

Workers' Compensation

Nye County Accident & Injury Reporting Procedures



2011

Nye County Human Resources & Risk Management

Please contact Nye County Human Resources @ 775-751-6302 or 775-482-7242 with any questions relating to the attached reporting procedures or if you are involved in an accident or injury.

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Forms:

Investigation Form (Workplace Safety Officer)

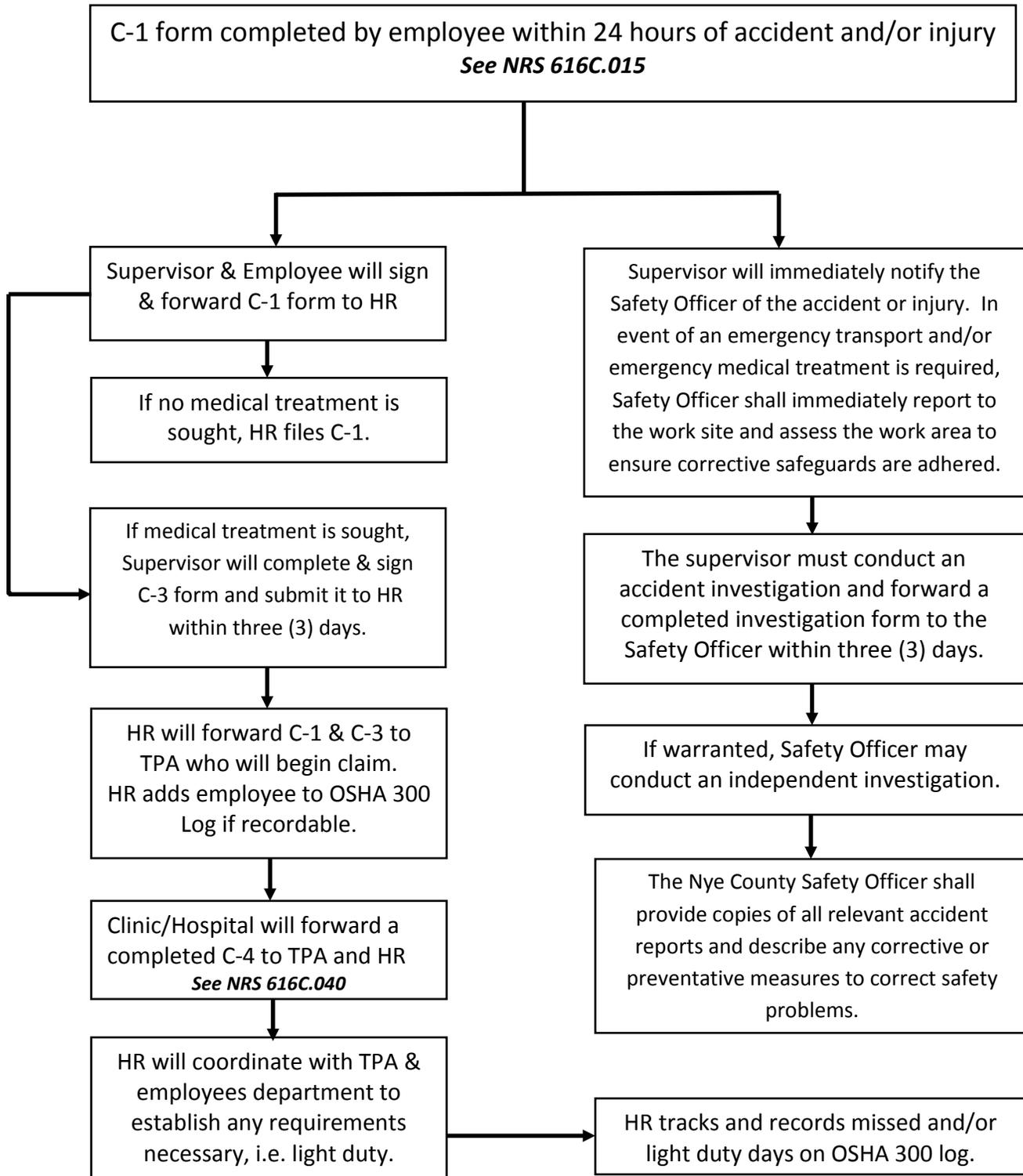
C-1 (Notice of Injury or Occupational Disease)

D-2 (Brief Description of Rights & Benefits)

C-3 (Employer's Report)

Worker's Compensation

Nye County Accident & Injury Reporting Procedures



It is both the Employees & Supervisors responsibility to report all accidents & injuries to Human Resources within 24 hours

Accident and Injury Reporting Procedures

In the event of a work-related accident or injury, the following steps must be followed:

- 1) An Employee must immediately report any accident or injury incurred on the job to his/her supervisor regardless of whether the accident results in an injury. The Employee will be provided with a C-1 "Employee Report of Injury" form to complete and sign, this form must be submitted to the Supervisor within twenty-four (24) hours of the accident/injury.

