



# Injury on Duty

## 5.307.1p

### Standard Operating Procedure Outline

<i>Category:</i>	<b>Human Resources</b>	<i>Department:</i>	<b>Workplace Safety</b>		
<i>Procedure:</i>	<b>Injury on Duty Procedures</b>				
<i>Policy Reference # :</i>	HR 5.307	<i>Version:</i>	1.0	<i>Date Revised:</i>	October 12, 2018

### Operational Objective(s)

1. To comply with all applicable federal, state, and local health and safety regulations.
2. To provide a work environment as free as possible from hazards.
3. To prevent injuries, illnesses and death on the job and to reduce the seriousness of similar future claims.
4. To provide for the payment of medical expenses, death benefits and lost work time compensation for qualified individuals who suffer injury, occupational illness or death during the performance of their duties.

### Procedure

1. MNPS employees must report to their supervisor all potentially unsafe or unhealthy conditions which could contribute to or result in injuries and/or illnesses to employees or others.
2. MNPS employees are expected to practice safety awareness and exercise good judgment and common sense in the performance of their jobs and while on MNPS premises and/or job locations. Additionally, employees must comply with other MNPS policies including, but not limited to: Drug Free Workplace, Workplace Violence and Sexual Harassment policies.
3. All injuries and/or illnesses on the job, whether requiring medical attention or not, must be reported to the supervisor immediately or within 24 hours after such occurrence by submitting the Occupational Injury/Illness form (Form 100). An exception to the IOD reporting requirement shall be made if the circumstances of the IOD are such that the employee does not have reason to know of the IOD at the time it occurs and if there is independent evidence regarding the injury and/or

illness that supports making such an exception. Please note, amendments will not be considered after five (5) calendar days from the date of injury.

4. All employees are to receive injury on duty (IOD) days up front. An employee's sick days are not to be used unless the claim is denied or if the employee does not submit the medical information to substantiate the claim. IOD days are to be coded by the school/department timekeeper. Payroll code types are: **872** – Off work and **835** – Working with restrictions or light duty.
5. Supervisors, or their designee, must fax in the completed and signed Occupational Injury/Illness form (Form 100) to the TPA immediately after notification of the injury. Non-compliance with this rule may cause the employee to not receive IOD benefits. All IOD information and all required forms can be obtained by contacting the Workplace Safety Office.
6. All work-related injuries and/or illnesses must be reported to the TPA as described in this section to ensure prompt processing of claims by the TPA. All medical treatment, unless necessary for life-threatening or similar emergency situations, must first be authorized by the TPA. Employees must notify all medical providers prior to receiving treatment that the treatment is for a work-related injury or illness, and that all bills for medical and related services, as well as correspondence, must be sent to the TPA.
7. Qualified individuals shall receive only such treatment which is authorized by the TPA. Any non-authorized treatment will be at the employee's own expense except for unavoidable emergency situations. The use of a spouse's personal medical plan for a work-related injury is not allowed.
8. Any employee off work due to an injury on duty cannot work a second job.
9. Any employee working on restricted duty who has a second job must adhere to the same restrictions on the second job.
10. Any employee working on restricted duty due to an injury on duty shall not work overtime hours.
11. An employee who knowingly falsifies information regarding the circumstance of his/her injury or their continued recovery will be held liable for the expense of this claim and may be subject to disciplinary action to include termination.
12. Qualified individuals shall follow all orders given by a treating IOD physician, including but not limited to: using prescribed and non-prescribed medications properly; participating in physical exercise or therapy programs; adhering to prescribed dietary programs; the keeping of appointments; and limiting themselves to any restrictions ordered by the physician both at work and at home. Failure to keep scheduled appointments or comply with physician's orders in the prescribed time-frame could result in termination of benefits. If assigned, employees must communicate all concerns and appointment changes through their case manager.
13. Immediately after each medical appointment the employee **must** provide a completed Injury on Duty Work Status Report (Form 201) to their immediate supervisor. All restrictions must be discussed with the employee's supervisor who will determine whether the restrictions can be accommodated. If the restrictions cannot be accommodated, the employee is to remain at home until the next medical appointment for until such time as the restrictions are lifted. If restricted duty cannot be accommodated the supervisor/employee must report such to the Workplace Safety Office.

NOTE: The employee must have the doctor's excuse from work at the time such is requested. The employee will not be excused from work to obtain such an excuse.

14. When a covered claim has met the conditions for cessation of benefits, any request to re-open the claim by the injured employee is reported to the TPA.

### **Third-Party Administrator Information**

Certificated:

Brentwood Services Administrator  
Primary Claims Adjuster: Olivia Myers  
(615) 263-1304

Support:

Alternative Service Concepts  
Primary Claims Adjuster: Brandi Easley  
Contact #: (615) 360-0255

### **Performance Measure/Accountability**

Continuous evaluation of procedure to ensure efficiency and compliance with all regulations.

### **References/Authority**

TCA 49-5-714(a)  
TCA 49-5-714(b)  
TRR/MS 0520-01-02-.04(5)(b)  
Worker's Compensation 3.602  
Long Term Leaves of Absence 5.304