

# Additional Workers' Compensation Information to Know

## All Employees

The link to the Texas Department of Insurance, Division of Workers' Compensation is:

<http://www.tdi.texas.gov/wc/index.html> Phone: 800-252-7031 (toll free)

The link to the Office of Injured Employee Counsel is:

<http://www.oiec.texas.gov> Phone: 866-393-6432 (toll free)

## Supervisors

1. If minor medical attention is required, take the injured employee to the school nurse during school hours.
2. In the case of a life threatening or very serious injury or illness, call 911 for emergency assistance.
3. Notify Risk Management (972-600-5417 or 5418) of all injuries requiring immediate emergency medical attention so that authorization to treat may be given to the medical provider.
4. Only in the case of an emergency, may the "First Report of Injury" form be completed and signed by the Supervisor and not contain the employee's signature.
5. Night Operations Supervisors will authorize emergency medical attention during shift hours. The Employee First Report of Injury form is to be completed and sent to the Risk Management Department.

## School Nurses

Immediate first aid assistance may be provided for injuries sustained at work by the school nurse. However, further medical assessment and treatment is performed by the workers' compensation physician. Refer to the list of medical providers for suggestions. **NOTE: Nurses are not responsible for completing the First Report of Injury Form but can direct the employee to the Risk Management Department website whereby the employee can electronically complete the form and then print off to obtain the appropriate supervisory signature.** Refer to link at <http://www.irvingisd.net/Page/1784>

## Vehicle Operators

All Irving ISD vehicle operators, (with the exception of CDL licensed drivers who must comply with DOT regulations) upon becoming involved in an accident, must do the following:

1. Notify his/her supervisor.
2. Notify IISD Security Department (972-600-5134) and the local police department.
3. Remain at the scene of the accident obtaining the names/addresses/phone numbers of any witnesses and until released by the investigating officer.

**The vehicle operator's supervisor**, upon notice that an employee has been in an accident will:

1. Notify IISD Security and the local Police Department if not already done so.
2. Go to the vehicle accident scene if possible, to assist in the investigation and render aid to the injured employee and/or third party(s).
3. Contact the Risk Management Department (972-600-5417) for any additional requirements and submit vehicle accident report so that the Director of Risk Management can file a claim with insurance as appropriate.

### **Director of Risk Management (DORM)**

1. The DORM, or designee, will authorize medical treatment to an approved provider under workers' compensation only after having received a "First Report of Injury" form (email or fax) or emergency notification by phone of an injury.
2. The DORM is responsible for reporting all notices of injury requiring treatment and/or lost time to the Division of Workers' Compensation—Texas Department of Insurance.
3. The DORM will be responsible for the management of both injury and property damage claims to completion. This also means monitoring transitional duty work assignments for injured employees working with restrictions.
4. The DORM will be ultimately responsible for post-incident investigations as appropriate to include follow-up with a supervisor for the completion of an "Accident Investigation Report" form.

## **COMMON WORKERS COMPENSATION TERMINOLOGY**

- WC – Workers' Comp
- FROI – First Report of Injury
- BJO – Bona Fide Job Offer
- TIBS – Temporary Income Benefits
- MMI – Maximum Medical Improvement
- Report Only – not seeking medical treatment
- Medical Only – seeking medical treatment for an on the job injury
- DWC 73 – TX WC work status report
- DWC 6 – Supplemental Report for loss time
- DWC 3SD – Wage statement
- DWC 69 – Medical Evaluation (MMI)