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 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.
Transitional Duty Plan Forms

• 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.
Payroll Options Form

Payroll Options for Employees on Workers’ Compensation

Employees, who have filed a Workers’ Compensation claim with CoVel have two (2) options regarding usage of leave and/or Temporary Total Disability (TTD) while out of work:

1. An injured worker may request to be paid Workers’ Compensation TTD payments (at a rate of 66.67% of their base salary) from CoVel. She/he will also be placed in a Leave Without Pay (LWOP) status with the university. The university will pay basic health and life insurance premiums while the worker is receiving CoVel TTD payments.

2. An injured worker may elect to use their own sick/annual leave while out of work due to an on-the-job injury or illness. This leave cannot be reimbursed by either CoVel or UT payroll. Any usage of personal leave while out of work recovering from an on-the-job injury/illness is final.

NOTE: If the employee chooses to be in a LWOP status, no sick/annual leave will be accrued during the time the employee is in this status. Sick and Annual leave will accrue once the employee returns from the LWOP status.

If Sick/Annual leave is exhausted the worker will then be placed on TTD payments through CoVel.

Please select one of the following options:

☐ I choose to use my sick/annual leave while I am out of work due to my on-the-job injury or illness and understand that neither Workers’ Compensation nor UT Payroll will reimburse any leave usage.

☐ I choose to be paid by Worker’s Compensation TTD benefits and be in leave without pay status while out of work due to my on-the-job injury or illness.

Employee’s Signature ________________________________ Net ID/Employee ID# ____________________________ Date ______________

PRINT Employee’s Name ______________________________

Supervisor’s Signature ______________________________ Title ____________________________ Date ______________

Return this form to your campus Workers’ Compensation Contact or email to: riskmanagement@utk.edu

Approved January 2022
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
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)
- Ashley Smith (residents)
- 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.
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System Office of Risk Management  
Workers’ Compensation Coordinator  
400 W. Summit Hill Drive – UTT#1098B  
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Office: 865-974-0980  
Fax: 865-974-0936  
Email: sstric25@tennessee.edu  
Website: https://riskmanagement.tennessee.edu/workers-compensation/  

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Website: http://www.utsi.edu/about/campus-services/human-resources/workers-compensation/