

## Workers' Compensation Process at a Glance

This chart outlines steps in Dallas County's Workers' Compensation process and associated responsibilities for the employee, the supervisor, and the Human Resources Workers' Compensation Specialist. The information below is organized into four categories:

- A. When an employee is injured on the job.
- B. When an employee returns to work: with or without restrictions.
- C. When an employee is unable to return to work.
- D. Documenting an injured employee's time.

EE = Employee	S/M = Supervisor/Manager	WCS = Workers' Compensation Specialist	
A. When an Employee is Injured On The Job			
Who does what?	EE	S/M	WCS
Emergency			
<ul style="list-style-type: none"><li>Call 9-1-1 immediately. If Employee (EE) is incapacitated, the Supervisor/Manager (S/M) calls 9-1-1.</li></ul>	X	X	
<ul style="list-style-type: none"><li>S/M and EE calls "Company Nurse On Call" at 1-888-770-0931, to report the injury. If employee is incapacitated, S/M calls. Call within 24 hours of injury.</li></ul>	X	X	
<ul style="list-style-type: none"><li>EE is stabilized and has not yet contacted Nurse On-Call. Call "Company Nurse On Call" now to provide your statement of the incident. "Company Nurse On Call" will complete the Incident Report.</li><li>The injured EE and S/M will fill out the 504 Dallas County's Workers' Compensation acknowledgement form and fax to Human Resources at (214) 653-7608.</li></ul>	X	X	
Non-Emergency			
<ul style="list-style-type: none"><li>EE and S/M must call "Company Nurse On Call " at 1-888-770-0931and report the injury immediately. "Company Nurse On Call" will determine the extent of the injury and whether first aid or medical attention is required. "Company Nurse On Call" will complete the Incident Report.</li><li>The injured employee and S/M will fill out the 504 Dallas County's Workers' Compensation acknowledgement form and fax to the Human Resources</li></ul>	X	X	
<ul style="list-style-type: none"><li>First aid only required: The nurse from "Company Nurse On Call" will instruct EE on how to treat and inform EE to call back if the injury/illness worsens.</li></ul>	X		
<ul style="list-style-type: none"><li>Medical attention is required: EE will be referred by "Company Nurse On Call" to the nearest workers compensation facility for treatment.</li></ul>	X		

<ul style="list-style-type: none"> <li>S/M evaluates the employee's condition and ability to go to the medical facility without assistance and transport the employee if necessary.</li> </ul>	X	X	
<ul style="list-style-type: none"> <li>S/M investigates the circumstances surrounding the injury to determine what happened and what can be done to prevent its reoccurrence.</li> </ul>		X	
<ul style="list-style-type: none"> <li>S/M request assistance such as our Workers Compensation Specialist to provide an area assessment or contact Facilities Management for necessary repairs.</li> </ul>		X	

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## B. When an Employee is Returning to Work: With or Without Restrictions

Who does what?	EE	S/M	WCS
<ul style="list-style-type: none"> <li>EE reports immediately reports to S/M upon to release from treating physician.</li> </ul>	X		
<ul style="list-style-type: none"> <li>WCS informs the EE that s/he <b>must have</b> a release (with or without restrictions) from the treating physician (doctor's note or <a href="#">TWC-73</a>) and/or Employee Health Center Physician (if applicable) before returning to work.</li> </ul>		X	X
<ul style="list-style-type: none"> <li>EE provides both S/M and WCS a copy of the documentation provided by the treating physician gave you (i.e. doctor's note or <a href="#">TWCC-73 form</a>) and await further instructions.</li> </ul>	X		
<ul style="list-style-type: none"> <li>WCS reviews any restrictions/limitations or time off requirements for the EE</li> </ul>	X	X	X
<b>Medical Clearance from County's Employee Health Center</b>			
<ul style="list-style-type: none"> <li><b>Sheriff's Department employees only:</b> Law enforcement employees assigned to the Sheriff's Department (including DSOs) who have been absent from work due to injury for <b>more than 30 days</b> must receive medical clearance from the Employee Health Center. As soon as a provider releases the EE for either modified or full duty, the EE must immediately contact the Workers' Compensation Specialist at <b>(214) 653- 6585</b> to be scheduled for a medical clearance physical by the Employee Health Center.</li> </ul>	X	X	X
<ul style="list-style-type: none"> <li><b>All Other Departments:</b> If a non-law enforcement EE has been off work for <b>more than 45 days</b>, due to an illness or injury, the EE must receive a medical clearance physical from the County's Employee Health Center in order to return to work. When a provider releases the employee for either modified or full duty, the EE must immediately contact the S/M or a department representative to be scheduled for a medical clearance physical by the Employee Health Center.</li> </ul>	X	X	X

