

	<b>STANDARD OPERATING PROCEDURE</b> <small>State Form 39870 (R/S-06)</small>	Reference Number <b>HMR-019</b>
	Subject <b>Worker's Compensation/Claims</b>	
	Special Instructions Replaces HMR-019 dated November 5, 2012	Effective Date <b>March 1, 2015</b>

## **I. PURPOSE**

Establish guidelines for employees submitting benefit claims under the Worker's Compensation statute.

## **II. POLICY**

The Worker's Compensation statute covers all employees of the Department. Employees covered by the Worker's Compensation statute are entitled to the benefits provided therein for personal injury or death by accident arising out of and in the course of employment.

## **III. PROCEDURE**

A. When an employee is injured or killed while working, becomes ill as a result of a work-related occurrence, or is injured as a result of the actions of someone else while at work, the following procedures shall apply:

1. The Injury and Illness (I&I) Report, located on the employee's Shield calendar, shall be completed by the employee, the employee's supervisor, or applicable clerical personnel and submitted electronically. Note: If the employee does not seek medical treatment then no additional reports are required to be submitted. If the employee seeks medical treatment then:
2. The employer (immediate supervisor) shall initiate the [Indiana Worker's Compensation First Report of Employer Injury/Illness report \(State Form #34401\)](#) ensuring that the injury/illness is explained in complete enough detail to establish the job-relatedness.
3. If the injury/illness requires hospitalization or a visit to a doctor, information from the hospital's/doctor's bill/workup sheet, etc. should be submitted with the Indiana Worker's Compensation First Report of Employer Injury/Illness report to the Human Resources Division.
4. Employees shall use only those network providers designated by the State's contracted provider for Worker's Compensation medical care.

NOTE: In emergency situations requiring immediate medical care, employees may use the nearest medical facility or physician. However, subsequent medical care will be provided by physicians designated by the State's contracted provider.

5. The Indiana Worker's Compensation First Report of Employer Injury/Illness report and the hospital's/doctor's bill/workup sheet, etc., along with any medical bills incurred, shall be forwarded, through the employee's Commander, directly to the Human Resources Division.

6. A copy of the Indiana Worker's Compensation First Report of Employer Injury/Illness report shall be forwarded each month to the Department's OSHA Safety Coordinator by the Human Resources Division.

7. All Workers' Compensation claims received by the Human Resources Division must be submitted to the State's contracted provider and approved by the Worker's Compensation Board before any benefits can be paid.

8. Costs for second opinions will be the responsibility of the employee and shall not be submitted to the Indiana State Police Health Care Plan.

9. Approval shall be obtained before any procedure is performed or any medical devices are purchased in accordance with Worker's Compensation guidelines.

10. Monthly progress reports on the injured employee by the employee's physician shall be provided to the Human Resources Division from the employee. Failure to provide this report may result in the cessation of benefits.

11. The Assistant Chief of Staff (AC/S) Human Resources and Administration (HRA), with the approval of the Superintendent, may direct employees to undergo a fitness for duty examination by a designated physician, at no cost to the employee, when questions arise concerning the employee's disability status.

B. The Worker's Compensation statute provides, in addition to the medical expense reimbursement outlined above, a weekly compensation in lieu of salary for temporary partial disability (TPD) and temporary total disability (TTD). Compensation begins on the 8th day of disability. Compensation for TPD and TTD is 2/3 of the employee's weekly pay with a maximum cap that changes from time to time. The attendance code "WC" SHALL NOT be utilized on the Attendance Card without receiving direction from the Human Resources Division.

C. Employees disabled as a result of a work-related injury or illness in excess of 21 calendar days shall be compensated for the first seven (7) days of disability retroactively.

D. For employees who have a balance of accrued leave days, procedures exist whereby they can receive full pay during their disability. These employees shall contact the AC/S HRA for more information.

E. Employees who are members of the Indiana State Police Pension Trust have the option to submit notice of worker's comp/line-of-duty injuries in accordance with [HMR-021](#).

F. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies and procedures.