

Employee Guide to Workers' Compensation

Work Injury or Illness Reporting

- You are responsible for notifying your supervisor of your injury or illness immediately and keeping them informed of your medical status if you must be off work.
- Within 24 hours of the work injury or illness, the [First Report of Injury Form](#) (FROI) must be completed via the link provided. Your supervisor should complete the form so be sure to provide them with accurate information about the injury or illness.
- After the FROI is submitted, UNI's third party administrator, Sedgwick, will contact you with additional questions regarding your claim as part of their review and acceptance process.
 - UNI does not determine whether a claim is accepted or denied for workers' compensation benefits.

Medical Treatment

- For medical care related to your work injury or illness, you should be evaluated by Occupational Health at Bluebell Road Health Plaza in Cedar Falls.
 - Pre-authorization is required to be seen at Occupational Health and they will need to be informed that treatment is being paid for by UNI.
 - Your supervisor should complete the [Pre-authorization Form](#) and send it with you to Occupational Health.
 - Alternately, your supervisor may call Occupational Health at 319.575.5600 to pre-authorize your visit.
 - You should **not** be treated by your own physician or another hospital unless it is an extreme emergency.
- After hours, weekend, or holiday care is provided at the following locations:

<p>Cedar Falls Medical Center Emergency Department 319.268.3090 515 College Street, Cedar Falls</p>	<p>Waterloo Medical Center Emergency Department 319.272.7050 3421 W. 9th Street, Waterloo</p>
<p>Urgent Care – Bluebell Road Health Plaza 319.575.5600 226 Bluebell Road, Cedar Falls Monday – Friday: 7:00 am – 8:00 pm Saturday & Sunday: 10:00 am – 6:00 pm</p>	<p>Urgent Care – Waterloo Health Plaza 319.272.7425 2710 St. Francis Drive, Suite 111, Waterloo Monday – Friday: 12:00 pm – 8:00 pm Saturday & Sunday: 10:00 am – 6:00 pm</p>

- If medication is prescribed by the occupational health provider, you should follow the instructions on the [Occupational Injury Temporary Prescription ID Card](#) document.
 - This prescription ID card may be used immediately following an injury while a FROI is being filed and the workers' compensation claim set up with Sedgwick.
- You will receive an information packet from Sedgwick that will contain your **claim number** and a **prescription ID card** that should replace the temporary prescription ID card.
 - Be sure to give this information to any medical provider and pharmacy involved with the treatment for your work injury or illness so they may bill for services accurately.
- Sedgwick directs and approves all medical treatment and referrals related to your claim.

Missed Work Time and Timecard Coding

- Work missed on the day of injury or illness should be coded as regular work hours on your timecard.
- Work missed after the day of injury or illness (including treatment appointments) should be coded as **Work Comp (Sick/Injury)** on your timecard. This will come out of your available sick leave accruals.
 - There is a three (3) day waiting period for work comp benefits following the date of injury or illness. Contact Human Resource Services (HRS) if you are missing work.
- If you are off work for more than three (3) calendar days by orders of the occupational health provider or if we are unable to accommodate your work restrictions, Sedgwick will determine if you are eligible for additional work comp benefits. HRS will send you the work comp benefits election form to complete.
 - You need to choose if you want to supplement work comp benefits with paid leave accruals.
 - If you choose **not** to supplement with leave accruals, you will only receive work comp payments and will not receive a paycheck from UNI.
 - If you are not receiving pay from UNI, you will be placed in unpaid status and will not earn paid leave accruals. Other UNI benefits may also be affected.
- If you are eligible for FMLA leave entitlement, absences from work related to your work comp claim will run concurrently against your 12 weeks of FMLA leave for the calendar year.

Contact Information

<p>MercyOne Occupational Health 319.575.5600 Bluebell Road Health Plaza 226 Bluebell Road, Cedar Falls</p>	<p>Sedgwick Third party administrator 866.342.3920 Lexington, KY 40512</p>
<p>Human Resource Services (HRS) 319.273.2422 workcomp@uni.edu</p>	<p>myMatrixx 800.945.5951 Pharmacy billing manager</p>