

Safety and Human Resources Team Members

Rebecca Moses- Occupational Safety and Compliance Specialist- 434-298-5927

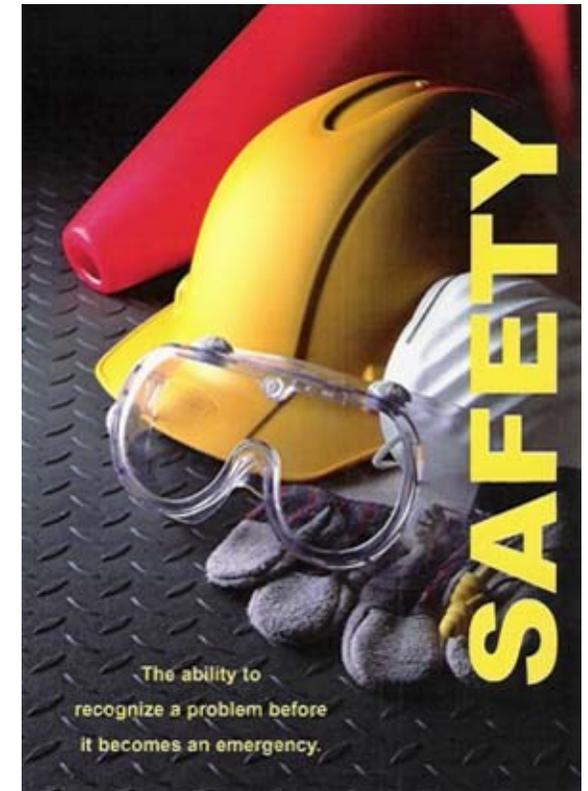
Michelle Claiborne- Human Resources Manager- 434-298-6105

LaCora Hurte- Human Resources Analyst- 434-298-5308



Department of Military Affairs

- Accident Reporting, Investigation and Worker's Compensation



So, you were injured at work...

- Report the incident, regardless of severity, to your supervisor immediately.
- Complete Section I of the DMA Accident Report and Investigation Form. Unless it is an emergency, this form must be completed prior to leaving your designated work area.
- Prior to seeking medical attention, you must request a Panel of Physician's form from your supervisor. You must select a physician from that panel to see for a medical evaluation and possible treatment. Your Supervisor will assist you in scheduling an appointment for your work related injury/illness. If unable to schedule an appointment with the first choice physician, the employee may select another provider from the Panel Physician's list or go to the nearest Emergency Department for evaluation and treatment.
- NOTE: If your primary care physician is on the panel, please select another physician.
- After seeking medical attention for a work related injury/illness, it is the responsibility of the employee to turn in all medical documentation (Return to Work documentation, discharge instructions, information on limitations, etc.) to your supervisor within two business days of the incident.

Am I supposed to speak with a claims manager from Managed Care Innovations/York Risk Services Group?

- Yes! It is imperative that as an injured employee, you comply with all investigative processes to ensure that your claim is processed in a timely fashion.
- Failure to cooperate with an investigation (internal or external) could result in the denial of your claim and/or disciplinary action as per the Department of Military Affairs Standards of Conduct.

What if the Physician puts me on light duty?

- If the treating physician orders and documents light duty restrictions, you must report those restrictions to your supervisor as soon as possible and these restrictions must be approved, in writing by your supervisor PRIOR to your return to work.

What if the Physician takes me out of work?

- If you are a state employee and have a work related injury, you may be approved for VSDP benefits and should contact the Human Resources Office to complete a VSDP supplement form and to obtain additional information.
- Additionally, you must contact UNUM at 1-800-652-5602 and initiate a Short Term Disability Claim.
- We encourage that you remain in contact with your supervisor regarding the status of your absence and Return to Work potential.

What should I do with all of this paperwork I receive from Managed Care Innovations and/or UNUM?

- It is imperative that all paperwork received is reviewed, completed (if necessary) and returned in a timely manner. This will assist in expediting your claim.
- If you have questions regarding paperwork that you have received, please do not hesitate to contact the Human Resources Department for assistance.

