HISD Workers’ Compensation Manager Training

Date: 02/28/2019
Presenter: HISD Workers’ Compensation Department
Workers’ Compensation Program

The district is committed to the health and safety of all employees in the workplace. The HISD WC 504 Provider Panel has been built to provide you with quality medical care.

Effective 05/20/2013, Houston ISD implemented the HISD WC 504 Provider Panel as its workers’ compensation health care provider panel.

The panel is built around occupational health care providers for workers’ compensation injuries to provide prompt, appropriate medical treatment aimed at early and safe return to work.
Who handles our 504 Provider Panel?

Cannon Cochran Management Services, Inc. (CCMSI) is the district’s claims administrator for workers’ compensation claims.

Corporate Remedies is the administrator of the HISD WC 504 Provider Panel.
Important actions to take

1. The injured employee must *immediately* report the incident to their Supervisor/Nurse.

2. The injured employee *and* their supervisor must complete an HISD Employee Injury and Treatment (EIT) Form.

3. The injured employee’s supervisor must submit a copy of the EIT form to the HISD Workers Compensation Department via fax at (713)556-9224 or email to HISDWorkComp@houstonisd.org to report the incident.

4. The supervisor must provide the injured employee with a copy of the completed EIT form.
In Case of an Emergency

• If you are injured and it is an emergency*, you should seek treatment at the nearest emergency facility or urgent care facility as soon as possible. This also applies if you are injured after normal business hours.

• If the injured employee is taken via ambulance, please contact the HISD Workers’ Compensation Department immediately at 713-556-9200 (during business hours) and 214-551-8831 (after hours) and provide the following:
  – the injured employee’s name;
  – school or location where the injury occurred; and
  – where the employee is being transported

*A “medical emergency” is defined in Texas law as the sudden onset of a medical condition manifested by acute symptoms, including severe pain that, in the absence of immediate medical attention, could reasonably be expected to result in placing the patient’s health or bodily functions in serious jeopardy, or serious dysfunction of any body organ or part.
How to Choose Your Treating Doctor from the Panel...

Follow the steps below to locate the 504 Provider Panel Physician Directory:

1. Go to the HISD home page

2. Choose the “Directory” tab at the top

3. Select “Workers’ Compensation”

4. Select Find A Treating Doctor on the Workers’ Compensation main page (located on the right side of the webpage)

You do not need to contact HISD Workers’ Compensation or CCMSI after you select your treating doctor from the panel.
The injured employee will receive a DWC-73 Work Status Report from the Panel Physician that will indicate what capacity the employee can return to work.
DWC-73 Work Status Report

The Panel Physician will check one of three boxes on the work status report:

PART II: WORK STATUS INFORMATION (FULLY COMPLETE ONE INCLUDING ESTIMATED DATES AND DESCRIPTION IN 13(c) AS APPLICABLE)

13. The injured employee’s medical condition resulting from the workers’ compensation injury:
   □ (a) will allow the employee to return to work as of ____________ (date) without restrictions.
   □ (b) will allow the employee to return to work as of ____________ (date) with the restrictions identified in PART III, which are expected to last through ____________ (date).
   □ (c) has prevented and still prevents the employee from returning to work as of ____________ (date) and is expected to continue through ____________ (date).

The following describes how this injury prevents the employee from returning to work:
DWC-73: Released without restrictions

If box (A) is checked on the DWC-73 Work Status Report from the Panel Physician, that indicates that the injured employee can return to work without restrictions. Please provide a copy of the DWC-73 to the Workers’ Compensation Department.
DWC-73: Released with restrictions

If box (B) is checked on the DWC-73 Work Status Report from the Panel Physician, that indicates that the injured employee can return to work with restrictions.
DWC-73: Released with restrictions

The DWC-73 must be sent to WC Department to verify that the restrictions can be accommodated. The injured employee cannot return to work until they speak with a WC Specialist about their accommodations.

- If the restrictions **cannot be accommodated**, the injured employee will be taken off of work until there has been a change in work restrictions that can be accommodated or they are released to return back to work without restrictions.
- If the restrictions **can be accommodated**, a bona fide job offer (BJO) will be made available. The injured employee must sign the BJO prior to their return to work for their modified duty assignment.
- If the injured employee refuses to sign the BJO, they cannot return to work and will no longer be eligible for income benefits.
If box (C) is checked on the DWC-73 Work Status Report from the Panel Physician, that indicates that the injured employee has been **taken off work**. Please provide a copy of the DWC-73 to the Workers’ Compensation Department.
REMINDER!

The HISD Workers’ Compensation Department will need to be contacted IMMEDIATELY any time the injured employee’s work status changes.

This will ensure accurate payment of benefits and alleviate any overpayments on the injured employee’s behalf.
## Important Contacts

To report a Workers’ Compensation claim please fax the EIT form to (713) 556-9224 or email to HISDWorkComp@houstonisd.org

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<tr>
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<th>Phone</th>
<th>Fax</th>
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<tbody>
<tr>
<td>HISD Workers’ Compensation Department:</td>
<td>(713) 556-9200</td>
<td>(713) 556-9224</td>
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<td>Cannon Cochran Management Services, Inc. (CCMSI):</td>
<td>(713) 314-1470</td>
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<td>Novare Nurse Case Management:</td>
<td>(713) 314-1492 <em>(during business hours)</em></td>
<td>(214) 551-8831 <em>(after hours)</em></td>
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<tr>
<td>Corporate Remedies</td>
<td>Email: <a href="mailto:support@corporateremedies.com">support@corporateremedies.com</a></td>
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<tr>
<td>Name</td>
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<tr>
<td>Cynthia Cavazos-Fowler</td>
<td>Workers’ Compensation Specialist</td>
<td>(713) 556-9213</td>
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<td>Lashondra Vaughn</td>
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<td>Gia McDay-Blackshear</td>
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<td>Detra Leary</td>
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<td>(713) 556-9211</td>
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<td>Tammy Young</td>
<td>Senior Manager, Benefits Support</td>
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