Duplin County Schools
Kenansville, NC

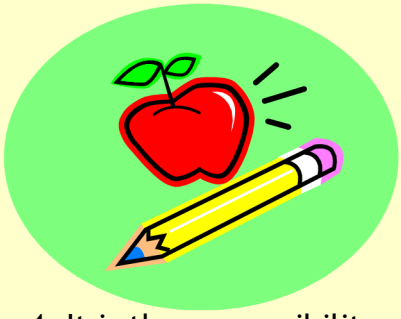
WORKERS' COMPENSATION

Steps to Follow When Injured

1. Notify your supervisor immediately.

2. Give **All** information to your supervisor regarding your accident/injury.

3. Provide all documentation of your accident/injury and medical treatment immediately to Anna Lanier, Benefits Specialist.



4. It is the responsibility of the injured employee to stay in contact with the schools w/c administrator, their direct supervisor, and their workers' compensation adjuster.

FYI>>>>>>>>>>>>>>>>>>>>>>>>>

It is **NOT** up to the school district to determine if workers' compensation injuries/accidents will be approved. If your claim is denied, you will receive a letter in the mail from the insurance carrier handling your claim.

Workers'Comp Medical Providers

Injured employees are referred to any Goshen Medical Center following an accident/injury. If accident is related to a Bloodborne Pathogen exposure, you will be referred to Goshen Medical ONLY. If it is an emergency, you will be referred to Hospital ONLY.

Documentation

Injured employees are given documentation of their injury from the school secretary. It is the responsibility of the employee to give the information to the medical provider to complete. The paperwork will contain a medical release authorization, physician report, and prescription and billing information.

Are you losing time from work?

If you are taken out of work by the doctor, you will be required to use your leave time or opt to go without pay for the first seven consecutive days. Those days are considered to be a "waiting period" and the insurance carrier will pick up paying you on the 8th day. It is the responsibility of the employee to inform your supervisor of your absence. If "light duty" is given, it will be up to your supervisor along with the Human Resource department to determine if the accommodations can be granted. If you decline "light duty" it must be done in writing and thus may cause your workers' compensation benefits to terminate.