Who pays the medical bills?
Medical bills related to the work related injury may be paid in full by Workers’ Compensation. There are no co-payment deductibles.

May I change doctors?
If you decide to change your doctor you must get authorization from State Employees Workers’ Compensation.

Keeping HR Informed
Contact your supervisor as soon as your doctor tells you that you can return to either regular or modified duty. Provide your supervisor with a note from your doctor that allows your return to work.

Your supervisor must notify Leslie Cronan in Human Resources regarding your return to work date and fax a copy of the doctor’s note to her at 874-5530. Any doctor’s notes while out on workers’ compensation must be forwarded to Human Resources.

If the injury incapacitates you from earning full wages for at least three (3) consecutive days, the employee must use their own sick, personal or vacation time. Workers’ Compensation will begin on the fourth day out of work. You will be sent forms to complete in order for you to receive wages. Complete these forms as quickly as possible and return to HR.

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**Important Contact Information**

**24 Hour Notification**
fax: 874-5530
Att: Leslie

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University of Rhode Island
Human Resources / Benefits
80 Lower College Road
Kingston, RI 02881
************
Leslie Cronan
874-2684
lcronan@uri.edu

State Employees
Workers’ Compensation
One Capitol Hill
Providence, RI 02908
Ph: 574-8500
Fax: 574-8524

For more information or to download forms please visit URI HR website
www.uri.edu/hr/benefits/workerscomp.html

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November 2012

THE UNIVERSITY OF RHODE ISLAND

RI Workers’ Compensation

...what you should know in the event that a work related injury or occupational illness occurs.

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Report the Injury

You are a valued member of the University. If you are injured at work it is important that your injury be reported promptly and that your claim is handled in an efficient manner.
Workers’ Compensation (WC)

Workers’ Compensation is a form of no fault insurance designed to provide benefits to injured employees for lost wages and medical expenses.

Employee Responsibilities:
If injured:
- Report the injury to your supervisor immediately
- Seek medical attention
- It is vital that you complete the URI Incident/Injury Report and give it to your supervisor
- Note any supplemental employment on the URI Incident/Injury Report. If you are out due to an injury, it is your responsibility to notify that employer so that wages from the supplemental job can be submitted to State Employees Workers’ Compensation
- If you are out due to an injury contact Leslie Cronan as several WC and Payroll forms must be completed by you in order for your claim to be processed.

Supervisor Responsibilities:
- While out due to your injury, provide medical notes to State Employees Workers Compensation and HR. You are encouraged to keep HR informed of your status during your leave.
- Inform Leslie in HR upon your return to work and provide her with a medical note allowing you to return.

Remember….

Report the Injury
You must report your injury or illness directly to your supervisor as soon as possible, and complete a URI Incident/Injury Report, even if you do not think that you need medical attention at this time.

Your supervisor is required to fax a 24 Hour Notification form to Human Resources as soon as they are informed of the incident.

Seek Immediate Medical Attention
You may choose your first medical provider. Treatment at an emergency room following the accident/injury does not count as your first choice.
Your first provider may refer you to a specialist without prior approval. There are protocols of treatment that may limit the type and frequency of treatment allowed.

Medical documentation must be provided, along with the URI Incident/Injury Report (USP-14A) if an injury involves first aid, medical treatment, musculoskeletal symptoms, or when the employee’s duties must be altered or restricted.