



MEMORANDUM

TO: The University of Findlay Community

FROM: Robert Link
Business Manager, Director of Human Resources

RE: Self-Insured Workers' Compensation Policy

DATE: January 8, 2019

The University of Findlay is self-insured for work-related injuries and accidents, which requires specific procedures be followed when reporting work-related injuries. Should an employee sustain a work-related injury, he/she must complete the attached *Self-Insured Workers' Compensation Packet* immediately. Please keep in mind that timely reporting is very important.

Change in The University of Findlay's *Self-Insured Bureau of Workers' Compensation* (BWC) Plan. The BWC accepted the University's voluntary withdrawal from its Qualified Health Plan (QHP) certification, effective July 1, 2007. The University of Findlay will no longer be certified to participate in the QHP and shall revert to The University of Findlay self-administered program conducted pursuant to Chapter 4123-7 of the Ohio Administrative Code.

If you have any questions, please contact me at ext. 4528.

Accident Reporting Procedure

This form can be obtained online at www.findlay.edu

INSTRUCTIONS:

- Review document.
- Sign and date form and return to the Office of Human Resources.

In an event of an accident or injury, no matter how minor, the *Injured Person's Report of Accident* must be completed and directed to the supervisor immediately and no later than the end of the shift during which the accident occurred. If the injured worker seeks treatment the following must be completed:

1. Complete the entire *Self-Insured Workers' Compensation Packet* immediately or as soon as possible after medical treatment.
2. Telephone the Office of Human Resources 419-434-4528 (ext. 4528) immediately. If after hours, notify security by telephone 419-434-4799 (ext. 4799). You must report any injuries sustained at work in order to establish valid claims under state workers' compensation law. In addition, the University must comply with federal and state injury recordkeeping requirements.
3. After a medical appointment, you are required to report directly back to your supervisor. If your shift has ended or the physician sends you home, you must contact your supervisor prior to your next scheduled shift.
4. If a medical visit is not required at the time of injury, but is later necessary, you must immediately notify your supervisor. If you are unable to contact your supervisor, notify the Office of Human Resources 419-434-4528 (ext. 4528).

Safety Concern Reporting Procedure

Each employee is individually responsible for accident prevention. It benefits all employees and the University if you report any situation or condition which you believe may present a safety hazard. The University encourages you to report your concerns to either your immediate supervisor or the Office of Human Resources. The matter will be investigated immediately.

Authorization to Release Medical Information

Complete the attached *Ohio Bureau of Workers' Compensation Authorization to Release Medical Information* (Form C101).

Injured Person Signature

Date

Checklist for Handling Work-Related Injury

This form can be obtained online at www.findlay.edu

INSTRUCTIONS:

- Print or type.
- Sign and date form and return to the Office of Human Resources

Injured worker name (first, M.I., last)		Date and time of Injury	
Address	City	State	9-digit ZIP code
Employer name		Department	

When an accident occurs, follow the steps listed below:

1. A supervisor or a designated representative should attend to the injured worker and may accompany the injured worker to the locations listed below. Be sure to take a *Self-Insured Workers' Compensation Packet* with you.
 - a. Cosiano Health Center on-campus facility, if the injury is minor.
 - b. Well at Work, 3949 North Main St., Findlay, OH 45840, 419-425-5121, if the injured worker's location is the Main Campus or The All Hazards Training Center.
 - c. Emergency Room of Blanchard Valley Regional Health Center, 145 West Wallace St., Findlay, OH 45840, 419-423-5207, if the injured worker's location is the East or South Campus or transported by HANCO.
 - d. In the case of an emergency or after-hours event, employees should go to the nearest hospital emergency room or urgent care center (if appropriate) for treatment.

If the injured worker needs to seek treatment for a "minor" injury, campus Security will transport the employee to the Cosiano Health Center. Any injured worker sustaining a "serious" or "life threatening" injury will be transported by HANCO (ambulance service) to the Emergency Room of Blanchard Valley Regional Health Center. The injured worker has the right to refuse transportation by HANCO.

It is highly recommended that the employee utilize a Bureau of Workers' Compensation Certified Physician, since there are specialized documentation and forms that are required for the claim and must be completed in a timely manner.

