FINDLAY
THE UNIVERSITY OF FINDLAY

MEMORANDUM

TO: The University of Findlay Community

FROM: Robert Link
Business Manager, Director of Human Resources

RE: Self-Insured Workers' Compensation Policy

DATE: June 20, 2017

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.

FINDLAY
THE UNIVERSITY OF FINDLAY

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 _____

FINDLAY
THE UNIVERSITY OF FINDLAY

Checklist for Handling Work-Related Injury

INSTRUCTIONS: *This form can be obtained online at www.findlay.edu*

- 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

FINDLAY
THE UNIVERSITY OF FINDLAY

Accident File # (completed by HR)

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

BWC
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 ☐ Single ☐ Married ☐ Divorced ☐ Separated ☐ Widowed	Date of birth
Home mailing address			Sex ☐ Male ☐ Female		Number of dependents
City	State	9-digit ZIP code	Country if different from USA		Department name
Wage rate $ _____ Per: ☐ Hour ☐ Year ☐ Month ☐ Other _____ ☐ Week			What days of the week do you usually work? ☐ Sun ☐ Mon ☐ Tues ☐ Wed ☐ Thur ☐ Fri ☐ 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? ☐ Yes ☐ 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? ☐ Yes ☐ No
(If no, give accident location, street address, city, state and ZIP code)

Date of injury/disease	Time of injury _____ ☐ a.m. ☐ p.m.	If fatal, give date of death	Time employee began work _____ ☐ a.m. ☐ 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)

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.*

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? ☐ Yes ☐ No	Is the injury causally related to the industrial incident? ☐ Yes ☐ No	
Health-care provider signature	11-digit BWC provider number	Date

Employer info.

Employer policy number	Check if ☐ Employer is self-insuring ☐ 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? ☐ Yes ☐ No	Was employee hospitalized overnight as an inpatient? ☐ Yes ☐ No

If treatment was given away from work site, provide the facility name, street address, city, state and ZIP code

☐ **Certification -** The employer certifies that the facts in this application are correct and valid.

☐ **Rejection -** The employer rejects the validity of this claim for the reason(s) listed below:

For self-insuring employers only

☐ **Clarification -** The employer clarifies and allows the claim for the condition(s) below:
☐ **Medical only** ☐ **Lost time**

Employer signature and title	Date	OSHA case number

FINDLAY
THE UNIVERSITY OF FINDLAY

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

V&A RISK SERVICES

Workers' Compensation Services

Dawn McCown
Claims Manager
1-800-493-9662 ext. 121