SANTA FE INDEPENDENT SCHOOL DISTRICT

P. O. Box 370
Santa Fe, Texas 77510

PHONE AND FAX: (409)925-9024
www.sfisd.org

Taylor Lunsford
Coordinator of Benefits and Risk Management
taylor.lunsford@sfisd.org

EMPLOYEE RESPONSIBILITIES

What to Do When Injured On-the-Job:

An employee must report any on-the-job injury to his/her supervisor by the conclusion of the work day. The affected school or department must report all on-the-job injuries and/or work-related illnesses to the SFISD Benefit Office at 409-925-9024 within twenty-four (24) hours.

Any injury or illness must be reported, even if no medical treatment is sought.

Procedures for Injured Employee:

1. An employee injured on the job must report such injury to his/her immediate supervisor when the injury occurs.

*****Do not hesitate to call 911 for emergency assistance*****

2. If medical treatment is needed, select a physician who accepts Worker's Compensation. There is a list of local providers in this packet. If you choose not to be seen by a physician who accepts Worker's Compensation, you will be responsible for any charges that may occur.

3. Complete, sign, & return the forms listed below to the person you are reporting injury to:

   - Employee Statement
   - Employee Elect / Leave Benefits

4. It is the responsibility of the injured employee to call his/her supervisor after each doctor appointment and to report work status. Within one working day of each health care provider appointment, the injured employee must provide proof (DWC 73) of the office visit to supervisor and SFISD Benefit Office.

5. Submit your medical release note from doctor to your supervisor and Benefit Office.

District Contact person for Workers' Compensation: ***Taylor Lunsford***
Contact Number: ***409-925-9024***

OFFICE OF INJURED EMPLOYEE COUNSEL

Notice of Injured Employee Rights and Responsibilities in the Texas Workers' Compensation System

As an injured employee in Texas, you have the right to free assistance from the Office of Injured Employee Counsel (OIEC). This assistance is offered at local offices across the State. These local offices also provide other workers' compensation system services from the Texas Department of Insurance (TDI). TDI is the State agency that administers and regulates the workers' compensation system through the Division of Workers' Compensation (DWC).

Many services provided by OIEC and DWC can be completed over the telephone. You can contact OIEC by calling the toll-free telephone number 1-866-EZE-OIEC (1-866-393-6432). Additional information, including office locations, is available on the Internet at: www.oiec.texas.gov. You can contact DWC by calling the toll-free telephone number 1-800-252-7031. Information about DWC is available on the Internet at: www.tdi.texas.gov.

Your Rights in the Texas Workers' Compensation System:

1. You have the right to hire an attorney to help you with your workers' compensation claim.
For assistance locating an attorney, contact the State Bar of Texas' lawyer referral service at 1-877-983-9227 or http://www.texasbar.com/. Attorney referral information can also be found on OIEC's website at www.oiec.texas.gov.

2. You have the right to receive assistance from OIEC if you do not have an attorney.
OIEC Customer Service Representatives and Ombudsmen are available to answer your questions and provide assistance with your workers' compensation claim by calling OIEC or visiting an OIEC office. **You must sign a written authorization before an OIEC employee can access information on your claim.** Call or visit an OIEC office to fill out the written authorization. Customer Service Representatives and Ombudsmen are trained in the field of workers' compensation and can help you with scheduling a dispute resolution proceeding about your workers' compensation claim. An Ombudsman can also assist you at a benefit review conference (BRC), contested case hearing (CCH), and an appeal. However, Ombudsmen cannot make decisions for you or give legal advice.

3. You may have the right to receive medical and income benefits regardless of who was at fault for your injury, with certain exceptions. Your beneficiaries may be entitled to death and burial benefits.
Information about the exceptions can be found at www.tdi.texas.gov or by visiting with OIEC staff.

4. You may have the right to receive medical care to treat your workplace injury or illness for as long as it is medically necessary and related to the workplace injury.
You may have the right to reimbursement of your incurred expenses after traveling to attend a medical appointment or required medical examination if the trip meets qualifying conditions.

5. You may have the right to receive income benefits for your work-related injury.
There are several types of income benefits and eligibility requirements. Information on the types of income benefits that may be available and the eligibility requirements can be found at www.tdi.texas.gov or by visiting with OIEC staff.

6. You may have the right to dispute resolution regarding income and medical benefits.
You may request Medical Dispute Resolution if you disagree with the insurance carrier regarding medical benefits. You may request Indemnity (Income) Dispute Resolution if you disagree with the insurance carrier regarding income benefits. The law provides that your dispute proceedings will be held within 75 miles from your residence.

