

## WORKER'S COMPENSATION FLOWCHART- SCHOOL STAFF

Forms **must** be completed and signed by Principal/ Department Head and sent to Human Resources Department within **24 hours** of accident or injury per Department of Industrial Accidents regulations. Worker's Compensation forms can be found on the HR Website. **\*Please note that you can complete the forms on the employee's behalf if they are not available to do so, we will then ask the employee to sign off when they return.**

### Employee's Role

- If accident/injury occurs on the job, the Employee should seek immediate medical attention if applicable.
- If accident/injury requires medical treatment, be advised that the employer has arranged for such attention at Sturdy Memorial Hospital. **Employees should state that their injury is work related and should direct all medical bills to the Town of North Attleboro Human Resources Dept., Woodcock Admin. Bldg., 6 Morse Street, North Attleboro, MA 02760**
- Employee informs Principal/Department Head or School Nurse of accident/injury and the following forms should be completed:
  - 1 – **Medical Only Notice of Injury** completed and signed by employee and Principal/Department Head
  - 2 – **Lost Time Notice of Injury** – if employee is out of work for 5 or more days – signed by employee and Principal/Department Head
  - 3 – **Workers' Compensation Refusal of Medical Treatment or Observation** – signed by employee and a witness
  - 4 – **Medical Release Authorization** - completed and signed by employee (\*always needs to be completed)
- All further medical treatment and/or time away from work should be communicated with the Principal/Department Head and Human Resources.
- Employees can contact the HR & Benefits Coordinator in Human Resources @ 508- 643-2175, ext. 401 regarding claims status.

### Principal/Department Head Role

- When Principal/Department Head or the School Nurse is made aware of an accident/injury they should immediately contact Human Resources by email
- **Principal/Department Head completes:**
  - 1 – **Supervisor's Incident/Accident Investigation Report** - completed and signed by Principal/Department Head and **together** reviewed over with the employee

### Human Resources Role

- Submits **all** Workers' Compensation Forms to (MEGA) Massachusetts Education & Government Association Property & Casualty Group Inc
- Follows up with MEGA regarding claims and/or compensation due. Submits all claims/work status reports and medical notes to MEGA. Keeps all copies in a separate employee confidential medical file
- Communicates with employee, Principal/Department Head and payroll departments regarding out of work status and pay procedures

### Insurance Role

- Reviews all claims and accepts or denies the worker's compensation claim
- MEGA begins paying medical claims to doctor/hospital. If over 5 days out of work, will start issuing checks to employee
- MEGA will pay for 5 day waiting period if out of work over 21 days. An adjustment to paid sick time will be made at that time