

## UNIVERSITY OF PITTSBURGH PROCEDURE 07-06-02

**CATEGORY:** PERSONNEL  
**SECTION:** Employee Support  
**SUBJECT:** Workers' Compensation  
**EFFECTIVE DATE:** February 1, 2012 Revised  
**PAGE(S):** 4

### I. PURPOSE

To outline the steps for reporting and filing a claim for Workers' Compensation, seeking appropriate medical treatment, and returning to work.

### II. SCOPE

This procedure supports University Policy 07-06-02, Workers' Compensation, and applies to all University of Pittsburgh faculty, staff, and certain student employees who believe they have sustained a work-related injury, illness, or disease.

### III. ADMINISTRATIVE RESPONSIBILITIES

It is the responsibility of the Office of Risk Management (ORM) to oversee the University's administration and management of the Workers' Compensation program in accordance with state regulations.

ORMI consults with the Office of General Counsel on claims as appropriate and delegates claims administration to a third-party claims administrator (TPA). The University's Workers' Compensation program's primary goals are the resolution of claims and the safe and timely return of employees to work.

Employees or their supervisor must report any illness, injury, or disease that is believed to have arisen from the performance of one's job duties to their supervisor and the TPA immediately. Failure to report the injury immediately may jeopardize the Workers' Compensation claim.

Detailed directions for reporting a potential work injury or illness are located at <https://www.risk.pitt.edu/workers-compensation/reporting-work-related-injury>.

### IV. PROCEDURE

#### Reporting a Work-Related Injury, Illness, or Disease

Employee

1. Immediately call the University's TPA, UPMC Work Partners, at 1-800-633-1197 (24 hours/day, 7 days/week) to report the work-related injury or illness.
2. Notify your supervisor.
3. Emergency assistance may be obtained from campus Security or Public Safety Departments.

Department/Supervisor

4. Confirm with the injured worker that they have taken the proper steps to report their injury. If he/she is unable to make this call, you should do so on their behalf.

5. Immediately investigate injury site and verify that any potentially unsafe situations are corrected. Report any findings to the University's Office of Environmental Health & Safety (EH&S) and to the TPA.
6. Review the electronic injury report received from the TPA and maintain in the appropriate departmental file for the injured worker/employee.
7. Notify the TPA if the employee misses at least one day of work because of the work injury/illness, provide the date of the last shift worked and paid, and provide a copy of medical restrictions/excuse.
8. Follow appropriate Human Resources guidelines, policies or procedures if the employee begins missing time from work.

### Medical Treatment

#### Employee

1. If you require medical treatment, non-emergency treatment must be obtained through the providers listed on the Health Care Provider Panel - [Form C](#).
2. For a medical emergency, initial medical care may be obtained at the nearest emergency medical facility.
3. Understand your rights and duties as set forth by the PA Workers' Compensation Act. <https://www.risk.pitt.edu/sites/default/files/arempack.pdf>
4. Forward any medical bills related to your work injury to the University's TPA.

#### Department/Supervisor

5. Advise and assist employee in seeking appropriate medical attention if necessary. Non-emergency treatment must be obtained through the providers listed on the Health Care Provider Panel – [Form C](#).
6. Ensure that your employee complies with responsibilities as outlined above, #1-4.

### Lost Time Wage Payments

#### Employee/Department/Supervisor

1. Pursuant to state law and TPA claim acceptance, a waiting period is applicable

before lost time wage replacement is available. You must be disabled more than seven (7) calendar days (including weekends) before WC payments for disability are payable. Lost time wage payments are payable on the eighth (8<sup>th</sup>) day after injury. Once you have been off work fourteen (14) days, you receive retroactive payment for the first seven (7) days. Please consult with the Office of Human Resources for guidance on use of benefit days, such as sick, vacation, FMLA, etc., to cover any unpaid Workers' Compensation during this waiting period.

<http://www.hr.pitt.edu/benefits/time>.

2. If an employee returns to work at wages less than the time of injury average weekly wage, partial wage replacement may be continued as dictated by state law and administered through the TPA.

## Return to Work

### Employee

1. If you are released by the physician to return to work with or without restrictions, advise your supervisor and provide a copy of restrictions.
2. Communicate with your supervisor about any changes in medical and work capability status following each medical appointment related to your work injury.
3. Adhere to restrictions set forth by the panel provider.

### Department/Supervisor

4. If the employee is released to return to work with restrictions based on his or her work injury or illness, make every reasonable effort to accommodate the restrictions.
5. Ensure that the employee adheres to restrictions as outlined by the Panel provider.
6. Instruct the employee to communicate with you about any change in medical status following each medical appointment related to his/her work injury or illness.
7. When the employee returns to work, forward a copy of the provider's release and scheduled return to work date to the TPA.
8. Notify TPA of any issues or problems with the employee's return to work efforts.

## **V. EXHIBITS**

[Exhibit A - Remember: It's Important to Tell Your Employer About Your Injury](#)

[Exhibit B - Workers' Compensation Information](#)

[Exhibit C – Health Care Provider Panel](#)

[Exhibit D – Employee Acknowledgement of Rights & Duties](#)

## **VI. REFERENCES**

[Policy ER 19, Workers' Compensation](#) (formerly 07-06-02)

<http://www.cfo.pitt.edu/wc>