

# **WORKERS' COMPENSATION TRAINING**

**EMPLOYEE INJURY/ILLNESS REPORTING**

**&**

**WORKERS' COMPENSATION PROCESS**

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# TRAINING AGENDA

- EMPLOYEE INJURY/ILLNESS REPORTING
- EMPLOYEE'S MEDICAL TREATMENT
- WORKERS' COMPENSATION INSURANCE /
- WHAT IS WORKERS' COMPENSATION (WC)?



# EMPLOYEE INJURY/ILLNESS

An Employee is hurt on the job What do I do?

- Employee notifies their Supervisor as soon as possible for all work-related accidents and/or illnesses.

Is medical treatment needed?

- CORVEL 24/7: call 1-800-685-2877 to speak with a triage nurse.
- EMERGENCIES: call 911 for paramedic response and/or to nearest emergency room.

NON-EMERGENCY SITUATIONS:

- Occupational Clinics: Concentra, FastMed Urgent Care or Sunnyside Medcenter

Operations outside of Tucson: Plan ahead and identify injury treatment options in your immediate area.

# EMP INJURY REPORTING THRU UACCESS

Presently, there are two pathways to start the process of submitting a new report:



Users can either login to UAccess and select the “Injury & Claim Reporting” tile that appears in the UA Manager Self Service tab  
or



Visit the UA-RMS homepage (<https://risk.arizona.edu>) and select the “New Incident Reporting Process” option located on the lower left-hand side of the screen under “Latest Activity.”



Users will receive email confirmation after the successful submission of a new report.

# Reporting Incidents through RMS Website

## Select Appropriate Link:

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**Employee Incident/Injury Reports** – This report should be completed for any injuries or incidents potentially giving rise to injuries for UA employees.

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**Property Loss Notice** – This report should be completed for loss, damage, theft or vandalism to UA facilities, buildings, or business personal property.

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**Auto Loss Notice** – This report should be completed for any loss or physical damage to university-owned vehicles.

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**Auto Loss Notice – Glass Only** - This report should only be used for claims explicitly related to damaged auto glass (windshields, rear glass, side windows).

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**Non-Employee Incident Report** – This report should be used to report injuries or incidents potentially given rise to injuries for non-UA employees, such as students, campus visitors or volunteers.



# INJURED EMPLOYEE'S PHYSICIAN VISIT

Tell the clinical staff that the injury is work related.



Employee will complete a “pink form” (Worker’s & Physicians Report of Injury, 102). It will indicate how the injury occurred and what body part(s) were injured. The physician completes the lower part of the form with his diagnosis and recommendations.



Medical referrals for physical therapy, radiology, diagnostic exams or to see a specialist are sent by the physician’s staff to State Risk Management, Workers’ Compensation Insurance Division for authorization.



# RETURN TO MODIFIED WORK

## Benefits to Department:

Reduces the likelihood of malingering and/or fraudulent claims

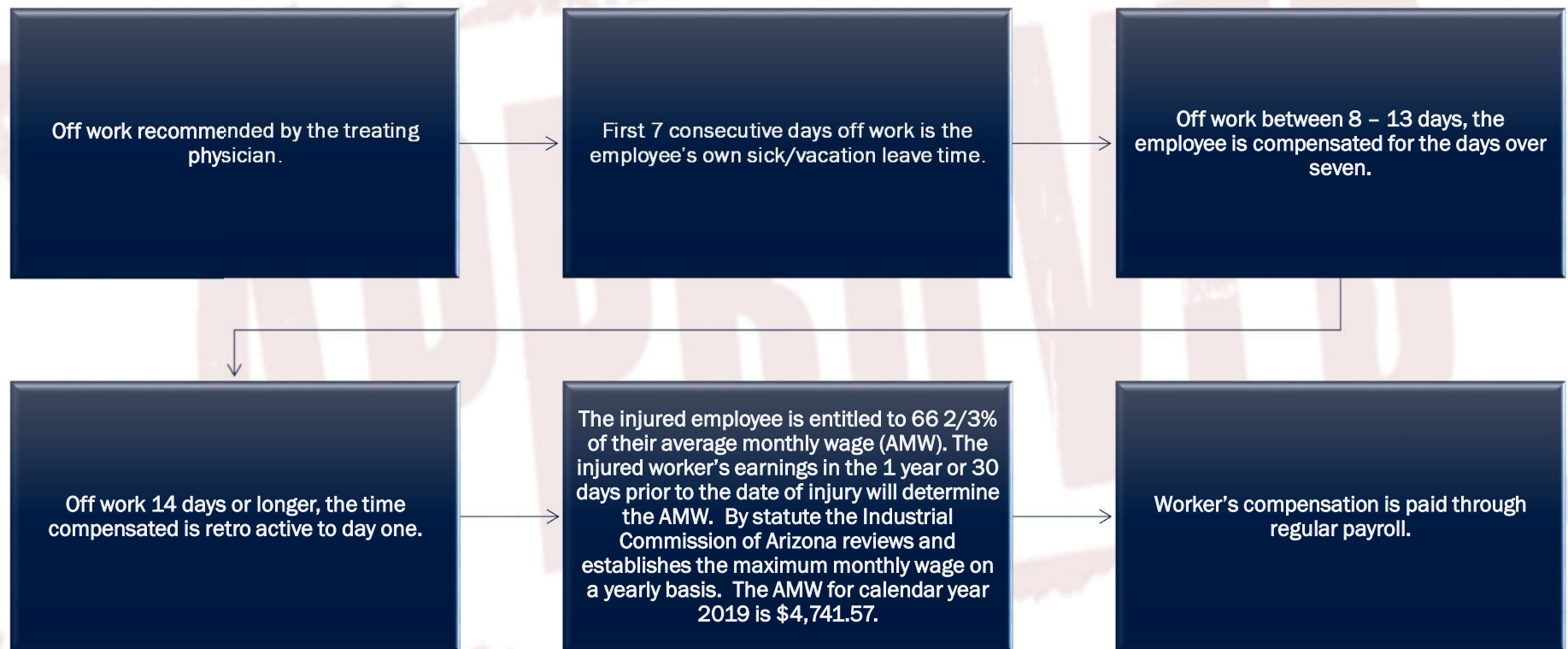
Minimizes workers' compensation costs while retaining the use of valuable trained employees.

