

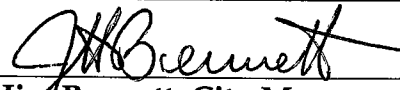
ADMINISTRATIVE POLICY: 2017-03 (Supersedes 2001-02 and 2011-02)

SUBJECT: Industrial Injury/
Worker's Compensation Procedure

DATE ISSUED: April 6, 2017

DATE EFFECTIVE April 6, 2017

APPROVED:


Jim Bennett, City Manager

SECTION ONE: POLICY

Providing the best care to our injured employees is our highest priority. The City of Lewiston has established the following procedures for treatment of industrial injuries, as provided by Title 72, Idaho Code.

Employees who sustain work-related injuries are required to stay within the following established network of healthcare providers for the care and treatment of workers' compensation claims. Exceptions to this policy must have the prior approval of the City Clerk or Human Resources Director.

SECTION TWO: ACCIDENT REPORTING PROCEDURES

1. If the injury occurs while at work, the employee will immediately report the injury to their direct supervisor. If the supervisor or manager is not available, the injured employee is required to report the injury to the person "in charge."
2. An Accident Report must be filled out and submitted to the City Clerk or Human Resources Director as soon as possible, but no later than three (3) days of the accident/injury. An employee could lose all benefits if they wait longer than 60 days to report their injury.
3. Report ALL injuries - even minor injuries. To protect your right to receive worker's compensation benefits, the employee must report any job-related injury or disease to the employer.
4. Supervisors must fill out an Accident Investigation Form which is intended to identify accident root causes and to determine any action necessary to prevent recurrence.

4. If the injury requires emergent treatment or has the potential of causing loss of limb, sight or life, the supervisor or the person in charge will have the employee immediately transported, by ambulance, to St. Joseph Regional Medical Center (SJRMC).
5. If the injury does not fit within the description of Step 4 (above), but does require treatment or time away from work, the City of Lewiston's Occupational Health Care Provider is Valley Medical Express Care located at 2318 Vineyard Avenue. Express Care is open Monday through Saturday from 7:00 a.m. to 7:00 p.m. and from 12:00 Noon to 5:00 p.m. on Sunday. Jennifer Grinage is now providing occupational medical services on a full-time basis, Monday through Friday, from 8:00 a.m. to 5:00 p.m. She is located on the second floor of Valley Medical Center. As an alternative to Express Care, an injured employee may call to make an appointment with Dr. Grinage, or if immediate attention is needed, may check in at the front desk for availability. If the accident occurs at a time services at Valley Medical are not available, please report to St. Joseph Regional Medical Center's Emergency Department.
6. The employee must inform their supervisor and provide either the City Clerk or Human Resources Director with any work status/restriction updates received from the physician.
7. Employees sustaining on-the-job injuries requiring treatment are required to make an appointment with the City Clerk or Human Resources Director on the next regular work day (if injury permits). During this appointment, any additional information necessary to file the Worker's Compensation Claim with Intermountain Claims, Inc. (TPA) and the Industrial Commission will be obtained.

SECTION THREE: REFERRALS AND RETURN APPOINTMENTS WITH HEALTH CARE PROVIDERS

Before making or keeping any appointment for consultation or referral for treatment, the employee must communicate the need and receive authorization from Intermountain Claims, the City Clerk or the Human Resources Director.

SECTION FOUR: REFUSING TREATMENT

Refusal to follow prescribed physician-ordered treatment may be grounds for denial of benefits under Worker's Compensation Law.

SECTION FIVE: BENEFITS

1. Under Idaho Worker's Compensation law, employees do not receive income benefits for the first five days they are off work due to an injury, unless the injury requires overnight hospitalization or the time loss exceeds 14 days.

2. The City of Lewiston requires employees to use sick leave during the first five-day waiting period. If the on-the-job injury requires overnight hospitalization, no sick leave will be charged.
3. If the leave exceeds 14 days, the first five-day waiting period charged to sick leave will be returned.

SECTION FIVE: RETURN TO WORK

The City of Lewiston has in place a "Return to Work Following Injury or Illness" Policy. Refer to Administrative Policy 2017-04, dated March 17, 2017, for content.

SECTION SIX: CONTACT INFORMATION

If an injured employee experiences any difficulties during this process, or has any concerns or questions, they can contact:

- Kari Ravencroft, City of Lewiston Risk Manager: 208-746-3671, ext. 6203 - kravencroft@cityoflewiston.org.
- Nikki Province, City of Lewiston Human Resources Director: 208-746-3671, ext. 6211 - nprovince@cityoflewiston.org.
- Intermountain Claims: Wanda Roberson, Senior Examiner: 1-800-349-0373, ext. 1244 - wandar@intermountainclaims.com
- Intermountain Claims: Courtney Burns, Medical Only Claims Examiner: 1-800-349-0373, ext. 1230 - courtneyb@intermountainclaims.com

DISTRIBUTION

All City Employees