

Regulation Code: 7271-R1 Workers' Compensation Procedures

Caldwell County School employees may be eligible for Workers Compensation benefits when an injury or illness results from employment incidents or while performing work related duties. Important information and procedures follow.

WORKERS' COMPENSATION EMPLOYEE INFORMATION SHEET

1. Employee Responsibility

- a. Immediately inform supervisor of injury/illness.**
 - i. An injured employee is required to give written notice to the employer of his/her injury immediately after the accident occurs, or within a 30-day period if immediate notification is not possible.
 - ii. This 30-day period is waived if the employee had a reasonable excuse for not giving written notice and the employer was not prejudiced by the lack of notice.
- b. The employee must complete the Employee's Statement and turn into Workers' Compensation site manager (at school) or work site.**
- c. Provide Workers' Compensation site manager with information for completing the N.C. Industrial Commission Form 19.**
- d. Maintain contact with the Workers' Compensation school system manager at the Education Center regarding claim.**
- e. If medical attention is needed outside of first aid at employee's location, Caldwell County Schools is responsible for directing medical care. The school site manager should contact the Education Center and the system manager will schedule all appoints other than those needed for emergency treatment.**
 - i. All medical bills should be sent to the Education Center in care of the Workers' Compensation school system manager.
 - ii. A copy of the physician notes is to be mailed directly to the Education Center in care of the Workers' Compensation school system manager.
- f. Injured/Ill employees must see the physician designated by Caldwell County Schools for job related accidents.**
- g. If medication is prescribed by the treating physician, the employee must complete and file a Form 25P along with a copy of the receipt and prescription.**
- h. All travel must be reported on Form 25T with attached documentation of medical visit and is subject to the following information.**
 - i. Travel must be at least 10 miles one-way, 20 miles round trip.
 - ii. Travel is reimbursed at the current state rate per mile.
 - iii. Travel is for medical treatment only.

2. Notification

Note: *Notify Workers' Compensation School System Manager at the Education Center.*

- a. Employees must notify the school system manager when out of work due to the injury/illness. All lost time due to a Workers' Compensation injury/illness requires medical documentation.**
- b. Employees must inform school system manager as to what type of leave he/she will be using for the first seven days (does not have to be consecutive days) of disability.**
- c. Employees need to notify the school system manager when released by the designated physician to return to work.**

Maintain contact with the School System Manager throughout your medical progress, this includes providing updates and documentation (if applicable) within one day of appointments.

Workers' Compensation School System Manager at the Education Center:

**Audrey Glenn
828-728-8407 Ext. 140130
aglenn@caldwellschools.com
1914 Hickory Blvd. SW, Lenoir, N.C. 28645**