

## **Workers' Compensation General Information**

Workers' Compensation provides for payment for injuries and loss of time from work when employees, including student workers, become disabled as a result of a job-related illness or injury. The Workers' Compensation law of Mississippi holds the employer responsible for reporting work related injuries and illnesses.

**The following guidelines are provided by University Human Resources to ensure timely and proper reporting:**

1. An injured employee must notify the supervisor or other person designated by the employer as soon as possible, but no later than 24 hours after the injury, excluding weekends. The injured employee should seek medical treatment, if needed. The preferred facility for initial evaluation and treatment is HealthWorks located at 4209 Lincoln Road (Lincoln Family Medical Clinic, 601-296-2899). If Health Works cannot provide the service, the employee should visit Work Well Clinic at 231 Methodist Blvd (601-268-8088). If the work-related accident is life threatening employees should be sent to the emergency room at Forrest General Hospital or Merit Health Wesley Medical Center. Coast employees should be seen by the Occupational Medical Facilities of Memorial (228-867-4000) or Singing River Hospitals.
2. The attending physician will determine the extent of the injury, follow-up treatment will be prescribed as necessary, and a return-to-work date will be issued to the employee. Employees should provide this information to University Human Resources.
3. A USM Workplace Referral Form is required before treatment will be approved. The form can be obtained from University Human Resources. Physical Plant and Residence Life employees should see the office manager for this form.
4. A workers' compensation First Report of Injury or Illness Form should be filled out within 5 days of the accident and sent to the University Human Resources office. This form is located on the HR website. [https://www.usm.edu/employment-human-resources/files/first\\_report.pdf](https://www.usm.edu/employment-human-resources/files/first_report.pdf)
5. USM's Workers' Compensation claims are administrated by Cannon Cochran Management Services. Inc. (CCMSI)
6. University Human Resources will contact the supervisor as soon as it is determined that a leave of absence will be required. Instructions on how to complete the PAF will be provided by University Human Resources.
7. It is the responsibility of the employee to communicate with the supervisor all appointments, updates, prognosis, time off, etc....
8. As mandated by Senate Bill 2977, effective July 1, 2008, an employee's total compensation as a combination of paid leave and indemnity payments must not exceed 100% of regular compensation. In the event this happens the over payment is owed back to the university.
9. Human Resources is responsible for calculating the maximum compensation an employee is eligible to receive for paid leave and will notify the employee's department concerning adjustments to paid leave balances after receiving confirmation of temporary disability payment from the University's

worker's compensation administrator (CCMSI).

10. Managers, Supervisors, and staff must refrain from direct contact with an employee's physician the entire period of absence due to a work-related injury or illness. Questions should be referred to the University Human Resources.

11. Workers' Compensation fraud is a felony with a minimum fine of \$5,000.00.