University of Tennessee
Workers’ Compensation Presentation for Workplace Injuries
Who Qualifies?

• Who is covered?
  ✓ Full time UT employees
  ✓ Part time UT employees
  ✓ UT student workers (if injury occurs while student is in the course of their paid job)
  ✓ Temporary workers

• Conditions:
  ✓ Must be an active employee on UT payroll
  ✓ Injury must have occurred while in the course and scope of their job
Workplace Emergencies

Serious Bodily Injury/Life-Threatening Injury: CALL 911!

1. Go to nearest Emergency Room
   ✓ Tell provider/first responders this is a WORK-RELATED INJURY
   ✓ Do NOT present any employee health insurance information

2. Supervisor reports claim to CorVel 1-866-245-8588
   ✓ Option 2 to report the claim
   ✓ Location: State of TN Campus: (your campus)

3. Notify Office of Risk Management 865-974-5409

Examples of a serious bodily or life-threatening emergencies are but not limited to: Loss of consciousness, Loss of a limb/eye, Profuse bleeding, Lack of oxygen/breathing issues
Potential Penalties

Timely Reporting Penalty as of July 1, 2019

The *Division of Claims and Risk Management* (DCRM) **REQUIRES** all claims to be reported within 3 business days after date of injury

- If the claim is not reported within 3 business days from DOI, there will be a **$500** penalty assessed to the department.

- *Do not* seek any medical treatment before calling CorVel unless the injury is a true emergency!

- The injured worker’s department will be charged **$500** every time an injured worker seeks medical treatment **prior** to calling CorVel 24/7, unless the injury is severe or life threatening.
How to Report a Workplace Injury

An Injured Worker Should:

☑ Notify your supervisor immediately!
  ☑ Prior to seeking medical treatment, report claim to CorVel 24/7
  ☑ Employee Call 1-866-245-8588, option 1
  ☑ If Injured Workers cannot call, the Supervisor must call using Option 2
    ☑ Your Location: State of TN, (your campus)

☑ Triage Nurse recommends level of care needed
☑ Call is transferred to agent for set up completion
  ☑ If no medical treatment from a doctor is recommended, the claim is considered “Incident Only” and closed.
  ☑ If at a later time the injured worker decide he/she need medical care, CorVel must be called (option 2) to get authorization to treat!

☑ If the nurse recommends medical treatment, the agent will provide location of nearest state authorized medical provider.

CALL MUST TAKE PLACE WITHIN 3 BUSINESS DAYS!
The Injured Worker or Supervisor must complete, sign & return to campus WC Contact 2 forms:

- Workers’ Compensation Procedures Report
- Workers’ Compensation Injury Report

Forms are located at:

https://riskmanagement.tennessee.edu/forms/
**Form Completion**
Complete all and send to WC Campus Contact

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**Workers’ Compensation Procedures**

**Injured Worker Name (print):** [Print Name]

**CorVel Claim Number:** 0546 – WC –

**STEP 1: REPORT THE INJURY**

- **Complete all and send to WC Campus Contact**
- **Report the injury to your supervisor and to CorVel**
  - 1-866-245-8558 (Option 1)
  - This is a 24/7 toll-free line
- **The supervisor will discuss the appropriate level of treatment needed and direct the injured worker to the nearest U.T. APPROVED treatment facility.**
- **If the injured worker agrees to self-care but later changes their mind, he/she must then call CorVel.**
- **DO NOT go to the doctor prior to reporting the injury to CorVel.**

**Beginning July 1, 2013, the TN Bureau of Workers’ Compensation will assess a $500.00 administrative penalty each time an employee or supervisor does not report a work injury within 30 business days after sustaining the injury.**

**INJURED WORKER RESPONSIBILITIES**

- **If it is my responsibility to:**
  1. Keep my supervisor informed of my work status while receiving treatment for my work injury.
  2. Provide my supervisor with a copy of my work status after each medical appointment.
  3. Stay in contact with my claim adjuster at (615) 322-3333 and cooperate with him/her in all matters related to the treatment of my injury.

**Today’s Date:** [Print Date]

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**Workers’ Compensation Injury Report**

**Injured Worker Contact Information:**
- **Employee ID:** [Print Employee ID]
- **Address:** [Print Address]
- **City:** [Print City]
- **State:** [Print State]
- **Zip Code:** [Print Zip Code]

**Accident Information:**
- **CorVel Claim # & State:** [Print Claim # & State]
- **Accident Date:** [Print Accident Date]
- **Accident Time:** [Print Accident Time]
- **Accident Location:** [Print Location]
- **Description of Fall Accident:** [Print Description]

**Office of Risk Management:**
- **Phone:** (615) 322-5459
- **Fax:** (615) 322-5455
- **Email:** riskmanagement@utk.edu

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**THE UNIVERSITY OF TENNESSEE SYSTEM**
After Treatment Requirements

✓ The injured worker must provide their supervisor a Work Status slip from each physicians visit. The Work Status slip(s) must be given to your campus WC contact, who will provide them to the Risk Management WC Coordinator.

✓ Any additional appointments, physical therapy, etc., must be authorized by the CorVel adjuster.

✓ The worker and department must always follow the physician’s orders: off work, restricted duty, etc.

✓ If the injured worker has been given restrictions, the Supervisor must complete a Transitional Duty Plan BEFORE the injured worker starts their next shift or both parties will be in violation of policy HR0398.

✓ A Lost Time Calendar must be completed monthly and forward on to the Risk Management WC Coordinator.
The injured worker cannot start back to work until the TDP is completed and turned into Risk Management.

If they are allowed to start back without the TDP completed and turned in to my office, the injured worker and department are in violation of Policy HR0398.

