University of Colorado

Boulder | Colorado Springs | Denver | Anschutz Medical Campus

UNIVERSITY RISK MANAGEMENT

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Workers' Compensation [1]

The University of Colorado provides workers? compensation coverage, as required by State regulation, for employees who are injured during the course and scope of employment.

- Eligibility
- Incident Procedure
- Designated Medical Providers
- Supervisors & Payroll Liaisons
- Lost Time
- Frequently Asked Questions

If you meet *any* of the criteria below and are injured while working on the job, you must file a workers? compensation claim with University Risk Management.

Employee Defined

- You are paid wages by the University of Colorado.
- At the time of the incident you were performing activities that the university pays you to do. This includes medical residents and healthcare students (e.g. Dental, Medical and Nursing) in university sponsored trainee programs.

Student Interns

- Credit and noncredit University of Colorado sponsored internships must meet their campus Experiential Learning internship requirements.

If you meet any of the above criteria, please file a claim. If you?re unsure of your employment status, contact University Risk Management directly at 303-860-5682 or toll free at 888-812-9601 to determine specific eligibility.

Work Related Injury or Illness

Colorado law requires, ?WRITTEN NOTICE MUST BE GIVEN TO YOUR EMPLOYER WITHIN 4 WORKING DAYS OF THE ACCIDENT or 20 DAYS OF AN OCCUPATIONAL DISEASE. If you don?t report your injury or occupational disease promptly your benefits may be reduced.?

Timely completion and submission of a claim form to University Risk Management and a copy handed to your supervisor will suffice for notice.

File a Claim [2]

Get appropriate medical treatment as follows:

1. For an EMERGENCY call 911 or go to the closest urgent care facility or emergency room.
2. For a non-emergency or any follow-up medical care, you must seek treatment with a Designated Medical Provider (DMP).
    - Designated Medical Provider List [3]

1. Establish contact with your supervisor or faculty sponsor/designee to:
    - Ensure they are aware of your injury/illness.
    - Report any time you have lost work because of the injury/illness.
    - Bring any medical reports you receive to these contacts so they have verification of your ability to return to work.

1. Follow instructions from the DMP regarding medications, restrictions and treatment.
2. Attend all medical appointments. If you have medical questions, discuss them with the DMP.
3. The assigned adjuster may or may not contact you regarding your claim. If you have additional questions or concerns contact the URM main office at 303-860-5682 or toll free at 888-812-9601??.

Needlestick or Body Fluid Exposure

If you have had a needlestick or body fluid exposure, there may be coverage under workers? compensation. Please find your campus below and follow the outlined procedures for that campus.

University of Colorado at Denver | Anschutz Medical Campus

Faculty, staff, paid student workers, residents, fellows, students in University of Colorado internships, clinical rotations or practicum and dental clinic students should seek immediate medical attention at the clinical facility where the work-related incident occurs. Please visit the following clinics if during business hours. If the incident occurs after hours, you may visit the

emergency department.

Anschutz Medical Campus and University of Colorado Hospital
Infectious Disease Clinic at Anschutz Outpatient Pavilion
303-724-4922
1637 Aurora Court, 7th floor
8 a.m. - 4 p.m. Monday - Friday
Needlestick and Body Fluid Exposure Process [4]

Denver Health
Center for Occupational Safety and Health
303-436-7155
605 Bannock Street, 4th Floor
7 a.m. - 3:30 p.m. Monday - Friday
Needlestick and Body Fluid Exposure Process [5]

Children?s Hospital Colorado
Occupational Health Services
720-777-6577
13123 East 16th Ave., B260
7 a.m. - 4:30 p.m. Monday - Friday
Needlestick and Body Fluid Exposure Process [6]

VA Medical Center
Occupational Health
303-399-8020
1055 Clermont St.
8 a.m. - 4 p.m. Monday - Friday
Needlestick and Body Fluid Exposure Process [7]

Memorial Hospital
Occupational Health
719-365-6840 or 719-365-5560
Printers Park Medical Plaza
175 S. Union Blvd., Suite 315,
7:30 a.m. - 5:00 p.m. Monday-Friday
Needlestick and Body Fluid Exposure Process [8]

Other off-campus hospitals, clinics or laboratories
Follow the facility?s Bloodborne Pathogen Policy for initial handling of exposures and source patient testing.

