



Below is The Arc's process for documenting and reporting a worker's compensation claim. Staff must sign and date the information was discussed with them.

- ❑ **It is the injured employee's responsibility to report the injury/illness to your supervisor as soon as possible. You are to complete part one of the incident report, have your supervisor/manager complete part two and forward the incident report to Human Resources within 24hrs.**

If your supervisor/manager is not available to complete part two, proceed with submitting the form to Human Resources within 24 hrs, Human Resources will follow up with the manager/supervisor. If the office is closed, fax, or bring in the form the next open business day. The fax number is 301.925.8392. The report is not the Appendix 6, but the worker's compensation incident report. The incident report will need to be detailed and legible (please print). Do not leave any questions blank, because each question is important.

- ❑ **If the incident required medical treatment due to injury, bodily fluid exposure/or illness, you could either come in to receive Patient First paperwork or get it from your supervisor. You may go to an urgent care facility, your PCP or the ER. If you decide to seek medical treatment some place other than Patient First, do not use you medical insurance or pay any co-pays when you are receiving medical treatment for work related injuries/illnesses. Inform the provider that it is a workers' compensation claim and The Arc Prince George's County should be billed directly. If you need to have a prescription filled, call the Human Resources Department. Workers' compensation will reimburse you if you pay for the prescription, provided you fax, mail or bring a copy of the prescription and bill to the Human Resources Department. You should use your initials and the last 4 digits of your social security number as a temporary claim number for medical treatment and prescriptions, until we receive your claim number from worker's compensation.**
- ❑ **After you receive medical treatment, it is your responsibility to make sure that Human Resources receives your medical treatment paperwork within 24 hours of treatment. Human Resources fax number is 301.925.8392. The paperwork may include discharge instructions, treatment given, time off from work, restrictions, medications and any other pertinent information related to your injury/illness. If you fail to provide documentation, you will not receive workers' compensation pay & you will be put on unable to work status until the documentation is received.**

- ❑ **If your treatment is ongoing, it is your responsibility to make sure Human Resources receives your medical treatment paperwork each time you visit the treating physician. Your medical status may change at each appointment, so it is important that we receive updated information regarding your treatment. If you need a referral for a specific treatment or procedure call 1.888.476.2669**
- ❑ **Doctor's visits must be scheduled at the beginning of a workday or end of a workday. If scheduled at the beginning of a workday, you must report to work, unless otherwise specified by your doctor.**
- ❑ **If you call out sick, you must inform your supervisor prior to the start of your workday. You cannot leave a phone message; you must speak to someone. If you are out for an extended period of time, you must contact someone in Human Resources every Friday to provide an update on your status.**
- ❑ **When absent from work less than 14 days you have the option of using your sick leave for the first 3 days of lost time from work. On the 5th consecutive day you are out, you will be placed on Family Medical Leave (FMLA) if eligible. You are allowed up to 12 weeks of FMLA during a one-year period provided you are eligible. Time missed from work due to work related injuries/illnesses is not a vacation; therefore you must stay in close contact with your supervisor and Human Resources about your medical treatment. If you do not show up for work as scheduled without providing medical documentation that excuses your time off, it will be considered an unauthorized absence.**
- ❑ **If you receive bills in the mail for your treatment, please make sure you bring them to Human Resources as soon as possible, so that they can be forwarded to the claims representative for processing (it could take up to thirty days for processing).**
- ❑ **When you are involved in a vehicle accident/incident you will be sent for a drug screen within 24 hours of the event.**

If you have any questions or concerns, contact the Human Resources department at (301) 925-7050.



Signature

Print

Date _____