Risk Management Department, Workers' Compensation Section

Workers' Compensation Information for Injured Employees & Supervisors

Fort Worth INDEPENDENT SCHOOL DISTRICT

The Risk Management Department is responsible for the operation of the District's Self-Funded Statutory Workers' Compensation Program and oversight of all vendors providing services pursuant to the program. The **Texas Department of Insurance Division of Workers' Compensation (DWC)** regulates and administers the Statutory Workers' System in the State of Texas.

In this document we will attempt to orientate you, the injured employee, to all of the entities and individuals involved in the Texas Workers' Compensation System in addition to internal organizational stakeholder departments and to some of the related statutory provisions.

Entities Involved in FWISD Workers' Compensation Program

Trinity Occupational Program (TOP) & Medical Treatment

If you live in Tarrant County, non-emergency medical care for work-related injuries must be provided through the TOP. TOP provides a selection of medical providers and specialists. To locate a medical provider and/or for additional information regarding the TOP, please review the Trinity Occupational Program Workers' Compensation Acknowledgement Form, call your assigned claims adjuster (TRISTAR Risk Management, 214.492.5600, ext. 2858, visit https://www.fwisd.org/departments/risk-management/workers-compensation, or contact the FWISD Risk Management Department, Workers' Compensation Section (workerscomp@fwisd.org or 817.814.2250).

Accessing Non-Emergency Medical Treatment

Not all medical providers accept patients that are treating under statutory workers' compensation benefits. To find a medical provider that does accept patients that are treating under statutory workers' compensation benefits, employees can visit the Workers' Compensation Section's webpage at https://www.fwisd.org/departments/risk-management/workers-compensation and click "**Medical Providers**" located in the upper left corner of the page. As indicated in the paragraph above, you can also call your assigned adjuster or contact the Workers' Compensation Section for assistance.

Emergency Medical Treatment

Emergency treatment can be sought from any hospital's emergency room. As soon as possible after receiving emergency medical treatment, whether released with referrals to other medical providers or admitted to the hospital, the injured employee or their emergency contact person should contact their immediate supervisor, their assigned adjuster if known, or the Workers' Compensation Section directly to provide the following information: (1) date of emergency room visit, (2) status of whether discharged/released or currently hospitalized, name of hospital and address of the hospital. Regardless of any discharge instructions provided by the hospital, injured employees will need to select a treating doctor by accessing the Workers' Compensation Section's webpage at https://www.fwisd.org/departments/risk-management/workers-compensation and click "**Medical Providers**" located in the upper left corner of the page and obtain a **Texas Department of Insurance Division of Workers' Compensation Work Status Report (DWC-73 Form)**. Work Status Reports should be provided to the injured employee's immediate supervisor.

TRISTAR Risk Management

FWISD has engaged Tristar Risk Management as its Third-Party Administrator (TPA) for handling employee work-related injury claims. Please see table below for staff assigned by Tristar Risk Management to support FWISD's injured employees.

Name	Job Title	Telephone Number	Email Address
Chelsea Skinner	WC Claims Supervisor	214-492-5600 x51771	Chelsea.Skinner@tristargroup.net
Margaret Magallon	Claims Examiner III	214-492-5600 x2825	Margaret.Magallon@tristargroup.net
Meagan Pittard	Claims Adjuster II	214-492-5600 x2858	Meagan.Pittard@tristargroup.net
Malinda Bostick	Claims Adjuster III	214-492-5600 x2849	Malinda.Bostick@tristargroup.net
Jacqueline Galvan	Claims Assistant	214-492-5600 x2924	Jacqueline.Galvan@tristargroup.net

Sedgwick/CareWorks: Workers' Compensation Claim Case Management

Sedgwick/CareWorks provides case management services in support of FWISD injured employee. Case management services are assigned by Claims Adjusters or FWISD's Risk Management Workers' Compensation Section based on evaluated needs of each individual injured employee's case.

Name	Job Title	Telephone Number	Email Address
Anne Peri, MS, CRC	Case Manager/Return-To-Work Coordinator	214-790-5313	Anne.peri@careworks.com
Becky Franz, LMSW, CCM	Medical Case Manager	214-538-6636	Becky.Franz@careworks.com

Additional FWISD Workers' Compensation Stakeholders

Health Services Department

The Health Services Department, is responsible for clearing employees to return to work following a work-related injury before they are allowed to report to their work location. The Health Services Department's contact information is provided below.

