1. **Purpose**
   All employers are required to provide protection to their employees for job-related injuries and illnesses. 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. **Policy**
   In cases of job-related injuries or illnesses, faculty members must report such incidents to their department head as soon as possible. Staff members must report such injuries or illnesses to their supervisor. All job 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 Employers Accident Report must be completed. This report provides protection for the employee and the employer in cases where later complications arise from minor injuries.

   All job-related illnesses and injuries must be submitted electronically on the Employer’s Accident Report, Form VWC No. 3 (revised 12/27/01) found at [http://www.apps.hr.vt.edu/hr/forms/](http://www.apps.hr.vt.edu/hr/forms/). Instructions for submission are located on the website or by calling Human Resources at (540) 231-7778 or (540) 231-3463.

3. **Procedures**

3.1 **Notification of On the Job Injury or Illness**
   If the employee is injured on the job, regardless of how insignificant the injury may appear, an Employers Accident Report must be completed by the supervisor or manager within 24 hours of notification of the injury/illness.
• The report and instruction for submission are located at http://www.apps.hr.vt.edu/hr/forms/. The Accident Report must be submitted electronically to Human Resources. Copies will not be accepted. If an electronic submission is not possible, please contact Human Resources at (540) 231-7778 or (540) 231-3463. All other related documentation must be mailed to Human Resources (0318), Southgate Center, Blacksburg, Virginia 24061 or faxed to 540-231-2352.
• A list of panel physicians must be presented to the injured worker and a Panel Selection Form must be completed, signed, and returned to Human Resources at the above address.

3.2 Job-Related Injury or Illness on the Job during Regular Working Hours
The following procedures are to be followed in cases of work-related injuries and illnesses occurring during regular working hours:

• If the employee is injured on the job or experiences what appears to be a work-related illness, the supervisor must be notified immediately and a determination made as to the type of medical assistance or treatment needed.
• At the time of notification of the work-related illness or injury, the employee must select from the panel of physicians and complete the Panel Physician Selection Form (# 151) and forward it to Human Resources.
• 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 physicians for medical care (See Section 3.6). It is advisable to telephone the doctor's office prior to reporting for treatment. The 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 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 prior to any follow up treatment.
• After the injured employee has been treated, the immediate supervisor should again be contacted by the employee and advised as to the type and the extent of the injury and the nature of the medical treatment received.

3.3 Job-Related Injuries or Illnesses on the Job but Requiring Medical Treatment after Work Hours
If the employee requires medical attention during non-working hours for a job-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 work day, 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 immediate supervisor should again be contacted by the employee and advised as to the type and the extent of the injury, and the nature of the medical treatment received.

3.4 Lost Time from Work
If injuries result in lost time from work, the employee must provide to the supervisor and Human Resources, a doctor's statement documenting the anticipated length of disability. Employees covered under the Virginia Sickness and Disability Program must also contact UNUM, (1-800-652-5602) the third party benefits administrator during the first five days they are off due to a work-related illness or accident.
3.5 Payment of Medical Bills

The physician or hospital should submit the bill to Managed Care Innovations, Workers' Compensation Department, P. O. Box 1140, Richmond, VA 23208-1121.

3.6 Approved Panel of Physicians

<table>
<thead>
<tr>
<th>Carilion Blacksburg Center</th>
<th>Christiansburg Family Practice</th>
</tr>
</thead>
<tbody>
<tr>
<td>D. M. Hudgins, M.D.</td>
<td>Kenneth Jones, M.D.</td>
</tr>
<tr>
<td>Chad Thompson, M.D.</td>
<td>Carl Hanna, M.D.</td>
</tr>
<tr>
<td>W.T. Hendricks, Jr., M.D.</td>
<td>6 Hickok Street</td>
</tr>
<tr>
<td>L.D. Robinson, M.D.</td>
<td>Christiansburg, VA 24073</td>
</tr>
<tr>
<td>R.D. Shepherd, M.D.</td>
<td>540-382-6148</td>
</tr>
<tr>
<td>C.K. Tsui, M.D.</td>
<td></td>
</tr>
<tr>
<td>C. Mertes</td>
<td></td>
</tr>
<tr>
<td>Prices Fork &amp; Plantation Roads</td>
<td></td>
</tr>
<tr>
<td>Blacksburg, VA 24060</td>
<td></td>
</tr>
<tr>
<td>540-951-0352</td>
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<thead>
<tr>
<th>Giles Family Practice</th>
<th>Giles Family Practice</th>
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</thead>
<tbody>
<tr>
<td>Michael McMahon, M.D.</td>
<td>John Boone, M.D.</td>
</tr>
<tr>
<td>Robert Devereaux, M.D.</td>
<td>879 Virginia Ave, P. O. Box 399</td>
</tr>
<tr>
<td>Kenneth Walker, M.D.</td>
<td>Narrows, VA 24124</td>
</tr>
<tr>
<td>R.W. Melton, M.D.</td>
<td>540-726-7900</td>
</tr>
<tr>
<td>L. Hansen, M.D.</td>
<td></td>
</tr>
<tr>
<td>1611 E. Wenonah Ave.</td>
<td></td>
</tr>
<tr>
<td>Pearisburg, VA 24134</td>
<td></td>
</tr>
<tr>
<td>540-921-3636</td>
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<thead>
<tr>
<th>Family Health Clinic, Inc.</th>
<th>The Sports Medicine Institute</th>
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<tbody>
<tr>
<td>R.L. Davis, M.D.</td>
<td>S. Kerger, DO</td>
</tr>
<tr>
<td>Charles Judy, M.D.</td>
<td>P. Brolinson, DO</td>
</tr>
<tr>
<td>600 Randolph Street</td>
<td>D. Harden, DO</td>
</tr>
<tr>
<td>Radford, VA 24141</td>
<td>M. Claroy, DO</td>
</tr>
<tr>
<td>540-639-5300</td>
<td>S. McGinley, DO</td>
</tr>
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<td></td>
<td>M. Rogers, DO</td>
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<tr>
<th>Carilion Family Medicine</th>
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<tr>
<td>T. C. Lee, M.D.</td>
<td></td>
</tr>
<tr>
<td>S. A. Kincaid, M.D.</td>
<td></td>
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<tr>
<td>D. R. Kelly</td>
<td></td>
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<tr>
<td>701 Randolph Street, Suite 120</td>
<td></td>
</tr>
<tr>
<td>Radford, VA 24141</td>
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<tr>
<td>540-731-3200</td>
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</table>
4. Definitions

5. References

6. 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.