

Policy and Procedure

	ENTITY/HOSPITAL	NUMBER
	INTEGRIS Health	SYS-HR-150
	MANUAL	EFFECTIVE DATE
	System HR Policy	08/97
	SUBJECT	REVIEWED/REVISED
	Employee Incident Reporting, Work-Related Injury or Illness and Workers' Compensation	05/00, 2/03, 12/05, 6/08, 12/11, 4/15, 06/18, 03/20, 03/21, 05/22

1.0 PURPOSE:

To provide all caregivers coverage pertaining to work-related injuries and illnesses sustained on the job as prescribed by the Workers' Compensation Laws of the State of Oklahoma.

2.0 POLICY:

2.1 To provide all caregivers of INTEGRIS Health, Inc. coverage for work-related injuries and illnesses sustained on the job as prescribed by the Workers' Compensation Laws of the State of Oklahoma. Applicable state law and rules and regulations of the Workers' Compensation Commission or Workers' Compensation Court of Existing Claims shall supersede any conflicting statement in this policy. (A copy of CC-Form 1A, *Oklahoma Workers' Compensation Notice and Instruction to Employers and Employees* is posted at a Human Resources designated area at each facility and Workers' Compensation information is available from the Caregiver Safety Department upon request at 405-604-8434. This form is also available on The Source > Caregiver Safety [Disability Management and Workers' Compensation intranet site.](#))

3.0 SCOPE:

This policy shall apply to all INTEGRIS Health caregivers and all organizations and personnel (e.g., employees, independent contractors, vendors, volunteers, etc.) of INTEGRIS Health and specifically, the CMS Providers and entities listed in the Applicability section.

4.0 PROCEDURE:

4.1 Reporting Incidents:

- 4.1.1** All work-related injuries and/or illnesses must be reported immediately to the department director, manager, lead person, assistant, or other person in charge. An Employee Incident Report Form must be completed before medical treatment is received, unless it is an Acute Trauma Injury (see section 4.2.3). The Electronic Employee Incident Report is located on The Source in Quick Links. <https://ulworkplace.puresafety.com/Login?ReturnUrl=%2f>
- 4.1.2** Every incident, no matter how minor or insignificant it may seem at the time, must be reported. The filing of an Incident Report is mandatory, not optional. Failure to notify your employer of a work-related injury may result in denial of benefits in accordance with the workers' compensation laws.
- 4.1.3** Notification of the Electronic Employee Incident Report will be sent to the caregiver's direct manager, Caregiver Health, Caregiver Safety and INTEGRIS Health Workers' Compensation Third Party Administrator. If emergency medical treatment is necessary, the Incident Report must be completed as soon as possible (see section 4.2.3 below). Otherwise, the Incident Report must be completed by the caregiver online through the Caregiver Portal. If no treatment

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is required, the caregiver still is required to complete the electronic incident report. Caregiver Health will review the initial injury report with the caregiver, revise (as appropriate) and have the caregiver sign the report.

- 4.1.4** All incidents involving an actual or potential exposure to an infectious disease must be coordinated with Caregiver Health immediately following the reported incident.

4.2 Medical Treatment:

The injured caregiver will be promptly provided with a designated treating physician through: 1) Caregiver Health; 2) Caregiver Health designated person acting in a Caregiver Health capacity; or 3) person/facility to which the caregiver is directed. If the caregiver refuses treatment, the caregiver will be required to sign a form indicating he or she has declined treatment.

- 4.2.1** First Aid Injuries: In cases involving minor, first-aid-only type injuries, the caregiver should (a) seek first-aid in the department, or (b) report to the Caregiver Health office closest to his/her work location.

- 4.2.2** Non-Acute Injuries: In cases not involving life or limb threatening injuries, caregivers must seek treatment through contacting the Caregiver Health office at 405-951-2903. If Caregiver Health is closed, the House Supervisor is to be called and arrangements should be made to go to Caregiver Health as soon as it re-opens. Caregivers should not go to the Emergency Room unless the injury is life or limb threatening. Follow up and specialty medical care will be directed through Caregiver Health. If Caregiver Health is not available at their location, caregivers may call 405-951-2903 during business hours or 405-570-0112 during non-business hours for immediate assistance.

