

OJI QUICK REFERENCE

Question 1: What should happen when an On-the-Job Injury (OJI) Occurs:

In the case of a Life Threatening injury or serious medical need, the following should occur

- A) The Manager/Supervisor should assess whether the employee is in need of emergency care or non –emergency care.

For Emergencies:

1. In the case of an emergency, remain with the injured worker and direct a nearby co-worker/citizen to call 911 in an effort to have the employee transported to the nearest emergency facility.
2. Once the impacted worker has been transported, contact **Sedgwick CMS, the City's Third Party Administrator (TPA) at 1-877-576-1911** to report the OJI claim.
3. The Manager/Supervisor should complete the **Notification of Emergency Treatment Form** and fax the form to (901)566-6415 and (901)636-0424 and to any pertinent staff within the Division
4. Upon discharge from the emergency facility, the employee must contact his/her Manager/ Supervisor/OSHA Rep AND Sedgwick CMS @566-3300 to discuss follow-up treatment and return to work instructions.

For Non-Emergencies:

1. In the case of a non-emergency, the employee should identify the medical facility from the **Choice of Medical Provider Form** where he/she desires to treat with.
2. After identifying the facility, the immediate Manager/Supervisor must complete the Choice of Medical Provider Form and give the employee a copy to take with them to the medical facility of the employee's choice for treatment.
3. The Manager/Supervisor MUST report the claim to Sedgwick CMS at 1-877-576-1911.
4. Upon discharge from the non-emergency facility, the employee must IMMEDIATELY present to his immediate Manager/ Supervisor/OSHA Rep a copy of the **Injury on Duty (IOD) Attending Physician Report** which discusses treatment recommendation and return to work instructions.
5. The Manager/Supervisor/OSHA Rep must fax the Choice of Medical Provider Form and any pertinent medical records received to Sedgwick CMS at (901)566-3415.

Question: What should the employer do when an employee is returned back to work light duty?

Answer: Upon receipt of medical records, the employer can accommodate the employee in a light duty capacity if light duty is available. Once the TPA has received all of the medical records and made a final decision on the claim, a **Light Duty Voucher** will be sent to the OSHA Coordinator for completion. At that time, the employer will complete the Light Duty voucher and resubmit to the TPA in an effort to begin monitoring and tracking the employee's time while working in a light duty capacity.

Question: What happens when the employer is unable to accommodate an employee in a light duty capacity?

Answer: If the employee is returned back to work in a light duty capacity and the Division is unable to accommodate, then the employer should advise the employee to remain off work until he/she is able to return back to work full duty. When the light duty voucher is sent to the employer to complete, the employer should note they were unable to accommodate the light duty return. The Third Party Administrator will then send a **Lost Time Voucher** which is used to help track the employee's time away from work.

Question: Do I have to use my personal time when I am off work due to an OJI?

Answer: If the TPA is unable to make a final decision and the employee is unable to return back to work light duty or full duty, then the employer may have to use the employee's personal time to cover the days the employee is off work. However, the employee's personnel time will be restored once the OJI claim has been approved.

Question: What should the employee do when follow-up care is needed?

Answer: After an emergency room or non-emergency visit, the claims examiner will review all of the medical records and will make the necessary arrangements for continual treatments if applicable.

What if the employee is referred to a Specialty physician i.e. Orthopedic, Neurologist, etc.?

Answer: The assigned claims examiner at Sedgwick will arrange for the employee to be seen by a Specialty Group of the employee's choice per the request of the initial treating physician. The claims examiner at Sedgwick will contact the employee and offer a panel of physicians for the employee to treat with. On the day of the appointment, the employee will be given the **Employee's Choice of Specialty Physician Form** to sign. This form will be given to the employee from the treating physician's receptionist. The employee must sign this form prior to treatment. This form acknowledges that the treating specialty physician was the employee's choice.

Question: Once the claim has been approved, what role shall the employer take when the employee has an accepted OJI claim?

Answer: It is very important for the employer to stay in contact with the injured worker. The employer should contact the injured worker on a consistent basis. This may be in the form of a phone call to inquire about how the employee is doing and to obtain an update on the current condition and work status.

Question: How do I obtain medications prescribed by my treating OJI physician?

Answer: When the employee treats at a non-emergency facility, the facility will assist the employee in obtaining the initials script. If the employee treats at the emergency room or with a specialty physician, the employee should contact the claims examiner at Sedgwick for assistance in obtaining OJI medications.

Question: What should happen when an employee receives Permanent Restrictions from the treating OJI Physician?

Answer: The employee should immediately contact HR Labor Relations to discuss the employee's options.