Receive some production for wages paid (When a worker is out drawing lost time benefits there is NO production derived.)

Facilitates employer/employee contact, giving the employer more control and directions, leading to a positive resolution to a claim



# WORKERS' COMPENSATION BENEFITS



# WC Reimbursement

- The University of Arizona allows eligible injured employees to stay on the U of A payroll, by reporting their absence as sick or vacation leave. Workers' compensation benefits will reimburse a portion of the employee's leave balance.
- If an employee does not have accrued time available, the State Analyst determines the worker's compensation benefit and this benefit amount will be paid through U of A payroll.
- These 2 arrangements allows U of A benefits such as health insurance and retirement contributions to continue without disruption.

# FAMILY MEDICAL LEAVE

**OFF WORK:** When the injured employee is placed off work as a result of the industrial injury, FMLA time will run concurrently with WC time, if applicable.

The FMLA physician section does not need to be completed if the employee is seen at an occupational clinic.

The employee must apply for FMLA.

The Medical Status Form from the occupational clinic can be submitted to the designated Human Resources representative in lieu of the FMLA physician section.

# MMI

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## MEDICAL MAXIMUM IMPROVEMENT (MMI):

The injured employee has returned to regular duty and has reached medical maximum improvement. The employee is discharged from medical care.

# What is Workers' Compensation (WC) and how does it work?

Workers' Compensation is a “no fault” system in which injured workers receive medical and compensation benefits no matter who causes the job-related accident.

A compensable industrial injury must “arise out of” and “occur in the course of” employment. Not all workers' compensation claims are found compensable.

# WC FACTS



If the employee develops a condition due to prolonged exposure or cumulative type injury lasting more than one day or shift and the employee reports the condition to the supervisor a claim should be initiated.



Report the incident to your supervisor, even if you think you are not seriously hurt. By reporting the incident, you protect yourself against questions later that you were injured away from the workplace.



Your employer can require you to see a doctor of their choice for a one-time evaluation. However, other than this one-time evaluation, you're allowed to choose your own doctor for treatment. The only requirement is that the treatment provided be reasonable and necessary.



It is illegal for employers to fire employees who exercise their legal right to file for workers compensation benefits.

# WC CLAIMS PROCESSING

The Employers Report of Injury and The Physician's and Worker's Report of Injury to the Industrial Commission of Arizona (ICA) constitutes the legal filing of a workers' compensation claim in the State of Arizona.

The ICA will notify the AZDOA to accept or deny the claim on a Notice of Claim Status (NCS) within 21 days.

# Notice of Claim Status

The Notice of Claim Status will indicate:

- Acceptance or Denial
- A return to work status and date
- Time off work and explanation of monetary WC benefits.
- Medical Maximum Improvement (MMI)

**A Notice to the Claimant:** If you do not agree with the Notice and wish a hearing on the matter, a written Request for Hearing must be received at the office of the Industrial Commission within ninety (90) days after the date of the mailing of the notice. Otherwise, the Notice is FINAL.

- When a request for hearing is filed in the Claims Division, the case is referred to the Hearing Division Administrative Law Judge.



# Fraud

➤ FALSE STATEMENTS OR REPRESENTATIONS TO OBTAIN COMPENSATION EITHER FOR HIMSELF OR FOR ANOTHER CAN RESULT IN

- THE PERSON GUILTY OF A CLASS 6 FELONY AND
- IS SUBJECT TO UP TO 1- 1 ½ YEARS IN PRISON, AND
- A FIFTY THOUSAND DOLLAR FINE AND
- FOREFEITURE OF BENEFITS.

➤ If you suspect fraud communicate your concerns with Risk Management.

# QUESTIONS?



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