NRS 616C.015 - An employee or, in the event of the employee's death, one of his dependents, shall provide written notice of an injury that arose out of and in the course of employment to the employer of the employee as soon as practicable, but within 7 days after the accident.

***In the event of a Nye County Auto Accident contact Administration
775-482-8191
or
775-751-7075***

- 2) The Supervisor will immediately notify Human Resources at (775) 751-6302 or (775) 482-7242 and forward the signed "C-1" via fax to: (775) 751-6309 and fleet the original to the Pahrump HR office.

- 3) If medical treatment is sought, then the Supervisor will complete and sign the C-3 "Employer's Report of Industrial or Occupational Disease" form and submit it to Human Resources within three (3) working days of the accident/injury.

NRS 616C.045 - Within 6 working days after the receipt of a claim for compensation from a physician or chiropractor, or a medical facility (C-4), an employer shall complete and file with his insurer or third-party administrator an employer's report of industrial injury or occupational disease (C-3).

- 4) The Supervisor must conduct an accident investigation to determine the hazard(s) related to the event and take the appropriate corrective action(s) to ensure Employee safety. A report of the investigation, witness statements and any other pertinent information or documentation obtained will be forwarded to the Nye County Safety Officer within three (3) working days of the accident/injury at (775) 751-6324 office, (775) 209-6861 mobile or fax to (775) 751-4280. The Nye County Safety Officer may conduct an independent investigation as well.

If an emergency transport and/or emergency medical treatment is required, the employees Supervisor shall be contacted immediately in order to provide administrative support. The Supervisor shall then notify the Safety Officer as soon as practical.

- 5) The Nye County Safety Officer shall provide copies of all relevant accident reports and describe any corrective or preventative measures to correct safety problems.
- 6) Supervisors will ensure that any Employee requiring prompt medical attention/treatment does so at one of the following contracted providers. If an Employee seeks medical attention from a provider not listed below, Nye County will not provide reimbursement.

Workers' Compensation

Contracted Providers

If an Employee seeks medical attention from a provider not listed below, Nye County *cannot* guarantee ASC will cover any medical expenses or claims filed.

NRS 616C.020 - *Except as otherwise provided in subsection 2, an injured employee, or a person acting on his behalf, shall file a claim for compensation with the insurer within 90 days after an accident if:*

- (a) The employee has sought medical treatment for an injury arising out of and in the course of his employment; or*
- (b) The employee was off work as a result of an injury arising out of and in the course of his employment.*

HR = Human Resources/Pahrump (775) 751-6302 • Fax 751-6309/Tonopah (775) 482-7242 • Fax 482-7245
TPA = Third Party Administrator - ASC (Alternative Service Concepts) (800) 291-6826 • Fax (775) 329-7418
Safety Officer = Office (775) 751-6324 • Mobile (775) 209-6861 • Fax (775) 751-4280

Medical Providers: Amargosa Valley

Amargosa Valley Medical Clinic (372-5432)
845 E. Amargosa Farm Rd.
Amargosa, Nevada

Medical Providers: Beatty

Beatty Medical Clinic (553-2208)
250 S. Irving
Beatty, Nevada

Medical Providers: Gabbs

Must travel to:

Nye Regional Medical Center (482-6233)
825 S. Main Street
Tonopah, Nevada

or

Banner Churchill Community Hospital (423-3151)
801 E. Williams
Fallon, Nevada

Medical Providers: Round Mountain

Must travel to:

Nye Regional Medical Center (482-6233)
825 S. Main Street
Tonopah, Nevada

or

Banner Churchill Community Hospital (423-3151)
801 E. Williams
Fallon, Nevada

Medical Providers: Tonopah

Nye Regional Medical Center (482-6233)
825 S. Main Street
Tonopah, Nevada

Medical Providers: Pahrump

NOT CONTRACT BUT DO ACCEPT WC PATENTS

Healthcare Partners (727-5844)
1501 E. Calvada Blvd
Pahrump, Nevada

**After hour and emergency cases:*

Desert View Regional Medical Center (751-7000)
360 S. Lola Lane
Pahrump, Nevada

Chiropractic Care Providers: Pahrump

Nozawa, Kevin DC (727-9000)
Specialty Medical Center
1151 S. Hwy 160
Pahrump, Nevada

