

What is Workers' Compensation?

Workers' Compensation is a no-fault system, devised by law, which compensates employees for on-the-job injuries arising out of and in the scope/course of their employment. You are covered by Workers' Compensation as soon as you begin employment, for INTEGRIS Health, Inc. (INTEGRIS) with no waiting period.

This does not apply to persons performing voluntary services and receiving no wages, vendors or independent contractors, who are not considered employees under the Workers' Compensation Act.

What does a 'compensable' on-the-job injury mean?

The Oklahoma Workers' Compensation Commission defines this as: damage or harm to the physical structure of the body, or damage or harm to prosthetic appliances, including eyeglasses, contact lenses, or hearing aids, of which the major cause is either an accident, cumulative trauma or occupational disease arising out of the course and scope of employment. An "accident" means an event involving factors external to the employee that: (1) was unintended, unanticipated, unforeseen, unplanned and unexpected, (2) occurred at a specifically identifiable time and place, (3) occurred by chance or from unknown causes, or (4) was independent of sickness, mental incapacity, bodily infirmity or any other cause. (85A O.S. §2).

How am I paid while off work with an on-the-job injury?

If your injury is accepted as compensable, Temporary Total Disability (TTD) benefits begin after an authorized treating physician takes you off work for more than three calendar days. By state law, these benefits do not begin until the fourth day. TTD benefits are calculated at 70% of your average weekly wage, up to the statutory maximum amount. This maximum amount changes, depending on the date of your injury. You may request information regarding your TTD rate or other information regarding temporary disability benefits from Smart Casualty Claims. The TTD maximum rate for claims occurring after January 1, 2021 is \$923.53 per week.

During the first three (3) days off work, you are allowed to use EIAB. These days do not have to be consecutive. If you do not have enough EIAB to cover the first three (3) days, PPL time must be used, or the days will be unpaid leave. Please refer to the Metro Policy regarding leave for further information.

Your benefit amount may be adjusted if you have earned income from other sources of employment.

By law, any person receiving TTD from an employer or the employer's insurance carrier shall promptly report in writing to the employer or insurance carrier any change in a material fact or the amount of income the employee is receiving or any change in the caregiver's employment status, occurring during the period of receipt of such benefits.

How and when do I report an on-the-job injury?

Any job-related accident and/or illness (NO MATTER HOW MINOR OR INSIGNIFICANT) should be **immediately** reported to the department director, supervisor, assistant, or other person in charge. An Electronic Employee Event Report Form must be completed by the caregiver before medical treatment is received, unless it is a life or limb threatening injury.

The official INTEGRIS form lists the date, time, location, and way in which an accident occurred, the specific body parts injured, and any witnesses present at the time of the injury. **The Employee Event Report is mandatory, not optional.** The Caregiver's direct supervisor will be sent notification once the caregiver submits the electronic report.

Where do I go for Medical Treatment?

Go to Caregiver Health. Unless your injury is of a severity to risk life or limb, DO NOT go to the Emergency Room for treatment. Employee Health or the House Supervisor will provide you with initial medical treatment or instructions regarding your injury. Treatment with Caregiver Health is not a determination of compensability of claim. Compensability is determined by Smart Casualty Claims.

Under current law, INTEGRIS must provide you medical treatment within five (5) days of reporting your compensable injury by a medical care provider selected by INTEGRIS. You are to report to Caregiver Health for treatment (unless an emergency room visit is authorized). Should you need specialized care, the Caregiver Health staff will refer you to a specialist.

Should you be referred to an outside physician, you will be assigned a medical case management nurse to assist you in making appointments, getting authorization for treatment or testing, and to act as a liaison with the medical care providers. Case Management services are provided both telephonically and in person. It is the goal of INTEGRIS to obtain the very best medical care for all its employees to assure an excellent result and speedy return to work. However, if you have a dispute regarding medical treatment, you may contact the Manager of Disability Management for accelerated dispute resolution

How do I reach Employee Health?

INTEGRIS Employee Health office hours at Baptist Medical Center are Monday through Friday, 7:00 a.m. through 3:00 p.m. The telephone number is 951-2903. Caregiver Health is located at IBMC PA 5501 N Portlands Ave.

INTEGRIS Caregiver Health office hours at Southwest Medical Center are Monday through Friday, 7:00 a.m. to 3:00 p.m. The telephone number is 636-7336. Caregiver Health is located in the Medical Office Building, Suite 214.

After 3:00 p.m., call 570-0112 to reach the nurse on call; or report to the Nursing House Supervisor during all other hours and on holidays.

Do I have to pay for medical care?

If your Workers' Compensation claim is compensable, you are NOT responsible for payment of any bills for authorized, reasonable and necessary medical care. If there is any question as to whether treatment is authorized, Smart Casualty Claims can be contacted. INTEGRIS will pay for such medical care in accordance with state law and the fee schedule prescribed by the Workers' Compensation Commission. You are not

responsible for the difference between the scheduled amount and the amount billed, nor is any 'co-payment' required.

