



Workers' Compensation

No. 4415

Policy Effective Date:
7/3/1989

Last Revision Date:
5/14/2024

Policy Owner:
Bryan Garey

Policy Author: (*Contact Person*)
Ellen Banks

Affected Parties:
Faculty
Staff
Wage

1.0 Purpose
2.0 Policy
3.0 Procedures
4.0 Definitions
5.0 References
6.0 Approval and Revisions

1.0 Purpose

All employers are required to provide protection to their employees for occupational-related injuries, illnesses, or loss of life. The purpose of the Workers' Compensation Program is to ensure that all university employees with injuries or illnesses arising out of and during the course of employment with the university are offered fixed, certain, and speedy relief.

2.0 Policy

In cases of occupational-related injuries or illnesses, faculty, staff, and wage employees must report such incidents to their supervisor as soon as possible. All occupational-related injuries or illnesses should be reported within 24 hours.

If the employee is injured on the job, regardless of how insignificant the injury may appear, an [Employer's Accident Report](#) must be completed through a third-party claims management portal. This report provides protection for the employee and the employer in cases where later complications arise from minor injuries. An Employer's Accident Report must be completed for all occupational-related injuries, illnesses, or loss of life.

3.0 Procedures

3.1 Occupational-Related Injury, Illness, or Loss of Life on the Job during Regular Working Hours

The following procedures are to be followed in cases of occupational-related injuries, illness or loss of life occurring during regular working hours:

- If the employee is injured on the job or experiences what appears to be an occupational-related illness, the supervisor must be notified immediately, and a determination made as to the type of medical assistance or treatment needed. If there is a loss of life, the supervisor should contact the Division of Human Resources and Environmental Health and Safety.
- At the time of notification of the occupational-related illness or injury, the employee must complete the [Panel of Physicians Form](#) and select a provider from the list included in the form. Once completed, the employee must submit the signed form to the [Division of Human Resources](#) via the Division's [secure drop box](#), mail, or fax.
- If emergency room treatment is warranted, the quickest possible medical attention is to be provided.
- If non-emergency medical treatment is required, the employee must select a physician from the approved panel of physicians for medical care or other physician, if approved by the Division of Human Resources. The Workers' Compensation [Panel of Physicians Form](#) and additional workers' compensation information can be found on the [Division of Human Resources website](#).



Virginia Polytechnic Institute and State University

The employee is advised to call the doctor's office prior to reporting for treatment to confirm participation in workers' compensation coverage and availability. A hospital emergency room should be used only as a last resort for the treatment of minor injuries. If follow-up medical attention is required after going to the emergency room, the employee must see the panel physician, or other approved physician, the employee selected when the injury was first reported to the supervisor.

- If the employee did not select a physician from the panel of physicians prior to emergency room treatment, the employee must select from the panel of physicians, or other physician, if approved by the Division of Human Resources, prior to any follow-up treatment.
- After the injured employee has been treated, the employee should contact the immediate supervisor to notify them as to the type and extent of the injury and the nature of the medical treatment the employee received. For additional information, refer to [University Policy 4420, Return to Work Policy](#).

3.2 Occupational-Related Injuries, Illness, or Loss of Life on the Job after Work Hours

If the employee requires medical attention during non-working hours for an occupational-related injury or illness, the following procedures must be followed:

- One of the panel physicians should be contacted, if possible. If a panel physician is not available, emergency room treatment is authorized.
- By the next scheduled workday, the employee's supervisor should be notified by the employee of the nature and extent of medical treatment required.
- After the injured employee has been treated, the employee should contact the immediate supervisor to notify them as to the type and extent of the injury and the nature of the medical treatment the employee received.
- If there is a loss of life, the supervisor should contact the Division of Human Resources and Environmental Health and Safety.
- For additional information, refer to [University Policy 4420, Return to Work Policy](#).

3.3 Lost Time from Work

If injuries result in lost time from work, the employee must provide the supervisor and the Division of Human Resources with a doctor's statement documenting the anticipated length of disability. Employees covered under the Virginia Sickness and Disability Program must also contact [Alight](#), the university's third-party benefits administrator, during the first five days they are out of work due to an occupational-related illness or accident.

3.4 Payment of Medical Bills

The physician or hospital should submit the bills to [Managed Care Innovations](#), the third-party insurance company that handles Workers' Compensation for state agencies within the Commonwealth of Virginia, Workers' Compensation Department, P.O. Box 1140, Richmond, VA 23208-1121. Further, if the injured employee or the Division of Human Resources receives any medical bills, they should also submit such bills to Managed Care Innovations.



4.0 Definitions

5.0 References

University Policy 4420, Return to Work Policy

<https://policies.vt.edu/4420.pdf>

6.0 Approval and Revisions

Approved July 3, 1989, by Associate Vice President for Personnel, Robert M. Madigan.

- Revision 1
Delete references to treatment by a physician at the Infirmary.
Approved August 29, 1990, by Associate Vice President for Personnel and Administrative Services, Ann Spencer.
- Revision 2
Clarification of procedures and update of the approved panel of physicians in Section 3.3.
Approved October 16, 1997, by Executive Vice President, Minnis Ridenour.
- Revision 3
 - Section 3.1: Persons under the Virginia Sickness and Disability Program, effective January 1, 1999, must contact CORE, Inc., the third-party benefits administrator during the first five days they are off work due to a work-related illness or accident.
 - Section 3.4: Update of list of Panel of Physicians.Approved January 22, 1999, by Executive Vice President, Minnis E. Ridenour.
- Revision 4
September 1, 2006 – Technical revisions to update procedures and physician information.

October 25, 2007 – Technical revisions to update physician information on section 3.6 Approved Panel of Physicians.

Annual review June 1, 2010 by Vice President for Administrative Services, Sherwood G. Wilson. No revisions.

- Revision 5
 - Technical corrections to resources and references.
 - Clarified and simplified procedures for job related injuries, illness and loss of life, both during and after work hours.

Approved January 3, 2017 by Vice President for Administration, Sherwood G. Wilson.



Virginia Polytechnic Institute and State University

- Revision 6
 - Technical revisions to language to provide clarity to procedures and to provide consistency of terms.
 - Technical updates to units, web links, third-party administrators, and affected parties to include wage employees.
 - Deleted reference in Section 3.1 referring to “Section 3.6” which was deleted during a prior policy revision.
 - Added references to University Policy 4420, Return to Work Policy.

Approved May 14, 2024 by Vice President for Human Resources, Bryan Garey.