



## Medina County Policy Manual

Policy: <b>Workers' Compensation</b>	Section: <b>Health &amp; Safety</b>	Number: <b>6.030</b>
Issued: <b>09/17/07</b>	Reviewed/Revised: <b>11/12/2013</b>	Page #: <b>1 of 3</b>

Previous Res.: 07-900  
ORC Chapter 4123

A. Medina County employees are covered through the County's self insured Workers' Compensation plan as administered through the Bureau of Workers' Compensation (BWC). The following is a list of benefits provided to employees who experience work-related injuries.

1. Payment of medical care provided by a clinic, physician, hospital or medical services as provided by law, for the work-related injury or condition approved by the County's third party administrator (TPA).
2. Payment of compensation (at the level prescribed by law) for disability after eight or more days lost from work, including weekends and holidays.
3. Death benefits payable to the beneficiaries of any employee whose death is a direct result of a work-related accident or illness.

B. Workers' Compensation Claims

1. General Information

- a. All accidents and injuries shall be reported immediately to the employee's Supervisor. All workers' compensation forms completed by the employee must be submitted to his/her supervisor who will, in turn, copy and transmit the original to the Human Resources office to be filed with the County's TPA.
- b. The injured employee must complete an Accident Injury Investigation Report (Form A); a First Report of Injury (FROI-1) and a medical release form (C101), even if a workers' compensation claim is not filed. A delay in providing pertinent information may result in a delaying the processing the injured workers' claim, i.e. non-payment of medical services.
- c. These forms must be completed regardless of the apparent seriousness of the injury and regardless of whether or not medical attention was required.
- d. All forms are to be forwarded to Human Resources within forty-eight (48) hours of the accident.

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- e. If the employee is unable to return to work, the employee is responsible for providing their supervisor/director with his/her expected date of return as soon as it is known while keeping their department supervisor/director apprised of his/her condition.
- f. All missed time from work may apply to the Family and Medical Leave Act (FMLA) dependent upon the employee's eligibility under the provision of the FMLA. Benefits provided to employees under workers' compensation and FMLA commence on the same date and run concurrently.
- g. In the event of serious injury, the injured employee's supervisor is to immediately notify the County's Safety Coordinator so that an investigation can be initiated.
- h. An injured employee leaving work for medical attention prior to the completion of the scheduled shift will be paid at their regular rate of pay for the balance of time left in their scheduled shift.

## 2. Health Care Claims

- a. If medical attention is required, the employee should seek professional care from Medina County's list of participating providers offered through Medina Hospital's Company Health Care or a Bureau of Workers' Compensation certified physician. Depending on the work location of the employee, emergency medical care can be obtained at Medina General Hospital's Company Health Care, Lodi Hospital, Wadsworth-Rittman Hospital, or Southwest General Hospital.
- b. The supervisor is to provide an injury packet to the injured employee. The packet includes an ID card, identifying the County as being a self-insured employer for billing purposes; forms (refer to sections 1. b. c. & d. of this policy), and an Instant Access Card for purposes of obtaining an initial prescription, should medication be prescribed.
  - 1. County agencies and departments are expected to maintain an adequate number of readily available injury packets to provide their injured employee.
  - 2. Additional packets can be obtained by contacting the Commissioners' Human Resources department.

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- c. The TPA forwards the claim to the Medina County's Human Resources Department, 144 N. Broadway, Room 206, Medina, 44256. The TPA will pay the usual, customary, and reasonable medical fees determined for each type of service. All work-related prescriptions are to use the Instant Access Card as a first prescription fill card.
- d. In the State of Ohio, the payment of medical bills associated with a Workers' Compensation claim is ultimately the responsibility of the injured worker.

### 3. Lost Wage Claims

- a. An employee must provide their supervisor with an initial slip from their treating physician that includes the employee's name, date of leave, and diagnosis. Subsequent disability slips must be received by the employee's supervisor prior to the expiration date of the previous slip.
- b. Employees eligible for payment of compensation for a lost wage claim will receive payment directly from the TPA. Employees cannot receive compensation for lost wages from the TPA and the County at the same time (sick hours).
- c. An employee who uses their sick hours for a work related, lost time, injury may **not** buy back some or all of their sick hours.

### 4. Return to Work

- a. An employee must submit a return-to-work slip with a doctor's release prior to his/her return from a work-related injury.