

NORTHCARE NETWORK

POLICY TITLE: Workers Compensation	CATEGORY: Personnel	
EFFECTIVE DATE: 1/1/15	BOARD APPROVAL DATE: 12/10/14	
REVIEW DATE: 10/28/22	REVISION(S) TO POLICY STATEMENT: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	OTHER REVISION(S): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
RESPONSIBLE PARTY: HR Coordinator	CEO APPROVAL DATE: 11/1/22 Dr. Timothy Kangas, CEO	

APPLIES TO

NorthCare Network Personnel

POLICY

It is the policy of NorthCare Network to provide workers compensation coverage for all employees.

PURPOSE

To provide employees with information concerning workers' compensation insurance coverage as an exclusive remedy for accidental injury, occupational disease, or death, arising out of and during employment and to comply with applicable law.

DEFINITIONS

N/A

REFERENCES

- NorthCare Network Adverse Incidents Policy
- NorthCare Network Infection Control Policy
- Work Related Injury Report
- Adverse Incident Report

HISTORY

NEW POLICY – 1/1/15

REVISION DATE: 2/3/15, 8/24/16, 4/23/18, 2/19/19, 12/1/19, 10/27/20, 8/26/21, 10/28/22

REVIEW DATE: 12/3/14, 2/3/15, 10/19/15, 8/24/16, 6/23/17, 4/23/18, 2/19/19, 12/1/19, 10/27/20, 8/26/21, 10/28/22

CEO APPROVAL DATE: 12/3/14, 2/3/15, 11/9/15, 9/6/16, 7/13/17, 5/10/18, 3/14/19, 1/7/20, 11/3/20, 9/7/21, 11/1/22

BOARD APPROVAL DATE: 12/10/14

PROCEDURES

Employees injured during work time are covered by the NorthCare Networks Workers' Compensation Program.

- Employees must complete the Work-Related Injury Report and the Adverse Incident Report immediately after the injury.
- If they are unable to, their supervisor or HR Coordinator will complete it.
- The completed form must be turned into the employee's CEO/supervisor for review. If neither are available, the employee must turn it in to the HR Coordinator. This must be done immediately to protect the employee's benefits.

Compensation is paid only for an injury which prevents an employee from earning full wages for at least seven (7) calendar days. If the incapacity continues for two weeks or longer, compensation is computed from the date of injury. If the incapacity continues for less than two weeks, it is computed from the eighth day after the injury. Employees may request to use PTO to make up the difference between workers compensation payment and the employee's regular salary, provided the employee is eligible to receive PTO and has a sufficient bank to cover the hours requested. This option allows an employee to receive their full pay. (Use of PTO while on Worker Comp is voluntary).

Medical, surgical, hospital services, mileage and medications required during the course of treatment are covered by the Worker Compensation insurance(s) once a claim is determined to be valid.

NorthCare Network requires all work-related incidents or injuries to be reported. Without limiting the foregoing, a reportable injury occurs when an employee makes a statement to their supervisor that they have or may have been injured. A reportable incident or injury also occurs when a supervisor learns an employee has made such a statement to a fellow employee or employees. When a reportable incident occurs:

- A. The employee shall report the details of the work-related accident or disease within twenty-four (24) hours from the time the injury or illness occurred, to the CEO/Supervisor and/or the HR Coordinator utilizing the Work-Related Injury Report and an Adverse Incident Report. All forms need to be sent to the HR Coordinator who will assist in the process. Forms are available on the N drive at N:\Forms & Templates or from the HR Coordinator.
- B. The employee should seek medical attention if the injury or illness requires missed time from work. NorthCare Network reserves the right to require the employee reporting an injury or illness to seek medical attention, even when no loss time is involved. The supervisor and or HR Coordinator can help the employee obtain the name and contact information of hospitals and or treatment locations.

When a compensable injury or illness occurs, NorthCare Network, along with their workers compensation carrier, will direct medical care and treatment for the first 28 days. If the employee requires medical care after hours (nights, weekends, holidays) the employee should go to the nearest appropriate medical facility and notify their supervisor and or the HR Coordinator the next day.

- C. When a compensable injury or illness prevents the employee from returning to his/her work site to complete their shift, wages will be paid to the end of that shift.
- D. Any bills received by an injured employee regarding a compensable injury or illness should be forwarded to the HR Coordinator for processing.
- E. A return-to-work statement from the Physician must be provided to the HR Coordinator before returning to work. If limitations are indicated, the employee must discuss these with the HR Coordinator prior to returning to work. Dependent on the employee's position, accommodations for limitations may or may not be available.