



Workers' Compensation Employee Checklist

The VCU Human Resources Workers' Compensation (WC) Office provides assistance and support to faculty and staff when they experience job-related illnesses or injuries. Following is information to guide an injured employee through the workers' compensation process.

Initiating a claim

- Report** injury/illness to supervisor immediately.
- Seek** immediate medical treatment, if an emergency.
- Complete** Accident Report Form and give to supervisor to complete as soon as possible.
- Complete** Physician Selection Form and seek medical treatment from selected panel physician – not your primary care physician (PCP).
- Forward** completed forms to VCU Employee Health Services within 24 hours of accident.
- Follow** department call-in procedures.
- Keep** your supervisor informed of absences, work restrictions, or job modifications.
- Follow-up** with panel physician as needed.
- VSDP participants: contact VCU Leave Administration at 828-1712 and Reed Group (third-party administrator) at 1-888-827-3847 after 7 calendar days of disability.

While your claim is open

- Communicate** work restrictions and medical progress with VCU Workers' Compensation Office.
 - Keep** follow-up appointments with panel physician.
 - Accept** recommended treatment by panel physician.
 - Inform** supervisor of absences and work restrictions.
 - Review** and sign WC agreement forms.
 - Forward** medical bills to WC Office for payment.
 - Report** all medical appointments and physical therapy visits to WC Office.
 - Complete** blue benefits claim form provided by Virginia Workers' Compensation Commission.
 - Comply** with work restrictions recommended by panel physician.
 - Accept** modified duty or transitional employment offered.
 - Submit** completed Request for FMLA (Family and Medical Leave Act) form to your supervisor – if your injury has resulted in a "serious health condition" or you have missed more than 3 days from work.
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Questions?

Workers' compensation claims management:

VCU Workers' Compensation Office, 804.828.1533 or workcomp@vcu.edu.

Claim determination, medical authorizations, billing:

Managed Care Innovations (MCI), 804.649.2288.

Medical issues, work restrictions:

Panel physician or Employee Health Services, 804.828.0584.

Leave:

Department timekeeper or VCU Human Resources Leave Administration, 804.828.1712.