Supervisor Checklist

☐ Make certain to complete your supervisor’s portion of the Injury Report.

☐ Follow through with employee to make sure the Injury Report gets submitted to WorkComp@uillinois.edu, followed by the Authorization to Release Medical Records/Discuss Billing, which will be sent to employee by Workers Compensation office once initial injury is reported.

☐ Follow through to ensure a copy of above forms is submitted to the UIS campus Health and Safety Officer.

☐ Employee is responsible for submitting to his/her supervisor Health Status Reports from attending medical provider. These must be done in a timely manner, typically bi-weekly.

☐ Civil Service and Extra Help employee timesheets must be submitted to the appropriate Human Resources specialist listed by the Tuesday preceding bi-weekly pay calculation cut-off point.

☐ While it is okay for supervisors to make contact with employees who are away from work on Workers Compensation in order to discuss needed documentation, it is not appropriate to discuss any medical related information in accordance with privacy laws.

☐ Refer to the Temporary Transitional Work Program when an employee has been medically released to return to modified work duties. This is a specialized program. Please contact Workers Compensation office in Champaign at (217) 333-1080 for guidance and questions.

☐ If suspicions arise regarding the validity of a Workers Compensation claim contact the Workers Compensation office at (217) 333-1080. Do not take any steps to investigate the situation on your own.