

Workers' Compensation: What To Do If You're Injured On The Job

A step-by-step guide for Wylie ISD employees

LIFE-THREATENING EMERGENCY? Call 911 first. Then notify Risk Management at 972.429.3073.

- 1 Report the injury immediately**
 Notify your supervisor right away, or go to the campus secretary or designee. Texas law requires the injury or work-related illness to be reported within 24 hours of occurrence.
- 2 Complete the First Report of Injury**
 File your report online at the Wylie ISD Report a Workplace Injury portal (app.industrysafe.com/WYLIEISD), or complete the First Report of Injury Packet available on the Risk Management webpage.


Scan to report a workplace injury
- 3 Get medical care from an Alliance provider**
 For minor injuries, choose a treating physician from The Alliance network at pswca.org, use a CareNow location, or see a provider by webcam/phone through RediMD (registration code: TASB). Care from a non-network doctor will not be covered.
- 4 Your claim is filed with TASB**
 Wylie ISD's workers' compensation carrier is the TASB Risk Management Fund. TASB handles eligibility, coverage, and lost-time benefits, and will assign you an adjuster.
- 5 Turn in your DWC-73 after every visit**
 Your doctor will give you a DWC-73 Work Status Report at each appointment. It is your responsibility to submit a copy to your administrator/supervisor and to Risk Management after every visit.
- 6 Know your pay and leave options**
 Benefits replace 70-75% of lost wages and begin on day 8 of lost time (no benefits for the first 7 days). During that waiting period you may use local/state leave days, or the absence becomes dock days. Doctor visits (after the injury date) require leave time or make-up time with supervisor approval. If an Alliance provider takes an employee off work, or accommodations cannot be made by the district, an Election of Leave form must be completed.
- 7 Send medical bills to Risk Management**
 If a medical bill related to your claim is mailed to your home, forward it to LaToya.Scott@wylieisd.net or interoffice to LaToya Scott, ESC, so it can be routed to your TASB adjuster.

KEY CONTACTS

Risk Management: 972.429.3073
 Report an injury: app.industrysafe.com/WYLIEISD
 Alliance providers: pswca.org
 Optum First Fill Rx: 1.866.599.5426

NEED HELP WITH A DISPUTE?

Office of Injured Employee Counsel (OIEC)
 Free state Ombudsman assistance: 1.800.252.7031
 Mon-Fri, 8am-5pm CST | oiec.texas.gov

This handout is a summary only. For full policy details, forms, and FAQs, visit wylieisd.net/departments/workers-compensation.

Wylie ISD Workers' Compensation

Alliance Network Provider Handout

If you are injured on the job, Texas Department of Insurance (TDI), Division of Workers' Compensation require that you receive treatment from a provider who participates in the Political Subdivision Workers' Compensation Alliance network. Care from a provider outside this network — including your regular personal physician — will not be covered by Workers' Compensation, and your group health insurance does not cover on-the-job injuries.

Step 1: Report the Injury

- Notify your supervisor immediately, or report to the campus secretary/Risk Management.
- Life-threatening emergency: call 911 first, then notify Risk Management at 972.429.3073.
- All injuries must be reported within 24 hours per Texas law.

Step 2: Choose an Alliance Provider Near You

- Go to www.pswca.org/find-a-provider.html and search by ZIP code) to find Primary Care/Treating Providers or Specialists near the district.
- Confirm the provider is currently an active Alliance member before scheduling — call the clinic directly to verify network status, current address, and office hours, since the online directory does not list hours.
- RediMD offers workers' comp telemedicine visits by webcam, smartphone, or phone as an alternative to an in-person clinic visit. ([RediMD User Instructions/Registration Code: TASB](#))

Step 3: Use the Table Below to Track Your Options

*The providers listed on this handout are only a partial list of Alliance providers and are provided for your convenience. You have the right to choose **any authorized Alliance network provider** for your medical treatment. If you would like to see a complete list of Alliance providers or need assistance locating an in-network provider, please contact Risk Management or visit the Alliance provider directory..*

Provider / Clinic Name	Address	Phone	Office Hours
CareNow Urgent Care – Wylie *	3080 FM 544, Wylie, TX 75098	(972) 202-7300	Mon–Sat 8:00am–8:00pm Sun 8:00am–5:00pm
Care Now Urgent Care-Garland	5106 N George Bush Hwy Garland, Tx 75040	(972) 530-1900	Mon–Sat 8:00am–8:00pm Sun 8:00am–5:00pm
Integrity Urgent Care	905 S State Hwy 78 Ste F, Lavon, TX 75166	(469) 757-4119	Mon-Friday 8:00 am-7:00pm Sat 8am-6pm Sun 10am-6pm
NextCare Urgent Care	5302 N. Garland Ave., Ste. 100 Garland, TX 75040	(972) 431-0692	Mon-Friday 8am-8pm Sat and Sun 8am-4pm
OccuMed Plus	2046 Forest Ln Ste 180 Garland, Tx 75040	(972) 494-1419	Mon-Friday, 8am-5pm

