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Policy Area Human Resources  
Applicability Valley Health System - System Wide

## Injury Reporting/Workers' Compensation, HR600

### PURPOSE:

The purpose of this policy is to provide guidelines regarding the reporting of work related injuries and illnesses for employees of Valley Health System (VHS) and to provide access to medical care and compensation for employees involved in compensable work related injuries/illnesses.

### POLICY:

#### INJURY / ILLNESS REPORTING:

1. It is the responsibility of all employees to report all work related injuries/illnesses to their supervisor as soon as possible.
2. In addition, employees must complete a Work Injury-Employee Occurrence Report (EOR) via RiskQual.
3. Injured/ill Employees must notify the Employee Health (EH) department of injury. The EH staff will assist if further medical attention is needed. EH will advise employees of treatment options.
  - a. **Night Shift/Weekends/Holidays** – In the absence of the EH staff, employees will notify the Nursing Supervisor/Clinical Administrator or designee at any one of the VH hospitals, who will assist if further medical care is needed. The Nursing Supervisor/Clinical Administrator or designee will advise employees of treatment options, depending on time of day and availability of applicable Panel of Physicians, the VH Urgent Cares or the nearest Emergency Department may be utilized if necessary. It is the responsibility of the employee to contact the EH office

on the next scheduled business day for injury follow up.

- b. In the rare event that EH, the Nursing Supervisor/Clinical Administrator and designee cannot be contacted and the injury requires immediate medical care, employees may utilize any VH Urgent Care or the nearest Emergency Department for care. It is the responsibility of the employee to contact the EH office on the next scheduled business day for injury follow up.

## MEDICAL CARE:

1. Employees are entitled to medical care when they have sustained an injury at work deemed compensable by the applicable state Worker's Compensation Act.
2. If employees are seen by the EH staff, designee or another health care provider and initial care is necessary or requested; the employee will be instructed to select a physician from the applicable Workers' Compensation Panel of Physicians (POP). The physician chosen by the employee from the POP will provide appropriate medical care and determine the employee's ability to return to work.  
**NOTE: Employees working in West Virginia and Maryland do not select a physician from a designated panel, they may choose a provider of their choice.**
3. If the employee declines to select a physician from the applicable POP and seeks alternate treatment, the employee may be responsible for all costs incurred.
4. If the claims are accepted under the applicable state Workers' Compensation Act, expenses incurred during treatment will be considered for payment under Valley Health's Workers' Compensation insurance coverage.
5. Employees are required to follow Valley Health's Workers' Compensation guidelines, in order to facilitate timely and proper processing of claims and benefits. A pamphlet containing these guidelines is available in the EH office(s) and upon completion of a Work Injury-Employee Occurrence Report in RiskQual.

## WORKERS' COMPENSATION PAY:

When injured employees have an accepted and compensable Workers' Compensation claim, they will receive compensation for lost wages as directed by the appropriate Workers' Compensation Act as follows:

- A. Virginia Employees-7 day waiting period-No pay for the first 7 (seven) calendar days, if treating physician takes employee off work.
- B. West Virginia and Maryland Employees-3 day waiting period-No pay for the first 3 (three) calendar days, if treating physician takes employee off work.
- C. Employees may utilize accrued leave balances to cover scheduled work time missed as described above. Please refer to HR 300 PTO Policy for clarification on utilizing accrued leave.

## Leave During Absence Due to Workers' Compensation

Employees who are placed off work due to compensable Workers' Compensation injuries/illnesses are required to apply for appropriate forms of leave. Refer to [Family and Medical Leave HR 304](#)

- A. Employees are required to contact New York Life to apply for appropriate forms of leave.
- B. Employees will not be required or permitted to use PTO beyond the initial 3-7 day waiting period when placed out of work.
- C. Employees receiving Workers' Compensation for lost time and/or within their 3-7 day waiting period are not eligible for Short Term Disability (STD) benefits.

## **RETURN TO WORK AFTER LOST OR MISSED TIME:**

Upon receipt of medical clearances from treating physicians employees will contact the EH office to arrange return to work clearance.

## **WORKER'S COMPENSATION LIMITED DUTY PROGRAM:**

Valley Health has a limited duty program for employees who are provided work restrictions as a result of a compensable work-related injury or illness. Workers' Compensation claims will be handled on an individual basis in order to assure that the employee's restrictions are fully accommodated. Employee placements are dependent on several factors that include, but are not limited to:

- the individuals work restrictions
- the current position requirements
- patient census
- staffing needs and staff availability

Temporary reassignment of jobs, departments or work hours may be necessary to ensure safe modified duty assignments that meet the employee's work restrictions. Every effort will be made to make the employee's return to work healthy, safe and successful.

The limited duty program for each state provides employees the ability to work in a limited duty capacity for various specified periods of time and as directed by the Workers' Compensation treating physician. Employees who are able to return to full duty work from the modified duty program must have a release from their treating physician and notify the EH department for clearance prior to their return to their regular position.

Employees, who are unable to return to full duty work after 180 days of lost time and/or modified/light duty work will be reviewed by EH and Human Resources on a case by case basis.

## **Employee Refusal of Limited Duty**

Employees who have compensable Workers' Compensation illness/injuries, and are released by the treating physician for limited/modified duty work but refuse to work in the limited duty capacity will be required to:

- A. Contact New York Life to apply for appropriate forms of leave.
- B. Accrue lost time days (Max 180).

Employees will be paid from the available accrued leave balance and will not be eligible for lost wages

through Workers' Compensation. Refer to [Family and Medical Leave HR 304](#)

Employees who have no available leave and refuse limited duty will have their case reviewed by EH and Human Resources.

## WORKERS' COMPENSATION AND JOB SECURITY:

Job restoration/protection is subject to the appropriate terms of job security according to applicable state and federal law.

**Note: Employees are encouraged to contact their Workers' Compensation Coordinator or their HR Business Partner if they feel they are the subject of retaliation for reporting a work related injury / illness or are being discouraged from reporting a work related injury or illness.**

### All Revision Dates

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### Approval Signatures

Step Description

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