Released with Restrictions			
<ul style="list-style-type: none"> <li>S/M and/or WCS informs EE that s/he <u>cannot</u> come back to work until a light duty assignment has been identified.</li> </ul>		X	X
<ul style="list-style-type: none"> <li>S/M works with WCS to find a light duty job that will accommodate restrictions.</li> </ul>		X	X
<ul style="list-style-type: none"> <li>Provides EE with a <b>Bona Fide Offer of Employment (BFO)</b> letter if a light duty assignment is identified. EE must sign and date the letter and return it to S/M or WCS prior to beginning light duty assignment;. <b>NO EXCEPTIONS.</b> Otherwise, s/he cannot return to work.</li> </ul>	X	X	

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When an Employee is Unable to Return to Work			
Who does what?	EE	S/M	WCS
<ul style="list-style-type: none"> <li>EE reports to S/M immediately upon release from the treating physician and provides S/M <b>and</b> WCS with the documentation (i.e. doctor's note or <a href="#">TWCC-73 form</a>).</li> </ul>	X		
<ul style="list-style-type: none"> <li>S/M provides EE with <a href="#">Family Medical Leave</a> documents.</li> </ul>		X	
<ul style="list-style-type: none"> <li>EE requests <a href="#">Family Medical Leave</a>, which will run concurrently with Workers Compensation. Forms/Documents must be returned S/M within 15 days.</li> </ul>	X		
<ul style="list-style-type: none"> <li>S/M approves/denies Family Medical Leave and notifies EE and WCS.</li> </ul>		X	
<ul style="list-style-type: none"> <li>EE requests <a href="#">Leave of Absence</a> immediately, if FMLA is denied due to ineligibility or FMLA is about to or has been exhausted.</li> </ul>	X		
<ul style="list-style-type: none"> <li>S/M approves/denies Leave of Absence and notifies EE and WCS.</li> </ul>		X	
<ul style="list-style-type: none"> <li>EE completes and signs a <a href="#">Workers' Compensation Leave Authorization form, AUD PR</a> to utilize other leave in conjunction with Workers Compensation.</li> </ul>	X		
<ul style="list-style-type: none"> <li>EE provides S/M and WCS with documentation (a doctor's note or <a href="#">TWC-73</a>) related to his/her healing progress, anticipated date of return, job restrictions, etc., on a regular basis (at least bi-weekly), to ensure accurate and timely Workers' Compensation pay benefits.</li> </ul>	X		
<ul style="list-style-type: none"> <li>S/M completes all supplemental forms (<a href="#">TWCC-6</a>), timesheets, etc., as required and in a timely manner to, ensure employee is paid properly.</li> </ul>		X	

<ul style="list-style-type: none"> <li>• Contact <b>JI Companies</b> for up to date information about EE status. <b>(800) 752-6301</b></li> </ul>			<b>X</b>
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Documenting the Employee's Time
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Who does what?	EE	S/M	WC
<ul style="list-style-type: none"> <li>• S/M records, as regular worked time, the day of the injury (i.e., the time spent in waiting for and receiving medical care).</li> </ul>		<b>X</b>	
<ul style="list-style-type: none"> <li>• If EE is sent home before the end of his/her shift due to his/her on-the-job injury/illness, S/M records this time as if the full shift had been worked.</li> </ul>		<b>X</b>	
<ul style="list-style-type: none"> <li>• S/MReport/code EE's time-off for follow-up visits, rehab, therapy, etc., via Kronos system, at least <b>bi-weekly</b>; Workers Compensation 100 (for law enforcement) or workers compensation 70 (for non-law enforcement).</li> </ul>		<b>X</b>	
<ul style="list-style-type: none"> <li>• S/M reports EE time on Supplemental Report of Injury <a href="#">form TWCC-6</a> and submits to Dallas County Workers' Compensation Section for submission to JI Companies on a <b>bi-weekly</b> basis to ensure the employee receives all qualifying Worker Compensation pay benefits accurately and timely.</li> </ul>		<b>X</b>	