<table>
<thead>
<tr>
<th>ACCIDENT REPORTING</th>
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| **I was involved in an incident/accident on-the-job, but I was not injured. Do I have to report the event?** | **You must** report all **on-the-job** incidents/accidents/injuries/illnesses.  
Discuss the event with your supervisor.  
Complete the online Employee Accident Report Form:  
Go to [https://inside.pps.k12.or.us/forms/accident/employee/](https://inside.pps.k12.or.us/forms/accident/employee/)
  - Click on “Employee Accident Report Forms”  
  - Log-in using your PPS ID and password  
  - Answer the questions and submit your report  
  - The report you complete will be sent by e-mail to you, your supervisor and Risk Management. You also have an option to print the report upon submission.  
  - This process is also used to report illnesses, injuries occurring over time, as well as broken prescription glasses and prosthetics. |
| **I was involved in an incident/accident on-the-job. I was injured, but I don’t plan to see a doctor. Do I have to report the event?** | **You must** report the incident/accident/injury/illness.  
Discuss the event with your supervisor.  
Complete the online Employee Accident Report Form:  
Go to [https://inside.pps.k12.or.us/forms/accident/employee/](https://inside.pps.k12.or.us/forms/accident/employee/)
  - Click on “Employee Accident Report Forms”  
  - Log-in using your PPS ID and password  
  - Answer the questions and submit your report  
  - The report you complete will be sent by e-mail to you, your supervisor and Risk Management. You also have an option to print the report upon submission.  
  - If you later see a doctor, contact PPS Risk Management via e-mail or telephone. A Risk Management staff member will assist you in completing additional paperwork: (503) 916-3105 or (503) 916-3703 |
| **I was involved in an incident/accident on-the-job, and I am going to see a doctor. What is the reporting process?** | Discuss the event with your supervisor.  
Complete the online Employee Accident Report Forms:  
Go to [https://inside.pps.k12.or.us/forms/accident/employee/](https://inside.pps.k12.or.us/forms/accident/employee/)
  - Click on “Employee Accident Report Forms”  
  - Log-in using your PPS ID and password  
  - Answer the questions and submit your report  
  - The accident report you complete will be sent by e-mail to you, your supervisor and Risk Management. You have an option to print the accident report and 801 upon submission.  
  - It is **mandatory** that you sign and date the “Report of Job Injury or Illness” form (AKA 801 form) then scan and e-mail to workcomp@pps.net or fax to (503) 916-3233.  
  - It is preferable you seek medical treatment on the day of injury. |
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<th>If I forget to print the 801 Form, how can I get a copy to sign?</th>
<th>Risk Management staff will e-mail a copy of your 801 form to your PPS e-mail. You may also call to request a copy: (503) 916-3105 or (503) 916-3703</th>
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<tr>
<td>What do I do with the original 801 that I sign?</td>
<td>Send the original copy to Risk Management, and provide a copy of to your supervisor or the person designated for your department. <strong>Reminder:</strong> Keep a copy for yourself.</td>
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<tr>
<td><strong>WORKERS’ COMPENSATION CLAIMS</strong></td>
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| What are my rights? | • You have the right to file a workers’ compensation claim for injuries or occupational illnesses occurring on-the-job.  
• You have the right to seek medical treatment from the health care provider of your choice, until enrolled in a managed care organization (MCO).  
• You have the right to return to work if you are released for regular work by your doctor.  
• If you are partially or totally disabled due to your injury, you have the right to temporary disability benefits (time loss pay – TTD/TPD).  
• If you do not agree with decisions about your claim, you have the right to appeal the decision.  
• You have the right to be represented by an attorney at no cost for attorney fees. An attorney will explain any costs you might have to pay. |
| What are my responsibilities? | You are responsible for:  
• Timely reporting your accident.  
• Timely response to telephone calls, e-mails and correspondence related to your claim.  
• Keeping your supervisor and PPS Risk Management apprised of your work status.  
• If you are unable to work, report your time missed from work to PPS Risk Mgmt.  
• Keep your medical appointments, and follow the doctor’s instructions **at all times.**  
• Read all letters and notices about your claim. Pay attention to instructions about medical appointments, time limits to appeal claim decisions and requests for information. **If you fail to take action or miss a deadline, you may lose your right to workers’ compensation benefits.** |
| When should I file a workers’ compensation claim? | If you believe you were injured at work or suffer from an illness because of your job and you will be seeking medical attention, discuss the event with your supervisor and complete the online employee accident reporting process ASAP (as described on page 1). |
| Who handles the workers’ compensation claims for PPS? | PPS contracts with a third-party administrator (TPA), to handle our WC claims:  
TRISTAR Risk Management  
PO Box 2805  
Clinton, IA  52733-2805  
Phone: (971) 925-1300 or (877) 378-2755  
Fax: (971) 925-1565 |
| How does our TPA receive notice of my claim? | Once Risk Management has received a copy of your online employee accident report form, Risk Management staff will prepare and submit the necessary paperwork to our TPA. |
| What happens when our TPA is notified of my accident? | Typically within one business day of receipt of the necessary paperwork from PPS:  
• Our TPA sets up a claim file and assigns a claim number.  
• Your claim is then assigned to an adjuster for handling.  
• You will receive a letter and packet of information from the adjuster.  
• The adjuster may call you to obtain additional information. |
### MEDICAL TREATMENT

