

Chatham County Schools Workers' Compensation

Frequently Asked Questions

Q: I've been injured on the job. What should I do now?

A: Any employee injured during a job-related injury **must** immediately report the accident via the online accident/injury reporting system, PublicSchoolWorks. The site contacts have been given Employee Accident Reporting Procedures that will provide the injured employee with the information necessary to file an automated claim. The claim should be filed **as soon as possible after** the injury occurs. If medical treatment is necessary, the injured employee should pick a doctor from the Approved Physician's List and the site contact should call to schedule an appointment for the employee. You will need to have the treating physician complete the Work-Related Injury/Illness Report and return to site contact. This form can be found on the Health & Safety website or retrieved from your site contact.

If emergency medical treatment is needed, care of the employee should be the first priority! Injury forms can be filled out by the site contact in lieu of the injured employee.

Q: Who are the site contacts for Workers' Compensation?

A: At each building/site, a secretary at the front office has been designated as the Workers' Comp contact. If an injury occurs at the Central Office, the WCS should be contacted.

Q: My claim was filed with Key Risk, but now I'm receiving paperwork from a company named EMC (Surry Insurance). What does this mean?

A: Beginning July 1, 2013, EMC (Surry Insurance) became Chatham County Schools' Third Party Administrator (TPA), in addition to CorVel Corporation. This means all locally funded claims are filed through EMC.

Q: My claim was filed with CorVel, but now I'm receiving paperwork from a company named Sedgwick. What does this mean?

A: Beginning July 1, 2015, Sedgwick became Chatham County Schools' Third Party Administrator (TPA), in addition to Employers Mutual Casualty Company (EMC). This means all state and split funded claims are filed through Sedgwick.

Q: I've seen an approved physician, but he/she wants to refer me to a specialist. What should I do?

A: If secondary treatment is required, the referring physician's office is responsible for acquiring authorization from Sedgwick or EMC (Surry Insurance). Once authorization is obtained, make sure to take a Work-Related Injury/Illness Report form with you to the doctor. Please notify the WCS if you need to see a specialist.

Q: The doctor has taken me out of work due to my injury. How will I be compensated?

A: Please note: This only applies if you do not meet Return to Work criteria. (See next question). During the first seven-calendar days, you have the option to use appropriate earned leave or take those days without pay. After the seven-day waiting period, you are able to receive a weekly compensation benefit equal to 66 2/3 percent of your average earned wages twelve (12) months preceding the injury/illness. Please note that your weekly compensation benefit will not come from Chatham County Schools; therefore, any payroll deductions must be paid for as an out-of-pocket expense.

Q: What is the *Return to Work Program*?

A: CCS is committed to assisting employees injured on the job to return to productive work as quickly and safely as possible. Injured employees are, *if appropriate*, temporarily placed in transitional duty work, *if available*, to facilitate recovery from their accident. The purpose of the district's return to work program is to assist employees on workers' compensation in returning to work.

Refer to Board Policy 7570 for more information.

Q: Will I be reimbursed for out-of-pocket expenses?

A: If your claim is accepted, you will be reimbursed for costs such as travel and prescriptions. Form 25T will allow you to keep track of your travel. If you have to drive 20 miles or more round-trip for treatment, you will be reimbursed mileage by Sedgwick or EMC. Form 25P is for prescription reimbursement. Please note that itemized receipts for all prescription (including treatment aids such as crutches, etc.) must be included with the Form 25P for reimbursement to be authorized. These forms should be faxed to the WCS who will forward all documents to appropriate Third Party Administrator.

Forms 25T and 25P can be downloaded from the Health & Safety website or retrieved from your site contact.

Q: I keep getting medical bills in the mail. What should I do?

A: If you have filed a claim and are receiving medical bills please bring them to you site contact, who will forward them to the WCS. It is advised you make copies for yourself if you choose to not keep original documents. The bills will be forwarded to the appropriate Third Party Administrator.

Q: How can I get proof my claim was filed with CorVel or EMC (Surry Insurance)?

A: You may contact the WCS at any time for copies of your Injury Report. If further information is needed, you or your physician's office can contact the WCS for assistance.