

POLICY MANUAL

Subject: Employee Injury and Treatment **Effective Date:** 1/1/92

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Review Dates: 12/02 CSF

Revision Dates: 02/07 CDB; 01/12 cdb;
04/13 cdb; 03/14 cdb

POLICY:

Cumberland Heights offers workman's compensation benefits to those qualified employees who are injured on the job or who contract a work-related illness on the job. In order to comply with the Workers' Compensation laws of Tennessee and the Tennessee Drug Free Workplace Act, there are certain responsibilities that an individual employee has if s/he is involved in an accident resulting in an injury on the job.

PROCEDURE:

1. If an employee is injured on the job, the supervisor should be notified and the employee should proceed to the nursing unit for initial evaluation and/or referral for additional treatment by an emergency room and/or designated urgent care center.
2. If possible, an incident report is completed by the employee at the time of injury. If the employee's injury does not permit this, the supervisor and/or the nurse on duty are responsible for completing an incident report and notifying the supervisor and Human Resources. Any paperwork that is given to the employee at the emergency room or urgent care center is to be forwarded to Human Resources.
3. If an employee needs treatment, they may receive only minor first aid (i.e., Band Aids, antibiotic ointment, ibuprofen, etc.) from the nursing staff, if at River Road location.
4. If an employee requires any further or more extensive treatment, s/he must select from the approved Workers' Compensation Panel of Healthcare Providers (see Cumberland Heights Employee's Choice of Physicians). This panel is posted at all locations as well on the resource page of the HR/Payroll system.
5. If an employee does not choose to use one of the panel providers, s/he must sign the provided waiver form noting that s/he is refusing to do so. This means that Workers' Compensation insurance may have no obligation to cover the cost of the employee's medical treatment now or any future treatment they may need as a result of this particular injury.

6. An employee may report to one of the panel of providers after signing the provided waiver form with the understanding that any delay in reporting the injury may result in unpaid claims.
7. A urine drug screen is required for all work-related accidents that result in injury or illness and are treated by an outside healthcare provider as part of the Tennessee Drug Free Workplace Act. This should be done within two (2) hours of the injury unless the employee is not medically able to do so and this must be so documented by the treating physician. An employee's not completing a urine drug screen as required is to be considered a positive screen.
8. The Human Resources Director, using the above information, completes a First Notice of Claim via the contracted workers compensation provider's website upon receipt of the incident report and the completed and signed Cumberland Heights Employee's Choice of Physician form.
9. All documents for work-related restrictions, referrals for further treatment, and/or return to work clearance from the emergency room or urgent care center physician are forwarded to Human Resources.
10. The employee is responsible for communicating any restrictions and/or return to work dates with her/his supervisor and Human Resources. This information is also communicated to the Claims Representative of the contracted workers compensation provider by Human Resources.
11. Employees should forward all billing statements directly to the Claims Representative of the contracted workers compensation provider or to Human Resources.
12. Employees are advised that delays in reporting at any step of this process may result in unpaid claims. Any questions should be directed to Human Resources.