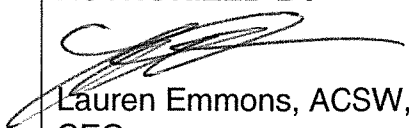


CHAPTER Human Resources	CHAPTER 05	SECTION 001	SUBJECT 130
SECTION Personnel		DESCRIPTION Workers' Compensation/On-the-Job Injuries	
WRITTEN BY Michael K. Vizona, M.B.A. Executive Director	REVISED BY Lisa Ruddy, CHES QI Coordinator		AUTHORIZED BY  Lauren Emmons, ACSW, CEO

APPLICATION:

<input checked="" type="checkbox"/> CMH Staff	<input type="checkbox"/> Board Members	<input type="checkbox"/> Provider Network	<input type="checkbox"/> Employment Services Providers
<input type="checkbox"/> Employment Services Provider Agencies	<input type="checkbox"/> Independent Contractors	<input type="checkbox"/> Students	<input type="checkbox"/> Interns
<input type="checkbox"/> Volunteers	<input type="checkbox"/> Persons Served		

POLICY:

Lapeer County Community Mental Health (LCCMH) is committed to providing reasonable medical, surgical, and hospital services to any employee who received a personal injury arising out of, and in the course of, their employment.

STANDARD:

- A. Lapeer County is committed to providing prompt, competent medical services to maintain the health and welfare of its employees and will provide such services at all times.

PROCEDURES:

- A. Employees will report work-related injuries within 24 hours.
- B. LCCMH staff will follow the procedures outlined in the Lapeer County policy relating to workers' compensation and on-the-job injuries. These steps will include:
1. Reporting the incident to the immediate supervisor.

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SECTION Personnel		DESCRIPTION On-the-job Injuries/Workers' Compensation	

2. Completing the Employee's Report of Injury form found in templates folder.
 3. Reporting to the County Administration office for treatment authorization.
 4. Being examined / treated by the County's designated physician.
- C. Copies of all report forms will be retained at LCCMH and the original will be taken to the County Administration office.
 - D. Employees are required to use the County-approved clinic during the first twenty-eight days of treatment. Further details are set forth in the County's policy.
 - E. Employees are expected to provide medical documentation of any disability related to workers' compensation to their immediate supervisor and to verify any continuing disability on a regular basis.

REFERENCE:

Lapeer County Employee Report of Injury Form

EXHIBIT:

County of Lapeer Policy Workers' Compensation / On-the-Job Injuries.

LR

This policy supersedes
#05/08034 dated 05/23/2008.

**COUNTY OF LAPEER and LAPEER COUNTY COURTS
PERSONNEL AND OPERATIONS POLICY MANUAL**

Policy Subject: **WORKERS' COMPENSATION/ON-THE-JOB INJURIES**

Authorized by Board of Commissioners: Motion: *121-97 Date: 2/27/97

Authorized and Reviewed by Chief Judge: Date:

Amended: Motion 520-02 Date: 11/27/02

Amended: Motion 132-12 Date: 04/19/12

This policy supersedes all previous policies regarding Workers' compensation and on-the-job injuries.

STATEMENT OF POLICY

Lapeer County is committed to providing reasonable medical, surgical, and hospital services to any employee who receives a personal injury arising out of, and in the course of, his employment. The County shall endeavor to provide prompt, competent medical services to maintain the health and welfare of employees in the workplace.

An employee injured on the job must go to the County's approved clinic, McLaren Occupational and Convenient Care Centers, for the first twenty-eight (28) days of treatment. If treatment is not obtained at the County's approved clinic, the County may not be liable for payment of the compensation claim.

All work related injuries and Workers' compensation claims shall be reported as outlined in the following procedure, and authorization for treatment must be obtained prior to treatment unless the injury is life threatening or so severe as to require that the employee be transported immediately to the nearest hospital.

PROCEDURE: WORKERS' COMPENSATION MEDICAL TREATMENT AND MEDICAL CONTROL

Work related injuries must be reported within 24 hours to the County Administration Office. If the injury requires medical treatment, authorization for treatment must be received from the County Controller/Administrator or his designee prior to reporting to Occupational and Convenient Care at McLaren Regional Medical Center unless the injury is life threatening or requires immediate transport to the hospital due to seriousness of the injury. If an injury is life threatening, the employee shall be transported to the nearest hospital for treatment. Procedure for non-emergency work-related injuries:

- 1) Employee reports injury to his/her immediate supervisor and completes the Employee's Report of Injury Form.
- 2) Supervisor completes the Supervisor's Report of Accident Form and contacts the County Administration Office regarding the injury.
- 3) Employee reports to the Administration Office with the above-mentioned completed Report of Injury Forms to receive authorization for treatment.

Lapeer County
Workers' Compensation/On-the-Job Injuries (Con't)

- 4) Administration Office completes the Employer Authorization for Treatment Form and notifies the Occupational and Convenient Care Center that the employee will be arriving for treatment.
- 5) Employees of departments that operate on a 24-hour basis should report an after-hours or weekend injury to their supervisor and proceed to the Occupational and Convenient Care Center if treatment is necessary. The required reports should be forwarded to the Administration Office the next business day.

Employees are required to use the County's approved clinic, McLaren Occupational and Convenient Care Center, during the first twenty-eight (28) days of treatment. The 28-day period begins the first day of treatment, not necessarily the day of injury. Any questions regarding authorization for treatment shall be referred to the County's Workers' Compensation Third Party Administrator (TPA).

No Authority for Treatment forms shall be completed for stress without prior authorization of the County's Workers' Compensation TPA as well as the County Controller/Administrator.

PROCEDURE: PAYMENT OF SALARY AND WAGES WHILE UNDER WORKERS' COMPENSATION

If the employee misses work due to a job related injury for 7 days or less, the employee may use sick time for compensation for the time missed.

If the employee misses work due to a job related injury for more than 7 days but less than 14 days, the employee may use sick time for the first 7 days and may receive Workers' Compensation benefits for the remaining 7 days.

If the employee misses work due to a job related injury for more than 14 days, the employee may receive Workers' Compensation Benefits for the entire period.

The employee is not entitled to receive sick time pay for any period of time they are eligible to receive Workers' Compensation Benefits. If an employee receives sick time compensation from the County for the first 7 days, and then becomes eligible to receive Workers' Compensation Benefits for that period, the amount of paid sick time received from the County shall be deducted from the first payroll check(s) the employee receives upon returning to work.

For purposes of tracking, the employees' Workers' Compensation Benefits, the Third Party Administrator shall forward all Workers' Compensation Benefits payments to the County Payroll Department. The Workers' Compensation Benefit checks shall be made out jointly to the Employee and the County of Lapeer. Once received, the County Treasurer shall counter-sign the benefits check, and the Payroll Department shall forward the payments to the employee.