- 4.2.2.1** Caregiver Health office hours at INTEGRIS Baptist Medical Center Portland Campus are: Monday through Friday, 7:00 a.m. to 5:00 p.m. The telephone number is 405-951-2903. After 5:00 p.m., call 405-570-0112 to reach the nurse on call or report to the Nursing House Supervisor during all other hours and on holidays. Caregiver Health is located on 2nd floor above Outpatient Surgery.

- 4.2.2.2** Caregiver Health at INTEGRIS Bass Baptist Health Center in Enid can be reached by telephone number 580-548-1562.

- 4.2.2.3** Caregiver Health at INTEGRIS Miami Hospital can be reached by calling 918-540-7674.

- 4.2.2.4** Caregiver Health at INTEGRIS Grove Hospital can be reached by calling 918-787-3489.

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- 4.2.3** Acute Trauma Injuries: Persons with life or limb threatening injuries should be accompanied to the Emergency Department by a manager or if a manager is not available, the House Supervisor. The Manager of Disability Management or Caregiver Health should be verbally advised immediately of such an injury. Follow-up and specialty medical care will be directed through Caregiver Health.

4.3 Medical Expenses:

- 4.3.1** All reasonable, necessary, and authorized medical expenses, including prescriptions related to treatment of the injury, will be paid in accordance with the terms and conditions established by the Oklahoma Workers' Compensation Act or the Administrative Workers' Compensation Act. The caregiver shall not be responsible for medical expenses for authorized treatment received as a result of a compensable injury or occupational illness or injury. If caregiver is seen in the Emergency Room for an injury that is not life or limb threatening, the payment for treatment may be denied and caregiver may be responsible for payment.
- 4.3.2** Prescriptions may be filled at an INTEGRIS Health Pharmacy with authorization from the Workers' Compensation Adjuster. Should the caregiver choose to use another pharmacy, arrangements should be made in advance with the Work Comp Adjuster assigned by calling 405-607-4190. If the caregiver purchases an authorized prescription, the receipt may be sent to the Workers' Compensation Adjuster for reimbursement. Reimbursements will be made up to the amounts allowed by the Oklahoma Workers' Compensation Fee Schedule.

4.4 Documentation and Payment for Time Missed from Work

4.4.1 Day of the Incident:

- 4.4.1.1 A caregiver who is injured on the job and has medical authorization to leave work early as a result of said injury shall receive pay for the hours scheduled that day, together with all applicable shift differential and premium pay, EXCEPT overtime for hours not worked.

4.4.2 Missing Three (3) Calendar Days or Less:

- 4.4.2.1 Pursuant to the Oklahoma Administrative Workers' Compensation Act, no compensation is due the caregiver for the first three (3) calendar days a caregiver misses from work due to a compensable on-the-job injury.
- 4.4.2.2 The caregiver may use EIAB during the first three (3) calendar days missed. These days do not have to be consecutive. If the caregiver does not have enough EIAB to cover the first three (3) days, PPL time must be used, or the days will be without pay.

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4.4.3 Missing Four (4) Calendar Days or More:

4.4.3.1 If an authorized physician takes the caregiver off work for more than three (3) calendar days, Workers' Compensation will pay temporary disability benefits to the injured caregiver in accordance with state law, beginning with the fourth day of absence.

4.4.3.2 EIAB and PPL may not be utilized to subsidize Workers' Compensation temporary disability benefits.

4.4.4 Leaving Work and Returning the Same Day:

4.4.4.1 If the caregiver leaves work for authorized medical treatment and returns the same day, the caregiver will be paid for the regular number of hours scheduled for that day. The caregiver should schedule medical appointments as best as possible to not interfere with scheduled work hours. If the caregiver chooses to receive medical treatment during the work day, when a non-conflicting appointment is available, the caregiver will not receive pay for the time missed, unless PPL is taken. The caregiver is required to provide verification of appointments by presenting the manager with documentation provided by the physician/therapy office.

4.4.4.2 EIAB may be used if the caregiver has a procedure performed that qualifies for EIAB leave under the System PPL/EIAB policy.

