

WORKERS' COMPENSATION

Workers' Compensation is an insurance program for employees who incur an occupational injury or illness acquired on the job. The workers' compensation program is self-insured. All medical treatment for any occupational injury or illness acquired on the job should be accessed through Specialty Health's provider network. Delay in reporting could result in possible denial of a claim, which would make the employee financially responsible for any lost time and/or medical bills. All claims are administered by Frank Gates Service Company. All medical referrals are handled by Specialty Health. If you have any questions, please call Human Resources at 651-7457 or Michele Washington at 895-5404 or her supervisor Abigail Rakvica at UNLV at 895-5736.

Workers' Compensation Procedures and Responsibilities

A brief description of employee workers' compensation procedures and responsibilities follow:

1. All work related injuries or illnesses, no matter how minor, must be reported immediately to your supervisor. You must complete a Notice of Injury or Occupational Disease Incident Report (C-1) when you sustain a work-related injury or illness. A C-1 can be obtained from your department or the Human Resources department. A completed C-1 must be submitted to your department and signed by your supervisor within **7 days** from the date of the accident or obtaining knowledge of an occupational disease. When completing the C-1, it is very important to describe the accident and injury/disease in as much detail as possible. Additionally, it is extremely important to list all persons who may have witnessed the accident. After the C-1 is completed, it must be forwarded to Human Resources.
2. If emergency care is necessary, you should seek treatment at the closest appropriate medical facility without regard to whether the facility is associated with Specialty Health's Provider Network. An emergency is defined as a situation that is life threatening or is likely to result in permanent injury. If a situation warrants immediate care, but is not life threatening or likely to result in permanent injury, you can obtain treatment at an urgent care facility. A list of urgent care facilities are provided on the last page of this section. You must notify the treating physician that your injury/illness is work related and the physician must complete the Claim for Workers' Compensation (Form C-4). A copy of the C-4 form must be forward to the Human Resources office as soon as possible so that a claim may be filed with the third party administrator.
3. If an injury or illness is a non-emergency, seek medical treatment from a physician or medical provider on Specialty Health's provider list. This list is a network of physicians and other medical providers who have agreed to provide care for work-related injuries and diseases. You may change physicians at any time within the first ninety days from your date of injury. Please note that the physicians and medical providers on this network may not be the same as those associated with your healthcare insurance. You must notify the treating physician that your injury or illness is work-related and the physician must complete the Claim for Compensation (Form C-4). A copy of the C-4 must be forwarded to the Human Resources office as soon as possible so that a claim may be filed with the third party administrator. If the physician prescribes medication, you must go to a CatalystRx approved

pharmacy. A list of approved pharmacies can be found by visiting the CatalystRx website at www.catalystrx.com and clicking the pharmacies button. To access the sight, use “nevada” as the username and “benefit” as the password. Be sure to notify the pharmacy that the prescription is for a work-related injury.

4. After your treatment and any subsequent treatment, immediately notify your supervisor of the outcome of the appointment as it relates to your ability to work. This is of particular importance if you are placed on restricted duty or if you are unable to work. You are to communicate regularly with your supervisor regarding the status of your injury or illness. Please remember that if you seek medical treatment, you will not be allowed to return to work without a written approval of your physician. If your supervisor or department is unable to accommodate your restrictions, please contact the Human Resources department, and they will make a reasonable effort to place you in a temporary modified position with another department to accommodate your restrictions.