



EAGLE MOUNTAIN SAGINAW ISD

Fostering a Culture of Excellence

EAGLE MOUNTAIN SAGINAW ISD WORKERS' COMPENSATION FORM EMPLOYEE INFORMATION PACKET

General Information

The Eagle Mountain Saginaw Independent School District (EMS ISD) provides workers' compensation benefits for employees who are injured at work. This benefit will cover only a work-related injury or illness, not other medical problems. Once a claim is reported and accepted by the EMS ISD workers' compensation program as compensable (eligible), your workers' compensation benefits begin. This is the only medical benefit you may use for treatment of your specific claim/injury, including medical examinations and medications. The EMS ISD workers' compensation program pays for healthcare reasonably required using evidence-based medicine in accordance with the Official Disability Guidelines (ODG) to treat a compensable injury. Workers compensation claims should not be processed via personal health insurance.

The EMS ISD Employee Health Benefit Plan will not cover any expenses for which an employee should be receiving workers' compensation benefits, and you cannot use your prescription card for medications related to your injury. All bills for the specific injury will go through the EMS ISD workers' compensation program.

Workers' compensation benefits apply only if the claim is found to be compensable. If a claim is reported more than 30 days after it occurs, benefits may be denied or disputed if the employee does not report the injury.

Process for Workers' Compensation Claims

If you, as an employee of EMS ISD are injured at work, think the injury was caused by work, or a doctor tells you the injury/illness is work-related, the following steps must be taken:

1. Complete the *Employee Incident Report* immediately or within **24 hours**, you must immediately report the incident to your **school nurse and to your supervisor**. The campus nurse will need to fill out form *Nurse Accident/Incident Form*. Be sure your immediate supervisor completes the *Supervisor Incident Report* within **24 hours** from the date/time of the work injury.
2. If required, you, as the injured worker should seek immediate medical attention after the injury. You, as the injured worker should go to Nova Medical Center or Care Now location. This does not mean that the employee has to continue treatment with Nova Medical Center or Care Now location; however, workers' compensation claims should not be processed via personal health insurance. To be referred to a specialist, employees must first be seen by a workers' compensation practitioner. Within 60 days of the injury, the employee has the right to change treating doctors.
3. If you receive any medical bills relating to your workers' compensation injury, the medical bills will need to be submitted immediately to Kimberly Heiskell, Risk Management Coordinator.
4. If you have any questions or need information relating to your claim contact:

Kimberly Heiskell, Risk Management Coordinator at kheiskell@ems-isd.net

EMS ISD Workers' Compensation Administrator

Central Administration

Direct Phone Number: 817-232-0880

Fax Number: 817-232-3596

5. Per Workers' Compensation laws, the EMS ISD does not pay injured workers for the first seven days off work. However, you may choose to use your accrued leave time for the first seven days. If you are out 14 days, workers' compensation will retroactively pay the first 7 days or credit the personal leave time used by the employee. If you do not miss work for more than 7 days, and you do not have any personal leave time available, your payroll may be docked. After the seventh day of absence, the district workers' compensation program will pay approximately 70% of your average weekly wages. This is not salary or a paycheck. This amount is called Temporary Income Benefits (TIBS).
6. For determining the amount of Temporary Income Benefits of a school district employee under Chapter 504, the average weekly wage is computed on the basis of wages earned in a week rather than on the basis of wages paid in a week. Temporary Income Benefits equal 70 percent of the difference between your average weekly wage and the wages you are able to earn after your work-related injury. The amount of Temporary Income Benefits is subject to a maximum of \$971 and minimum of \$146 benefit amounts.
7. If you are receiving Temporary Income Benefits for an extended period of time, and an employee pays child support notify Kimberly Heiskell immediately. The EMS ISD Payroll Office will need to submit information to the state and to the workers compensation administrator, Edwards Claims Administration (ECA), to start deducting the child support from the employee's TIBS check.
8. You will need to pay close attention to your payroll and time sheet as it relates to your claim. It is your responsibility to keep track of the days or times used to treat the compensable injury and communicate that information in a timely manner. Depending upon the nature and duration of the claim, the workers' compensation program requires complex payroll calculations to submit accurate wage statements and reports to the State. Injured employees working in departments without a school nurse (e.g. custodial, maintenance) will need to contact their supervisor directly to keep track of the necessary payroll information.
9. You will receive many documents regarding your claim. These will be mailed to your home address. It is important to keep these documents in a secure location. Keep copies of anything you give to your assigned adjuster or send to the Division of Workers' Compensation. **Note:** Make sure you complete the Employee's Report of Injury form; this is form DWC-41. You should receive this directly from the Division of Workers' Compensation within the first six weeks after your injury. If you do not receive it in the first six weeks after your injury, contact the Division of Workers' Compensation at the number below and request a form. It is important to complete this form and return it to the Division of Workers' Compensation.
10. Each time you go to the doctor you will receive a work status report DWC-73 form. You will need to provide a copy to Kimberly Heiskell, Risk Management Coordinator, *after each visit*. If your treating doctor releases you to return to work with modified physical restrictions, you will need to immediately contact Kimberly Heiskell, Risk Management Coordinator, to see if the district can reasonably accommodate your restrictions. An employee is required to have a Return to Work Release form from their attending physician in order to return to their full regular duties. For questions regarding return to work, contact Kimberly Heiskell, Risk Management Coordinator at 817-232-0880.

The EMS ISD Workers Compensation program is administered by:

Edwards Claims Administration

Phone: 1-800-575-2657

Email: workcomp@edwardsrisk.com

Fax: 866-967-6557

1004 Marble Heights Drive

Marble Falls, Texas 78654

Additional information may be obtained from:

www.tdi.state.tx.us/wc/txcomp.html

The Texas Department of Insurance

333 Guadalupe, Austin 78701 • P.O. Box 149104, Austin 78714-9104 (512)

463-6169 - 800-578-4677 (in Texas) • Consumer Helpline 800-252-3439 Division of

Workers' Compensation Customer Services 800-252-7031