



A department of MPS

PART-TIME RECREATION EMPLOYEE

Appendix D -
Employee Accident
Reporting



**MILWAUKEE
PUBLIC SCHOOLS**

OFFICE OF HUMAN RESOURCES
Benefits and Insurance Services

<p style="text-align: center;">INDUSTRIAL ACCIDENT RULES AND PROCEDURES</p>
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1. NOTIFICATION

An injured employee should notify his/her supervisor of the injury immediately. (Time requirements may be extended under extenuating circumstances only.) It is necessary to furnish the following information:

- a. Date and time of injury;
- b. Brief description of the incident that caused the injury;
- c. Full name(s) of witness(es);
- d. Exact geographical location of incident;
- e. Description of the injured body part (e.g., lacerated elbow);
- f. Name and address of treating physician/clinic, if available;
- g. If injury resulted in absence, give anticipated return to work date.

A **“Report of Accident to Employee Under Worker's Compensation Act” form (EB-49)** needs to be completed in a legible manner (please use black or blue ink). All Workers’ Compensation forms can be found on the MPS Portal Homepage - click on the “Employee Benefit News” button and then click on the tab titled “Risk Management & Worker’s Comp.”

A **“Supervisor's Analysis of Work Related Injury”** form must be completed and signed by the supervisor for each injury report submitted.

The “Report of Accident to Employee Under Worker's Compensation Act” form (EB-49) must be faxed immediately to MPS Benefits and Insurance Services at 475-8562.

All other paperwork (e.g., “Supervisor’s Analysis, and any medical excuses/documentation, if applicable) received should be faxed to MPS Benefits and Insurance Services as soon as you receive it. *All original paperwork must be retained at the school site or department in confidential medical files.*

It is vital that these forms be completed and faxed promptly in order for MPS to comply with the State of Wisconsin Worker's Compensation reporting requirements and to maintain its self-insured status. In addition, it will help prevent unnecessary delays in processing the employee's claim, wages and benefits.

2. LOST TIME

Medical Documentation/Communication with Supervisor

If the injury causes lost time from work, the employee must stay in contact with his/her supervisor and provide regular medical status updates to him/her as appropriate. In order to be eligible for injury pay or worker's compensation wage continuation benefits, proper medical verification/documentation is required. Employees are encouraged to use the **"MPS Medical Status Report - Work Related Injury"** form; this form is to be completed by his/her physician.

Coding Absences Due to Industrial Accident

If an employee claims that a work injury/disease resulted in absences from work, you should preliminarily code the employee "injury pay" (code 60) for the first three days (or partial days) of absence regardless of whether medical documentation has been provided. Thereafter, for any subsequent days of absence, the employee must submit medical documentation excusing them from work due to the work injury/disease. If no medical documentation is submitted, the subsequent absence(s) should be coded sick leave (code 50). This general protocol may be overridden on a case-by-case basis by MPS Benefits and Insurance Services in concert with the City of Milwaukee Employee Benefits Division. The MPS third-party administrator (City of Milwaukee) will independently investigate each claim to make sure that all absences are medically verifiable.

Follow-up / Therapy Appointments

A maximum of two (2) hours only is allowed for standard medical appointments. More time may be authorized if deemed to be appropriate based upon the facts, such as unavoidable delays caused by medical necessity.

All medical/return to work slips/reports submitted by the employee must be faxed immediately to MPS Benefits and Insurance Services. The original should be maintained at the school/department in a separate confidential file.

Documentation to Return to Work

Upon the employee's return to work, the employee must submit to his/her supervisor a written physician's release to perform his/her essential duties.

3. MEDICAL TREATMENT

In order to process medical bills in a timely manner, the employee should inform his/her medical provider that medical bills should be accompanied by a complete, detailed medical report and sent to:

City of Milwaukee
Worker's Compensation Section
200 East Wells Street, Room 701
Milwaukee, WI 53202

If the employee does not initially require medical treatment but subsequently requires treatment at a later date, the employee should contact the City of Milwaukee, Worker's Compensation Section, at 286-2020. The employee should furnish the name, address, and telephone number of his/her medical provider.

4. RECURRENCES

A recurrence of injury takes place when an employee has an absence from work, reported as attributable to a previous on-the-job injury for which no time had previously been taken off, or where the employee had returned to work after an initial period of absence. Whenever this occurs, the employee must immediately notify his/her supervisor, complete a **"Recurrence of Injury Related Absence Report"** form, and immediately notify the City of Milwaukee, Worker's Compensation Section, at 286-2020. The completed "Recurrence of Injury Related Absence Report" and proper medical verification should be faxed immediately to MPS Benefits and Insurance Services. See rules above regarding lost time benefits.

5. RETURN TO WORK

Milwaukee Public Schools supports each employee's safe and medically appropriate return to work at the earliest possible time. Milwaukee Public Schools is dedicated to making every reasonable effort to accommodate an employee's work restrictions resulting from a work injury. The Wisconsin Administrative Code, Chapter Ind. 80, Worker's Compensation, allows an employee to continue receiving worker's compensation only if suitable employment within the physical and mental limitations of the employee is not furnished by the employer.

6. ADDITIONAL REPORTING RESPONSIBILITIES

Employees should check with their supervisors to determine what additional reporting responsibilities may be required within their department.

It is necessary for employees' supervisors to follow these instructions. This will ensure that claims will be

given prompt consideration and will help prevent unnecessary delays in payments of employees' claims, wages and benefits.

7. BLANK FORMS

Blank forms are available on the MPS Portal - on the Homepage click on "Employee Benefit News," then click on the tab "Risk Management & Worker's Comp."

If there are any questions regarding this information or worker's compensation issues, please contact MPS Benefits and Insurance Services at 475-8209. August 2011.