

## UNIVERSITY OF ALABAMA AT BIRMINGHAM

### HOW TO APPLY FOR ON-THE-JOB INJURY/ILLNESS PROGRAM BENEFITS

If you have been injured on-the-job and wish to apply for benefits under the employer provided On-the-Job Injury/Illness Program (“OJI”), you should be aware of the information provided below and follow the procedures outlined. If you suspect that you have an illness or disease that is job related, please contact Human Resources for further information and instructions:

1. An incident/accident must be reported verbally by the employee to the employee's supervisor as soon as possible but **no later than two calendar days** following the incident/accident or following the onset of the illness or disease. Your failure to report an incident within two working days may jeopardize your On-the-Job Injury Program benefits.
2. In order for OJI Program benefits to apply, an injury must be the result of a specific accident that occurs in the course of employment (while you are performing designated duties at UAB or at a place you are designated to be to perform your work). The injury also must arise out of employment. In other words, there must be a direct link between the conditions of the employment, the accident and the resulting injury. (Example: An employee faints and falls to the floor while at work and sustains an injury. The incident occurred while at work, but there is no direct link with any condition of the employment and therefore, OJI benefits would not apply. However, if an employee slips on an unmarked wet floor while performing their duties at UAB and is injured, OJI benefits would apply. The injury is sustained in the course of employment and arises out of employment because there is a direct link between the wet floor and the accident and the resulting injury).
3. UAB has a third party administrator “Brentwood Services Administrators” to process OJI claims. The Administrator determines if an incident qualifies for benefits under the UAB OJI Program guidelines, coordinates medical treatment, processes payments of medical bills and otherwise assists in the administration of the Program on behalf of UAB.
4. When you have reported an on-the-job injury to your supervisor, you should seek medical attention if you believe it is required. Your supervisor will contact The Workplace (UAB Occupational Medicine) at 933-5300 to schedule an appointment. If your injury is serious, or if your injury occurs outside of The Workplace’s normal operating hours (M-F 8:00A-5:00P), you should go to University Hospital Emergency Department, Highlands ED or UAB Urgent Care for evaluation and treatment. **Your supervisor must complete and sign an Initial Medical Evaluation Authorization for you to take with you to The Workplace, UHED, Highlands ED or UAB Urgent Care. This is your authorization for the initial evaluation and treatment**

**services to be paid by the OJI Program.**

5. Transportation to The Workplace from UAB can be provided by Blazer Express. This is for the initial evaluation only. You must arrange for your own transportation to all subsequent appointments with a medical or rehab services provider. The OJI program will reimburse you for reasonable transportation expenses to follow up appointments (as allowed by the Program) when you submit the required documentation. If you have questions about transportation, Brentwood Services Administrators at 933-0373.
6. All UAB employees who request OJI Program benefits must be evaluated at The Workplace, UHED, Highland ED or UAB Urgent Care. If you refuse medical treatment, a release may be required. If you elect to be evaluated and/or treated by your private physician, OJI Program benefits will not apply and you should be aware that your health insurance plan likely will not cover expenses that arise out of an on-the-job injury.
7. The Workplace and/or the Emergency Department will provide you with an On-The-Job Injury/Illness Program Benefits Application. This application and the attached Authorization for Release of Records must be completed, signed and faxed to Brentwood Services (at 933-0375) in order for your benefits to be processed. You should mail the original application to: Brentwood Services Administrators, 2140 11<sup>th</sup> Avenue, South, Suite 200, Birmingham, AL 35205. You can also obtain an application by calling Monica Jones in Human Resources at 934-4458 or it can be printed from the HR web site at [www.uab.edu/humanresources](http://www.uab.edu/humanresources).
8. Your supervisor must complete a written or electronic incident report and submit it to Human Resources as soon as possible, but no later than two calendar days following the incident.
9. All follow-up medical services to be paid by the OJI Program must be coordinated through and approved by the Administrator. Failure to comply with an assigned physician's recommended follow-up treatment may result in discontinuation of OJI benefits.
10. If your assigned physician advises that you are not able to return to work, you must advise your supervisor immediately. There is a three-day waiting period for OJI lost wage benefits. Any time lost on the day of the injury will be paid as leave with pay. The first three days following the date of the accident may be charged to vacation, personal holiday, or sick time if you have adequate time accrued. If the Administrator determines that the injury qualifies for OJI Program benefits, The OJI Program will compensate for lost wages beginning on day five. For example, assume your regular work schedule is Monday through Friday. You are injured on Monday and the physician advises that you cannot work for two weeks. You will get

leave with pay for Monday, you can take accrued benefit time for Tuesday, Wednesday and Thursday (the three day waiting period) and your OJI Program wage benefit will begin on Friday. If you are injured on Thursday, you would take leave with pay for Thursday, accrued benefit time for Friday (and Saturday and Sunday if you were scheduled to work), and your OJI benefits would begin on Monday.

11. The Program pays wages at the rate of  $66 \frac{2}{3}\%$  of your regular rate of pay subject to a maximum weekly rate. Normal payroll deductions such as Federal, State and local taxes will continue. For example, if you normally work 8 hours a day the OJI program benefit would pay you for 5.34 hours per day ( $8 \times .667$ ). There is a weekly maximum pay amount that changes annually.
12. You may supplement the  $66 \frac{2}{3}\%$  OJI wage benefit with accrued vacation, personal holiday or sick time in order to achieve your regular rate of pay. You must notify your supervisor of your desire to supplement the OJI benefit with earned time, and acknowledge same on the application for benefits. In no event shall a combination of OJI benefit and supplemental time exceed 100% of your regular base rate of pay.
13. A statement from your assigned physician certifying that you will be unable to work as a result of an On-The-Job injury must be presented to the Administrator before any OJI wage benefits will be paid. You will be paid only for the necessary time off work as certified by the assigned physician. You are responsible for making sure that this statement is provided and for communicating your work status to your supervisor on a regular basis.
14. Your supervisor must submit a time sheet for wage payments to Human Resource Management **no later than 9:00 AM on the Thursday prior to end of the pay period**. In most instances, checks will be issued on the regular payday. However, failure to submit a time sheet as noted will result in late payment of your wages. OJI lost time benefits cannot be processed without a completed incident report and a complete, signed application.
15. The OJI Program will pay wage benefits for a **maximum of 180 calendar days from the date of the injury**. If you expect that you will be unable to return to work within 180 days, you should begin application for benefits under the UAB Long Term Disability Insurance Program at least 45 days prior to the expiration of your OJI wage benefits. It is your responsibility to make a timely application for long term disability benefits. It takes at least 45 days for the long term disability insurer to process your request for benefits.

16. Abuse, fraud or misrepresentation of facts in connection with the On-the-Job Injury/Illness Program will jeopardize not only eligibility for Program benefits, but is grounds for possible termination of employment.

18. Any Board of Adjustment claim must be filed within one year from the date of injury.

v. 1/18/18