



## University of Texas at Arlington Injured Employee Workers' Compensation Guidelines

Form 8-10  
03-08-2019

These guidelines have been designed to assist you through the Workers' Compensation (WC) process after you have experienced a work-related injury.

If you have questions about this process, please call The University of Texas at Arlington (UTA) WC Claims Analyst at 817-272-5563 between 9:00 am and 5:00 pm weekdays or leave a voice mail message. Your call will be returned as soon as possible.

***All documents in these guidelines written in blue and underlined have been hyperlinked so that you can access the document by clicking on the highlighted text. All of the forms referenced in these guidelines can also be found on the [EH&S website](#) in the WC section.***

The health and safety of all UTA employees is a high priority for our institution. Your diligence in communicating with the WC program in the Environmental Health & Safety Office (EH&S) is crucial so that all available resources can be directed promptly to support you when you have experienced a work-related injury.

Reporting timelines have been established by law for specific information related to all WC claims, so your full cooperation in providing information to the UTA WC Claims Analyst within the timelines mentioned in these guidelines is essential.

The University of Texas (UT) System is committed to promoting a safe and healthy work environment. UT System has contracted with a WC Healthcare Network to assist all employees who have been injured on the job to obtain prompt, appropriate medical treatment.

**This network only applies to work-related injuries and has no impact on health insurance benefits offered by UT System.**



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1.	<b>Notify your supervisor</b>	<p>You are required to contact your supervisor as soon as possible after your work-related injury to inform them about when, where and how your injury occurred, even if you do not initially seek medical treatment for the incident.</p>
2.	<b>Medical treatment</b>	<p>If you did not require emergency medical attention, but you want to see a doctor, you may drive yourself to see any physician within the <u><a href="#">WC Healthcare Network</a></u>.</p> <p><b>You can <a href="#">find a medical provider</a> on the WC Healthcare Network website. Enter the zip code and the mileage radius desired in the search and a list of doctors will be generated. Your supervisor can help you with this.</b></p> <p><b><i>You must select a medical provider from the list of doctors on this website in order for your medical bills to be considered for payment by WC if your injury is deemed compensable by the UT System Third Party Administrator (TPA) Claims Adjuster.</i></b></p> <p>When you arrive for treatment, present a <u><a href="#">Notification of Work-Related Injury or Occupational Disease</a></u> form that has been completed and signed by your supervisor, or his/her designee, along with your UTA staff identification card. This form will advise your medical provider that you reported a work-related injury to your supervisor and it also provides billing information to your clinic or doctor..</p> <p><b>Do not present your personal insurance card to your medical provider. You are not required to submit copayments for medical treatment for work-related injuries.</b></p>
3.	<b>UT System TPA Claims Adjuster will contact you</b>	<p>If you receive medical treatment and/or lose time from work, a UT System TPA Claims Adjuster will contact you and your supervisor to take a recorded statement regarding the circumstances of your injury.</p>

