



HOW TO FILE A WORKERS' COMPENSATION CLAIM

Every employee makes a valuable contribution to the City of West Lafayette, where we strive to provide a safe work environment. Supervisors and employees share responsibility for creating and maintaining a safe workplace. Maintaining a safe workplace requires the continuous cooperation of all employees. Safety must be a primary concern in every aspect of planning and performing all city activities.

ACCIDENT REPORTING

1. Any injury at work – no matter how small – must be reported immediately to your supervisor. Serious conditions often arise from small injuries if they are not cared for at once.

If an injury/illness is deemed an emergency or life threatening, call 911, and make the employee comfortable until the ambulance arrives. Upon arrival to the nearest emergency room, identify the patient as an employee of the City of West Lafayette and the injury/illness as a workers' compensation claim.

If the injury/illness is not deemed an emergency but requires medical attention, provide employee with an Authorization for Treatment form, call Regional Occupational Care Center (ROCC) at 765-446-2450 and transport to 1321 Unity Place, Suite A, Lafayette, Indiana 47905 (Monday – Friday; 8 a.m. – 6 p.m.).

If the injury/illness occurs outside of ROCC's regular business hours, notify your supervisor who will arrange transportation to the nearest Urgent Care facility. If the injury/illness is urgent, transport to the nearest hospital emergency room. Identify the patient as an employee of the City of West Lafayette and the injury/illness as a workers' compensation claim.

Urgent Care location and hours of operation are listed below:

- Unity Immediate Care Center - 1321 Unity Place, Suite B, Lafayette – 8 a.m. – 8 p.m., every day; closed holidays

If an employee can wait until ROCC opens without detriment to themselves, they should do so. If an injury/illness occurred on a previous day and the employee did not wish to seek medical care at the time of the injury, the employee is expected to wait until ROCC's facility opens at 8 a.m.

HOW TO FILE A WORKERS' COMPENSATION CLAIM - Continued

If the injury/illness does not appear to require medical attention, simply complete the First Report of Employee Injury/Illness form.

THE FIRST REPORT OF EMPLOYEE INJURY/ILLNESS FORM MUST BE COMPLETED IMMEDIATELY FOLLOWING THE INJURY/ILLNESS BY THE SUPERVISOR.

NOTE: Employees seeking medical attention without notifying the employer or supervisor of the injury/illness are assuming responsibility for their own medical costs. This may be waived in extenuating circumstances only. It is mandatory that employees go to the City's designated provider if at all possible.

2. The supervisor should complete the First Report of Employee Injury/Illness and report it to ***BITCO either by fax (317-241-8922) or email to indianapolisclaims@bitco.com***. Human Resources must also be notified immediately and receive the original form within 48 hours.
3. If an injury is determined to be compensable and the claim will potentially involve lost time exceeding 21 days, a wage history statement will be sent to BITCO.
4. The employee must complete a record of hours worked (if any), sick leave, vacation, personal leave, holidays, or time without pay to be charged. The record should also reflect if the employee is working with light duty restrictions, along with the appropriate pay level.
5. Once compensation begins, payments are made every 7 days by BITCO. Checks are sent directly to the employee.

Workers' Compensation is a very important benefit that provides you with the security and protection of continued lost wages and medical reimbursement for all reasonable and related medical expenses.

Safety is everyone's responsibility! If you have an idea for improving workplace safety or have any questions regarding other aspects of workers' compensation, please contact the Human Resources Department.

Reviewed: July 2020