

MID-DEL SCHOOLS

Worker's Compensation Program

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FREQUENTLY ASKED QUESTIONS



If I am injured on the job, what is the process for a work-related injury?

All accidents/injuries must be reported to your site administrator as soon as the injury occurs and an Employer's First Report of Injury Form must be completed and sent to the Worker's Compensation Office at the Administration Building.

If non-emergency medical care is needed, the Worker's Compensation Office will make arrangements to obtain immediate care for your injury. In the event of a true emergency situation, obtain emergency care as needed and a site administrator should contact the Worker's Compensation Office as soon as possible.



How are my medical and pharmacy bills paid?

The worker's compensation fund for Mid-Del Schools is self-funded which means the money spent for worker's compensation claims comes directly from school district funds.

If you have an occupational illness or work-related injury, the worker's compensation fund will pay approved medical, pharmacy, therapy and other medical bills.

Accounts have been established with local doctors, physical therapists and pharmacies to bill the program directly for the cost incurred. Please contact the Worker's Compensation Office for these providers.

If you must obtain a prescription through a pharmacy that does not have an account with Mid-Del Schools, please contact the Worker's Compensation Office to make arrangements for payment. It is important that you do not use your medical insurance plan card.

How am I paid while I am off work on worker's compensation?

If your injury involves time away from work according to the doctor's orders, under state law, there is a waiting period prior to the commencement of temporary disability benefits. You will be given the opportunity to use your sick/annual leave during that time or you may choose to take leave without pay.

If your injury involves a more lengthy time off, you will receive temporary total disability payments from the worker's compensation fund which will pay approximately 70% of your wages up to a maximum amount set by the state. You will be given the opportunity to use your sick/annual leave to supplement the wages or you may choose to take leave without pay.

How will the payment of the worker's compensation temporary disability affect my paycheck and benefits?

If you choose to use your sick/annual leave to supplement your temporary disability payment, your salary will be reduced by amount of the disability payment you receive.



If you choose to take leave without pay, please contact the Payroll Office to discuss the arrangement. If you are receiving temporary disability benefits, it is your responsibility as the employee to contact the payroll office to ensure all voluntary deductions are remitted.

****How are my TRS contributions affected while receiving payments from Worker's Compensation?**

TRS Rule 715:10-13-13 states the following

Any member who is an active contributing member and receives temporary total disability benefits during the period of absence from a public school due to a work-related injury or illness and qualifies for payment pursuant to the Worker's Compensation Act shall receive credit for said period of absence subject to the following requirements:

- (1) the member was employed by the public school immediately prior to and during the period of absence,
- (2) the member must notify the System in writing not later than four (4) months after the member's return to his/her job duties with the public school, or termination of the temporary total disability benefits, whichever is earlier, of the member's desire to receive service credit for the period of absence,
- (3) the public school employer must certify to Teachers' Retirement in writing the dates during which temporary total disability benefit payments were paid to the member, and
- (4) the member and the public school employer shall each pay the respective contributions required for the period of absence without interest within sixty (60) days of billing by the System, or with interest at a rate consistent with the actuarial assumed earnings rate adopted by the Board of Trustees (currently 8% per annum), compounded annually, if paid after said sixty (60) days. Employee and employer contributions will be based on the member's regular annual compensation the member would have earned had the injury or illness not occurred.

FREQUENTLY ASKED QUESTIONS



When may I return to work?

You may return to duty when the physician releases you. The original physician's note must be provided to the Worker's Compensation Office prior to returning to work.

If the physician places you on restrictions, but allows you to return to work, you may be placed in the Light Duty Program.



What if I am not able to return to my regular job?

If you are released to work with restrictions and your current occupation cannot accommodate these restrictions, you may be placed in the Light Duty Program. Upon review of your restrictions, you may be placed in another department or area where your restrictions can be accommodated until your physician returns you to full duty or amends your restrictions.



What if I require ongoing therapy?

Appointments should be scheduled during non-working hours. If, however, an appointment must be made during working hours, Mid-Del Schools will allow a maximum of 15 hours for follow-up doctor appointments, testing and physical therapy related to your injury. You must use leave for time off over 15 hours.

If you must be off, you, as the employee, must contact the Worker's Compensation office prior to the appointment. We will work with the personnel leave clerk to coordinate the use of leave.



What are my responsibilities as an employee?

- All injuries, no matter how minor and whether or not medical attention is needed, must be immediately reported to your site administrator and an Employer's First Report of Injury and HIPAA form must be completed.
 - Treatment plans and recommendations by the treating physician must be followed.
 - Keep all scheduled appointments or call the treating physician if you are not able to keep the appointment. **
- ** If you fail to keep your scheduled appointments and don't call ahead of time, you will be responsible for any and all charges associated with this appointment.**

Worker's Compensation: A Team Approach

The Worker's Compensation Office for Mid-Del Schools will work closely with you. If you have any questions or need to discuss your claim, please contact this office at the phone number shown.

The processing of claims will be handled by Consolidated Benefits Resources. You will be contacted by a claims adjuster from the company who will oversee your claim, make appointments for you, and monitor the progress of your claim.

Contact Information

Mid-Del Schools Worker's Compensation Office: Denise McFarland, Risk Manager 405/737-4461 ext. 1234

OSAG Consolidated Benefits Resources: Erick Petchprom, Adjuster 405/715-5045

Notice of Non-Discrimination

It is the policy of Mid-Del Public School District No. I-52 not to discriminate on the basis of race, color, national origin, sex, disability, or age in its programs, services, and activities as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, Title IX of the Education Amendments of 1972, and the Age Discrimination Act of 1975.

Civil rights compliance inquiries related to the Mid-Del Public School District No. I-52 may be directed to
Mr. Cordell Erich, Assistant Superintendent of Teaching & Learning, 7217 S.E. 15th, Midwest City, Oklahoma 73110, telephone number (405) 737-4461, Ext. 1225.