

Workers' Compensation Claims > Workers' Compensation FAQ

WORKERS' COMPENSATION CLAIMS

Workers' Compensation benefits cover all University employees (including student workers and transients) injured during the normal course and scope of their employment. Injured employees are entitled to all medical treatment (surgical, hospital services, prescriptions, etc.) as deemed necessary by their treating physician.

What should I do if I am injured on the job?

Notify your supervisor immediately. The injured employee may seek medical treatment by contacting HRM. HRM will send the employee or Rapides Industrial Medicine, the emergency room or the employee may use their personal physician. In either circumstance, the treating physician must be made aware that the injury occurred at work and a Worker's Compensation claim will be filed. **Do not** file a claim with your personal health insurance.

In case of an emergency, the employee should be transported by ambulance to the nearest hospital. Contact the LSU Alexandria, Human Resource Management as soon as possible with this information at 473-6401.

Do I have to complete any forms to file a claim?

Yes. An Occupational Accident or Illness Report must be submitted within five days of the incident to:

LSU Alexandria
Human Resource Management
8100 HWY 71 South
Alexandria, LA 71302

What should I do if I receive any bills/correspondence related to the on-the-job injury?

You should inform your doctor's office that the charges are related to a worker's compensation claim. Failure to do so will delay processing of these medical bills. The doctor's office should contact the LSU Alexandria Human Resource Management Office for the correct insurance information.

What if a prescription is ordered by my doctor?

The State Office of Risk Management will issue a prescription card through Advance PCS. If you have a prescription to fill before receiving the card, the pharmacy should contact ORM at 318-487-5702 to obtain authorization from claims adjuster. You also have the option to purchase the prescription and submit receipt (including medication name, doctor's name and prescription cost) to LSU Alexandria, Human Resource Management Office.

What are my responsibilities to my employer if I am unable to work because of an on- the-job injury?

You must submit a doctor's excuse to your supervisor for lost time. You are expected to continue communicating with your supervisor throughout any period of disability. A doctor's release must be provided before you can return to work. If there are any restrictions, you must notify LSUA Human Resource Management 318-473-6401. Human Resource Management and your supervisor will determine if the department will be able to accommodate your restrictions. Please refer to PM - 70, Return to Work Policy for Employees on Workers' Compensation.

When will I receive lost time benefits?

To be entitled to lost time benefits, you must miss seven or more consecutive days including weekends. The first seven days are considered the waiting week. The benefits begin on the eighth day. You must miss 42 days or more to be compensated for the waiting week. Lost time benefits are calculated at 66 2/3 percent of your salary up to the maximum allowed by the Department of Labor.

What is leave re-crediting?

Leave re-crediting is defined as the restoration of sick, annual or compensatory leave that has been used in order to receive full University pay while drawing workers' compensation benefits. The workers' compensation check must be endorsed to the University in order to re-credit leave used. Leave is re-credited at a reduced rate. An employee cannot receive full pay and also retain supplemental workers' compensation benefits. Employees with no accrued leave balances receive only the amount paid by Workers' Compensation.

Will I continue to receive my LSUA payroll check?

A full LSUA paycheck will be received if you remain in leave status. Again, the leave re-crediting process will continue and you will continue to earn leave.

What if an employee has a combination of paid leave and leave without pay? How does this affect the worker's compensation check?

The employee will receive a partial LSUA payroll check for leave used during the time period indicated on the worker's compensation check. A miscellaneous check will be issued for any leave without pay hours.

When will I receive the entire worker's compensation check amount?

You must be in leave without pay status for the entire time period to receive the worker's compensation check.

How can I obtain more information about filing a worker's compensation claim?

Contact the Human Resource Management at 473-6401.