

Can the employer ask for an evaluation by its own doctor?

- Yes. On occasion the employer may request a full medical exam by the doctor of its choice. The employer will give the employee notice of the place and time of the exam, and reimbursement to cover travel expenses, meals, lost wages, etc.
- The employer's doctor must give both parties reports of the exam in a timely manner, but not less than 48 hours prior to any arbitration hearing.
- Upon request, a worker is entitled to a copy of all relevant medical records in the employer's possession.

What happens when I am released to return to work?

You must have a written return-to-work permit from the treating physician or an approved medical provider. The permit needs to be given to your department supervisor. If there are temporary work modifications, they must be specified on the return-to-work permit. Temporary transitional work may be available.

Do I need an attorney to help me with my workers' compensation claim?

You may file a claim with or without an attorney. You do have the right to retain legal counsel, but it is important to understand that by law the attorney can

charge you up to 20%, plus expenses for any settlement. The Office of Workers' Compensation and Claims Management is available to answer questions related to your claim.

Who do I call for questions about my claim benefits?

You may contact the Office of Workers' Compensation and Claims Management directly at (217) 333-1080. Most questions can be easily answered over the phone. You may also seek information from: The Illinois Industrial Commission, 100 W. Randolph Street, Room # 8-200, Chicago, IL 60601. Phone: (312) 814-6611.



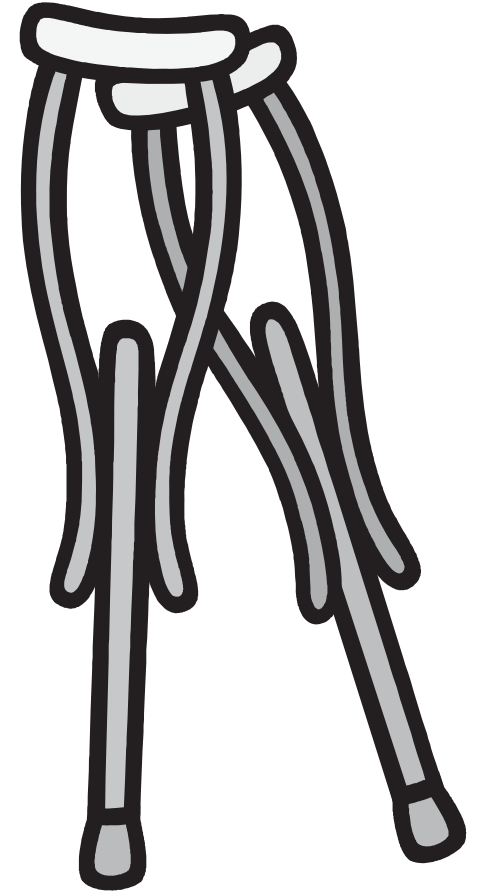
Office of Claims Management
Suite 103, 100 Trade Centre Drive
Champaign, IL 61820
UIUC phone - (217) 333-1080
fax - (217) 244-5152
Toll Free phone - (877) 866-4067

www.obfs.uillinois.edu/risk/compensation.shtml

WHAT TO DO...

WHEN INJURED

ON THE JOB



Employee Responsibilities and Benefits under the Workers' Compensation & Occupational Diseases Acts

What is workers' compensation?

Workers' compensation is a system of benefits provided by law to employees whose injuries arise out of and in the course and scope of their employment. The amount of benefits paid is limited by law. Not all injuries/illnesses at work are covered by workers' compensation.

What should I do if I am injured on the job?

Immediately notify your supervisor either verbally or in writing, and complete the accident report pursuant to University policy.

Who is responsible for providing injury reports and medical records to Claims Management?

It is your responsibility to be certain that your department and the Office of Workers' Compensation and Claims Management are provided with all the information regarding your claim. Claims Management cannot provide benefits if the office is not aware of the injury. If the injury is not reported within 45 days of the accident, claims for compensation may result in the loss of benefits.

May I see my own doctor for medical care and treatment?

Yes, you may see your own doctor. However, if your claim is covered under Workers' Compensation and you first go to the Occupational Medicine Department at Midwest or Memorial Medical, all reasonable charges including referrals

involving the treatment of the on-the-job injury or disease will be paid.

Midwest Occupational Health Associates (MOHA) operates weekdays from 8:00 AM to 5:00 PM. The office is located at 775 Engineering Avenue, Springfield, IL 62703. Phone: (217) 522-4300. After hours, weekends and holidays, employees will be seen in the **Memorial Medical Center Emergency Department**, 701 N. 1st Street, Springfield, IL 62781. Phone: (217) 788-3000.

Additionally, any employee who receives a work deferral for more than three days, which was not issued by MOHA, must schedule a follow-up appointment with the facility as soon as possible per University of Illinois Policy #12, 12.072, (e).

Who is responsible for providing my benefits?

The employer is responsible for providing benefits on compensable claims. No part of the workers' compensation insurance premium or benefits can be charged to the employee.

What are my responsibilities regarding medical care?

- Seek first aid or medical attention immediately after the injury, or when gradual symptoms first begin affecting physical activities at work.
- Cooperate with doctors and follow medical plan of treatment to achieve a complete recovery and full return to work.

- Inform the medical providers that treatment is for a work-related condition. This lets the providers know the employer is responsible for the medical bill.
- Give the employer the name and address of the doctor or hospital chosen. If there is a change later in providers or hospitals, the employer should be notified.
- Give the employer enough medical information on the accident reporting form to determine whether to accept or deny the claim, including all medical records relevant to the condition for which benefits are being sought.
- A worker is not required to give anyone free access to his/her doctor or medical records. However, the employer cannot provide benefits if it does not receive medical information necessary to determine a worker's medical status and fitness to work. Employee benefits may be delayed if the medical provider fails to send records to the employer.

