



WHAT TO DO IF YOU HAVE AN INJURY AT WORK

EMPLOYEE PROCEDURES

- ◆ **NOTIFY YOUR BUILDING OR DEPARTMENT ADMINISTRATOR IMMEDIATELY**
- ◆ Complete an **EMPLOYEE INJURY REPORT WITHIN 24 HOURS OF INJURY**. You can obtain an EMPLOYEE INJURY REPORT from www.lakotaonline.com when logged in as a staff member through OneLogin or [Lakota Employee Benefits](#) web page. Sign the form and give it to your administrator within **24** hours of the incident.
- ◆ Administrator will submit it to workerscomp@lakotaonline.com within **48** hours of the incident.

**IF AN INJURY IS A TRUE EMERGENCY YOUR FIRST PRIORITY
IS TO SEEK APPROPRIATE MEDICAL TREATMENT**

- ◆ If you need to seek medical treatment, verify with the provider that they are a BWC – approved provider.
- ◆ Let all providers know that this is a Workers’ Compensation injury, that Lakota is a self-insured employer and that all medical bills should be submitted directly to Hunter Consulting Company (information is on Workers’ Comp ID card). **DO NOT HAVE YOUR MEDICAL PROVIDERS BILL YOUR HEALTH INSURANCE. FOR WORKERS’ COMP, YOUR SOCIAL SECURITY NUMBER IS YOUR CLAIM NUMBER FOR LAKOTA.**
- ◆ Ask providers to fax all correspondence (including medical bills) to our workers’ compensation third party administrator (HUNTER CONSULTING COMPANY – (513)-231-4325, ATTN: ANGELA BEHREND).
- ◆ If you seek medical treatment, you must get a statement from the doctor that includes a return to work date and any restrictions. Email this information to workerscomp@lakotaonline.com and provide a copy to your administrator as soon as possible. **A DOCTOR’S STATEMENT IS REQUIRED FOR EVERY FULL DAY THAT YOU ARE UNABLE TO WORK DUE TO YOUR WORK-RELATED INJURY. ****If you are released with restrictions by the doctor, please contact Human Resources for guidance.****
- ◆ A prescription card is available on www.lakotaonline.com when logged in as a staff member through OneLogin or [Lakota Employee Benefits](#) web page. **THIS SHOULD ONLY BE USED FOR PRESCRIPTIONS RELATED TO YOUR WORKERS’ COMP INJURY.**
- ◆ Compensation for missed days is paid according to the Ohio BWC guidelines (see pamphlet titled [“Information for employees of self-insuring employers”](#)). You must turn in a statement from your doctor to account for all days that you are unable to work due to your work-related injury.

- ◆ Contact the Treasurer's Office at 513-644-1180 if you will miss any workdays due to the injury. There is a seven-day waiting period before compensation can be paid due to temporary total disability. However, if your disability lasts for 14 consecutive days, temporary total disability will become retroactive to day one. **COMPENSATION WILL BE PAID BY HUNTER CONSULTING, NOT ON YOUR REGULAR PAYROLL CHECK.**

ALL WORKERS COMPENSATION ABSENCES MUST BE ENTERED IN AESOP USING THE ABSENCE REASON 'WORKERS COMP'.

EMPLOYEES OFF LESS THAN 8 DAYS MAY USE THEIR AVAILABLE PAID SICK LEAVE.

CONTACT INFORMATION

If you have any questions regarding your claim, you may contact Hunter Consulting Company or the Lakota Treasurer's Office:

HONEY THOMPSON

Treasurer's Office

Manager – Benefits

workerscomp@lakotaonline.com

(513) 644-1170

(513) 644-1258 FAX

ANGELA BEHREND

Hunter Consulting Company

abehrend@hunterconsulting.com

(513) 372-8704

(513) 231-4325 FAX

You can also find general information regarding Workers' Compensation as well as specific information regarding your claim under the injured workers' section of the BWC website:

<https://info.bwc.ohio.gov>