

**MARKLUND**  
**HUMAN RESOURCES POLICY AND PROCEDURE**

**POLICY NO: 3.3.3** **PAGE: 1 of 2**  
**SUBJECT: WORKER'S COMPENSATION**  
**DEPARTMENTS AFFECTED: ALL** **APPROVED BY: LDRSHP**  
**ISSUE/REVISION DATE:2-11-94, 6-11-98, 6-01-15, 12-18-15** **EFFECTIVE DATE: 12-1-90**

**PURPOSE:** To ensure that employees who may have sustained a work-related injury or illness receive all the benefits and only the benefits due to them under the Illinois Worker's Compensation Law.

**DEFINITIONS:**

Work Related Injury: Is defined as an injury to the employee which occurs while he/she is engaged in the performance of his/her duties.

Work Related Illness: Is defined as a sickness incurred by an employee in the performance of his/her duties which arises out of a risk peculiar to, or increased by, the employment and not common to the general public, e.g. clinical exposure, toxic exposure.

**PROCEDURE:**

**TeleCompCare is our nurse triage service that offers triage and virtual evaluations. TeleCompCare is available 24 hours per day, seven days per week.**

When an employee reports an injury to their supervisor, the supervisor must direct the employee to call TeleCompCare to be evaluated for treatment. If an employee is unsure if they need treatment or not, it must be recommended they call TeleCompCare:

**855-684-6877 – Marklund Account Number: 12176**

TeleCompCare will evaluate the employee and determine necessary treatment. It is important to report all incidents no matter how minor. This protects the employee's rights under workers' compensation. As soon as possible following the injury, forms in the **Injury Management Packet (located under "HR Forms" in the Common Drive)** must be completed. The forms are labeled and include forms to be filled out by the employee and the supervisor.

In the event of an on-the-job injury:

1. The injured employee will immediately report their injury to the supervisor/nurse in charge.
2. If an injury is not a medical emergency, the nurse and the employee together will follow the guidelines below in conjunction with our injury management program called TeleCompCare.
  - A. The employee must be given a private area where they will call TeleCompCare at 855-684-6877, Account #12176. The employee will speak with the medical professional who will assist the employee with his or her medical needs and

expedite the claims processing. The Nurse receiving the call will triage the injury as follows:

- No Treatment needed – Return to work
- Self-care/First-Aide– Return to Work, same or next shift
- Seek Treatment at Designated Clinic/physician - we use and recommend Physician's Immediate Care (PIC). Employee can use own doctor if they choose.
- Emergency – call 911, seek emergency treatment immediately

**Please note – (unless it is an Emergency) when seeking treatment, the employee must go to Physician's Immediate Care for a drug screen FIRST, before their treatment. If employee is seeking treatment at their own doctor, Brittany Leonhard, Sr. HR Generalist must be notified immediately at [bleonhard@marklund.org](mailto:bleonhard@marklund.org) in order to provide necessary paperwork to the employee to get their drug screen at PIC.**

3. If possible, an employee going to seek treatment must not clock out before leaving the premises. Supervisor will manually clock the employee out at the end of the employees' normal shift. Upon the results of the initial visit, the HR representative will advise the supervisor as to any timecard adjustments necessary in order to pay the employee for time missed on the date of the injury, per the law.
4. The supervisor will then collect the following documents and forward to the Workers Compensation liaison in the Human Resources Department.
  - Witness Statements (if applicable)
  - Employee's Report of Injury
  - Supervisor's Accident Investigation
  - Medical Communications Authorization
  - Declination of Medical Treatment Form (if applicable)
  - Workers' Compensation Temporary Prescription ID Card (if leaving to seek treatment)
5. The supervisor will also take a photograph of the location where the injury happened and send it to the Sr. HR Generalist.
6. Once the initial claim has been filed, any further follow-up will be with the organization's Workers' Compensation liaison. This includes light duty assignments, return to work status, continued treatment.
7. Supervisors must follow the steps outlined in the Marklund Worker's Compensation Injury Reporting toolkit for supervisors at all locations, located in the Common Drive.