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<tr>
<td><strong>Who do I see for immediate medical treatment?</strong></td>
<td>• Go to your regular health care provider, an occupational health clinic, an urgent-care/immediate-care clinic, or a hospital emergency room (depending on the extent of injury).&lt;br&gt;• Tell the health care provider or intake person that you were injured on-the-job.</td>
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<td><strong>Who can be my attending physician/health care provider?</strong></td>
<td><strong>Under Oregon law:</strong> Medical doctors (MD), osteopathic doctors (DO), oral/maxillofacial surgeons, and podiatric physicians may be an attending physician. There are limitations for chiropractic physicians (DC), naturopathic physicians and physician assistants (PA). There are other providers certified with the director and other medical providers as designated by a certified MCO that may provide treatment, but may not qualify as an attending physician.</td>
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<td><strong>What is the role of my attending physician (AP)?</strong></td>
<td>• Your attending physician is responsible for overseeing and coordinating your medical treatment – i.e. referrals to other providers/specialists.&lt;br&gt;• Only your attending physician can authorize time off work, reduce work hours, modified duties, or release you to go back to regular work.&lt;br&gt;• Decide when you are medically stationary.</td>
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<td><strong>What if my regular health care provider does not treat on-the-job injuries?</strong></td>
<td>When you call to make an appointment, let your provider’s office know you are scheduling an appointment for an injury that occurred on-the-job. If your provider does not treat on-the-job injuries, you can ask for a referral or select another provider of your choice.</td>
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<td><strong>What happens if our TPA enrolls me in an MCO and my regular health care provider is not part of the MCO network?</strong></td>
<td>• Portland Public Schools contracts with Providence and Kaiser Permanente managed care organizations (MCO). You will be notified in writing upon enrollment in an MCO.&lt;br&gt;• MCOs provide immediate access to a comprehensive health care system. It assures you a prompt diagnosis and expert treatment by qualified providers with knowledge and experience in treating work-related injuries.&lt;br&gt;• If your medical provider is not part of the MCO network, but maintains your medical records, has a documented history of treating you prior to your on-the-job injury, agrees to comply with all of the MCO’s terms and conditions and meets the MCO treatment standards for utilization review, peer review, dispute resolution, billing and reporting procedures and fees for services and agrees to refer you to the MCO for specialized care that you may require, then your provider may be allowed to continue treating you. MCO staff will work out the details with your provider.&lt;br&gt;• If your primary care provider does not qualify or agree to the terms of the MCO, then you need to select another care provider within the MCO network.</td>
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<td><strong>How do I get a list of MCO clinics or providers?</strong></td>
<td>For the most current provider information, we recommend you contact the MCOs directly:&lt;br&gt;• Providence MCO at (503) 574-7640&lt;br&gt;• Kaiser Permanente at (503) 571-3366</td>
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### TIME LOSS FROM WORK

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<td><strong>What do I do if I am unable to work because of my injury?</strong></td>
<td>If you are temporarily unable to work:&lt;br&gt;• Call your supervisor immediately.&lt;br&gt;• Call the PPS Risk Management dedicated voice message line at (503) 916-6970 to report your absences <strong>each week, if you are not released to regular duty</strong>. This message is received by PPS Risk Management and shared with our TPA. See the “Employee Reporting Instructions and Checklist for Job Accident, Injury or Illness” on the Risk Management website for details.&lt;br&gt;• Follow your department’s procedure if a substitute is needed to cover in your absence.</td>
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## Will I get paid while I am off work?

- If your attending physician authorizes you to be off work, you may be eligible to receive time-loss payments from our TPA;
- If your attending physician provides you with modified duty restrictions, which the District is unable to accommodate, you may be eligible to receive time loss payments from our TPA;
- You must first satisfy the three-day waiting period.

