# Accident Reporting

## PRESENTED BY

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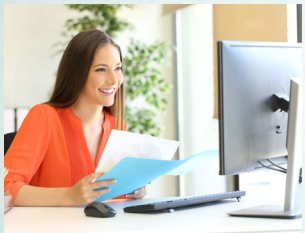
# Reporting an Employee's Injury

Injury Accident Reporting Requirements

## Injury Reporting Requirements



- Work-related injuries must be reported to the Department of Labor and Industry when:
  - Employee is off work for more than three calendar days
  - Within 14 days of the incident
- Benefits of prompt reporting
  - Employee care
  - OSHA reporting
  - Penalty avoidance



## Injury Reporting Methods

- Report incident via:
  - ☎ Workplace Injury Hotline, or
  - MCIT portal at *MCIT.org*

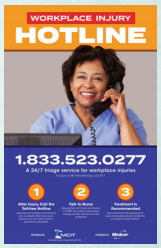
DEPARTMENT OF LABOR AND INDUSTRY

- MCIT submits First Reports of Injury to DLI for members



## Workplace Injury Hotline

- 24/7 access:
  - Toll-free: 1.833.523.0277
- Injury reviewed with a registered nurse
- Immediate recommendation for treatment
- Hotline provider (Medcor) files the report with MCIT



## Recap: Workplace Injury Hotline

- 24/7 access to medical professionals
- Do not call:
  - If employee has been treated already
  - For emergencies
- Review injury with a registered nurse
  - Employee can call if supervisor is unavailable
- Nurse provides sound recommendations
- Medcor sends incident report to MCIT

## Serious Injury Claims

WHEN HAVE NOT USED WORKPLACE INJURY HOTLINE

Submit claim via MCIT claims portal (instructions: *MCIT.org/how-to-submit-a-claim/)*

1. Log in to *MCIT.org*
2. Select "submit a claim" on the home page
3. Click the box for a workers' compensation claim
4. Complete online form

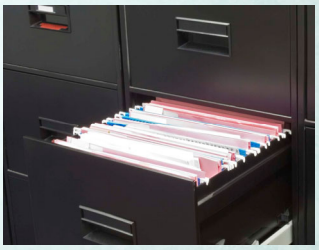


## Employee Packet

1. Questionnaire: injury, prior treatment
2. Medical authorization
3. First Report of Injury
4. Mileage reimbursement form
5. Billing instructions for medical provider
6. Details about pharmacy program
7. Information regarding Employee Assistance Program (EAP)
8. Notice of privacy practices
9. Workers' compensation general information

## ❶ Questionnaire

- The employee's medical treatment and history
- Lost time and vocational information if any lost time
- Pain diagram





## ❷ Authorization: Release of Medical Information

- Expires 12 months date signed or when claim is fully resolved
- Allows MCIT to obtain claimant's records from DLI and third parties
- Does not allow current treaters to discuss employee's medical history or prepare written reports



## ❹ Mileage Reimbursement

- Employee is paid round-trip mileage for reasonable medical treatment related to the injury
- Mileage rates vary year-to-year
- Current mileage rate is 56 cents/mile

## ❺ Billing Instructions

- Billing partner ensures pricing accuracy of medical bills
- Instructions provide billing address for providers
- Employee should give each provider billing information

## ❻ Temporary Pharmacy Card
## ❼ Employee Assistance Program

**Pharmacy Card**

- Employee mailed a temporary pharmacy card in case he/she needs a prescription in the first 7 days
- Permanent pharmacy card is mailed within a day of the claim opening

**Employee Assistance Program**

- EAP provides counseling services for any member employee and his or her dependents



## ❽ Tennessen Notice of Privacy Practices

- Notifies employee:
  - In the course of his/her claim, private data is collected
  - Employee's rights regarding private data
  - Ways employee's data is used
  - To whom the data can be released

## ❾ Information Sheet

- Describes for what workers' compensation pays
- How benefits are paid
- What to expect if the claim is accepted or denied
- DLI contact information

## Direct Deposit of Benefits

- Employee may choose to receive a paper check or direct deposit into his or her bank account
- If the employee does not submit this form, paper checks are mailed



## Discussion

Ask Questions, Share Experiences