Make sure the provider knows the injury is work related. Date completed: _____

2. Report the injury to the Office of Human Resources within 24 hours. Failure to report an injury in a timely manner may affect the processing of benefit and compensation requests and may also lead to disciplinary action up to and including termination of employment.
Date completed: _____
3. Have the provider and injured worker complete the *First Report of Injury* (FROI) if possible before leaving the place of treatment and return it to the Office of Human Resources within 24 hours along with a completed *Injured Person's Report of Accident*. Give the enclosed Provider Notice to place of treatment. Date completed: _____
4. Notify the Office to Human Resources with any details related to the injury, e.g., return to work date, any restrictions or reasonable accommodations, etc. Send back up paperwork given to injured worker by the provider as well as Accident Report and FROI.
Information and date sent to HR: _____
5. Have the injured worker contact the Director of Human Resources at 419-434-4528 as soon as possible.

Injured Person Signature

Date



Injured Person's Report of Accident

This form can be obtained online at www.findlay.edu

INSTRUCTIONS:

- Print or type.
• Sign and date form and return to the Office of Human Resources

Employer | Employer Address
Location - if different from mailing address | Date of Report

Injured Worker Name (first, M.I., last) | Age | Sex | ID # | Social Security #
Address | City | State | 9-digit ZIP code
Phone # | Occupation | Department

Date of Accident/Illness | Time (designate a.m. or p.m.)
Place of treatment for injury/illness | Exact location of accident
Job or activity at time of accident | Were you working at the time of accident?
Supervisor at time of accident | Names of witnesses to accident
Name of person to whom injury was reported | Name and address of physician, if seen
Name and address of hospital, if hospitalized

Report prepared by: _____ Position: _____

Description of Accident - In the space below, describe how your injury was sustained and state in detail what you were doing at the time and what you did immediately thereafter. Include details such as how the accident occurred, the specific body parts affected, what injured you: _____

Describe any unsafe acts: _____

Describe any unsafe conditions: _____

Injured Person Signature

Date



Better Workers' Compensation

Built with you in mind



First Report of an Injury, Occupational Disease or Death

WARNING:

Any person who obtains compensation from BWC or self-insuring employers by knowingly misrepresenting or concealing facts, making false statements or accepting compensation to which he or she is not entitled, is subject to felony criminal prosecution for fraud.

(R.C. 2913.48)

Tear off this sheet and return the completed form to your employer's managed care organization (MCO) or to your local BWC customer service office.

Injured worker and injury/disease/death info.

Last name, first name, middle initial			Social Security number		Marital status <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Separated <input type="checkbox"/> Widowed		Date of birth		
Home mailing address				Sex <input type="checkbox"/> Male <input type="checkbox"/> Female		Number of dependents			
City		State	9-digit ZIP code		Country if different from USA		Department name		
Wage rate \$ _____ Per: <input type="checkbox"/> Hour <input type="checkbox"/> Month <input type="checkbox"/> Week <input type="checkbox"/> Year <input type="checkbox"/> Other _____			What days of the week do you usually work? <input type="checkbox"/> Sun <input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thur <input type="checkbox"/> Fri <input type="checkbox"/> Sat			Regular work hours From _____ To _____			
Have you been offered or do you expect to receive payment or wages for this claim from anyone other than the Ohio Bureau of Workers' Compensation? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain.							Occupation or job title		
Employer name									
Mailing address (number and street, city or town, state, ZIP code and county)									
Location, if different from mailing address									
Was the place of accident or exposure on employer's premises? <input type="checkbox"/> Yes <input type="checkbox"/> No (If no, give accident location, street address, city, state and ZIP code)									
Date of injury/disease		Time of injury _____ <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.		If fatal, give date of death		Time employee began work _____ <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.		Date last worked	Date returned to work
Date hired			State where hired			Date employer notified			
Description of accident (Describe the sequence of events that directly injured the employee, or caused the disease or death.)						Type of injury/disease and part(s) of body affected (For example: sprain of lower left back)			
<i>Benefit application/medical release – I am applying for recognition of my claim under the Ohio Workers' Compensation Act for work-related injuries that I did not purposely inflict. I request payment for compensation and/or medical expenses as allowable. Direct payment(s) to the providers of any medical services are authorized. I understand that I am allowing any provider who attends to, treats or examines me to release all medical, psychological and/or psychiatric information that is causally or historically related to physical or mental injuries relevant to issues necessary to the administration of my workers' compensation claim to the Ohio Bureau of Workers' Compensation, the Industrial Commission of Ohio, the employer listed in this claim, that employer's managed care organization and any authorized representatives. I further authorize the Ohio Rehabilitation Services Commission to release information about my physical, mental, vocational and social conditions that is causally or historically related to physical or mental injuries relevant to issues necessary for the administration of my workers' compensation claim to the aforementioned parties.</i>									
Injured worker signature			Date	E-mail address		Telephone number () ()		Work number () ()	

Treatment info.

