

WORKERS' COMPENSATION FACTS

Workers' Compensation laws provide that an employer whose employee suffers an on-the-job injury has certain financial responsibilities to the employee. It is not necessary for the employer to be at fault for the employee's injury: instead, financial responsibility hinges on whether the injury arose out of or was within the course and scope of the employee's duties.

When an injury is covered by Workers' Compensation, the employee's necessary medical treatment for that injury will be paid and, if applicable, the employee will receive compensation for permanent disability or disfigurement that results from the injury.

When an injury is covered by Workers' Compensation and causes the employee to be unable to work, then, depending on the amount of work missed, the employee may also be eligible to receive payments to substitute for a portion of the wages the employee will lose. For example, if the injury results in the employee being unable to work for more than seven days, then, beginning with the next work day, the employee is eligible for compensation to substitute for wages. If the period of total disability exceeds fourteen days, the employee is eligible for compensation to substitute for wages beginning with the date of the accident. The amount of compensation that substitutes for wages is a formula: it is $66 \frac{2}{3}\%$ of the employee's average weekly wage, but is capped at the "average weekly wage" which is an amount the South Carolina Employment Commission sets annually.

INJURY/CARE

When an employee is injured on-the-job, if first aid is appropriate and accepted by the employee, it must

be administered the County's primary care provider. If an injured employee declines medical care, that refusal must be documented, preferably including the employee's signature. The TRMC Emergency Room is only to be used for injuries or conditions that are too serious for a primary care facility to handle or when the primary care offices are not opened.

Referrals to specialists such as orthopedists, physical therapists, etc., or for special procedures like MRI or CAT scans, etc. **must be pre-approved** by the County's claims administrator, Ariel TPA Services.

REPORTING

The injured employee must notify the supervisor and report to HR immediately after an injury so a First Report of Injury form can be completed. Prompt reporting will prevent any out-of-pocket expense by the employee. If reports are not made within the allowed 24 hours (except holidays and weekends) according to the Orangeburg County Employee Handbook disciplinary action may be administered. After the claim has been reported, Risk Management will forward the claim to the County's claims administrator who will contact you within 24 hours (excluding holidays and weekends).

PRESCRIPTIONS

All workers' compensation related prescriptions must be obtained from approved provider-pharmacies only. Please see the list of approved pharmacies below:

- CVS Pharmacy
- Grove Park Pharmacy
- Walgreens

A prescription verification form will be issued by a member of Risk Management at the time of the initial medical appointment.

RETURN TO WORK

When an employee sees any doctor for a job-related injury, the employee must obtain a written Return to Work Note from the attending physician before the employee leaves the doctor's office.

TRANSITIONAL DUTY

The Transitional Duty Program had been adopted to utilize the strengths of an injured worker who can fulfill light duty limitations. Special care will be taken to assure that the employee does not exceed any limitations. Transitional duty is only allowed when Human Resources receives a completed return to work form with limitations and restrictions.

WORKER'S COMPENSATION CARRIER

Ariel TPA Services is responsible for administering all workers' compensation claims. Companion will assign an adjuster to work with you to ensure you receive the best medical treatment possible. Should you have any additional questions or concerns, your adjuster will be available to speak with you. You can reach Companion by calling the number below:

Ariel Third Party Administrators, Inc.
Post Office Box 212159
Columbia, SC 29221
1-855-222-6379 Phone
1-855-328-9307 Fax



ORANGEBURG COUNTY GOVERNMENT



*Please contact a member of
Human Resources if you
have questions.*

*Todd Williams
Risk Manager
803-533-6151 office
803-928-4098 cell
803-535-2347 fax*

*Venyke Harley
Director of Human Resources
803-533-6152 office
803-928-0646 cell*

HUMAN RESOURCES DEPARTMENT

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*Workers' Compensation
Claims and Procedures*