



HRM Monthly Checkup for Units WORKER'S COMPENSATION

The following checklist is designed to help you maintain compliance with AgCenter requirements in the area of Worker's Compensation. Any employee who is injured while on the job (no matter the severity of the injury) must complete the documentation as described below. This checklist will serve as a useful reminder for employees who have the responsibility of completing the necessary worker's compensation forms for their department/unit. For employees who are relatively new to this function, it will help ensure that you are maintaining all required procedures. Please take a few moments to complete the checklist and review the explanatory material. You are not required to return the HRM Monthly Checkup to this office. It is for self-audit purposes only.

BASIC REQUIREMENTS

Worker's compensation is an employer paid insurance program designed to protect employees from loss of income due to injuries sustained in the scope of their employment. Generally the law provides for payment of medical expenses recommended by attending physicians and for compensation payments made when employees are absent from work for more than one week.

- All employees are required to report an on the job injury. A **Notice of Compliance** poster should be placed in a convenient and conspicuous place in the department/unit. Each department/unit should designate someone to ensure that injuries which occur at their location are reported and documented on the appropriate forms.
- Incident/Accident Investigation Form.** This form needs to be completed by the designated person in the office or the immediate supervisor of the individual who has been injured. This form must be completed for any injury, whether or not medical treatment was sought.
- Employer Report of Injury/Illness Form (LDOL-WC-1007).** This form needs to be completed by the designated person in the office or the immediate supervisor of the individual who has been injured. This form is only needed if the injury suffered by the employee required medical treatment. Otherwise, only submit the Incident/Accident Investigation Form.
- Authorization for Medical Treatment.** This form should be provided to the injured employee so that he/she may present it to their treating physician. This form informs the physician (and medical billing department) that the nature of the injury should be covered under worker's compensation.
- Return-to-Work Policy (PS-37).** According to PS-37 the injured employee may not return to work after taking leave under a physician's restriction until they have a physician's release. The injured employee must have their treating physician complete the form which is attached to the **Medical Certification Policy (PS-34)**. This form should be returned to HRM prior to the employee being allowed to return to work by the department/unit.
- Family Medical Leave Act (FMLA).** When an employee is absent from work due to a work related injury, the supervisor should fill out the FMLA (PS-34) form. FMLA guarantees that covered employees will be allowed to use a total of up to 12 weeks of annual leave, sick leave, or leave without pay, as appropriate, within a 12 month period. Medical certification to support the request is required. Refer to AgCenter PS-34 for additional details.

RECORD-KEEPING

- Each of the following forms: *Incident/Accident Investigation Form* and the *Employer Report of Injury/Illness* should be completed and returned to the Office of Human Resource Management, immediately following the employee's report of injury to the department/unit. The department/unit may fax these forms to (225) 578-8284. The originals must be forwarded via mail to LSU AgCenter, Human Resource Management, 103 Efferson Hall, Baton Rouge, LA 70803
- Maintain a file for the injured employee. This file should contain copies of those forms which were completed and sent to HRM. In addition to these forms, this file should contain future copies of medical invoices which may be submitted by the employee following treatment/billing. All original medical invoices must be forwarded via mail to LSU AgCenter, Human Resource Management, 103 Efferson Hall, Baton Rouge, LA 70803.
- Recording employee time. For any leave that the employee may take related to their injury, they are required to charge their sick leave first, then annual leave, and finally, leave without pay (if necessary) to cover their absence from work.
- For assistance in completing the forms or if you require additional information contact Torii Freeman (tfreeman@agcenter.lsu.edu or 225/578-4640) or Kristen Manes (kmanes@agcenter.lsu.edu or 225/578-4629).

LINKS - Forms and Policies:

- ❖ **Worker's Compensation Notice of Compliance Poster**
<http://www.lsuagcenter.com/MCMS/RelatedFiles/%7BC86A8404-4ACD-4028-BEA6-CC065289AD34%7D/wcnotice.pdf>
- ❖ **Incident/Accident Investigation Form**
www.lsuagcenter.net/hrm/Documents/Incident%20Accident%20Investigation%20Form.pdf
- ❖ **Employer Report of Injury/Illness Form (LDOL-WC-1007)**
www.lsuagcenter.net/hrm/Documents/InjuryReportFormWC1007.pdf
- ❖ **Authorization for Medical Treatment** (according to the La. Worker's Compensation Act)
www.lsuagcenter.net/hrm/Documents/W.C.%20Medical%20Treatment%20Authorization.pdf
- ❖ **Return to Work Policy (PS-37)**
<http://www.lsuagcenter.com/MCMS/RelatedFiles/%7BC8671BAA-48C8-4C08-AB4C-B07E3665301D%7D/ps37.pdf>
- ❖ **Medical Certification Policy (PS-34)**
<http://www.lsuagcenter.com/MCMS/RelatedFiles/%7BC8671BAA-48C8-4C08-AB4C-B07E3665301D%7D/ps34.pdf>

- ❖ **Medical Certification form for Sick/FMLA Leave** (attachment to PS-34)
<http://www.lsuagcenter.com/MCMS/RelatedFiles/%7BC8671BAA-48C8-4C08-AB4C-B07E3665301D%7D/Medical.pdf>

MOST COMMON MISTAKES

- ⓧ Not submitting accident reports to HRM as soon as the department is aware of the accident/injury.
- ⓧ Not notifying HRM that an employee has returned to work.
- ⓧ Allowing an employee to return to work without an official medical release on PS-34 form.
- ⓧ Not calling HRM to find out whether a particular situation should be reported.
- ⓧ Not filing FMLA forms timely.