Workers' Compensation policy location: [Compliance 360](#)

I injured myself on the job, what should I do?

Notify your supervisor **immediately**.

Do I have to fill anything out if I am NOT seeking medical treatment?

Yes. Complete the *Employee/Student Injury and Incident Report (I & I)*. This can be found online at <http://www.uams.edu/campusop/depts/ohs/forms/Accident.aspx>

What should I do WHEN medical treatment is needed?

- Notify your supervisor;
- Complete the *Employee/Student Injury Incident Report (I&I)*; and
- You **MUST** call the Company Nurse Injury Hotline at **1-855-339-1893** to generate the Workers' Compensation claim.

Where should I go for medical treatment?

The Company Nurse Injury Hotline will refer you to the appropriate care facility.

Do I have to go to UAMS' doctors, or can I go to my Primary Care Physician (PCP)?

Please go to the designated facilities for Workers' Compensation or you may risk your bill not being paid by the third party administrator (TPA), Public Employee Claims Division (PECD). The designated treatment facilities are UAMS-Hospital ER, UAMS-Preventive Occupational and Environment Medicine Clinic (POEM) and UAMS Regional Programs clinics.

Do I have to call the Company Nurse Injury Hotline?

Yes. Employees are required to call the Company Nurse Injury Hotline only **WHEN** medical treatment is needed for on-the-job injuries. The claim forms will automatically be generated after the phone call is made.

Does my supervisor or department HR representative have to complete anything for me?

Signatures are required by both the employee and the supervisor on the claim forms. OHR will send the claim forms to your department to obtain signatures.

The doctor wrote a prescription for me, and what do I do?

The Temporary Prescription Form (TPF) will be provided when you seek treatment at the designated treatment facilities or contact OHR at (501) 686-5650 or send an email to WorkersComp@uams.edu.

What should I do if I receive medical bills at home for an injury I sustained at work?

Make sure you have called the Company Nurse Injury Hotline at **1-855-339-1893** to report the injury/incident, and that you have completed the *Employee/Student Injury and Incident Report (I & I)*. Contact OHR at (501) 686-5650 regarding your bill, or send an inquiry to WorkersComp@uams.edu.

Who is responsible for paying my medical bills, and can I speak with this person?

You can contact the Workers' Compensation Carrier, Public Employee Claims Division (PECD), our Third Party Administrator (TPA), at (501) 371-2700.

Should every on-the-job injury be reported to the Company Nurse Injury Hotline?

No. You should only contact the Company Nurse Injury Hotline **WHEN** medical treatment is needed.

What should I do when the doctor takes me off work for my injury?

You are still required to follow your department leave policy by contacting your department to advise them of your absence. You will also be **required** to provide **documentation** to your department from your treating physician.

Will I get paid for the days that I am absent from work?

Workers' Compensation benefits are not payable for the first seven (7) calendar days missed from work. This does not include the day of the injury. Sick, Holiday, or Vacation time should be used, in this order, for days missed. You must discuss any missed time from work with your supervisor.

What should I do if I am absent for an extended period?

Communicate with your supervisor and provide medical documentation to support your absence(s) from work.

Do I qualify for FMLA if I am injured on the job?

Yes. FMLA and Workers' Compensation run concurrently. Please review the *FMLA Policy, Administrative Guide 4.6.11*, and also talk to your supervisor.

What happens to my medical insurance while I'm out on Workers' Compensation leave?

You may continue your insurance benefits while off work for your Workers' Compensation injury. As long as you are in a "pay status", your premiums will continue to be deducted and UAMS will continue to pay its portion. Once all leave has been exhausted and there are no funds for premiums to be paid, you will need to call OHR, Employee Services at (501) 686-5650 to discuss your benefits and make payment arrangements in order to continue your benefits.

Will the Company Nurse Injury Hotline provide general health care advice?

No. This hotline is only for on-the-job injuries that need medical treatment.

Does the Company Nurse Injury Hotline cover locations outside of UAMS?

Yes. All UAMS employees will call this hotline for on-the-job injuries when medical treatment is needed.

Is the Company Nurse Injury Hotline my Workers' Compensation Insurance?

No. Public Employee Claims Division (PECD) is our third party administrator (TPA), and is responsible for the claims processing and plan administration.

Who can I call at UAMS that handles Workers' Compensation?

Please call (501) 686-5650 for assistance. **Email:** WorkersComp@uams.edu

UAMS Case Manager: Donna Curtis (501) 603-1665