WORKERS’ COMPENSATION INFORMATION

The following steps should be followed by employees with a work-related injury:

1. **Report** the injury to your supervisor immediately. The Supervisors WC First Report of Injury must be submitted to Risk Management as soon as possible.

2. Should you need emergency (life-threatening) medical attention, you will be transported to the nearest emergency room.

3. Should non-emergency care or follow-up attention be necessary, it is imperative you choose from the Panel List of Physicians (ask your supervisor or visit the Risk Management website at: (http://risk.richmond.edu/workerscomp/medical/physicians.html) to comply with the Workers’ Compensation Act of Virginia.

4. When completing medical service admission information, make it clear that you need attention for a work-related injury and the primary responsibility for all bills is with the University of Richmond. Do *not* use your personal medical insurance. The bills should be sent to:

   Risk Management  
   28 Westhampton Way  
   University of Richmond, VA. 23173  
   Attention: Mary Jo Kling

5. Should prescription drugs be needed, you can have the prescription filled on site at Henrico Doctors’ Hospital (Parham Campus); otherwise, have the prescription filled at CVS, Walgreens, or Kroger.

6. Should you miss work time or you are given work restrictions due to the injury, this must be verified by a panel doctor for this time to be considered compensable under workers’ compensation. Lost wage benefits for a work-related injury begin on the eighth day of disability. An employee is not compensated for the first seven days. Sick or vacation time may be used. **No employee is to use sick or vacation time beginning on the eighth day of disability.** It is the employee's responsibility to obtain this information from the doctor and take it to your supervisor following the medical appointment. A return to work slip is mandatory. The University of Richmond has a Workers’ Compensation Return-To-Work Policy. When applicable, the University will make every effort to provide its employees temporary, modified duty if necessary.

**PLEASE CONTACT MARY JO KLING IN RISK MANAGEMENT AT (804) 289-8824 FOR QUESTIONS. (REVISED – August, 2015)**

*Revised August, 2015*