4.4.5 FMLA Leave:

4.4.5.1 Occupational injuries and/or illnesses may be considered a serious health condition under the Family and Medical Leave Act ("FMLA"). When time away from work qualifies as a serious health condition, the caregiver, if eligible for FMLA leave, shall be considered to be on medical leave pursuant to the System Leaves of Absence policy and, accordingly, such time away from work shall be deducted from the caregiver's leave entitlement under the FMLA.

4.4.5.2 For clarification of FMLA leave and required documentation, refer to the System Leaves of Absence Policy.

4.5 Caregiver Benefits

4.5.1 If the caregiver is receiving Workers' Compensation Temporary Disability Benefits, the caregiver must make arrangements for payments of optional coverage(s) immediately with the Human Resources Department.

4.5.2 If the caregiver fails to make payments for Benefit premiums, INTEGRIS Health may, upon giving notice, terminate coverage for all benefit plans.

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4.6 Filling an Caregiver's Position

If a caregiver is absent from work more than twelve (12) weeks, his or her position may be filled. This does not mean that the caregiver is terminated, only that his/her particular position may have been filled in order to ensure continued effective business operations.

4.7 Returning to Work on Limited Duty Status

4.7.1 If a caregiver has been released from medical care with temporary restrictions, every effort will be made to return that caregiver to transitional work at his or her regular base pay. Temporary total disability benefits will terminate when an offer for transitional work is made or upon the caregiver's return to work.

4.7.2 Refusal to accept a transitional work position that complies with medical restrictions established by the treating physician, and for which the caregiver meets the minimum qualifications, will result in termination of temporary disability benefits. If the caregiver is still under the protection of FMLA and refuses a transitional work position, he or she will be required to use paid leave, as appropriate, pursuant to the System Leaves of Absence policy.

4.8 Returning to Work

4.8.1 A caregiver returning to work without restriction within twelve (12) weeks of the commencement of leave or returning with restrictions and able to physically perform the essential functions of the job with or without reasonable accommodation, will return to the same position.

4.8.2 A caregiver returning to work after twelve (12) or more weeks shall have placement assistance for any position for which the caregiver meets the minimum qualifications and is able to physically perform with or without reasonable accommodations within: (1) the caregiver's department, or (2) INTEGRIS Health. Transfers are subject to applicable and current Human Resources policies and procedures. The caregiver is offered the opportunity to work with Disability Management for sixty (60) days to find employment within INTEGRIS Health.

4.8.3 If no positions for which the caregiver meets the minimum qualifications are available, the caregiver may be eligible for vocational rehabilitation through the Workers Compensation System.

4.9 Conditions Causing Termination of Workers' Compensation Temporary Disability Benefits and/or Employment

4.9.1 Failure to report to Caregiver Health within three (3) business days of being released by a physician, or

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- 4.9.2 Receipt of income from other employment while on Workers' Compensation or leave, or
- 4.9.3 Receipt of unemployment compensation while receiving Workers' Compensation benefits, or
- 4.9.4 Receipt of benefits paid by a disability policy, loss of income policy, or other income replacement policy, unless the caregiver paid the premiums for the policy, or
- 4.9.5 Refusal, after the expiration of FMLA leave, of a transitional work position, or
- 4.9.6 Rejection of a return-to-work offer.

4.10 Verification of Workers' Compensation Claims and/or Benefits

- 4.10.1 All inquiries regarding Workers' Compensation claims or benefits should be referred to the Manager of Caregiver Safety.
- 4.10.2 Telephone Numbers:
 - 4.10.2.1 Caregiver Health INTEGRIS Health Metro (405) 951-2903
 - 4.10.2.1.1 After Hours (405) 570-0112
 - 4.10.2.2 Caregiver Health Enid (580) 548-1562
 - 4.10.2.3 Caregiver Health Designee Miami (918) 540-7674
 - 4.10.2.4 Caregiver Health Designee Grove (918) 787-3489
 - 4.10.2.5 Manager of Caregiver Safety (405) 604-8434
 - 4.10.2.6 Workers' Compensation Specialist (405) 949-3621
 - 4.10.2.7 Injury Prevention (405) 642-8793
 - 4.10.2.8 Workers' Compensation Adjuster (405) 607-4190