



Workers' Compensation Supervisor Checklist

The VCU Human Resources Workers' Compensation (WC) Office provides assistance and support to supervisors when their employees experience job-related illnesses or injuries. Following is information to help you ensure that your injured employees have access to the workers' compensation process.

Helping employee initiate WC claim	Investigating the accident	While the claim is open
<ul style="list-style-type: none"> <input type="checkbox"/> Report unsafe work conditions or safety hazards to the Office of Environmental Health and Safety. <input type="checkbox"/> Inform your employee to complete the VCU Accident Report and Physician Selection Forms immediately. <input type="checkbox"/> Complete in detail the supervisor's section of the Accident Report Form. <input type="checkbox"/> Forward both completed forms to VCU Employee Health Services within 24 hours of accident. 	<ul style="list-style-type: none"> <input type="checkbox"/> Investigate the accident promptly. <input type="checkbox"/> Contact the Office of Environmental Health and Safety to assist in follow-up prevention efforts. <input type="checkbox"/> Determine ways to prevent future accidents. <input type="checkbox"/> Counsel employee on proper safety standards. 	<ul style="list-style-type: none"> <input type="checkbox"/> Communicate with employee on his/her progress and work modifications. <input type="checkbox"/> Communicate with Workers' Compensation Office concerning employee's progress. <input type="checkbox"/> Provide employee with Request for FMLA (Family Medical Leave Act) form to complete if injury or illness resulted in a "serious health condition" or he/she has missed more than 3 days from work. <input type="checkbox"/> Ensure that employee follows work restrictions recommended by panel physician. <input type="checkbox"/> Seek modified or transitional duty assignments if needed by employee.

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.