

Bureau of Workers' Compensation Fact Sheet

The web site for the Ohio Bureau of Workers' Compensation (BWC) is www.ohiobwc.com

If an employee is injured at work, a **BGSU Injury/Illness Report Form** MUST be completed within 24 hours of the incident. If the injured worker is unable to complete the form, his/her immediate supervisor must do so to the best of his/her knowledge. The form is to be sent to *Environmental Health and Safety, 1851 N Research Drive*. The form can be found at www.bgsu.edu/downloads/finance/file14224.pdf.

If the employee (or you) is injured at work (and it is work related) and he/she needs medical attention, please go to the nearest hospital. He/she will need to present the Workers' Compensation (WC) Identification card immediately so the hospital does not bill the medical plan (i.e., Medical Mutual of Ohio). If you need a WC Identification card, please call the Office of Human Resources at 419-372-8421.

In order to file a claim with the Bureau of Workers' Compensation, a *First Report of Injury* (FROI) must be completed and filed with the BWC. If the employee seeks medical attention at Wood County Hospital, the hospital will automatically file the FROI. The injured worker may also complete and submit the FROI on-line at www.ohiobwc.com. An injured worker has two years from the date of injury to file a Workers' Compensation claim.

Once a claim has been submitted to the BWC, the injured worker will begin to receive paperwork via postal mail regarding the claim. The paperwork will provide important information such as claim number, BWC case manager, general information, etc. A claim will be designated as "medical only" or "lost time."

A **medical only claim** is if the injured worker missed 0-7 days (calendar days, not business days) of work. A **lost time claim** is if the injured worker missed 8 or more consecutive days of work. If the injured worker missed three or more days of work, Family Medical Leave Act (FMLA) paperwork should be obtained and completed immediately. Please contact the Office of Human Resources at 419-372-8421 to obtain FMLA paperwork.

If an injured worker missed 8-13 consecutive days of work, he/she may be eligible to receive lost wages from the BWC for days 8-13 only. If the injured worker missed 14 consecutive days of work, he/she may be eligible to receive wages from the first day forward of missed work. The BWC will only pay lost wages (if it is an allowed claim) if the following types of time are used during the injured worker's absence:

- Vacation
- Compensatory time
- Personal time and/or
- Leave without pay

The BWC will **NOT** pay lost wages to an injured worker if **SICK TIME** was used during the leave. The injured worker may use any type of time while on leave (if applicable). His/her supervisor does **NOT** have to approve use of vacation, compensatory, or personal time. Again, the BWC will **NOT** pay lost wages if **SICK TIME** has been used; however, the injured worker may use sick leave if he/she desires.

A claim will either be allowed or disallowed. The BWC makes the final decision regarding the allowance/disallowance of the claim. If it is a medical only claim and it is allowed by the BWC, the medical bills will be reviewed and paid by CompManagement Health Systems. BGSU has the right to appeal an allowed claim.

If a claim is disallowed, the injured worker has 14 days from the day he/she received the order to submit an appeal in writing to the BWC. Failure to submit an appeal within the time frame will result in a permanent disallowance of the claim. The injured worker will receive written notification of the date, time, and place the appeal will be heard. BGSU will allow the injured worker four hours of paid leave to attend the hearing.

If the emergency room doctor feels that the employee cannot return to work, the employee **MUST** obtain a doctor's note to include the following:

- Date(s) to be off work
- Diagnosis (why taking off work)
- Restrictions (if any)
- Estimated return to work

The employee **MUST** provide a copy of the doctor's note to the Office of Human Resources and to his/her immediate supervisor. Failure to submit the doctor's note to the Office of Human Resources and his/her supervisor could result in job abandonment, which could lead to termination.

If the supervisor can accommodate the restrictions given by the doctor, the supervisor must notify the Office of Human Resources that the injured worker is able to return to work. The Office of Human Resources will then compile the appropriate paperwork and set up a meeting with the supervisor and injured worker to review the paperwork and obtain signatures.

If you have any questions or concerns, please contact the Office of Human Resources at 419-372-8421.