



## Workers' Compensation

### No. 4415

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7/3/1989

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**Affected Parties:**  
Faculty  
Staff

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### 1.0 Purpose

All employers are required to provide protection to their employees for job-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 job-related injuries or illnesses, faculty and staff members must report such incidents to their supervisor as soon as possible. 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 Employer's Accident Report (available at <https://www.hr.vt.edu/benefits/workers-compensation.html> or by calling Human Resources) must be completed. This report provides protection for the employee and the employer in cases where later complications arise from minor injuries. An Employers Accident Report must be completed for all job-related injuries, illnesses or loss of life.

### 3.0 Procedures

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

The following procedures are to be followed in cases of work-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 a work-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 Human Resources and Environmental Health and Safety.
- At the time of notification of the work-related illness or injury, the employee must select from the panel of physicians, complete the Panel Physician Selection Form (both the physician list and form are available at <https://www.hr.vt.edu/benefits/workers-compensation.html>, and submit the Selection Form to: Human Resources via mail at 300 Turner St NW (0318), Blacksburg VA 24061 or fax at 540-231-3830.
- 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. 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 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.

### **3.2 Job-Related Injuries, Illness, or Loss of Life on the Job 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 (list available at <https://www.hr.vt.edu/benefits/workers-compensation.html>) 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 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.
- If there is a loss of life, the supervisor should contact Human Resources and Environmental Health and Safety.

### **3.3 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 The Reed Group at (877) 928-7021, the university's third-party benefits administrator, during the first five days they are off due to a work-related illness or accident.

### **3.4 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.

## **4.0 Definitions**

## **5.0 References**

## **6.0 Approval and Revisions**



## Virginia Polytechnic Institute and State University

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.