7. You have the right to choose a treating doctor.

If you are in a Workers' Compensation Health Care Network (network), you must choose your doctor from the network's treating doctor list. You may change your treating doctor once without network approval. If you are not in a network, you may initially choose any doctor who is willing to treat your workers' compensation injury; however,

changing your treating doctor must be pre-approved by the DWC if you are not in a network. If you are employed by a political subdivision (e.g. city, county, school district,) you must follow its rules for choosing a treating doctor. It is important to follow all the rules in the workers' compensation system**. If you do not follow these rules, you may be held responsible for payment of medical bills.** OIEC staff can help you to understand these rules.

8. You have the right for your workers' compensation claim information to be kept confidential.
In most cases, the contents of your claim file cannot be obtained by others. Some parties have a right to know what is in your claim file, such as your employer or your employer's insurance carrier. Also, an employer that is considering hiring you may get limited information about your claim from DWC.

Your Responsibilities in the Texas Workers' Compensation System:

1. You have the responsibility to tell your employer if you have been injured at work while performing the duties of your job. You must tell your employer within 30 days of the date you were injured or first knew your injury or illness might be work-related.

2. You have the responsibility to know if you are in a Workers' Compensation Health Care Network (network).
If you do not know whether you are in a network, ask the employer you worked for at the time of your injury. If you are in a network, you have the responsibility to follow the network rules. If there is something you do not understand, ask your employer or call OIEC. If you would like to file a complaint about a network, call TDI's Customer Help Line at 1-800-252-3439 or file a complaint online at http://www.tdi.texas.gov/consumer/complfrm.html#wc.

3. If you worked for a political subdivision (e.g., city, county, school district) at the time of your injury, you have the responsibility to find out how to receive medical treatment.
Your employer should be able to provide you with the information you will need in order to determine which health care providers can treat you for your workplace injury.

4. You have the responsibility to tell your doctor how you were injured and whether the injury is work-related.

5. You have the responsibility to send a completed Employee's Claim for Compensation for a Work-Related Injury or Occupational Claim Form (DWC041) to DWC.
You have one year to send the form after you were injured or first knew that your illness might be work-related. Send the completed DWC041 form even if you already are receiving benefits. You may lose your right to benefits if you do not timely send the completed claim form to DWC. For a copy of the DWC041 form you may contact DWC or OIEC.

6. You have the responsibility to provide your current address, telephone number, and employer information to DWC and the insurance carrier. DWC can be contacted at 1-800-252-7031.

7. You have the responsibility to tell DWC and the insurance carrier anytime there is a change in your employment status or wages. (Examples of changes include: you stop working because of your injury; you start working; or you are offered a job).

8. Eligible beneficiaries or persons seeking death and burial benefits have the responsibility to send a completed Beneficiary Claim for Death Benefits (DWC-042) to DWC within one year following the employee's date of death.

9. You are prohibited from making frivolous or fraudulent claims or demands.

Deep East Texas Self Insurance Fund
Serving Texas since 1974

Pharmacy Benefit Management
Questions & Answers

Who is Healthcare Solutions?

Healthcare Solutions is the parent company of Cypress Care, ScripNet and Procura Management. In September 2012, ScripNet joined the Healthcare Solutions family of workers' compensations companies.

Do you need more information on our Workers' Compensation prescription/pharmacy plan?

For general medication processing information –

Contact Cypress Care at 1-888-220-2805 or email to support@cypresscare.com

For program information, you may contact –

Toni Hackett, Program Manager
Toll Free #: (888) 220-2805 ext. 64221
Direct Phone: (702) 777-2824
Email: toni.hackett@cypresscare.com, toni.hackett@healthcaresolutions.com

How does the WC pharmacy program work?

- The injured worker should be provided a First Fill Letter from the Employer to present to the pharmacy along with the doctor's prescription. The pharmacy will contact Cypress Care at 1-888-220-2805 to allow for a 10 day supply of meds.
- Cypress Care will enter the injured worker into the system and mail a Workers' Compensation Pharmacy ID Card. The injured worker should receive their ID card in the mail within 3-5 business days.
- If a refill is necessary, the injured worker should present their Pharmacy ID Card to the pharmacist to ensure no out of pocket expense to the employee.

What does the Employer need to do?

- Provide the injured worker with a First Fill Letter so the pharmacy processes the prescription as a Workers' Comp claim.

What does the Employee need to do?

- Present the First Fill Letter on the first visit to the pharmacy.
- If a refill of medication is necessary, the injured worker will need to present their Pharmacy ID Card on each visit.

CYPRESS CARE | HEALTHCARE SOLUTIONS
A Healthcare Solutions Company