Physical Therapy Providers: Pahrump

Kelly Hawkins Physical Therapy Works (727-3838)
921 S. Highway 160
Pahrump, Nevada

** In the event of an acute serious traumatic injury, a Supervisor is authorized to refer an Employee to seek medical treatment from the nearest emergency medical facility.*

NRS 616C.040 - *A treating physician or chiropractor shall, within 3 working days after first providing treatment to an injured employee for a particular injury, complete and file a claim for compensation with the employer of the injured employee and the employer's insurer.*

Fatalities/Catastrophic Events: A Fatality or Catastrophic Event is defined as any on-the-job work-related death, or three (3) or more employees hospitalized (other than treated and released) resulting from the same Catastrophe Event, state law requires that the accident scene remain undisturbed and the and Health Enforcement Section (OSHEs) be notified within eight (8) hours of the event. **Cont:**



Frequently Asked Questions

Q: What is workers compensation? Workers compensation is an insurance program which covers injuries and diseases that are work-related. Fault or negligence by the employer or the employee is not considered in the

injured employee's claim for benefits. The primary objective of the program is to return the injured employee to gainful employment as quickly as possible.

Q: How does Nye County provide workers compensation coverage for its employees? The County through PACT and a Third party Administrator (TPA) known as Alternative Service Concepts (ASC) maintains our workers compensation coverage. Employees are *not* covered by the Employers Insurance Company of Nevada (formerly known as SIIS). ASC handles all claims. Your coverage under the law is the same.

Q: What injuries or diseases are covered? Workers compensation coverage generally applies to injuries or diseases arising out of and in the course of employment, subject to the limitations and conditions of Nevada's Industrial Insurance laws.

Q: What should I do if I have an on-the-job injury or occupational disease? First, you must give written notice of your on-the-job injury or occupational disease to your supervising administrator by completing a "Notice of Injury or Occupational Disease" (Form C-1) within 24 hours after the accident or having knowledge that your disease may be work-related. You and your supervisor must sign this form.

Second, if you sought medical treatment or were off work as a result of your on-the-job injury or occupational disease, you must file a "Claim for Compensation" (Form C-4) within 90 days after the accident or having knowledge that your disease may be work-related. This form must be completed and signed by you and your physician at the time of your initial medical examination.

For life-threatening conditions requiring immediate treatment, dial 911 or get medical care at the nearest hospital or emergency room. Notify your supervisor and complete the required forms as soon as possible thereafter.

You may be denied workers compensation benefits if you fail to file a Form C-1 or a Form C-4 in a timely manner.

Q: Should an injury be reported to my supervisor even if it is a small one? Report all injuries no matter how insignificant they may seem to you at the time via a Form C-1.

Q: What is a TPA? What do they do for injured employees? A TPA is a Third Party Administrator hired by PACT to provide administrative services and manage workers compensation claims. The TPA is responsible for claim investigation, claim acceptance, claim closure, and other matters related to claim administration. The TPA evaluates claims for coverage applicability, monitors progress, assures timely and accurate payments, and all other claim ADMINISTRATION functions.

Q: What types of benefits may I be entitled to? Workers compensation benefits may include medical treatment, lost time compensation, permanent partial disability, vocational rehabilitation, dependent's payments in the event of death, and other claims-related expenses.

Q: What doctor may I see? You can obtain medical care only from providers who are listed on the Workers' Compensation approved contracted providers list. Review the list of contracted providers. **Should you see a doctor not on the approved list, with the exception of an emergency, you may be responsible for the doctor's bill.** In most cases only one treating physician is allowed at any one time.

Q: What about filling a prescription? To have a prescription filled show a copy of the Form C-4 to the pharmacy.

Q: How about payment of medical bills? Upon approval of the claim, ASC will pay medical bills association with the injury. References to specialist or other physicians must be pre-approved by ASC. Ensure you treating physician fax a referral request to ASC.

Q: How much time does the TPA have to commence payment or deny a claim? The TPA must commence payment of a claim for compensation or deny responsibility for a claim within 30 days after your "Claim for Compensation" (Form C-4) is received.

