

I. Workers' Compensation

A. Who is Eligible?

Generally, persons are eligible for workers' compensation benefits if they are employed by the state and receive a state payroll check. Persons not eligible for workers' compensation benefits include anyone who is compensated through a contract with the state.

B. What is a Compensable Injury?

To receive workers' compensation benefits, one must be injured while performing some activity which falls within workers scope of employment. In other words, an accident which causes an injury must be related to work. These are referred to as compensable injuries. Not all accidents which happen at work would be compensable under the workers' compensation law.

No clear-cut definition is available to describe when an injury is or is not compensable. Job duties should be performed in a careful manner. Any conditions in the workplace which are hazardous should be reported to the appropriate officials. It is every employee's responsibility to help prevent accidents and to assist in providing a safe workplace.

C. Reporting the Accident

If an on-the-job accident occurs, notify the supervisor of exactly what happened, how it happened, who saw what happened and whether the injury is a result of the accident. If you observe an accident which a fellow employee is injured severely enough that the involved employee cannot notify his supervisor, attempt to notify the supervisor for him/her. In addition, notify the Safety & Security office and the Human Resources and Affirmative Action office.

D. Seeking Medical Treatment

If an on-the-job accident requires medical treatment, choose a provider who is authorized in the state's workers' compensation network. This list is available in the Human Resources and Affirmative Action office as well as accessible via the Internet at <http://www.treasury.state.tn.us/wc>. This will be the only physician authorized to treat the compensable injury. This means that the state will only accept and pay medical expenses submitted by this physician, unless this treating physician notifies the workers' compensation administrator that a referral to another network physician for treatment has been made. The state will not pay any medical expenses incurred from a physician other than the treating physician or a network physician to whom the treating physician refers the employee.

When seeking medical treatment, the employee should notify the doctor's office that the injury occurred while at work and that a claim for workers' compensation benefits with the state will be filed.

E. Filing an Accident Report

As soon as possible after an accident occurs, complete an Accident Report form. This form may be obtained from the Human Resources and Affirmative Action office. Sign the form at the bottom, and give the form to the supervisor to complete and sign. The supervisor will send the completed Accident Form to the Human Resources and Affirmative Action office, which will forward it to the workers' compensation administrator. Information contained on this form enables the claims adjuster to determine whether the injury is compensable under the workers'

compensation law. If all of the information requested is not provided or the report is not signed, no decision can be made. This will result in a delay in payment of the medical bills. Generally, notification as to whether the injury is compensable will be received within 90 days of the date your completed Accident Report is received by the workers' compensation administrator.

II. Personal and/or Property Damage

- A. In the event that an individual incurs an accident (other than an employee accident) or damage while on College property, the individual must notify the Safety & Security office.
- B. If the individual wishes to file a claim with the Division of Claims, the individual can request a claim for Damages form from the Human Resources and Affirmative Action office.
- C. The individual must complete the form providing as much information as possible to describe the incident and witnesses to the incident.
- D. The individual must attach statements for the cost of the damage.
- E. The individual must mail the form to the Division of Claims Administration.
- F. The Division of Claims Administration will analyze the documentation and make a decision within 90 days as to whether or not they will reimburse the individual for the requested cost of the damage.
- G. The individual will be notified in writing within two weeks after a decision has been made.

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