

## Workers' Compensation FAQ's

### Q. I've been hurt on the job – what do I do?

- If emergency situation, call 911. If the illness or injury does not rise to the level of contacting 911, notify the Jefferson College Police Department at 636-481-3500
- Inform your supervisor/Human Resources as soon as possible
- Supervisor/Employee must complete the [Workers' Compensation Injury Report](#) form found on the Human Resources page of MyJeffco under "HR Forms" and send to Kristen Sides, HR Specialist, as soon as possible

### Q. Where can I receive medical treatment?

- If during business hours employees with a workers' compensation injury must go to the Mercy Occupational Medicine facility in Festus (located at Mercy Jefferson hospital). Contact Kristen Sides and she will make the arrangements with the facility, provide authorization and instructions on how to seek treatment
- If injury occurs after hours, employee may seek treatment at another facility (Urgent Care, ER, etc.), but only if the injury occurs after hours. If this happens, all documentation (visit summary, hospital bill, etc.) must be kept and given to Kristen Sides to be sent to worker's compensation insurance
- After receiving treatment employee must keep all documentation (work status reports, etc.) and send to Kristen Sides to be placed with the workers compensation file

### Q. Who is Jefferson College's workers' compensation insurance company?

- Gallagher Bassett through Missouri United School Insurance Council (MUSIC)

### Q. How does a workers compensation claim start?

- Upon receipt of the Workers' Compensation Injury Report form, Human Resources will send the information to Gallagher Bassett and a claim will be created for those injured employees seeking medical treatment. A claim number will be generated and a representative will be assigned to the case. The claims representative monitors the medical status of the injured employee, assists with scheduling follow-up appointments (if needed), etc.

### Q. When can I return to work?

- Your treating physician must authorize your return to work and provide a written return to work status report. A copy must be provided to your supervisor and Human Resources. Your return to work may be with modified, restricted, or full duties, as directed by your physician

For any other questions, do not hesitate to contact Kristen Sides, HR Specialist, at [ksides1@jeffco.edu](mailto:ksides1@jeffco.edu) or ext. 3133.