

WC Quick Reference Sheet

EMPLOYEE RESPONSIBILITIES

1. Report any work-related injury or illness (including needle sticks and exposures) to his or her supervisor immediately.
NOTE: If seeking treatment, requiring restrictions or losing time due to a previously reported injury, a new incident report form is not necessary. Contact the Leave Administration Workers' Compensation (WC) team at 585-276-5131 or 585-275-5978 to provide updated information. (As a reminder, The Hartford covers only short-term disability or non-work related injuries or illnesses.)
2. Employee / Supervisor should complete the online Employee Incident Report Form at <http://www.safety.rochester.edu/SMH115.html> as soon as possible, but within 24 hours after the injury or illness. When the form is completed, be sure to submit so it can be processed by the system. Difficulties with submission should be directed to Environmental Health and Safety at 585-275-8406.
3. Seek treatment with a Workers' Compensation board certified medical provider. Many primary care providers in the Rochester area no longer treat Workers' Compensation injuries. The employee may get a referral from his/her physician or please see our WC Provider list for a partial listing of physicians in the area who can provide treatment (www.rochester.working/hr/leave). For a larger list of certified providers, please go to www.wcb.ny.gov, in the green banner across the top of the page select "Health Care Providers", on the left side of page select "Health Care Providers and IME Search", at the bottom of that page click the gray button "Search for Health Care Provider or IME", then enter the type of provider you are looking for as well as a zip code, depending on whether or not you want a provider close to home, work or some other location. The employee may also contact anyone on the WC team for additional assistance. **It is very important that the employee follow the recommendations of the treating provider, attending therapy as prescribed and attending scheduled appointments without delay.**
NOTE: Employees should only seek treatment in the Emergency Department for true life-threatening emergencies.
4. Secure medical documentation regarding out of work status, restrictions or limitations, or return to work date at each office visit. The employee should share the Work Accommodation Form (WAF) with the treating physician to assist with this process. **The updated medical documentation should be faxed to the WC Team at 585-235-6703.**
5. Keep in contact with supervisor and the WC team to advise of any lost time, expected return to work date and any changes in restrictions.
6. The Return to Work program will monitor restrictions for improvement, duration and permanency, as well as participation in recommended treatment plan (attendance at physical therapy or other recommended treatment modalities, attendance at scheduled appointments without delays, etc.)

SUPERVISOR RESPONSIBILITIES

1. Ensure that the online Employee Incident Report Form <http://www.safety.rochester.edu/SMH115.html> is completed soon as possible, but within 24 hours after the injury or illness. **This form should also be completed for needle sticks and exposures occurring in the workplace.** When the form is completed be sure to use the submit button at the bottom of the report so it can be processed by the system.
NOTE: For employees seeking treatment, requiring restrictions or losing time due to a previously reported work-related injury, a new incident report form is not necessary. Please contact the Workers' Compensation (WC) team directly at 585-276-5131 or 585-275-5978 to provide the updated information.
2. There should be no medical documentation in the supervisor's possession. If an employee provides documentation (including out of work notes, return to work notes and restricted duty notes) to the department, please forward all information to the WC team by fax 585-235-6703. **Failure to provide the documentation to the WC team in a timely manner will result in penalties and fines to the University for late reporting. Once the employee provides the documentation to the department, the University is considered "notified" of the employee's status. If the information does not get to the WC team, there is no way to make sure the reporting is timely.** The WC team will provide to you an appropriate update (excluding such information as medical provider's name, etc.) on the employee's work status.
3. Keep in regular contact with the employee. Supervisor may discuss anticipated return to work dates or what restrictions may be required upon return to work, but should never discuss the specific diagnosis or treatment plan.
4. Notify the WC team if the employee begins to lose time from work or requires restrictions or reduced hours as soon as possible to ensure that the employee will receive the proper benefits in a timely manner.
5. Involve the Return to Work program (phone 585-276-5136 / 585-276-5135 or fax 585-235-6703) for all employees returning with restrictions (hourly and physical), and for transitional assignments. All restrictions should be sent to the RTW program at least 24 hours prior to the employees return to work so that the documentation can be reviewed for required/essential information and that the department can be contacted to discuss accommodations and employee safety.

TIMEKEEPER RESPONSIBILITIES

1. You must enter the employee's personal time (PTO, sick or vacation) for the first week that the employee is absent. WC team may replace PTO, sick or vacation with supplemental time, if applicable.

2. If employee does not have a supplemental bank, you may be asked by the employee to supplement 1/3 of employee's standard weekly hours with sick, vacation or PTO throughout the absence, if time is available. If the employee is out of work for greater than 14 days, two-thirds of the time (PTO, sick, vacation or supplemental) used during the first week of absence will be reinstated by the WC team upon return to work (within two pay periods.)
3. If the employee is losing time from a previous Workers' Compensation injury, where they have already met the 7 day waiting period, the WC team will begin coding "WCR" from the first day out. You will also find additional information on Workers' Compensation coding in the Time and Labor Guide at www.rochester.edu/working/hr/leave in the Workers' Compensation box.