

## What should I do when I get injured on the job?

If you are injured at work, you should report the incident immediately to the nurse and/or your Supervisor/Principal. The injured employee's welfare will be checked at this time. The nurse/supervisor will complete the EIT (Employee Injury Treatment form) that is located on the HISD website (<https://www.houstonisd.org/Page/73125>). Upon completion of the form, a copy is given to the injured employee along with the pharmacy information. The injured employee will need a copy to be seen by a physician within the 504 HISD Network. Afterwards, the nurse/supervisor will scan/email (HISDWorkComp@houstonisd.org) or fax (713-556-6662) a copy of the EIT form to the WC Department for processing.

## What should be done in case of an emergency?

If you are injured and it is an emergency, the injured employee should seek treatment at the nearest emergency facility or urgent care facility as soon as possible. If the employee is taken via ambulance, please contact the HISD Workers' Compensation Department immediately at 713-556-9200 and provide the following information:

- The injured employee's name.
- How the injury occurred.
- School or location where the injury occurred.
- Where the employee is being transported.

## What if I do not want to seek medical treatment?

It is the injured employee's right not to seek medical treatment, however all injuries will still need be reported. If the employee refuses to sign or file the claim, just note that information on the EIT.

## Can I go to my personal physician to seek treatment for my injury?

No. HISD has a 504 Provider Panel of Physicians that injured employees must use for treatment. Follow the steps below to locate the 504 Provider Panel:

- Go to HISD home page.
- Choose the Directory tab at the top.
- Select Workers' Compensation.
- Select "Find a Treating Doctor" on the Workers' Compensation main page (located on the right side of the webpage)

This list will always be up to date with the physicians and locations.

## How long does an employee have to file a claim?

An employee should report the injury immediately. The earlier the claim is reported, the better chance the injured employee will obtain the care that is needed. An investigation will be done by our Third-Party Administrator (TPA) (CCMSI) and a determination will be made and sent to the employee. However, if an employee is filing for an Assault, they will have 30 days from the date of Assault to file the claim.

## What is considered an Assault?

An Assault is a physical injury that occurred between two individuals that resulted in the employee losing time from work. If an employee is injured due to an Assault, their time must be coded as an ASLT until the claim is presented to the committee. The committee consists of Legal, Employee Relations, HR, Workers' Compensation/Benefits. Once a determination has been made (approval/denial) a memo is sent to the injured employee, Supervisor/Principal, HR, adjuster, and WC Specialist. If the claim is approved, the employee's time will remain coded as an ASLT, however if the claim is denied, the employee's time will need to be updated to Workers' Compensation. In the event the employee does not have any available leave time the time recorded will have to key in the time as UNPD.

**\*\*Workers' Compensation does not have a leave bank\*\***

## What happens when an injured employee is released with restrictions?

The injured employee will receive a Work Status Report (DWC-73) from the physician after their visit. When an employee is released with restrictions, an Accommodation Request will be sent to their Supervisor/Principal along with a copy of the DWC-73 to confirm if the restrictions can be accommodated. An injured employee is required to have a signed Bonafide Job Offer (BJO) on file before returning to work. Do not allow an employee to report to work until the BJO has been signed. If they are released to Full Duty (no restrictions), they can return to work at that time. Please let our department know if any employee has a Full Duty release and is off work due to their injury. Employees should schedule an appointment with their Workers' Compensation treating doctor if they have any issues with the restrictions/work status that they were given. The Workers' Compensation Department can only go by the information at hand until we receive an updated work status.

## What happens if the injured employee is taken off work?

If an injured employee is taken off work, the adjuster from CCMSI will determine if Temporary Income Benefits are due and will initiate benefits. The waiting period for Workers Compensation Benefits is seven (7) days of lost time. On the 8<sup>th</sup> day of disability, the injured employee will become eligible to receive indemnity payments under Workers' Compensation.

**NOTE: Workers' Compensation will pay the injured employee an Average Weekly Wage (AWW) calculation if they are approved for income benefits. Additionally, HISD will pay wages to the injured employee if the employee has available leave time. If the injured employee does not have any leave time, their HISD time will be coded as UNPD.**

## Who is our Worker's Compensation carrier?

CCMSI is our Third-Party Administrator and will handle all the districts WC claims. They can be reached (713-314-1470) for any information regarding your medical and income benefits. At times, the adjuster from CCMSI will contact the Supervisor/Principal to obtain a statement regarding the incident.

## Who at HISD can I contact regarding my injury?

At any time, the injured employee can contact the HISD WC Specialist that will help with any accommodations for light duty, provide updated work status to your work location and provide wage information to your adjuster. We currently have four (3) WC Specialist that handles the claims according to Divisions.

- Cynthia Cavazos-Fowler - 713-556-9213 (Central Division/Central Motor Pool/Central Satellite)
- WC Team - 713-556-9202 (South Division/Barnett Motor Pool/South Satellite)
- Kelsi Gage - 713-556-9207 (West Division/Butler Motor Pool/West Satellite)
- Melanie Andrade - 713-556-9209 (North Division/Northwest Motor Pool/North Satellite)

## Are there any other services that are available to employees?

Yes, HISD offers EAP to all their employees, free of charge. EAP can help you with issues such as anxiety, depression, stress, and life adjustments by offering sessions with a professional counselor per person, per issue, per year.

## Where can the policy be found that is related to Workers' Compensation?

All policies can be located on the HISD website under Board Policy (<https://pol.tasb.org/PolicyOnline?key=592>).

Below are the links associated with Workers' Compensation and any Leave:

CRE2 (Regulation) -

<https://pol.tasb.org/PolicyOnline/PolicyDetails?key=592&code=CRE2#regulationsTabContent>

DEC (Local) - <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=592&code=DEC#localTabContent>

Texas Workers' Compensation Act, Workers' Compensation Rule 129.6

Texas Labor Code 408.0041