Key Contacts

- Wylie ISD Risk Management: 972.429.3073 • Email: LaToya.Scott@wylieisd.net
- Alliance provider directory: www.pswca.org • 1-866-99-PSWCA (1-866-997-7922)
- TASB Risk Management Fund (coverage provider) and Optum Care (workers' comp pharmacy benefits)
- RediMD (telemedicine workers' comp visits): Code (TASB)

Note: Provider participation, addresses, and office hours change periodically. Always verify current network status and hours directly with the clinic, or via www.pswca.org, before your appointment. This handout is for general reference and is not a substitute for official Wylie ISD Risk Management guidance.



WYLIE ISD
951 S. Ballard Ave. Wylie, Texas 75098
972-429-3000
www.wylieisd.net

Verification of Employment for a Reported Workers' Compensation Injury or Illness

Employee Name: _____ Date of Injury: _____

Date of Birth: _____ Last 4 Digits of SSN: xxx-xx-_____

Nature of Work Related Injury or Illness (What body part is injured and what is the injury? or What is the illness?):

Wylie ISD's workers' compensation coverage provider is the Texas Association of School Boards Risk Management Fund which is a member of the Political Subdivision Workers' Compensation Alliance (the Alliance). **For emergencies, an injured employee may go to the nearest emergency room.** Otherwise, all other treatment must be from an Alliance Provider listed at www.pswca.org.

TASB Risk Management Fund:
PO BOX 2983, Clinton, IA 52733-2983
Phone: 800.732.0153
Fax: 732.212.7009

eFill Information
Clearinghouse: WorkComp EDI
Clearinghouse website: www.workcompedi.com
TASB's Payer ID: WR902

Pre-Authorization

Phone: 800.482.7276 ext. 9908
Fax: 888.777.8272

Campus/Department Authorization (signature): _____ Phone Number: _____

Campus/Department Authorization (printed name): _____ Date: _____

Post-Accident Drug/Alcohol Test Requested: Yes ☐ No ☐

(Drug/alcohol testing is directed only by the Employer and must be billed separately and directly to Wylie ISD.)

Providers please submit Work Status Reports and all job description inquiries to:

Wylie ISD Risk Management
Phone: 972-429-3073
Fax: 972-941-6073
Email: LaToya.Scott@wylieisd.net

For a full list of Alliance Providers please visit www.pswca.org

Campus/Department: Please give this form along with the Optum Rx Card to the injured employee.

MAKING IT EASY...

TO GET WORKERS' COMPENSATION PRESCRIPTIONS FILLED.

Optum has been chosen to manage your workers' compensation pharmacy benefits for your employer or their insurer. Below is your First Fill card that will allow you to receive your injury-related prescriptions at your local pharmacy. Please fill out the card based on the instructions below.

Injured Employee:



If you need a prescription filled for a work-related injury or illness, go to an Optum Tmesys® network pharmacy. Give this temporary card to the pharmacist. The pharmacist will fill your prescription at low or no cost to you.



If your workers' compensation claim is accepted, you will receive a more permanent pharmacy card in the mail. Please use that card for other work-related injury or illness prescriptions.



Most pharmacies and all major chains are included in the network. To find a network pharmacy call 1-866-599-5426 or visit tmesys.com.

Questions? Need Help?



1-866-599-5426



WORKERS' COMPENSATION PRESCRIPTION DRUG PROGRAM

TASB Risk Mgmt. Fund	Wylie ISD-Collin County
CARRIER/TPA	EMPLOYER
INJURED WORKER NAME	
Please provide directly to Pharmacist	
SOCIAL SECURITY NUMBER	DATE OF INJURY (YYMMDD)

Notice to Cardholder: Present this card to the pharmacy to receive medication for your work-related injury. To locate a pharmacy: tmesys.com.

Attention Pharmacists: Enter RxBIN, RxPCN and GROUP. Member ID # format is the date of injury and SSN combined as follows: YYMMDD123456789.

Tmesys is the designated PBM for this patient.

Tmesys Pharmacy Help Desk
1-800-964-2531

	<u>NDC</u>	or	<u>Envoy</u>
RxBIN	004261	or	002538
RxPCN	CAL	or	Envoy Acct. #
GROUP	<u>TASBFF</u>		

NOTE: This First Fill card is only valid for your workers' compensation injury or illness.

Employer:



Immediately upon receiving notice of injury, fill in the information above and give this form to the employee.