Name	Job Title	Telephone Number	Email Address
Cassandra Miles	Nurse Specialist	817-814-2998	Cassandra.Miles@fwisd.org
Main Telephone Number	Health Services Dept.	817-814-2990	emp.health@fwisd.org

Payroll and Benefits Department

The Payroll & Benefits Department is responsible for ensuring employees are paid accurately and on time. In addition, the Payroll & Benefits Department is responsible for Leaves & Americans with Disabilities Act (ADA) Management for FWISD. Based on these responsibilities, it is important for injured employees to timely provide their Texas Department of Insurance (TDI) Division of Workers' Compensation (DWC) **Work Status Reports (DWC-73 Form)** to their immediate supervisor immediately following each of their employee's appointments with their Treating Doctor so that their payroll checks are accurately processed, medical certifications are maintained throughout their absences from work, and employees' workers' compensation benefits are processed timely.

Family and Medical Leave Act (FMLA)

Absences due to an on-the-job injury run concurrently with FMLA leave, if applicable. If you miss ten (10) working days or more due to an on -the-job injury, you must submit a Leave of Absence Form. The following hyperlink will take you to the appropriate webpage to access leave of absence information and instructions: https://www.fwisd.org/departments/benefits. If you have questions regarding FMLA leave or any other leave of absence, please contact the FWISD Benefits Office (see table below).

Name	Job Title	Telephone Number	Email Address
Gail Reed	Director, Benefits/Leaves/ADA Management	817-814-2790	leaves@fwisd.org
Alexis Tyson	Coordinator	817-814-2790	leaves@fwisd.org
Trachelle Henderson	Coordinator	817-814-2790	leaves@fwisd.org

Edith Murillo	Technician	817-814-2790	leaves@fwisd.org

Voluntary Benefits

Voluntary Benefits are employee paid and will continue to the end of your FMLA leave as long as you continue paying for these benefits. These benefits include TRS ActiveCare, Dental, Disability, Life Insurance, Vision, and Flexible Medical Spending Accounts.

If you miss work due to an on-the-job injury, you may pay for voluntary benefits through payroll deductions if you use available accrued leave. If no accrued leave is available, you may make direct payments for these benefits.

Once FMLA leave is exhausted, voluntary benefits may be continued for certain lengths of time depending on the specific insurance or benefits. For those injured employees who subscribe to TRS ActivCare Medical Coverage, your premium will increase by $2,844.00 annually, once FMLA leave is exhausted. For questions about voluntary benefits if you miss work due to an on – the – job injury, please call the FWISD Benefits Office at 817.814.2240.

Name	Job Title	Telephone Number	Email Address
Gail Reed	Director, Benefits/Leaves/ADA Management	817-814-2240	benefits@fwisd.org

Payment for Medications

Injured employees have two options when it comes to paying for prescribed medications: (1) pay out-of-pocket and provide a legible payment receipt to their assigned Claims Adjuster for reimbursement of the prescribed medications or (2) if they provided a cellular telephone number with text messaging capabilities when their claim was submitted by their supervisor or designated individual to submit work-related injury claims, they can contact the Risk Management Department, Workers' Compensation Section to confirm text message delivery of an AspenCompRx First Fill Card to be used to get their prescription medication.

> **Note**: Some prescription medications require pre-authorization approval under Texas Workers' Compensation and will not be dispensed until and if approved.

Compensation: How do I get paid if I am not working after experiencing a work-related injury?
The first seven (7) calendar days after the date of injury are not compensated under the Workers' Compensation Act. Remember, the date of your injury is never counted.

If you wish to be paid for days that you were regularly scheduled to work that fall within the first seven (7) calendar days after your date of injury, report your absences in the timekeeping system as "**Sick**" Absences. Workers' compensation income benefits begin to accrue on the seventh (7th) calendar day after your date of injury. On the fourteenth (14th) calendar day after your date of injury you are owed income benefits for days that you were regularly scheduled to work that fall within the first fourteen (14) calendar days after your date of injury. Record your absences beyond the seventh (7th) calendar day after your injury in the timekeeping system as a "**Workers' Compensation**" **Absences**.

Starting with the fourteenth (14th) day, the Workers' Compensation Program will provide income benefits. These income benefits are called **Temporary Income Benefits (TIBs)** in the Texas Workers' Compensation Act. TIBs are seventy percent (70%) of your average weekly wage. TIBs are paid weekly starting your fourteenth (14th) day of lost wages due to your work-related injury.

> **Note**: FWISD employees not regularly scheduled to work Saturdays and Sundays should only report "**Sick**" or "**Workers' Compensation**" as described in this section for the five (5) workdays they are

regularly scheduled to work in the timekeeping system and not record anything for Saturdays and Sundays.