If department can/will not accommodate restrictions, the department pays 50% of TTD payments for the employee for a maximum of 90 days.
Lost Time/RTW Calendar

- Supervisor: Complete the Lost Time/Return to Work Calendar form and give to your campus WC contact
  - Give an account for every day from the date of injury until the worker is given a FULL DUTY release – turn in monthly to WC Coordinator
  - Injured worker should receive full shift wages for the date of injury
Supervisor Responsibilities

- **Verify** your team is informed of the Workers’ Comp Injury reporting process & knows where to locate WC forms and contact information for CorVel.
- **Ensure** that the injury is reported to CorVel within 3 days to avoid departmental penalties.
- **Contact** Environmental Health & Safety (EHS) if there is a safety concern.
- **Confirm** that all forms are completed and returned in a timely manner.
- **Comply** with all work status physician directives.
- **Establish** positive, frequent communication with the injured worker.
- **Email** your campus WC contact the exact date the injured worker is off work AND the completed Lost Time/ Return to Work Calendar every month until released.
- **Facilitate** communication between injured worker and administration regarding any issues with their work injury.
If an employee is taken off work by the treating physician due to a work injury, they must tell their supervisor how they wish to be paid through the course of their leave, by completing the Payroll Options Form.
Pay Status Options

- Employee may choose to use accrued sick/annual for some or all the lost workdays, benefit deductions and retirement will continue.

- Employee may choose to retain sick/annual and go on leave without pay, benefits will be owed to UT, employee should contact Payroll.

- If no sick/annual accrued leave available, employee must be placed on leave without pay. May not use sick leave bank.

- Employee may choose to receive Temporary Total Disability (TTD) payments from CorVel.

- UT will pay group health and group life on behalf of the employee if they are on TTD.

- The employee can not retroactively alter a previous decision to use leave, if the payments have already started. If they exhaust leave, they are eligible for TTD payments.
Pay Information

Temporary Total Disability (TTD)

- TTD payments come from CorVel, not UT
- TTD is calculated to 66.67% of Average Weekly Wage
- Payments are Tax Free
- Employee can choose direct deposit or paper check
- Waiting period: 7 calendar days, TTD payments begin day 8
- If off work more than 14 calendar days, pay is retroactive to day 1
- Employee cannot receive pay from UT and TTD for the same days (no double dipping)

- UT health insurance and base life premiums are paid by the University while receiving TTD
Work Status/Return to Work

All changes in an injured workers’ work status must be provided to your campus WC contact:

- Initial work restrictions
- Changes in work restrictions
- Off work completely due to injury
- Modified duty or Full duty Return to Work (RTW) release

Things to Remember:

- Physician follow ups are typically on a monthly basis.
- The injured worker must provide the revised Work Status to their supervisor after each follow up appointment.
- Send a copy to your WC contact immediately, who will provide to the Risk Management WC Coordinator.
- **REMEMBER** to send monthly updates of the Lost Time/RTW Calendar!
FAQ’s

• Does the injured worker get paid for time away from work due to follow up appointments or physical therapy?
  - No, there is no compensation for paid time away for WC follow up or PT appointments.
  - Follow up visits or physical therapy should be treated as any other non-work-related medical appointment.
  - Sick and/or annual leave can be used per supervisor discretion.

• What if the injured worker gets a bill in the mail?
  - Do not ignore it! Getting a bill means that the provider/facility has not billed the claim correctly for a Workers’ Compensation injury.
  - Provide copy of bill to the claim adjuster or your campus WC contact immediately.

• My claim has been resolved for some time now, but I am noticing pain/issues possibly related to the injury. What do I do?
  - Contact your Supervisor or WC campus contact immediately and discuss. Depending on the circumstances, you may need further treatment, or you may need to report a new injury.
Workers’ Compensation Program Flowchart

State of Tennessee
Division of Claims and Risk Management

CorVel Services

UT System Office of Risk Management
WC Coordinator – Stephanie Strickland

UT Knoxville
Campus Employees
- Facilities: Nikki Woosley
- UTPD: Emily Simerly
- Housing: Justin Hayes
- All other Departments: Stephanie Strickland

UT Chattanooga
Campus Employees
- Freddie Perutelli

UT Martin
Campus Employees
- Marsha Davis

UT Southern
Campus Employees
- Jamie Hlubb

UT Health Science Center Employees
- GSM: Amanda Wilson (faculty)
- Clinical Ed: Jacqueline Hogan
- All other Departments: Brandi Martin

UT Institute of Agriculture Employees
- Ag: Whitney Fair
- Ag Ext. Cindy Lay
- CVM: Jennifer Daniels

UT Space Institute Employees
- Pam Ledford

Please reach out to your campus contact to assist with any Workers’ Compensation issues.

Note: The State of TN sets all the rules and regulations and contracts with CorVel to administer the Workers’ Compensation program. UT cannot change any policies or procedures required by the State or CorVel.
Stephanie Strickland  
System Office of Risk Management  
Workers’ Compensation Coordinator  
400 W. Summit Hill Drive – UTT#1098B  
Knoxville, TN 37902  
Office: 865-974-0980  
Fax: 865-974-0936  
Email: sstric25@tennessee.edu  
Website: https://riskmanagement.tennessee.edu/workers-compensation/  

Pamela Ledford  
University of Tennessee Space Institute  
Human Resources, Equity & Diversity, & Compliance  
UTSI Workers’ Compensation Coordinator  
411 B. H. Goethert Parkway, MS-11  
Tullahoma, TN 37388  
Office: 931-393-7504  
Fax: 931-393-7268  
Email: pledford@utsi.edu  
Website: http://www.utsi.edu/about/campus-services/human-resources/workers-compensation/