



GENERAL INSTRUCTIONS FOR INJURED EMPLOYEES

MISD has a self-insured/self-funded workers' compensation program, meaning MISD pays for all workers' comp claims out of pocket.

It is important that you be truthful about your accident and injury/illness at all times. Misrepresentations made to the doctor, employer or others that result in continuation of, or additional benefits may constitute fraud. Any evidence of misrepresentation, suspicion of fraud, or abuse of workers' compensation benefits will be thoroughly investigated and prosecuted and could result in fines, community service, restitution, and/or jail time.

1. See your campus nurse or supervisor to fill out the First Report of Injury Packet - Give paperwork and any witness statements to the campus nurse and/or supervisor no later than the next business day.

Forms to Complete Include:

- a. First Report of Injury (FROI)
 - b. Elections of Benefits (EOB)
 - c. HIPPA Authorization Form
2. If you choose to seek medical treatment, you should receive the following forms from the nurse/supervisor to take with you to the doctor's visit:
 - a. Medical Authorization Form
 - b. Pharmacy First Fill Card Form

**Emergency Rooms exist to treat life-threatening or life-altering injuries. ERs do NOT accept Workers' Compensation Insurance, so please only visit an ER if you are experiencing a true emergency.*

SEEKING MEDICAL TREATMENT??

- You may choose any doctor who accepts Workers' Compensation Insurance. This doctor will become your "treating doctor" for the life of your claim.
- Mansfield ISD has a Return-to-Work Program and, in most cases, can accommodate light-duty restrictions.
- Following every visit with your "treating doctor," you will receive a DWC-73 (TX Workers' Compensation Work Status Report). Immediately following every appointment, you MUST provide a copy to your supervisor and the MISD Workers' Compensation Office.
 - MISD cannot make any changes to the DWC-73 (TX Work Status Report)
 - The DWC-73 is a form completed by your doctor. It states what parts of your job you can and cannot safely perform. These are commonly known as your restrictions.
- If your treating doctor releases you to "Return to Work with Restrictions", you are expected to work on your next scheduled workday.
- Your supervisor will decide if your restrictions can be accommodated, and if so, they will offer you a Bona Fide Offer of Employment (BFO). A BFO is a written offer made by an employer of modified duties that suit the restrictions placed upon the returning employee. Failure to accept the BFO may affect your entitlement to or amount of temporary income benefits.
- You are required to report any absences you take due to your workers' comp injury to your supervisor AND the Workers' Compensation Office at workerscompensation@misdmail.org.

All questions or concerns should be directed to the MISD Workers' Compensation Office

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