
A QUICK GUIDE TO WORKERS COMPENSATION

Your benefits are defined by Virginia Workers' Compensation Act, as set forth in Title 65.2 of the Code of Virginia. A quick summary of the workers' compensation claims process follows:

II. Reporting – In order for you to receive benefits the law requires you to report your injury.

- Tell your supervisor.
- **Call Company Nurse at 1-888-770-0925 to report your injury.** If you don't want medical treatment, you have the option to obtain first aid advice at any time for the work-related injury until they refer you to a panel doctor.

III. Administration – The following parties are involved in the administration of your claim.

- MCPS Payroll & Benefits [J] – Liaison who coordinates with VACORP.
- VACORP – Company that administers the claim, determines compensability, and processes benefit payments.
- Workers' Compensation Commission – State agency communicates with you separately to award benefits.

IV. Medical Treatment – By law we must provide a Panel of Physicians to you and you must see one of these doctors.

- **Call Company Nurse at 1-888-770-0925 for referral to a panel doctor.**
- If you require emergency treatment, you must follow-up afterwards with a Panel Doctor, not your own doctor.
- An employee may not change physicians without prior approval and just cause.
- Follow physician instructions and go to every follow-up visit until the physician officially discharges you.
- You will be responsible for any physician fees for missed appointments.
- If you need to fill a prescription, use the ExpressScripts First Fill form.

V. Work Note – The medical excuse dictates the physician restrictions and/or time off and is required by law.

- ***YOU ARE REQUIRED* to obtain a Work Note signed by the doctor during EVERY appointment.**
- You must obey all doctors' instructions on the work note.
- You must submit a copy to your supervisor and to Payroll following every medical appointment.