Health-care provider name			Telephone number () ()		Fax number () ()		Initial treatment date	
Street address				City		State		9-digit ZIP code
Diagnosis(es): Include ICD code(s) _____ _____								
Will the incident cause the injured worker to miss eight or more days of work? <input type="checkbox"/> Yes <input type="checkbox"/> No				Is the injury causally related to the industrial incident? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Health-care provider signature			11-digit BWC provider number			Date		

Employer info.

Employer policy number			Check if <input type="checkbox"/> Employer is self-insuring <input type="checkbox"/> Injured worker is owner/partner/member of firm					
Telephone number () ()		Fax number () ()		E-mail address		Federal ID number		Manual number
Was employee treated in an emergency room? <input type="checkbox"/> Yes <input type="checkbox"/> No				Was employee hospitalized overnight as an inpatient? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If treatment was given away from work site, provide the facility name, street address, city, state and ZIP code								
<input type="checkbox"/> Certification - The employer certifies that the facts in this application are correct and valid.			<input type="checkbox"/> Rejection - The employer rejects the validity of this claim for the reason(s) listed below:			For self-insuring employers only		
						<input type="checkbox"/> Clarification - The employer clarifies and allows the claim for the condition(s) below: <input type="checkbox"/> Medical only <input type="checkbox"/> Lost time		
Employer signature and title						Date		OSHA case number



PROVIDER NOTICE

**THE UNIVERSITY OF FINDLAY IS
SELF-INSURED FOR WORKERS'
COMPENSATION
EFFECTIVE: JULY 1, 2000.**

**PLEASE SEND ALL CORRESPONDENCE,
BILLING, AND INFORMATION TO:**

**DIRECTOR OF HUMAN RESOURCES
THE UNIVERSITY OF FINDLAY
1000 NORTH MAIN ST.
FINDLAY, OH 45840
FAX 419-434-5976**

**IF YOU HAVE ANY QUESTIONS, PLEASE CALL
419-434-4528.**

THANK YOU.

The University of Findlay

For questions regarding your work injury, please
contact our Third Party Administrator



Dawn Yates
Sr. Account Manager
800-493-9662 ext.121



Optum
 PO Box 152539
 Tampa, FL 33684-2539

MAKING IT EASY... TO GET WORKERS' COMPENSATION PRESCRIPTIONS FILLED.

Optum has been chosen to manage your workers' compensation pharmacy benefits for your employer or their insurer. Below is your First Fill card that will allow you to receive your injury-related prescriptions at your local pharmacy. Please fill out the card based on the instructions below.

Injured Employee:



If you need a prescription filled for a work-related injury or illness, go to an Optum Tmesys® network pharmacy. Give this temporary card to the pharmacist. The pharmacist will fill your prescription at low or no cost to you.



If your workers' compensation claim is accepted, you will receive a more permanent pharmacy card in the mail. Please use that card for other work-related injury or illness prescriptions.



Most pharmacies and all major chains, are included in the network. To find a network pharmacy call 1-866-599-5426 or visit tmesys.com.

Questions? Need Help?



1-866-599-5426

WORKERS' COMPENSATION PRESCRIPTION DRUG PROGRAM	
V and A Risk Services CARRIER/TPA	The University of Findlay EMPLOYER
INJURED WORKER NAME _____	
Please provide directly to Pharmacist	
SOCIAL SECURITY NUMBER _____	DATE OF INJURY (YYMMDD) _____
Notice to Cardholder: Present this card to the pharmacy to receive medication for your work-related injury. To locate a pharmacy: tmesys.com .	

Attention Pharmacists: Enter RxBIN, RxPCN and GROUP. Member ID # format is the date of injury and SSN combined as follows: YYMMDD123456789.

Tmesys is the designated PBM for this patient.

