



HR Related Policies & Procedures

Eff. Date: October 22, 2004

Revised:



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Workers' Compensation

COVERED EMPLOYEES

- All employees.

BOT POLICY

Sec. 4-602 (3). Workers' Compensation. With respect to said workers' compensation risks, the University shall provide workers' compensation benefits for its employees as prescribed by law.

HR PROCEDURES/DESCRIPTION/DEFINITIONS

- I. Employees must promptly report all work-related injuries or illnesses to their supervisor.
- II. The supervisor is responsible for completing the ["Employee Incident Report"](#) form, with the employee's assistance, within 24 hours and sending it to Human Resources (HR). Both the employee and the supervisor must sign the form.
- III. Employees are to report to the FSU Health Center for treatment of all non-life-threatening injuries during the first 10 days from injury. The employee will be given a Medical Excuse/Clearance slip if the physician excuses the employee from work. The slip must then be given to the supervisor. Employees must notify HR and their supervisor of their progress and all future doctor appointments relating to the injury.
- IV. Employees must sign an authorization for release of medical records at each medical facility they attend and have the doctor's reports and bills sent to Ferris. (Employees should not pay the bill themselves.) HR cannot submit the worker's compensation claim for review without the physician's report. The medical reports and bills are to be sent to HR.
- V. The University uses the services of a third party administrator to make the determination of compensability under the State Workers' Compensation Act.
- VI. Mileage reimbursements will be made after the medical bills that relate to the incident are received and approved. All bills and reimbursements are paid through the third party administrator.

VII. If the workers compensation claim is deemed compensable and the employee is off work, wage loss benefits will be paid consistent with the State of Michigan law.

RESPONSIBILITY

Employee: Report accident to the supervisor immediately.

Supervisor: Complete an Employee Incident Report form and send it to HR.

Refer Questions To: *Human Resources*