

# Workers' Compensation Procedures

## ***If It is Not an Emergency:***

- Immediately report the work-related injury or illness to your supervisor.
- Contact the Human Resource Department
- Select a physician or medical facility from the Workers' Compensation Preferred Panel and complete a Panel Physician Selection form.

## ***If it is an Emergency:***

- Immediately report the work-related injury or illness to your supervisor.
- If you need immediate medical treatment for serious injuries or illness go to the Emergency room.
- Contact Human Resources as soon as possible.
- All follow-up treatment must be provided by a Workers' Compensation panel physician.

## ***Prescribed Medications:***

Commonwealth of Virginia participates in the First Script, pharmacy program. First Script is valid only for medications prescribed for your work related injury. First Script claims are submitted electronically and electronic approval of the claim will be returned. If you need a prescription due to a work related injury the Human Resources Department will provide you with the employer information card and agency code.

## ***VSDP & Workers' Compensation***

The employee must contact UNUM Providence to ensure that the maximum benefits are received. WC provides the primary benefit, and VSDP supplements that benefit as appropriate. If the employee does not file with UNUM Providences the employee only will be eligible to receive the WC benefit, which is approximately 66 2/3 of his or her salary.



## **A Brief Guide to Workers' Compensation for Employees**

Thomas Nelson Community College



**Human Resources  
Department  
757-825-2729**

## Q & A

### What is Workers' Compensation?

Workers' Compensation is a benefit for faculty members, classified staff, or hourly or student workers who are injured while performing their job.

### Can I be treated by my family doctor or PCP?

No, in order to be covered for a work-related injury/disease, you must select a physician from our panel.

### What if I only get a small injury and do not think I need medical treatment? Do I still have to report it?

Yes, report all injuries, no matter how small.

### What happens if the doctor does not release me to work at full capacity?

In most cases, the college will be able to accommodate the restrictions that are recommended by the physician. A plan will be developed to get you back to work as soon as you are able, even if it is not at full capacity.



## Q & A

### Will I still be paid if I am not able to work at all?

You will be paid, but your leave will be charged until we know if the claim has been approved or denied. Once the claim is approved you will be reimbursed leave time with the following exception. The first 7 days are considered waiting periods and will be charged to your leave, unless you are out work for 21 days. After 21 days missed, you will receive compensation for the first seven days.

### Can my claim be denied?

Yes, if the employer/carrier denies the claim or refuses to make certain payments, this does not mean you are not entitled to benefits. It only means that the benefits will not be voluntarily paid. The employee should then send a written request for a hearing.

### Is there a time limit for filing a claim?

An employee must file a claim with the Workers' Compensation Commission within two years from the date of the accident or any right to benefits may be lost.

## What Qualifies as a Workers' Compensation?

### *In Order to be Covered an Injury Must:*

- Occur at work or during a work-related function
- Be caused by a specific work activity
- Happen suddenly at a specific time. (Injuries incurred gradually or from repetitive trauma are not covered)

### *In Order to be Covered a Disease Must:*

- Be caused by work
- Not be a disease of the back, neck, or spinal column

### *Final Decision on Claim:*

The Virginia Workers' Compensation Commission administers the Workers' Compensation Act. This is the law that sets rights and benefits for workers who are injured on the job or who suffer from occupational diseases. The Commission does not pay compensation benefits. Wage loss and medical payments are made by the employer or its insurance carrier. The Commission makes the final decision whether the employer or carrier must pay for the injury or disease. You must notify the Commission in writing within 20 days from the date of the opinion that you are requesting a review of the decision