## How is the three-day waiting period determined?

The waiting period is **three consecutive calendar days** beginning with the first day you experience lost time or wages because of your on-the-job injury/illness (inclusive of weekends):

- If you leave work but return and complete the work shift **without** loss of wages, that day shall not be considered the first day of the waiting period.
- If you leave work but return and complete the work shift **with** loss of wages, that day shall be considered the first day of the waiting period.
- If you do not complete the work shift, that day **shall** be considered the first day of the waiting period (even if there is no loss of wages).

## Will our TPA pay me during the three-day waiting period?

- The waiting period is waived if your attending physician authorizes you to be off work at least 14 consecutive calendar days or if you are hospitalized overnight as an inpatient within the first 14 days of your injury.
- If you are released for modified duty during the first 14 days, the TPA cannot pay you for the three-day waiting period, whether you returned to work or not.

## Can I use sick leave during the three-day waiting period?

- Yes, you can use sick leave:
  - If the waiting period is Monday, Tuesday, Wednesday, use sick leave all three days.
  - If the waiting period is Tuesday, Wednesday, Thursday, use sick leave all three days.
  - If the waiting period is Wednesday, Thursday and Friday, use sick leave all three days.
  - If the waiting period is Thursday, Friday, Saturday, use sick leave Thursday and Friday.
  - If the waiting period is Friday, Saturday, Sunday, use sick leave Friday.
- If you do not have accrued available sick leave, you will be unpaid for the waiting period.

**Exception:** If you are a full-time or part-time PAT member, you receive differential pay during the three-day waiting period (see PAT contract).

## When will I receive time loss payments from our TPA?

You will receive time-loss payments from our TPA if your attending physician authorizes time off work and/or when modified duty work (based on restrictions from your doctor) result in a loss of wages. Always provide a copy of your work status notes to your supervisor, Risk Management and our TPA, as soon as possible, to ensure timely payment of benefits.

- A worker is entitled to first time loss payment within 14 days after the employer’s date of knowledge that the worker has left work due to a work injury, provided adequate medical authorization is received.
- Continued payments must be made every 14 days thereafter, so long as an authorized medical provider continues to prescribe time off work or light duty restrictions due to your accepted condition(s).
- An injured employee, receiving TTD/TPD payments from our TPA may continue to receive a check from PPS when they are drawing supplemental benefits or differential pay.
- PPS checks will be offset by the TTD/TPD payments made under your WC claim, once reported to the District by our TPA.
- It is important to understand that the salary offset is processed based on any reported TPA payment(s) up through the current pay period.
| How are time loss benefits calculated? | • Payment is based on your average weekly wage (AWW) at the time of injury. Our TPA reviews your payroll records and calculates your temporary total disability (TTD) rate.  
• Most often, the time loss rate is calculated by averaging the wages earned over the 52 weeks before your injury.  
• Per Oregon Law, your time loss rate is equal to 2/3 of your gross average weekly wage, subject to a minimum and maximum.  
• If you disagree with the time loss rate, immediately contact your claims adjuster.  
• If you return to modified or light duty work at reduced hours and have wage loss, you may be eligible to receive partial time loss payments from our TPA.  
• You will receive a letter from our TPA explaining calculation of your time loss. |
| What if I am supposed to receive a check from our TPA, but the check does not arrive? | Please contact your claims adjuster at (971) 925-1300 with any questions about checks. |
| Can I supplement my time loss benefit with sick leave? | Yes, you can supplement your WC time loss payment with accrued sick leave.  
• PPS checks are issued on the regular schedule.  
• Supplemental benefits end when you run out of available sick leave, or if differential pay ends.  
• If you are a full-time or part-time PAT member, you receive differential pay (see contract, Injury on Duty). |
| What are potential consequences if I run out of supplemental sick leave? | If you have private health insurance, supplemental pay allows PPS to continue making your premium payments. Human Resources will advise you what needs to occur for you to maintain your health insurance coverage. If you should have questions, you may contact the HR leave desk at (503) 916-3301. |
| What if I have more than one employer and miss time from work for my second job? | You may be eligible to receive additional payments for time loss from other jobs.  
• You must provide our TPA information about your other job within 30 days of the date you file your claim.  
• Our TPA will provide you further information on how to apply for these additional payments. |
| When do time loss benefits end? | TPA issued time loss benefits will end if:  
• Your attending physician fails to provide time-loss authorization.  
• Your claim is denied.  
• You return to light duty work receiving your regular hours and wages.  
• Your attending physician releases you to return to regular work.  
• A Notice of Closure is issued for your claim.  
• You are detained or in prison following conviction for a crime.  
• You remove yourself from the workforce. |
| If my doctor has taken me off work, only allows me to work partial hours, or no light duty is available, who do I report this to? | • Every Monday, call the PPS Risk Management voice message line, (503) 916-6970. This voice mail is forwarded to our TPA.  
• Each time you see your doctor also notify your supervisor regarding your work status. |
| Medical appointments | • If you leave work to attend a medical appointment, use accumulated sick leave.  
• If you are a full or part-time PAT member, you will receive differential pay to attend medical appointments (see contract, Injury on Duty). |
## RETURNING TO WORK

