

On The Job Injury/Illness Guidelines

Occupational Injury/Illness, Risk and Safety

It is the intention of Mecklenburg EMS Agency, at all levels of the organization, to actively maintain and promote a safe working environment for all employees. When an injury/illness does occur that may be job related it is the Agency's responsibility to ensure that the employee receives treatment and to assist the employee during their recovery. The following are guidelines to help facilitate the employee through this process:

1. An employee reporting an injury/illness or exposure that he or she feels is a work related incident **must report the incident to his or her supervisor immediately** directly or via CMED.
2. The employee must complete one of the following depending on the type of injury/illness
 - a. An **Online Report (OJI form)** even if care is declined – All injuries with the exception of potential TB exposures. <https://claims.ci.charlotte.nc.us/>
 - b. An **Online Report (OJI form) & Exposure Incident Report** – For blood exposures.
 - c. An **Exposure Incident Report** – Potential TB exposures.
3. The supervisor will direct the employee for treatment at the time the injury/illness is reported. If care is declined by the employee, the employee must document no medical treatment received on the OJI form online. Doing so does not jeopardize the employee's right to future treatment as allowed by NC State law.
4. Employees must seek treatment from the Occupational Health Providers used by the Agency. An employee who "self-refers" or visits a physician or service **not** used by Mecklenburg EMS Agency may compromise any claim to benefits.
5. The employee must follow all prescriptions and instructions of the physician(s) with regard to medications, professional therapy and additional provider visits.
6. Following treatment at a provider other Concentra, employees must provide a return to work recommendation by the treating facility to the Occupational Health Nurse (OHN) or supervisor immediately after their appointment. It can be faxed from the facility to the OHN 704 943-6229 or bring the work status sheet to OHN or supervisor.
7. If you were seen at Novant Urgent Care, Atrium Urgent Care or any ED due to an OJI you **MUST** have a follow-up appointment with Concentra with in twenty-four hours of initial visit.

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8. The Agency may provide modified duty assignments for employees who are released to work with restrictions. Work assignments are based on the needs of a department and the employee's restrictions. The employee must sign the **Memo of Understanding Modified Duty** which outlines the specifics of the modified duty and that they understand the specific modified duty assignment. While on modified duty you are subject to the Attendance Policy. Refusing modified duty that is offered may jeopardize an employee's worker's compensation benefits.

9. When a worker's compensation incident occurs and the employee is written out of work completely, the Agency will compensate the employee for the remainder of their shift. The next day after the date of injury (DOI) is considered the first day of disability. (If a period of time has lapsed between the DOI and the first visit to the Health Care Provider, then the date of the first visit becomes the date of disability) *The first seven (7) consecutive days are considered a waiting period.* Employees will need to use benefit time during this time. The scheduling office and Risk and Safety/OHN will need to be advised of benefit time used. After 7 days out of work, Sedgewick will assess disability payments. Employees who are out of work twenty-one days and longer will be compensated for the first seven (7) days by Sedgewick.

Your rate is calculated based on your GROSS salary for 52 weeks prior to the date of injury; an average weekly wage will be calculated from this amount. You will receive 2/3 of that weekly amount, tax-free.

10. When a worker's compensation incident occurs and the employee is assigned to return to work on a modified duty status, the employee will work the remainder of their shift in a modified duty capacity. The next day after the date of injury (DOI) is considered the first day of disability. (If a period of time has lapsed between the DOI and the first visit to the Health Care Provider, then the date of the first visit becomes the date of disability) *The first seven (7) consecutive days are considered a waiting period.*

Seven days after being placed on modified duty, Sedgewick will assess worker's compensation payments for any employee on modified duty.

11. FMLA will run concurrently with an on-the-job injury. The OHN will provide you with the FMLA forms.

12. *If you work at another job outside of Medic, you must alert Human Resources during this period of disability. If you work another job outside from Medic you **MUST work within your job restrictions** or you will jeopardize your worker's compensation claim.*



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13. Employees with questions or concerns should first reach out directly to a Claims Adjuster at Sedgwick. If unable to get the question or concern addressed by Sedgwick, then contact the OHN, Risk and Safety, or Human Resources.

If you do not know your claims adjuster, please direct any questions or concerns to:

Sedgwick
Main: 704-423-6200
Toll-free: 800-822-4469
Fax: 704-423-6225

Note: If you have any unpaid bills as a result of an OJI please bring them to Risk and Safety/OHN.