

QUICK REFERENCE GUIDE FOR EMPLOYEES

NC STATE UNIVERSITY WORKERS' COMPENSATION PROGRAM

The responsibility for claiming compensation is on the injured employee. Report all incidents/injuries to your supervisor immediately, not later than 30 days after the occurrence. No compensation shall be payable unless written notice is given within 30 days, unless reasonable excuse is made to the satisfaction of the Industrial Commission for not giving such notice and the Commission is satisfied that the employer has not been prejudiced thereby.

- ✓ (In the case of a life-threatening emergency, contact Campus Police at 513-3333 to dispatch emergency services. Contact 911 immediately if outside the Raleigh area.) Complete the [Employee Statement and Leave Usage Form](#). Your supervisor is required to complete the *First Report of Injury* and the *North Carolina Industrial Commission (NCIC) Form 19*. These three forms must be forwarded to the Environmental Health and Safety Office no later than 24 hours after the incident occurs.
- ✓ Your supervisor will make an appointment for you to be seen at an authorized facility. **Work-related injuries must be treated by an authorized physician.** Your supervisor will give you the *Medical Authorization and Attending Physician's Form* to take with you for the appointment. The attending physician must complete this form.
- ✓ After the appointment, return the original copy of the *Medical Authorization and Attending Physician's Form* to your supervisor along with any additional medical documentation. **You are required to return to work after the appointment to update your supervisor of your medical status.** If the doctor states that you should not return to your work duties, this statement must be reflected on the medical documentation. If you do not return as scheduled, the absence is considered unauthorized unless prior to the absence you provide your supervisor with a written updated medical status from the authorized treating physician allowing the time off.
- ✓ Occasionally, your the doctor will place restrictions on your work duties so your supervisor should try to reasonably accommodate your limitations. You must comply with the doctor's recommendations. If light duty work cannot be created within the department, the supervisor should contact the University's Workers' Compensation Coordinator immediately for assistance.

You are obligated to accept any suitable employment provided that is in keeping with your capability. Refusal to accept suitable employment may result in termination of compensation and may result in dismissal.

- ✓ You may choose to use sick or vacation leave, or go on Leave Without Pay (LWOP) during the 7 day waiting period. The law provides medical and disability compensation including a weekly benefit for lost workdays after a 7 calendar day waiting period. You will receive weekly benefits equal to 66 2/3% of your average weekly earnings up to a maximum established by the North Carolina Industrial Commission. Compensation begins on the eighth calendar day of lost work time and if the lost time goes beyond 21 calendar days, you are entitled to receive compensation for the first 7 calendar days. The weekly benefit may be supplemented by using sick or vacation leave, earned prior to the injury, in accordance with the [Supplemental Leave Schedule](#) set the State Personnel Commission.

Key Risk Management Services, Inc. (KRMS), located in Greensboro, North Carolina, is the Third Party Administrator (TPA) currently responsible for handling workers' compensation claims. The TPA is responsible for accepting or denying liability for the State and is also responsible for monitoring and processing the claims. Additionally, the TPA is responsible to pay medical benefits and compensation in accordance with the North Carolina Workers' Compensation Act. The University and the TPA try to provide the best possible medical care for injured employees to help them reach maximum medical improvement and return to work as soon as possible

Payment of medical bills is not an indication of the University's acceptance of liability for the claim. All medical bills submitted for payment to KRMS by the authorized treating physician must be filed on the *HCFA 1500-Medical Claim Form* and must also include the physician notes. If you receive a bill from the medical facility, please contact the facility to make sure they are billing KRMS correctly. You may contact the Workers' Compensation Coordinator for further assistance if needed, 919-515-2151.

If the claim is denied, you will be notified as soon as possible, pending receipt of medical documentation if necessary. To petition further, you must file a written notice of claim in writing to the NCIC (4319 Mail Services Center, Raleigh, NC 27699-4319). The notice should include the your name, address, Social Security number, the employers' name, and the date and nature of the injury. The employee may provide all this information on a form (FORM 18) provided by KRMS or the NCIC. (The Form 18 is automatically sent to the employee by KRMS if his/her medical bills exceed \$2,000 or the loss work time exceeds 7 days.)

QUICK REFERENCE GUIDE FOR EMPLOYEES

NC STATE UNIVERSITY WORKERS' COMPENSATION PROGRAM

Prescriptions – When the authorized treating physician prescribes medication, you can take the prescription to most major pharmacies such as Wal-Mart, Kerr Drugs, Eckerd, or CVS to have filled at no cost. KRMS contracts with TYMESYS to manage the prescription drug plan for the Workers' Compensation program. TYMESYS will provide the pharmacist with the required authorization to fill the prescription, 1-800-964-2531. Occasionally, the pharmacy may be unable to get the necessary authorization if it is after normal business hours or during the weekend, you may pay for the prescription and file for a reimbursement by sending the original copy of the receipt to the Workers' Compensation Coordinator.

NC State's Responsibility

When an employee is injured, the University's primary responsibility is to arrange for and provide for the necessary treatment for any work related injury. The University's Workers Compensation Coordinator establishes the procedures and processes to ensure injured employees receive the appropriate level of care and compensation in accordance with State Law.

CONTINUATION OF BENEFITS

While on Leave Without Pay - Workers' Compensation status, there will be no benefit deductions made from your workers' compensation weekly check. Workers' Compensation wages are mailed directly to you by Key Risk Management Services (KRMS).

While on Workers Compensation Leave, benefits continue as outlined below:

Hospitalization Insurance	You may continue coverage under the state health insurance program. The employer's monthly contribution for you will continue to be paid by the University; however, you must pay premiums for dependent coverage to the University Payroll Office (515-4350).
Retirement Service Credit	Retirement contributions stop while on workers' compensation leave. An employee who is a member of the State Retirement System may purchase credit for the period of time on an approved leave.
Vacation/Sick Leave	You continue to accumulate vacation and sick leave to be credited for use upon your return to work. If you do not return to work, vacation and sick leave accumulated during the first twelve months of leave should be paid in a lump sum along with other unused vacation credit. The payout of the vacation leave may exceed the 240 hours normally allowed.
Performance Increases	Salary will be computed based on the last salary plus any legislative increases to which the employee is entitled upon reinstatement. Any performance increases which would have been given had you been at work may also be included in the reinstatement salary, or it may be given on any payment date following reinstatement.
Longevity	You continue to receive longevity credit and, if eligible, shall receive annual payments.
Additional Benefits	Depending upon the benefit plan, you may be allowed to continue through direct pay to the vendor or Payroll.

Please contact the University's Worker's Compensation Coordinator, 515-2151, to discuss your benefit options in detail. Additionally, if you need any assistance with clarification on our policies and procedures, do not hesitate to call our office.

- ✓ **If you have questions about your claim or weekly benefit, contact the KRMS claims adjustor, Glenda Linton, at 1-888/ 876-8611 or the University's Workers' Compensation Coordinator, Margot Henion at 919/ 515-4319.**
- ✓ **If authorization is needed for follow-up medical treatment, please contact the KRMS claims adjustor, Glenda Linton, 1-888/ 876-8611 prior to appointment.**
- ✓ **Be sure to communicate at least once a week with your supervisor**