Where do I get prescriptions filled or reimbursement for medical expenses?

In the Metro facilities, prescriptions may be filled at the ProHealth Pharmacy at IBMC or the Plaza Pharmacy at ISMC. In the Regional facilities, prescriptions may be filled at your designated pharmacy. If the prescription is purchased at an outside pharmacy, the receipt must be turned in for reimbursement to Smart Casualty Claims. Mitchell ScriptAdvisor cards will be provided for approved prescriptions.

What do I do after I see an outside physician?

After every doctor's appointment, the assigned case manager will provide an update to Caregiver Health and your manager. It is still the employee's responsibility to ensure that managers have information of appointments, Physical Therapy appointments and changes with restrictions.

What happens if I can work but have restrictions?

You will not be asked to work outside the restrictions stated by your treating doctor. INTEGRIS Health has a transitional work program to assist you in continuing work throughout your recovery period. If your supervisor is not able to offer TW for your restrictions, the Workers Compensation Specialist will assist you in finding a position you can do within your restrictions. The Workers Compensation Specialist can be reached at 405-604-8433 Please contact her immediately if you are asked to perform work that exceeds your restrictions.

What happens if I choose not to participate in Transitional Work?

If Transitional Work, within your doctor's restrictions, is made available and you decline it, you will **not** receive Temporary Total Disability (TTD) benefits during the time that you refuse such work. If you are eligible, you may take Paid Personal Leave (PPL) until it is exhausted. You may also continue to take Family Medical Leave (FMLA) where available; however, it may be unpaid. Please refer to SYS-HR 250 policy on paid leaves for information regarding EIAB usage. If

you are not eligible for leave and you refuse employment, you may be terminated, or your benefits may be discontinued until you return to employment. For information on leave, please contact the Leave Specialist at 405-212-2066.

How do Family and Medical Leave ("FMLA") and Workers' Compensation interact?

Your FMLA leave time will begin to run when you have to be off work for a Workers' Compensation injury, where applicable. If you are still temporarily totally disabled after your FMLA leave runs out, you will remain an caregiver of INTEGRIS Health. However, when your FMLA time has expired, your particular position may be filled. You may also be required to pay all your monthly health insurance premiums, without contribution from INTEGRIS Health. If your position or another position within your department is not available upon your release to return to work, you will be eligible for potential transitional work and/or job placement assistance through Disability Management for a period of time.

What do I do if I can return to work earlier than anticipated, or need an extension of leave?

As soon as you can return to work, you must contact your supervisor and go to Caregiver Health. Also, Caregiver Health and the Leave Specialist will coordinate any extension of leave you may request.

What are my responsibilities?

- Report **all** work related injuries immediately to your supervisor.
- Seek all treatment through Caregiver Health.
- Complete an Employee Event (available via RLDataix).
- Cooperate with your medical care providers and follow all instructions regarding treatment.
- Keep your appointments with doctors, therapists and Disability Management representatives.
- Follow your doctor's restrictions, on the job and while off work.
- Keep your Telephonic Case Management nurse advised of all your appointments.
- Keep your supervisor informed of your restrictions.

- Assist the persons who are helping you to recover and return to work.
- Notify your supervisor, Caregiver Health, and Disability Management or Workers Compensation Specialist immediately of changes with your case.

For More Information on Workers' Comp Benefits and Settlements, call:
Smart Casualty Claims at
(405) 607-4190
Jene Huckabay, Adjuster

WORKERS' COMPENSATION

What Is Workers' Comp and How Does It Work For Me?

INTEGRIS Health

Department of Disability Management

~~5501 N Portland Ave~~ 3001 Quail Springs Parkway

Oklahoma City, OK ~~73112~~ 73134

(405) 604-8484

For Additional Information contact:

Disability Management

Manager Disability Management ~~r~~ (405) 604-8484

Workers Compensation Specialist (405) 604-8433

Caregiver/Employee Health

IBMC: (405) 951-2903 M-F 7a-~~54p~~

~~ISMIC: (405) 951-2903 M-F 7a-4p~~

Enid: (580) 548-1562 M-F 9a-~~5p~~ 5:30p

Miami: (918) 540-7674 M/W/F 8a-4:30p

Grove: (918) 787-3489 T/Th 8a-4:30p

After hours: (405) 570-0112

Smart Casualty Claims

Jene Huckabay

ISMIC and Spencer Adjuster (405) 607-4190

Gayla Hinson

Adjuster (405) 607-2641

Jenifer Fuchs

Telephonic Case Manager (405) 607-2637

The Workers' Compensation Commission

Oklahoma City (405) 522-8760

Tulsa (918) 295-3732

Statewide (855) 291-3612