

## **Injury Reporting Procedures for Work Related Injuries at Baldwin Wallace University Updated August 2015**

If you should have a workplace injury first rule of thumb is to:

- Seek Medical Attention, and then
- Complete First Report of Injury Form (these can be obtained in your department or you may download them off the web.

Have a witness sign off on the First Report of Injury report. If no one witnessed the accident, then the first person who you are able to report your injury to, will serve as your witness.

Your witness will write down their accounting of what took place. Next, have your supervisor or department head sign the form which is forwarded immediately to Janet Leonard in HR.

Please make sure that the form is filled out correctly and completely, especially the section that asks if your injury will cause any lost time.

Make sure you indicate the date of the injury and the date that you returned to work, if you will miss work due to the injury, please make a note of it on the injury report.

If there is no medical attention sought, then the report will be kept on file in the department of HR. If medical attention is necessary and it is a minor injury you may go directly to BW's health center for minor treatment if it is during their normal working hours.

If the injury occurred outside of work hours, go to the nearest health care provider for treatment. Tell the health care provider that BW is self-insured, and instruct them to bill Baldwin Wallace University for your initial treatment.

If the injury is not life threatening, consider using an urgent care facility instead of a hospital. You will receive care more quickly and BW will save money. Southwest Urgent Care has a facility on Snow Road in Brookpark and also on Pearl Road in Strongsville. North Olmsted Urgent Care is located on Lorain Road in North Olmsted.

If your injury is more serious than just a one-time treatment you will need further paperwork and documentation. If you will need further treatment or tests you will have to have your doctor fill out an Authorization for treatment called a "C9". Most medical providers carry this form in their office. If a non-emergency, no further treatment should be done until you have signed authorization in order to insure that it is approved and payment will be made.

When your doctor submits the "C9" to Baldwin Wallace they should make sure to also forward all proper documentation and office notes in order to have the "C9" reviewed for approved. After approval you can make further appointments for tests or treatments.

If you will have to miss any time for a workplace injury, you are required to provide a doctor's excuse specifying what days you are to be off work with an estimated or actual return to work date. The doctor's excuse must be forwarded immediately to HR with a copy to your department.

For the first 7 days you are not paid for any time off due to a workplace injury. That is your waiting period.

If you should need to be out more than 7 days you will need to also file a "C-84/Medco-14" which is a request for temporary total compensation. This form also needs to be filled out by your physician as well.

Once you have been off 14 days due to a workplace injury then the Bureau of Workers Comp will go back and pay the first 7 waiting days.

Here at BW if it is a serious financial hardship we will allow you to take sick time or vacation time to help pay for the first seven waiting days, only if you are not going to be out past 14 days. We do not go back and reimburse your sick pay or vacation if you should be out beyond the 14 day period.

You will be expected to communicate with your department as well as the Dept. of HR when you are out for a workplace injury on a weekly basis to keep us informed of your progress. Once you have been off work for an injury, you will need to have a statement from the doctor releasing you to return to work with no restrictions before you can return to your job.

During the course of treatment of your injury if you wish to change physician of record, you may do so but you will need to fill out a Change of Physician form and have it approved and on record before making the change.

Facts you should know:

BW is self-insured through a third party administrator Sedgwick out of Columbus. We are not restricted to an MCO - which means you may choose your own doctor or emergency facility.

When visiting the facility please inform them that you are employed by Baldwin Wallace who is self-insured and instruct them to submit the bills directly to the attention of Janet Leonard, Director of Benefits, Baldwin Wallace University 275 Eastland Road, Berea, Ohio 44017 - Phone 440 826-2219 Fax 440 826-3564