

Employee Injury Procedures: Instructions for Supervisors

UAB is not subject to the workers' compensation laws of the State of Alabama. The University offers all employees benefits through the On-The-Job Injury/Illness ("OJI") Program when an employee suffers an injury that arises out of and is incurred in the course of their employment at UAB. UAB contracts with an administrator (Brentwood Services Administrators) to assist in the management of the OJI Program.

IF ONE OF YOUR EMPLOYEES IS INJURED "ON-THE-JOB"

Needle sticks and/or other exposures:

- Hospital employees: Needle sticks and/or other exposures (including blood or body fluids), call the Rapid Response Team at 205-934-3675.
- Campus employees (to include Post Doc, Graduate Student employees, visiting scholars and visiting scientists): Employees with needle sticks and/or other exposures should be evaluated at The Workplace during the work week (Monday-Friday from 7 a.m.-4 p.m.). If an incident occurs on the weekend or outside The Workplace's hours of operation (7 a.m.-4 p.m.), employees should go to UAB Highland's ED or University Hospital ED.

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. Failure to verbally report an incident/accident within two calendar days of occurrence or within two calendar days of the onset of the illness or disease may result in denial of On-the-Job Injury/Illness benefits.

If medical treatment is required (other than needle sticks) call Brentwood Services at 205-933-0373 or 1-800-524-0604. Complete the **Initial Medical Evaluation Authorization*** and send with the employee to The Workplace (UAB Occupational Medicine) if the injury occurs during their operating hours (M-F 7:30 a.m.-4 p.m.). If outside The Workplace hours, send form with the employee to University Hospital Emergency Department (UHED), Highlands Emergency Department or UAB Urgent Care.

Injured employees should use Blazer Express for transportation to and from The Workplace for the initial visit. The Workplace is located at UAB Highlands, Suite 100. Their telephone number is 205-933-5300. You should contact Brentwood Services Administrators (205-933-0373 or 1-800-524-0604) to coordinate transportation for any subsequent medical visits.

Complete an electronic Trend Tracker Incident Report form as soon as possible. Refer to the Risk Management website for instructions (uab.edu/riskmgt). If you do not have access to Trend Tracker, you may complete a paper **OJI Incident Report Form*** and send to the OJI administrator in AB 215.

Health insurance (VIVA, Blue Cross, etc.) will not pay for medical expenses that arise out of an injury in the course of employment. Medical services that are coordinated through and approved by the OJI Administrator will be paid by the OJI Program.

If you have an injury requiring medical treatment that would cause a bill to be generated, you **MUST** fill out an **OJI Application for Benefits Form*** as well as a **Release of Information Form.*** A Trend Tracker Incident Report must also be completed before any bills will be paid. If you do not have access to Trend Tracker, a paper OJI Incident Report Form is required.

The first three days of wages/time lost as a result of an on-the-job injury are not paid by the OJI Program. The department pays the employee for any lost time on the day of the injury (leave with pay) and the employee must take accrued benefit time (sick, holiday, vacation) for the next three days IF scheduled to work. If the employee does not have available benefit time and is scheduled to work, the time will be without pay. Beginning on day five, the program will pay eligible lost time for a period of 180 days from the date of the injury. Please note that the three day waiting period is calendar days not scheduled work days.

If lost time resulting from an on-the-job injury or illness exceeds two calendar weeks, the employee will be placed on Family and Medical Leave (if eligible) retroactive to the date of the injury or the reporting of the illness. Family and Medical Leave and On-the-Job Injury/Illness Leave will run concurrently and will not “stack” one after the other.

The Workplace, UHED, Highlands Emergency Department or UAB Urgent Care will provide the employee with detailed instructions and information regarding the UAB On-The-Job Injury/Illness Program. This information may also be accessed at uab.edu/employeerelations under “On-the-Job Injury,” or by calling Brentwood Services Administrators at 205-933-0373 or 1-800-524-0604. Contact the OJI Administrator in the UAB Employee Relations department (HRM-OJI@uab.edu or 205-934-4458) with questions.

REMEMBER:

- The employee must take an initial medical evaluation authorization to The Workplace, UHED, Highlands Emergency Department or UAB Urgent Care.
- An incident report must be completed as soon as possible but *no later than two calendar days*.
- All medical treatment must be approved by and coordinated through Brentwood Services Administrators.
- If you have an injury requiring medical treatment that would cause a bill to be generated, you **MUST** fill out an **OJI Application for Benefits Form*** as well as a **Release of Information Form.*** The Trend Tracker Incident Report must also be completed before any bills will be paid.
- The department must turn in a time sheet to the OJI Administrator by 9 a.m. on the Thursday prior to the end of the pay period. Please notify us of any changes or corrections as soon as you are aware of those changes. The time sheet must indicate OJI time and accrued benefit time to be used unless you use KRONOS. If you use KRONOS, please enter any benefit time there and put *only* the OJI time on the **OJI Time Sheet*** form.

***Forms can be accessed on the [Instructions and Forms for OJI](http://uab.edu/employeerelations) webpage at uab.edu/employeerelations under “On-the-Job Injury.”**