

OPERATIONAL SERVICES

FISCAL MANAGEMENT – INSURANCE MANAGEMENT – Workers' Compensation

As provided by law, the Regional Office of Education provides certain benefits to employees for injuries arising out of and in the course of employment with the Regional Office in the event of a work-related accident. These benefits include, but are not necessarily limited to, necessary first aid, medical, and surgical services; and compensation for periods of disablement. The Regional Office of Education workers' compensation program is administered by an insurance company under contract with the Regional Office.

Procedures for securing medical benefits:

1. When an injury requires immediate medical attention, the employee should proceed directly to the emergency room of the nearest hospital or to the employee's personal physician.
2. When requesting medical examination or treatment, the employee is advised to inform the doctor or hospital that the medical costs may be covered by workers' compensation and that financial arrangements should be made through the Regional Office.
3. If subsequent medical treatment is needed, the employee is advised to inform and involve appropriate Regional Office personnel prior to seeking such treatment, since the Regional Office may not be required to pay for all treatment chosen by the employee.
4. If time is lost from work as a result of an on-the-job accident, the employee may be required to obtain a doctor's release indicating when the employee is able to return to work.
5. An injured employee may be required to submit a medical examination by a doctor chosen by the Regional Office of Education.
6. An employee shall report all on-the-job injuries, no matter how minor, to the Regional Office of Education as soon as practicable after they occur. This report shall include the approximate place and time of the injury. By law, an employee may be disqualified from receiving benefits if the Regional Office is not so notified within 45 days of the accident.

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7. As soon as practicable, but not later than 45 days after an accident, an employee injured on the job shall provide to the Regional Superintendent or his or her supervisor all information concerning the accident that is required to complete the Regional Office’s accident report form and workers’ compensation form No. 45.

8. If it is determined by the insurance company that the injury is not job related, the costs of medical care will be borne by the individual, or by the Regional Office’s group medical insurance to the extent the individual and injury are covered by that insurance.

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