

Worker's Comp and Disability Guide

Employees and Supervisors Share Responsibility When a Workplace Illness or Injury Happens

Teamwork is important when an employee gets hurt or sick on the job and needs medical treatment. In such cases, the employee and the supervisor need to work together to handle two main responsibilities:

- Arranging for the employee to receive the medical treatment he or she needs.
- Completing the required Worker's Compensation reports.

Medical Treatment

If you're an employee who gets hurt or sick on the job, report the incident to your supervisor immediately. If you need medical attention, your supervisor should help you get to one of the medical providers on the list below.

You should not use your personal physician for work-related injuries or illnesses.

Approved Providers for Worker's Compensation

- **Clarian Arnett Occupational Health Center**, 3746 Rome Drive

Phone: 448-8708

Use for non-emergency treatment

Hours: 8 a.m. – 5 p.m., Monday-Friday. Extended hours are available through the Clarian Arnett Urgent Care on Salisbury or Greenbush, 8 a.m.-8 p.m. daily.

- **Regional Occupational Care Center (ROCC)**, Unity Health Care Center, 1321 Unity Place, Creasy Lane

Phone: 446-2450

Use for non-emergency treatment

Hours: 8 a.m.-6 p.m., Monday through Friday. Extended hours are available through Unity Immediate Care, 8 a.m.-8 p.m. daily, except Christmas.

- **St. Elizabeth Medical Center and Clarian Arnett Hospital**

Use for serious injuries only

Use for treatment when the occupational health centers and the extended hours facilities are closed

Hours: Always open

If you do not work in the West Lafayette area, contact JWF at (800)359-6659 for information about where to go for care.

Tell the health care provider to send the bill to JWF instead of to your regular health insurance plan.

If you have been seen in the emergency room or urgent care, and have been told to follow up with your own personal physician for your work-related injury, discuss this with JWF or the worker's compensation administrator. You should not use your personal doctor.

Reporting

Supervisors need to complete a First Report of Injury Form and submit it online within 24 hours. The employee and the supervisor should also work together to complete any forms needed for FMLA leave or sick leave.

JWF will follow up with Staff Benefits, the employee, the supervisor, and the medical provider to obtain any information needed to process the worker's compensation claim.

See the Employee's Checklist and the Supervisor's Checklist for a quick reference of your responsibilities when an illness or injury happens.

If your illness or injury qualifies you for short term disability (STD) benefits, you, a family member or friend need to call CIGNA toll-free at (800) 362-4462 to begin the claims process. Your worker's compensation claim will not be filed automatically with your STD coverage.

Worker's Compensation

JWF

(800) 359-6659 or (317) 706-9591

Staff Benefits

Worker's Compensation Administrator

(765) 494-0306

Disability

CIGNA

(800) 362-4462

Staff Benefits

Disability Administrator

(765) 494-1691

How to Get There

If you get sick or injured on the job, work with your supervisor to arrange transportation to get needed medical care.

- If you can safely drive yourself, you may use your own vehicle to go to an approved medical provider.
- Your supervisor or another designated person may drive you to an approved medical provider using his or her own vehicle or one owned by the University.
- If someone drives his or her own vehicle, the driver assumes liability for any damage to the vehicle or to any other involved vehicles if an accident occurs.
- If the situation is a medical emergency, call the Purdue ambulance (911) for transportation.
- If the illness or injury is not serious, do not call the Purdue ambulance.

Handling On-the-Job Injuries and Illnesses

Supervisor's Checklist

1. Complete and submit the [First Report of Injury Form](http://www.purdue.edu/hr/Benefits/wc.html) within 24 hours of when the employee notifies you of a workplace illness or injury. The form is available on the Web at www.purdue.edu/hr/Benefits/wc.html or www.purdue.edu/rem/home/forms.
2. Submit a copy of the First Report of Injury Form within 24 hours of when the employee notifies you of a workplace illness or injury.
3. Call JWF at (800) 359-6659 if the employee seeks medical treatment or needs to be off work due to the illness or injury. If your workgroup has designated the business office or a particular individual to make calls to JWF, be sure to notify the designated party immediately of the illness or injury.
4. If the employee doesn't get medical treatment and doesn't miss work, you do not need to call JWF. You still need to submit the [First Report of Injury Form](http://www.purdue.edu/hr/Benefits/wc.html). Keep a copy of the completed form in your department files.
5. Keep JWF up-to-date with changes related to the illness or injury. This will ensure accurate payment of benefits. Notify JWF of a change in the employee's return-to-work date, restrictions imposed by the employee's doctor, or the employee's inability to continue working.
6. For serious injuries, ask witnesses to the accident to complete a Witness Report Form. The form is available online through a link on the First Report of Injury Form. Fax the finished form to Staff Benefits at (765) 496-1657.

