



## 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)**

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