

Wicomico County Board of Education

P.O. Box 1538, Salisbury, MD 21802-1538

Employee's Workers' Compensation Guidelines

What to do:

1. Report the incident immediately to both your supervisor and the School Nurse.
During the summer, there is a backup designee for workers comp in the school office.
2. If medical treatment is needed, please note the following:
 - a. The Board of Ed recommends Occupational Health Services who specialize in workplace injuries, or you may make an appointment with your personal physician. The school nurse will make an appointment for you if you choose to go to Occupational Health Services.
 - b. You should use a participating physician with your health care plan.
 - c. Be sure to tell the physician that your visit is for a work-related incident/injury/illness. **Do not give them your health insurance card.**
3. **If the physician informs you that you are unable to return to your regular duties, you must contact Tina Vincent, Lead HR Specialist, at 410-677-4578 as soon as possible.** The Board of Education will accommodate your work restrictions and place you in a bridge assignment in the Return to Work program. If an employee refuses to accept a bridge assignment, this action may jeopardize his/her workers' compensation wages and could possibly jeopardize their employment with the Wicomico County Board of Education.
4. Do not use your health insurance for any visits to your physician. Instruct your physician's office to send all medical bills directly to: MABE Claims Unit, 621 Ridgely Avenue, Suite 301, Annapolis, MD 21401. For verification that a claim has been filed, contact Tina Vincent at 410-677-4578. Questions about billing, to obtain a claim number, or for approval for further medical services should be directed to the MABE Claims Unit at 1-800-944-9082.
5. Please be sure to submit all doctor's notes/reports to your principal or supervisor and a copy of such notes/reports to Tina Vincent, Human Resources.
6. Any missed time as a result of the injury must be authorized by your treating physician pursuant to Maryland workers compensation law. If you miss any time due to this injury, you must submit the documentation or doctor's note to your principal or supervisor and a copy of the note to Tina Vincent in Human Resources.
7. If you have a compensable claim and you have lost time, the Board of Education will pay you according to your respective handbook or negotiated agreement.
8. Any questions, contact Tina Vincent in Human Resources at 410-677-4578.

Note: If the claim is not compensable under Workers Comp, the Payroll Office will adjust the employee's leave according to the time lost and all medical bills will be denied by the workers compensation insurance carrier. Therefore, the employee will be responsible for forwarding the denied bills to his/her appropriate health care carrier. If care is received outside of your health care "network", you could be responsible for expenses incurred.