

## **Employee Procedure Information for Workers' Comp**

If you are injured while on the job, you **must** report the injury in order for it to be considered under workers' compensation. Here are the steps you will need to take:

1. Give your supervisor all the information regarding the accident so the appropriate paperwork can be completed. You may make an employee's statement on a separate sheet of paper if you wish, but you are not to fill out your own workers' comp forms.
2. If medical care is needed, you may go to Haywood Regional Urgent Care/Occupational Health Center at **55 Buckeye Cove Road, Canton, NC 28716 (828)648-0282**
3. When you go to the clinic, take with you a copy of the WC Authorization/Physician's Report form provided to you by your supervisor or workers' comp designee. If this is not feasible at the time of your accident, authorization for your treatment can be called in to the provider by your supervisor, workers' comp designee at your location/school, or the Workers' Comp Administrator (Cindy Simson, Central Office, 456-2400 ext. 2111).
4. When you arrive, give the medical provider your name and work location. Please remind them that this is a work related injury. **Do not** give them your SHP health insurance card for information. You will then have a post accident drug screen, with the results being sent to the Workers' Comp Administrator.
5. Upon return from your doctor visit or treatment, any work status reports should be given to your supervisor or the workers' comp designee for your location. All referrals to other physicians must be made by Haywood Regional Occupational Health Center and subsequently approved by the workers' compensation insurance carrier.
6. Your accident forms will be filed with Sedgwick or Synergy, our Third Party Administrators. Your claim will be assigned to an adjuster. The adjuster will complete an investigation. If the investigation concludes that your injury meets the criteria established by state law, you will receive all benefits to which you are entitled under the Workers' Compensation Act. If their investigation discloses a non-covered injury, you will be notified in writing of the denial.
7. The Workers' Comp Administrator will send you a copy of the completed Form 19 and a blank Form 18 for you to fill out and submit to the North Carolina Industrial

Commission if you desire. You are not required to do this, but we are required to provide the form to you.

8. If the doctor determines that you need to be out of work during the healing process, no compensation is paid for the first seven days, unless the disability continues for more than 21 days. Workers' Compensation pay will be two-thirds of your average weekly wage from the past 52 weeks, prior to the date of injury. You may use available leave time to compensate the remaining third of your salary, if you choose to do so.
9. You may be eligible for mileage reimbursement for medical treatment beyond a 20-mile round trip from your home. Contact the Workers' Comp Administrator for the appropriate form to submit for reimbursement.
10. Remember to stay in touch with your Workers' Comp Administrator or claims adjuster if you are losing time from work. They will guide you through the rehabilitation process and help you return to work as soon as possible. Also, remember that it is the employee's responsibility to keep the employer informed of any work status reports and all treatment received. It is the goal of Haywood County Schools to make sure that every injured employee receives the care that is required.