

UAM OPERATING PROCEDURE 330.1

WORKERS' COMPENSATION

The University and its employees must comply with all provisions of the Arkansas Workers' Compensation Law. Employees are required to receive medical treatment through a workers' compensation network of providers for all work-related injuries. **The network for workers' compensation is different from the UMR network.** Employees may be required to pay for medical treatment received outside this network. Emergency treatment is exempt. A list of participating providers is available in the Human Resources Office, Student Health Office, Maintenance, and University Police Department. Employees shall follow these institutional procedures in case of job-related injuries:

Injured Employee

Emergency

- Seek medical help immediately.
- Notify supervisor as soon as possible.
- Contact UAM Human Resources Office for workers' compensation forms as soon as possible.
- Complete necessary forms.
- Submit completed forms to the UAM Human Resources Office as soon as possible.
- Directly inform and keep supervisor abreast of medical condition at least weekly, if absent.

Non-emergency

- Notify supervisor immediately (within one hour).
- Seek necessary medical assistance from:
 - Student Health Services (except in June and July)
 - Network medical provider in June and July
- Contact UAM Human Resources Office for workers' compensation forms.
- Complete necessary forms.
- Submit completed forms to the UAM Human Resources Office within one week from date of injury.
- Directly inform and keep supervisor abreast of medical condition at least weekly, if absent.

Supervisor

Emergency and Non-emergency

- Send injured employee for or seek necessary medical assistance. For non-emergencies, send employee to Student Health Services (except in June and July).
- Promptly notify UAM Student Health Services Nurse of all injuries requiring emergency treatment.

- Contact UAM Human Resources Office for supervisor workers' compensation forms within one workday.
- Complete necessary forms.
- Submit completed forms to the UAM Human Resources Office within one week from date of injury.
- Inform and keep UAM Human Resources Office abreast of medical condition at least weekly if the employee is absent.

Return-to-Work

In order to properly manage injuries and the recovery process, UAM will implement a Return-to-Work Program. UAM will send a form for completion by the treating provider to help diagnose the injury and provide a treatment plan. This also informs the provider of the University's intent to provide modified work for a recovering employee. The modified work assignment will be temporary and will not extend beyond the recovery process.

Departments should make every effort to provide modified work intended to facilitate a return to regular work as soon as medically feasible. Failure of employees to report for this transitional/modified work will result in disciplinary action, to include termination.

Any questions regarding a claim should be addressed to the UAM Human Resources Office.

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