

Big Bend Community Based Care Policy & Procedure

Series:	1100: Human Resources	
Policy Name:	Workers Compensation	
Policy Number:	1119	
Origination Date:	02/17/2009	Revised: Board Meeting of 12/13/2018
Regulation:	CFOP 75-3 CFOP 215-05	

Policy

It is the policy of Big Bend Community Based Care, Inc. (BBCBC), to require that all employees immediately report any work related accidents to the Division of Worker's Compensation. Failure to comply with this policy and following procedures on the part of the injured or ill employee or on the part of the appropriate supervisor may be cause for disciplinary action.

Procedure

- A. All new hires will receive a copy of the reporting procedures; and sign an acknowledgement of receipt, during new hire orientation.
- B. The employee is responsible to notify their supervisor of any work related injury/illness by the end of their shift/work day and complete the employee section of the Employee Injury/Illness Report.
- C. The Supervisor will complete the supervisor's section of the Employee Injury/Illness Report.
 1. The completed original report will be received by BBCBC within twenty-four (24) hours of employee injury/illness and, if faxed, the original delivered to BBCBC.
- D. Employees should seek off-site treatment (unless life-threatening) at a facility approved by BBCBC's managed care provider.
 1. Staff will be provided transportation to the facility if needed.
- E. BBCBC will fax all injury reports to the insurance carrier's claim line.
- F. BBCBC will follow-up with the insurance carrier and managed care company to monitor the employee's progress and ensure the employee is receiving proper treatment.
- G. All medical paperwork received by the program will be faxed/delivered to BBCBC by the end of the day that the injured employee sought treatment.
 1. The original documentation mailed to BBCBC.
 2. The department will not keep copies of medical paperwork.
 3. BBCBC will maintain all original copies in a confidential workers' compensation file for each injured employee.
- H. The employee will not be allowed to return to work until the doctor's release has been reviewed and cleared by BBCBC.
- I. If the employee has been released to regular duty, BBCBC will notify the supervisor that the employee

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may return to their position.

1. If the employee has been released to light-duty, BBCBC will attempt to find a position in the company to meet the employee's work restrictions.
 2. If no light-duty is available or the employee is placed off work, the employee will be placed on a leave of absence.
 3. BBCBC will notify payroll via email of all employees off work due to work related injuries/illnesses.
- J.** BBCBC will pay the employee for the first seven (7) regularly scheduled calendar days missed due to their work-related injury/illness.
1. BBCBC will notify payroll via email of any hours to be paid by BBCBC as a result of the injury/illness.
 2. Hours will not be accepted by Payroll from department supervisors.
- K.** BBCBC will track all workers' compensation injuries/illnesses.
- L.** BBCBC will comply with all OSHA posting requirements.