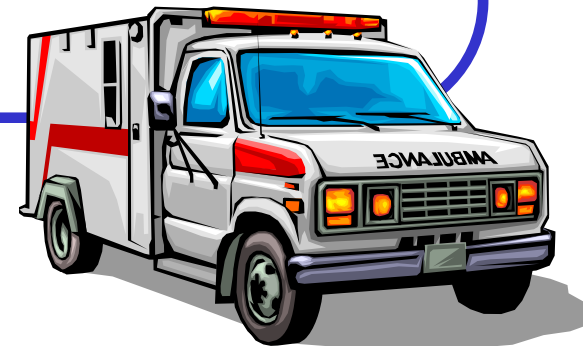


# Workers' Compensation Review

**Granbury Independent School District**



# What to do if an accident occurs

1. Notify the Business/Work Comp Department (x4015) upon learning of a work comp incident.
2. The [Employee's Notice of Injury](#) is to be completed by the employee when an employee reports an injury. This should be done within 24 hours of knowledge of the incident.
3. Fax report to x4033.
4. [Accident Investigation Report](#) is to be completed by the Principal/Director.



# Where to locate paperwork for workers comp:

- All Work Comp paperwork is now located on the GISD website. How to access this paperwork:
  1. Login
    - first.last name
    - password – same as network signon
  2. Click on Employees
  3. Select Workers' Compensation
  4. Left-hand side bar select Workers' Compensation
  5. Select Forms



# What to do during a Holiday:

- If Medical Care **is** needed during a holiday:
  - Supervisor completes the **First Report of Injury**. The employee **does not** complete this form.
  - Fax the **First Report of Injury** directly to CAS at 903-509-1888.
  - Fax a copy to x4033 with a cover sheet indicating date and time faxed to CAS.



# Holiday Instructions Cont.:

- If Medical Care **is not** needed:
  - Employee completes the [Employee's Notice of Injury](#).
  - Fax to the Business Department at x4033.  
Do not fax this report to CAS.



# How medical treatment works:

- If medical treatment is needed, we (the Business Department) call to authorize treatment and ensure that it is billed correctly.
- In the case of an emergency, Lake Granbury Medical Center ER is available. However, the ER is not the **treating physician**. If additional care is needed, the injured employee will still need to see a workers' comp doctor.



# How to locate a doctor:

- The injured employee **must** see a physician that accepts Workers Comp. Doctor Kelleher at Lake Granbury Primary Care (817-578-8906) has agreed to see workers' comp patients.
- Other options are available. The employee can contact the Workers' Comp/Business Department at x4015 to review these options.



# Work Status Reports

- Prior to a doctor's visit, the injured employee needs to report to the Business Department to receive all medical-related documents. This also gives us a chance to visit with the employee and answer any questions they may have regarding doctor's visits, physical therapy, billing, etc.
- Following a doctor's visit, the employee must report back by the Business Department to submit any paperwork related to their visit. The Business Department is responsible for filing the necessary paperwork with CAS.





# Option 1 or 2? (*Election form*)

- **Option 1** - An employee only accepts work comp benefits.
  - Begins upon the 8th day of missed time.
  - Pay is docked. Work comp benefits are paid at 70-75% of their normal rate of pay.
  - Does not take effect unless the treating physician removes the employee from work. If an employee chooses not to report to work, but their physician has not removed them from work, they must use their available leave regardless of which option they chose.
- **Option 2** - An employee elects to use available leave for absences. Therefore, there would not be reduced or interruption of pay.



# Can option be changed?

**Yes!**

An employee has the right to change their option at any time (a new option form will have to be signed and dated). Please notify the Business Department if/when this occurs.



# Absences Must be Logged!!

- If Option 1 was chosen, all absences attributed to the work comp injury are recorded as “work comp.” (Again, only if physician removes them from work.)
- If Option 2 was chosen, then the absences would be logged under whatever available leave they wish to use (sick, personal, etc.).



# Why report missed time?

We must track all time away from work due to work comp because . . .

Per the state of Texas,  
Failure to begin benefits in a  
timely manner can constitute a  
fine up to **\$25,000 per day!**



# Prescriptions

CAS (Claims Administrative Services, Inc) instituted a new prescription drug program. If an injured employee is prescribed medication(s), direct them to visit the Business Department to obtain instructions and a list of participating pharmacies. There are no out-of-pocket costs for the employee.



# FYI

The TWCC (Texas Workers' Compensation Commission) is no longer in existence. Instead, work comp is under the Texas Department of Insurance, Division of Workers Compensation.