Employee's Checklist

1. Inform your supervisor immediately if you are injured or become ill on the job because of a work-related situation.
2. If you need medical attention, work with your supervisor to arrange appropriate transportation to an approved medical provider. (See the list of approved worker's compensation providers on page 1.)

Do not use your own personal physician for work-related injuries and illnesses.

3. Be sure to tell the provider to bill JWF, Purdue's worker's compensation administrator, instead of your regular health insurance plan
4. Follow the treatment plan prescribed by the medical provider. It is important to comply with the recommended treatment since continued worker's comp benefits are dependent upon your cooperation.
5. If you are covered by short term disability (STD) insurance, and your medical condition qualifies for STD, contact CIGNA to begin the STD claims process. CIGNA's toll-free number is (800) 362-4462.

6. Work with your supervisor and business office to complete appropriate leave forms, such as FMLA or sick leave.
7. Provide a written slip from your doctor to notify your supervisor of your return-to-work date, work restrictions, or excused absences from work.
8. Stay in close communication with your supervisor regarding any issues affecting your time at work. If appointments are required for medical treatment, such as therapy, schedule them at a time that is as convenient as possible for both you and your department.

Disability and Return to Work Programs Help Protect Your Income and Get You Back on the Job

We all hope to escape illnesses and injuries that keep us from working. However, should you find yourself in this unfortunate situation, Purdue has two disability plans and a Return to Work program to help you weather the storm.

If you're off the job for an extended period due to illness or injury, first of all, follow your doctor's orders. Second, be sure to work closely with your department business office and Human Resources to coordinate any benefits you have coming.

All benefit-eligible employees have long term disability coverage through Purdue. In addition, clerical and service employees may purchase short term disability insurance with benefits that begin after 21 calendar days of disability. To file a claim for either of these coverages, you or a family member should call CIGNA at 1 (800) 362-4462. CIGNA administers these coverages for Purdue.

Be aware that even if your illness or injury was reported as a Worker's Compensation claim with JWF, you still need to contact CIGNA to begin the process of claiming short term or long term disability benefits.

On the other hand, employees who have qualified to receive a short term disability benefit do not need to contact CIGNA again if their illness or injury extends beyond the coverage of short term disability. CIGNA will automatically consider the claim for long term disability if you require more recovery time.

Stay In Touch

In addition to contacting CIGNA, stay in communication with your department business office. To ensure that your disability payments are accurate, inform your business office of any changes in your disability situation, including your return-to-work date, work restrictions specified by your physician, or a determination that you are unable to return to the job.

You may use available sick leave and vacation to supplement benefits you're receiving through Worker's Compensation, short term disability, or long term disability. Careful coordination of these related programs is necessary.

At the West Lafayette campus, a Disability Benefits Coordinator is available to help you and your department understand the programs and file accurate and timely claim documentation. Call (765) 494-1691 for assistance. If you are a regional campus employee, contact your campus HR department.

Return to Work Program Helps You Get Back on Your Feet

The University recognizes that your return to work following an illness or injury benefits both you and Purdue. To help you have a quick recovery and return to regular employment, Purdue established the Return to Work program. The program covers both on-the-job and off-the-job illnesses and injuries.

If you have a temporary work restriction assigned by a physician, the Return to Work program seeks to make modifications within your regular job or to assign you modified tasks within your own department. If this is not possible, Purdue will try to find duties you can perform in another work area for a temporary period until you can return to your regular position. A Return to Work Administrator is available to discuss options and assist with arrangements for individual situations. Call (765) 494-0306 for questions.

Here to Help

Deborah Popa, Worker's Compensation/Return to Work Administrator: (765) 494-0306

Tammy Synesael, Disability Benefits Administrator: (765) 494-1691