Tmesys Pharmacy Help Desk
1-800-964-2531

	NDC	or	Envoy
RxBIN	004261	or	002538
RxPCN	CAL	or	Envoy Acct. #
GROUP	VNARFF		

NOTE: This First Fill card is only valid for your workers' compensation injury or illness.



Employer:

Immediately upon receiving notice of injury, fill in the information above and give this form to the employee.

The following entities comprise the Optum Workers Compensation and Auto No Fault division: PMSI, LLC, dba Optum Workers Compensation Services of Florida; Progressive Medical, LLC, dba Optum Workers Compensation Services of Ohio; Cypress Care, Inc. dba Optum Workers Compensation Services of Georgia; Healthcare Solutions, Inc., dba Optum Healthcare Solutions of Georgia; Settlement Solutions, LLC, dba Optum Settlement Solutions; Procura Management, Inc., dba Optum Managed Care Services; Modern Medical, dba Optum Workers Compensation Medical Services, collectively and individually referred as "Optum."



IMP14-1614-109-FFWG



Optum
PO Box 152539
Tampa, FL 33684-2539

HACEMOS MÁS SENCILLO... EL ABASTECIMIENTO DE LAS RECETAS MÉDICAS DEL PROGRAMA DE COMPENSACIÓN POR ACCIDENTES LABORALES.

Optum ha sido elegido para administrar los beneficios farmacéuticos de su programa de compensación por accidentes laborales para su empleador o su asegurador. Más adelante incluimos su tarjeta First Fill que le permitirá recibir las recetas médicas relacionadas con su lesión en su farmacia local. Llene esta tarjeta siguiendo las instrucciones que se indican a continuación.

Empleado lesionado:



Si necesita que se le abastezca su receta médica para una lesión o enfermedad relacionada con su trabajo, visite una farmacia de la red Optum Tmesys®. Entregue esta tarjeta temporal al farmacéutico. El farmacéutico abastecerá su receta médica bajo costo o sin costo alguno.



Si se acepta su reclamación del programa de compensación por accidentes laborales, recibirá una tarjeta permanente por correo. Use esa tarjeta para otras recetas médicas de lesiones o enfermedades relacionadas con su trabajo.



La mayoría de farmacias, incluyendo Walgreens, nuestro proveedor preferido, y todas las grandes cadenas de farmacias, forman parte de la red. Para encontrar una farmacia de la red, llame al 1-866-599-5426 o visite tmesys.com.

**¿Tiene alguna pregunta?
¿Necesita ayuda?**



1-866-599-5426

WORKERS' COMPENSATION PRESCRIPTION DRUG PROGRAM	
V and A Risk Services	The University of Findlay
PORTADORA	EMPLEADOR
NOMBRE DEL TRABAJADOR LESIONADO	
Please provide directly to Pharmacist	
NUMERO DE SEGURO SOCIAL	FECHA DE ALA LESION (AAMMDD)
Aviso para el titular de la tarjeta: Presente esta tarjeta a la farmacia para recibir los medicamentos para la lesión relacionada con su trabajo. Para ubicar una farmacia, visite tmesys.com.	

Attention Pharmacists: Enter RxBIN, RxPCN and GROUP, Member ID # format is the date of injury and SSN combined as follows: YYMMDD123456789.	
Tmesys is the designated PBM for this patient.	
Tmesys Pharmacy Help Desk	
1-800-964-2531	
	NDC Envoy
RxBIN	004261 or 002538
RxPCN	CAL or Envoy Acct. #
GROUP	VNAREF

NOTA: Esta tarjeta First Fill solo es válida para una lesión o enfermedad cubierta por su programa de compensación por accidentes laborales.



Empleador:

Inmediatamente después de recibir un aviso sobre una lesión, llene la información antes indicada y entregue este formulario al empleado.

The following entities comprise the Optum Workers Compensation and Auto No Fault division: PMSI, LLC, dba Optum Workers Compensation Services of Florida; Progressive Medical, LLC, dba Optum Workers Compensation Services of Ohio; Cypress Care, Inc. dba Optum Workers Compensation Services of Georgia; Healthcare Solutions, Inc., dba Optum Healthcare Solutions of Georgia; Settlement Solutions, LLC, dba Optum Settlement Solutions; Procura Management, Inc., dba Optum Managed Care Services; Modern Medical, dba Optum Workers Compensation Medical Services, collectively and individually referred as "Optum."

tmesys®

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