Q: When is temporary total disability (TTD) compensation paid? You will receive disability compensation if you are certified disabled by your treating doctor due to an on-the-job injury or occupational disease for five or more consecutive calendar days, or five or more cumulative days within a twenty-day period.

Q: How is TTD compensation computed? Your disability compensation is $66 \frac{2}{3}$ percent of your average monthly wage at the time of the injury, subject to a maximum limit set by the state.

Q: How is my accrued sick leave with the County affected? Your TTD and sick leave benefits may be coordinated. When you are eligible at the same time for TTD and for any accrued sick leave benefit, you have the option to:

- (1) Continuous Payment Option - this option allows the employee to use accrued leaves to make up the difference between what the insurance carrier pays and their normal weekly base or straight-time pay. With this option you will continue to use 80 hours of accrued leaves bi-weekly, and as Nye County receives TTD checks from ASC, approximately $66 \frac{2}{3}$ of your used accrued hours will be reimbursed to you. Advantage of this option is continuous pay as long as the employee has accruals that can be used.
- (2) Two Check Option – with this option ASC will send your TTD checks directly to you, and you will supplement your income with accrued leave through Nye County, not to exceed normal bi-weekly pay. TTD checks are tax-free money. Note: Payments to PERS are also affected by which method is elected, money you receive directly from ASC are tax-free, yet no PERS is paid on that money, whereas accrued leaves you use through the payroll system are taxed, but PERS is continuously paid.
- (3) One Check Option - This means that ASC will send your TTD checks directly to you; you will not be using any accrued leave with Nye County to make up the difference in your salary and you will be placed immediately on

“leave w/out pay”. *Workers Comp correlates with FMLA, therefore during the first 12 weeks (480 hours), your benefits will continue as normal (Health, Dental/Vision, Life), contact HR for further information.*

Q: How is Family and Medical Leave (FMLA) affected by workers compensation? If you are eligible for FMLA, all qualifying absences which may be related to your on-the-job injury or occupational disease will count concurrently toward the 12 week maximum provided for by the FMLA Act of 1993.

Q: What should I do if my on-the-job injury or occupational disease results in a need for continued absence in excess of available sick leave and FMLA? You must apply for a leave of absence; or if released by your physician, return to work. However, if you have sufficient accumulated leave (sick or other authorized paid leave) for your recovery, a leave of absence may not be necessary. Contact the Human Resources office for additional information regarding FMLA and leave of absence.

Q: Can the County accommodate temporary light-duty/modified work release? Yes, the County’s temporary transitional duty policy provides *transitional employment* to employees recovering from the effects of an on-the-job injury or occupational disease. It is designed to meet the temporary physical limitations set by the treating doctor.

Q: Do I get reimbursed for travel expenses? If you are required to travel 20 miles or more one way, or 40 miles or more in one week, for medical treatment directly related to your on-the-job injury or occupational disease, you may be entitled to reimbursement for travel expenses pursuant to NAC 616C.150. A claim for such reimbursement must be filed within 60 days after the travel took place. The travel reimbursement claim form (D-26) is available from the TPA, or by accessing form from the NV Division of Industrial Relations website at <http://dirweb.state.nv.us>. Do NOT wait until the end of treatment to seek reimbursement.

Q: When is a claim closed? Your claim will be closed when you reach maximum medical improvement and after all benefits to which you may be entitled have been paid. The TPA will send you a written notice of its intention to close your claim when appropriate.

Q: What are my appeal rights? If you disagree with a written administrative determination made by the TPA, you may appeal by following the instructions in your determination letter within 70 days from the date of the determination. If you do not file a request for appeal timely, you may lose your right to appeal the determination.

Q: What can I do to put workers compensation fraud out of business? If you suspect an injured employee, a medical provider, or an employer is committing fraud, call the Office of the Attorney General’s Workers’ Compensation Fraud Hotline at 1-800-266-8688.

Q: Who can I ask questions about my claim? If you have any questions regarding the administration of your claim, contact your TPA claims examiner. For questions regarding temporary modified duty and coordination of disability benefits and accrued leave, contact the Human Resources department.

Q: How can I obtain a brief description of my rights and benefits under workers compensation? Contact your TPA claims examiner, or access the [NV Division of Industrial Relations website at http://dirweb.state.nv.us](http://dirweb.state.nv.us).

The foregoing information is derived from Chapters 616A to 617 of the Nevada Revised Statutes and is provided for informational purposes only.