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<p>4.</p>	<p><b>Submit injury report &amp; sign the Health Care Network Acknowledgement form</b></p>	<p>Complete and sign the <a href="#">Employee's Report of Work-Related Injury or Occupational Disease</a> form and give it to your supervisor as soon as possible.</p> <p><b>You are also required to sign the Workers' Compensation Network Acknowledgement form at the time of your injury. Please indicate your actual residential address on this form.</b></p> <p><a href="#">Workers' Compensation Network Acknowledgement Form (English)</a></p> <p><a href="#">Workers' Compensation Network Acknowledgement Form (Spanish)</a></p> <p><a href="#">Workers' Compensation Network Acknowledgement Form (Vietnamese)</a></p> <p>Your supervisor will send these forms to the UTA WC Claims Analyst within twenty-four (24) hours of becoming aware of your injury.</p> <p><b>Your supervisor will also give you a printed copy of the Notice of Network Requirements.</b></p> <p><a href="#">Notice of Network Requirements for UT System (English)</a></p> <p><a href="#">Notice of Network Requirements for UT System (Spanish)</a></p> <p><a href="#">Notice of Network Requirements for UT System (Vietnamese)</a></p> <p>You can directly access the Health Care Network Employee Handbook for the University of Texas System through the following links:</p> <p><a href="#">Health Care Network Employee Handbook (English)</a></p> <p><a href="#">Health Care Network Employee Handbook (Spanish)</a></p> <p><a href="#">Health Care Network Employee Handbook (Vietnamese)</a></p>
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5.	<b>Pharmacy expenses</b>	<p>Ask your supervisor to give you a printed copy of a completed and signed WC Pharmacy Card to give to the pharmacist in case your treating physician orders prescription medication for you. The WC Pharmacy Card is only available for medication prescribed for work-related injuries.</p> <p>This document serves as a temporary prescription card. A permanent prescription card will be forwarded to you within 3 to 5 business days after obtaining your first prescription.</p>
6.	<b>Over-the-counter medication reimbursement</b>	<p>If your treating physician orders over-the-counter medications, or other items, you can request consideration for cost reimbursement by contacting the UT System TPA Claims Adjuster who has been assigned to your claim. Your UT System TPA Claims Adjuster will guide you through the process for requesting reimbursement.</p> <p><b>In order for reimbursement to be considered, you will be required to submit a copy of your treating physician's original hand-written prescription and your original receipts to your assigned UT System TPA Claims Adjuster.</b></p>
7.	<b>Time off from work</b>	<p><b>If you go home or seek medical treatment on the day of your injury, you will not be required to use your accrued leave for the time you miss from work. However, you will be required to take your accrued leave for any time you miss from work after the actual day of your injury.</b></p> <p>If your treating physician orders you to stay off work because of your injury, you must tell your supervisor right away.</p> <p>You are required to give your supervisor a copy of every Work Status Report that your treating physician gives you. In this case, the Work Status Report must reflect your treating physician's order for you to stay off work.</p> <p>If you miss any full workdays from work after the day of your injury, the UTA WC Claims Analyst will</p>

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		<p>contact you to discuss your options about how you may designate your time off work; such as, sick leave or leave without pay.</p> <p>You and your supervisor will be required to sign a <b>Request for Paid Leave</b> form that will reflect how you have chosen to take your time off from work when you miss full workdays.</p>
8.	<p><b>Follow-up appointments</b></p>	<p><b>If follow-up or physical therapy appointments are ordered for you by your treating physician, you will be required to use your accrued leave (sick, vacation or compensatory time) if your appointments are scheduled during working hours.</b></p> <p>You can sometimes schedule follow-up appointments during non-working hours, so you would be able to avoid using accrued leave. How you take this time off from work will be between you and your supervisor. The UTA WC Claims Analyst is not involved in tracking this time off.</p> <p>It is important that you show up for all your physician-ordered follow-up medical or physical therapy appointments until your treating doctor indicates you are able to return to work, without restrictions.</p>
9.	<p><b>Work restrictions</b></p>	<p>You may continue working your regular job if your treating physician orders work restrictions for you, as long as your supervisor determines that these will not require special accommodations. However, you will be expected to carefully follow your work restrictions both at work and at home. The UTA WC Claims Analyst will prepare a Work Agreement Waiver for you and your supervisor to sign in this case.</p> <p>If your treating physician orders work restrictions which will require special accommodations that your home department cannot provide, the UTA WC Claims Analyst will attempt to negotiate a temporary modified duty work assignment for you in another 'host' UTA department when possible.</p> <p>The UTA WC Claims Analyst will prepare a work agreement for you in this case.</p> <p>A work agreement will also be prepared if your home department is able to accommodate your work restrictions.</p>

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10.	<b>Stay home</b>	<p>If UTA is unable to accommodate your work restrictions in your home or a host department, you will be required to stay home until your work restrictions are lightened and can be accommodated, or until you are released to return to work without restrictions.</p> <p><b><u>This is important!</u> Call the UTA WC Claims Analyst at 817-272-5563 the day you return to work after losing time from work because of your work-related injury.</b></p> <p><b>The UTA WC Claims Analyst must notify the Division of Workers' Compensation to let them know the date you returned to work.</b></p>
11.	<b>Return to work</b>	<p>In order for you to return to your regular job, whether you have been off work or you are working in a temporary work assignment, you will be required to give a copy of your Work Status Report to your supervisor. This report must be completed by your treating physician and indicate that you are able to return to work, without restrictions.</p> <p>If you are working in a temporary modified duty work assignment when your treating physician releases you to return to work, without restrictions, this assignment will be considered null and void on the day of your release and you will be able to return to your regular job.</p>