For medical appointments during working hours, you will need to use appropriate accrued leave. Information about use of leave days for workers' compensation follow-up appointments when back on duty see Board Policy DEC (LOCAL, REGULATION).

Note: TIBs are mailed to injured employees' mailing address submitted in claims submissions so it is important to ensure your correct address is included on your accident report form.

Under statutory workers' compensation, TIBs are not owed during times injured employees are not regularly scheduled to work. During those times TIBs payments are suspended. Although FWISD annualizes employees' pay and pays employees semi-monthly for twelve (12) months, each employee's pay is calculated based on a total number of days (187 employee, 239 employee, 244 employee, etc.). As such, if an employee's total number of days do not account for the days being missed from work, the employee's TIBs are suspended during those times.

Reporting Absences During a Work-Related Injury

All absences must be reported to your supervisor and reported in the timekeeping system (817.814.7827).

For questions regarding your FWISD payroll check/direct deposit, please call the FWISD Payroll Office at 817.814.2180 or visit the Payroll Office's webpage at https://www.fwisd.org/departments/payroll.

Name	Job Title	Telephone Number	Email Address
Rosie Medina	Director, Payroll	814-814-2180	rosie.medina@fwisd.org
Shovonda King	Payroll Senior Specialist	817-814-2194	Shovonda.King@fwisd.org
Sonya Cortez	Payroll Senior Specialist	817-814-2191	sonya.cortez@fwisd.org
Nellie Williams	Payroll Senior Specialist	817-814-2198	Nellie.Williams@fwisd.org
Rosa Banda	Payroll Specialist	817-814-2189	Rosa.banda@fwisd.org
Odilia Ledesma	Payroll Specialist	817-814-2186	odilia.ledesma@fwisd.org
Kim Mayfield	Payroll Specialist	817-814-2193	kim.mayfield@fwisd.org
Ofilia Rueda	Payroll Specialist	817-814-2192	Ofilia.Rueda@fwisd.org
Tania Rodriguez	Payroll Specialist	817-814-2188	Tania.Rodriguez@fwisd.org
Melanie Thomas	Payroll Specialist	817-814-2195	Melanie.Thomas@fwisd.org
Martha Garcia	Adm. Asst.-Payroll Window	817-814-2197	Martha.Garcia@fwisd.org

Return – To – Work

Following work-related injuries, employees are required to provided Work Status Reports (DWC-73s) to their immediate supervisor after every medical appoint with their treating doctor. Supervisors are required to follow the steps outlined in the "Work Status Report Responsibilities for Injured Employee & Supervisor" document each time they receive a Work Status Report from the injured employee. A Supervisor's submission of their employee's Work Status Reports is extremely important and impacts whether an injured employee gets paid and/or gets paid accurately by FWISD and/or Workers' Compensation.

After every medical appointment, you should receive a **Work Status Report (DWC-73 Form)** from the treating doctor. You are required to ensure you understand all of the information contained in your Work Status Report (DWC-73 Form) before you leave your medical appointment including ensuring your date of injury is accurate, next appointment date, etc. You are required to provide your **Work Status Report (DWC-73)** to your immediate supervisor. It is acceptable for supervisors to accept a digital copy of your Work Status Report as long as it is accurately completed, legible, and does not appear to have been altered in anyway. The injured employee's immediate supervisor is responsible ensuring a legible and satisfactory copy is provided even if a copy has to be physically delivered to the Workers' Compensation Section.

Please see the table below for contact information for the Risk Management Department, Workers' Compensation Section.

Name	Job Title	Telephone Number	Email Address
Carla Hernandez	Senior Specialist	817-814-2250	workerscomp@fwisd.org
Monica Cortez	Senior Specialist	817-814-2230	workerscomp@fwisd.org

Webpage: https://www.fwisd.org/departments/risk-management/workers-compensation

Work-Related Injury Caused by Assault

To report an injury, you sustained as a result of an assault, please notify your principal/supervisor and the Benefits Office (https://www.fwisd.org/departments/benefits). If you have questions, contact the Benefits Office at 817.814.2790 or by email at leaves@fwisd.org.

Note: The State of Texas has specific statutory requirements related to assaults in school districts. FWISD complies will comply those statutory requirements.

Name	Job Title	Telephone Number	Email Address
Gail Reed	Director, Benefits/Leaves/ADA Management	817-814-2790	leaves@fwisd.org
Alexis Tyson	Coordinator	817-814-2790	leaves@fwisd.org
Trachelle Henderson	Coordinator	817-814-2790	leaves@fwisd.org
Edith Murillo	Technician	817-814-2790	leaves@fwisd.org