

Supervisor Guide to Workers' Compensation

If an employee sustains a workplace injury or illness, it is imperative that the correct procedures are followed to ensure appropriate treatment is received and that the claim is processed in a timely manner. Please note the information below to facilitate the workers' compensation process.

Work Injury or Illness Reporting and Medical Treatment

- Within 24 hours of the work injury or illness, the [First Report of Injury Form](#) (FROI) must be completed via the link provided. The password to access the form is: **froi**
- If the injury or illness requires immediate medical attention, UNI has established a relationship with MercyOne Occupational Health to provide treatment.
- Pre-authorization is required for the employee to be seen at Occupational Health and the clinic will need to be informed that treatment is being paid for by UNI.
 - Complete the [Pre-authorization Form](#) and send it with the employee to Occupational Health; **OR**
 - Call Occupational Health at 319.575.5600 to provide them with the necessary employee information to pre-authorize their visit.
 - Give employee the [Occupational Injury Temporary Prescription ID Card](#) prior to their visit to Occupational Health to cover costs of filling their first prescription.
- 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>

Return to Work Process

- HRS may contact you with follow-up questions regarding the employee's injury or illness as part of Sedgwick's claim review and acceptance process.
- If the employee returns from the occupational health provider with work restrictions, please advise HRS if you are able to accommodate the restrictions.
 - If you are **able** to accommodate the work restrictions, determine if the restrictions prevent the employee from being able to perform one or more of the **routine functions** of their job. This information is needed for OSHA reporting.
 - Routine functions consist of any work activity that is regularly performed at least once per week.
 - If you are **unable** to accommodate the work restrictions, inform HRS so we can notify Sedgwick to determine if work comp benefits are owed to the employee.
- If the employee provides documentation from the medical provider(s) treating their injury or illness, please forward the information to HRS so we may add it to their medical file.

Missed Work and Timecard Coding

- Employees should be paid as normal for work time missed on the day of injury or illness.
- Work time missed due to restrictions, treatment appointments, or inability to accommodate restrictions after the day of injury or illness should be coded as **Work Comp (Sick/Injury)** on the employee's timecard. This time will come out of their available sick leave accruals.
- After three (3) days of missed work due to the injury or illness, the employee may be eligible for work comp benefit payments from Sedgwick.
- If the employee returns to work after missing three (3) days or more but has continued medical treatment, they may code **Excused Duty** on their timecard for missed work time.
- If the employee returns to work after the initial evaluation by Occupational Health but has continued medical treatment, they will code **Work Comp (Sick/Injury)** on their timecards for missed work time. This will continue to come out of their available sick leave accruals.
 - Once the employee misses a total of 24 hours of work for treatment of their injury or illness, they have met the waiting period for work comp benefits.
 - If continued treatment is needed after missing 24 hours of work time, it should be coded as Excused Duty on their timecards
- Contact HRS with any questions at workcomp@uni.edu or 273.6164.