| If I have work restrictions, can I return to work? | • PPS will provide temporary light duty tasks assignments if your physical limitations are not too restrictive, and suitable task assignments are available.  
• Assignments may either be in your own department or elsewhere in the district. |
| When does light duty end? | Light duty ends:  
• After 90 work days.  
• If your attending physician releases you to full duty without restrictions.  
• If your workers’ compensation claim is denied. |

## CLAIM STATUS

| When will my claim be accepted or denied? | • Your claim will be accepted or denied within 60-days of the employer’s date of knowledge, per Oregon law.  
• Our TPA will send a formal “Initial Notice of Acceptance” or “Denial” letter to you via the US Mail.  
• If your claim is accepted, our TPA will advise you what medical conditions have been accepted as a result of your on-the-job injury/illness. |
| What if the Notice of Acceptance does not include all the medical conditions I think it should? | You may request the TPA accept either a new or omitted condition at any time after the injury. You must send a letter to our TPA requesting the additional medical conditions be added to your claim. To be a valid, be specific in your request, ensuring that you are requesting a diagnosed medical condition, versus a symptom or general body part. |
| What happens if my claim is denied and I am unable to work? | Contact the Human Resource leave desk, (503) 916-3301, to see about applying for a medical leave of absence. |
| If my claim is denied, how will my medical bills be paid? | • If our TPA enrolls you in an MCO before your claim has been accepted, they will pay medical expenses incurred by the MCO provider(s).  
• If your claim is denied, and you are not enrolled in an MCO, you and/or your private health insurance is responsible for payment of the bills. |
| How do I get reimbursed for mileage for medical appointments or out-of-pocket costs (ie, prescription medications)? | • Our TPA will mail you the “Request for Reimbursement of Expenses” form along with the “Notice of Acceptance.”  
• Complete the “Request for Reimbursement of Expenses” form accurately and include valid receipts. The TPA will reimburse you within 30 days of receiving your request, on an accepted claim. |

## PPS TIMESHEET REPORTING

| How is a workers’ compensation absence reported on the timesheet for full or part-time PAT employees? | Absences will be coded with Time Type “2–Absence–Wrkers Comp.” Report the full amount of time the employee is absent. Example if the employee is out all day (8 hours), report 8 hours for the absence (refer to your labor agreement for “Injury on Duty”). |
| How is a workers’ compensation absence reported on the timesheet for All Other Employees, including all substitutes? | During the waiting period, report time as Time Type “1–Absence–Sick.” If the employee does not have any sick leave benefits, then report the waiting period as Time Type “1–Absence–Unpaid.”  
After the waiting period, you will use Time Type “1–Absence–Sick” and only report 1/3 of the employee’s absence time.  
** Under forms on the Risk Management website, you may refer to the Timekeepers Quick Reference Worksheet:  
http://portland.schoolwires.net/site/default.aspx?PageID=186 |
### When do I have to report absences on my timesheet?

Related to workers’ compensation claims specifically:
- Employees or their timekeepers shall document and save full-day and partial-day absences into PeopleSoft on the date of the absence, but no later than five calendar days following the absence. It is useful if you indicate absences are related to the workers’ compensation injury.
- When saving absences, if any errors are identified by the system, they must be corrected, before exiting PeopleSoft, in order to correctly and accurately calculate workers’ compensation benefits.

### If I need to take time off work for a doctor appointment, how do I code it?

- PAT part-time or full-time employees report with Time Type “2-Absence-Wrkers Comp” (refer to your labor agreement for “Injury on Duty”).
- All other employees use sick or other available leave to attend doctor appointments related to their on-the-job injury/illness.

**Exception:** Time missed from work as a result of an Independent Medical Examination (IME) will be paid by PPS.