

NWF Health Network Policy & Procedure

Series: 1100: Human Resources

Policy Name: Workers Compensation

Policy Number: 1119

Origination Date: 02/17/2009

Revised: Board Meeting of 12/14/2023

Regulation: CFOP 75-3
CFOP 215-05

Policy

It is the policy of NWF Health Network (NWFHN), to require that all employees immediately report any work related accidents to their supervisor and Human Resources who will provide notification to our PEO benefits provider. The PEO provider will contact the injured employee and provide the required forms for notifying the Division of Worker's Compensation. Failure to comply with this policy and following procedures on the part of the injured or ill employee or on the part of the appropriate supervisor may be cause for disciplinary action.

Procedure

- A. All new hires will receive a copy of the reporting procedures; and sign an acknowledgement of receipt, during new hire orientation.
- B. The employee is responsible to notify their supervisor of any work related injury/illness by the end of their shift/work day and complete the employee section of the Incident Report provided by NWFHN's PEO .
- C. The Supervisor will complete the supervisor's section of the Incident Report.
 1. The completed original report will be received by NWFHN within twenty-four (24) hours of employee injury/illness and, if faxed, the original delivered to NWFHN.
- D. Employees should seek off-site treatment (unless life-threatening) at a facility approved by NWFHN's managed care provider.
 1. Staff will be provided transportation to the facility if needed.
- E. NWFHN will provide all injury reports to the PEO Benefits provider .
- F. NWFHN will follow-up with the PEO Benefits provider to monitor the employee's progress and ensure the employee is receiving proper treatment.
- G. All medical paperwork received by the employee will be provided to NWFHN by the end of the day that the injured employee sought treatment.
 1. The original documentation shall be provided to NWFHN.
 2. The supervisor/department will not keep copies of medical paperwork.
 3. NWFHN Human Resources will maintain all original copies in a confidential workers' compensation file for each injured employee.

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- H. The employee will not be allowed to return to work until the doctor's release has been reviewed and cleared by NWFHN.
- I. If the employee has been released to regular duty, NWFHN will notify the supervisor that the employee may return to their position.
 - 1. If the employee has been released to light-duty, NWFHN will attempt to find a position in the company to meet the employee's work restrictions.
 - 2. If no light-duty is available or the employee is placed off work, the employee will be placed on a leave of absence.
 - 3. NWFHN will notify payroll via email of all employees off work due to work related injuries/illnesses.
- J. NWFHN will pay the employee for the first seven (7) regularly scheduled calendar days missed due to their work-related injury/illness.
 - 1. NWFHN will notify payroll via email of any hours to be paid by NWFHN as a result of the injury/illness.
 - 2. .
- K. NWFHN will track all workers' compensation injuries/illnesses through the PEO provider..
- L. NWFHN will comply with all OSHA posting requirements.