

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

Workers' Compensation		SOP #: HR.023.02
Effective Date	8/27/2019	
Last Revision/Review	12/01/21, 4/28/23, 6/13/2024	

1. Purpose

To provide general guidelines for reporting and documenting a job-related injury or illness.

2. Related Policy/Authority

BCOM Employee Handbook

3. Faculty/Staff Responsibilities

Applies to all departments. Reporting responsibility: The Office of Human Resources, supervisors and employee.

4. Definitions/Abbreviations

5. Procedural Steps

Employees sustaining a job-related injury or illness must report the incident for Workers' Compensation purposes. All job-related incidents must be reported, whether or not the employee wishes to seek medical care. It is the employee's responsibility to notify their supervisor immediately.

Supervisors should arrange for transportation of the injured employee to the nearest medical facility, if necessary. For emergency assistance, Supervisors must call 911. In all other cases, the supervisor (or designee) and the employee must:

1. If minor, obtain appropriate supplies from the first aid kit.
 - If more than basic first aid is required, the employee should go to one of the providers listed on the provider list included in the Workers' Comp packet located both in the break room and online under the HR Forms section of the Burrell website. If the medical provider is closed or for a serious injury that requires hospital care, the employee should go directly to the emergency room.
2. The area of the incident should be secured and any hazards present should be eliminated as per Burrell policy.
3. Complete Required Forms
 - Notice of Accident or Occupational Disease Disablement form
 - The First Report of Injury/First Notice of Loss form for The Hartford
 - If possible, the injured employee completes the employee statement regarding the cause of accident, Request for Medical Treatment form and Worker's Authorization for Use and Disclosure to Health Records (if applicable)
 - Any witnesses will need to complete the Witness Report form
 - If employee requests medical treatment, supervisor completes the Workers' Compensation Treatment Authorization form and the Worker's Compensation Prescription Information

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- form and gives it to the injured employee to take to the medical provider and/or pharmacy if necessary.
- Supervisor should provide injured employee with the Return to Work Authorization form to be completed by treating physician and returned by employee to the Office of Human Resources before returning to work.
4. Report the incident (must be reported within 24 hours of the incident*)
- Provider: The Hartford 1-800-327-3636
- *The Office of Human Resources can assist with reporting the incident if it occurs during normal hours of operation (Step #5 would be completed prior to step #4 if the Office of HR is reporting the incident). If the incident occurs outside of normal hours of operation (to include weekends), the supervisor is responsible for ensuring the incident is reported within 24 hours.
5. Within 24 hours, the supervisor must notify the Office of Human Resources of the accident/illness and provide all supporting documents.

6. Reports/Charts/Forms/Attachments/Cross References

HR Forms: <https://burrell.edu/faculty-staff/forms/>

- Workman's Compensation Packet

7. Maintenance

Review annually, every January

8. Signature

Approved by	6/13/2024
VP Administration/CFO	Date

9. Distribution List

Internal/External

10. Revision History

Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date
1	[e.g., 3.1]			
2	6/13/2024	Clarified provider list information		6/26/2024