

Procedures to Follow For Workers' Compensation Accidents and Injuries

1. **In all cases that are true emergencies (life or limb threatening), the priority is to get the employee immediate medical care. Call the University Police Department at ext. 2-6477, UL-Lafayette Police Officers are certified in initial first aid and CPR. **Student Health Services do not treat for workers' compensation cases.***
2. Contact your Departmental Safety Coordinator (<http://www.safety.louisiana.edu/Coordinators/index.shtml>) or obtain all facts pertaining to the injury and complete the DA2000 Employee Incident/Accident report, <http://safety.louisiana.edu/Forms/index.shtml>.
3. If employee does need to seek medical attention, he/she can choose the facility of his/her choice. **Health care providers will need information regarding the worker's compensation claim.** Immediately call WellnessWorks to coordinate the employee's health services at **888-977-3319** (24/7). They will communicate with the health facilities, and will require the following information on the injured employee:
 - a. Name
 - b. Date of Birth
 - c. Brief description of injury
 - d. Contact number for employee
 - e. Location or department where injury occurred
 - f. The last 4 digits of the employee's social security number
 - g. The **employee's choice** of treatment facility:
 - Physician
 - Urgent Care
 - Emergency Room
4. Call Courtney Turner at 482-6246 to advise her that Wellness Works has been notified. She will need the same information on the injured employee that was given to WellnessWorks.
5. **Forward the DA2000 to Courtney Turner in the Human Resources Office as soon as possible, *even if accident does not result in medical attention.***
6. Important notes to remember:
 - ❖ If employee is seen by an Urgent Care/Emergency Room facility and requires further treatment, WellnessWorks will be in contact with him/her (or he/she may contact them) to set up any follow up appointments.

- ❖ If the employee did not return to work following the accident, he/she is required to submit a “Return to Work Status Report” from the attending physician.
- ❖ The employee must use sick/annual leave while out of work. If he/she does not have enough leave, the first 7 days of missed work are considered the “waiting week” and are not eligible for indemnity benefits unless the employee has missed 14 or more days as a result of the injury. Otherwise, indemnity benefits will start on the 8th day, including the weekend, at 66.666% of wages or salary. If the employee does have enough leave, a portion of it will be “bought back” by workers’ compensation insurance. An employee cannot receive both pay from the university and indemnity benefits.
- ❖ When employee is approved to return to work, he/she is again required to submit a “Return to Work Status Report” from the attending physician.
- ❖ WellnessWorks will coordinate all follow-up care for the employee and secure status reports from medical providers. Employees are encouraged to cooperate fully with WellnessWorks. For more information regarding workers compensation benefits, contact Courtney Turner in HR at 482-6246.