University of Colorado at Boulder

- In case of life- or limb-threatening emergency call 9-1-1 or go immediately to the nearest emergent or urgent care facility.
- After you have received emergency care, you must follow up with one of the designated medical provider?s (DMP)

[9].
- If you have not already, file a claim with University Risk Management.

University of Colorado at Colorado Springs

Memorial Hospital
Occupational Health
719-365-6840 or 719-365-5560
Printers Park Medical Plaza
175 S. Union Blvd., Suite 315,
7:30 a.m. - 5:00 p.m. Monday-Friday
Needlestick and Body Fluid Exposure Process [8]

- In case of life- or limb-threatening emergency call 911 or go immediately to the nearest emergent or urgent care facility.
- After you have received emergency care, you must follow up with one of thedesignated medical provider?s (DMP)[10].
- If you have not already, file a claim with University Risk Management.

Billing

Please request that all billings from any emergency care or medical providers be sent directly to URM to review. If you receive any bills directly from a provider, DO NOT DISREGARD THEM, forward to URM directly by email, mail or fax.

University Risk Management
1800 Grant St. Suite 700
Denver, CO 80203
Fax: 303-860-5680
Email:workcomp@cu.edu[11]

For a non-emergency or any follow-up medical care, you must seek treatment with a Designated Medical Provider (DMP).

Metro Denver

Concentra Medical Centers
www.concentra.com [12]

1730 Blake Street, Suite 100
Denver, CO 80202
303-296-2273

875 S. Colorado Blvd
Denver, CO 80246
303-388-3627

5855 Stapleton Drive N, Suite A130
Denver, CO 80216
303-371-7444

1212 S. Broadway, Suite 150
Denver, CO 80210
303-777-2777

420 E. 58th Avenue, Suite 111
Denver, CO 80216
303-292-2273

HealthOne Clinic Services
www.healthonecares.com [13]

120 Bryant Street
Denver, CO 80219
303-936-9700

1515 Wazee Street, Suite D
Denver, CO 80202
303-534-9550

North Metro Denver & Boulder

Arbor Occupational Medicine
www.arboroccmed.com [14]

1690 30th Street
Boulder, CO 80301
303-443-0496

1860 Industrial Circle, Suite D
Longmont, CO 80501
303-682-2473

290 Nickel Street, Suite 200
Broomfield, CO 80020
303-460-9339

Centura Centers for Occupational Medicine (CCOM)
www.ccomcolorado.org [15]

8510 Bryant Street, Suite 360
Westminster, CO 80031
303-650-7973

Concentra Medical Centers
www.concentra.com [12]

3300 28th Street
Boulder, CO 80301
303-541-9090

HealthOne Clinic Services
www.healthonecares.com [13]

9195 Grant Street, Suite 100
Thornton, CO 80229
303-292-0034

12207 Pecos Street, #300
Westminster, CO 80234

303-650-0445

Workwell Occupational Medicine
www.workwelloccmed.com [16]

205 S. Main Street, Suite C
Longmont, CO 80501
303-702-1612

South Metro Denver

Concentra Medical Centers
www.concentra.com [12]

15235 E. 38th Avenue
Aurora, CO 80011
303-340-3053

10355 E. Iliff Avenue
Aurora, CO 80247
303-755-4955

11877 E. Arapahoe Road
Centennial, CO 80112
303-792-7368

20 W. Dry Creek Circle, Suite 100
Littleton, CO 80120
303-798-1009

9330 South University Blvd, Suite 100
Highlands Ranch, CO 80126
303-346-3627

HealthOne Clinic Services
www.healthonecares.com [13]

1444 S. Potomac Street, Suite 200

Aurora, CO 80012
303-214-0000

14000 E. Arapahoe Road, #160
Centennial, CO 80112
303-218-4250

125 E. Hampden Avenue
Englewood, CO 80112
303-788-9292

Arbor Occupational Medicine
www.arboroccmed.com [14]

8200 E. Belleview, #428-C
Greenwood Village, CO 80111
303-741-1166

Southern Colorado

Centura Centers for Occupational Medicine (CCOM)
www.ccomcolorado.org [15]

3010 N. Circle, Suite 100
Colorado Springs, CO 80909
719-776-4800

6011 E. Woodmen Road, Suite 100
Colorado Springs, CO 80920
719-571-8888

4112 Outlook Blvd, Suite 325
Pueblo, CO 81008
719-562-6300

1338 Phay Ave.
St. Thomas More Hospital Campus
Cañon City, CO 81212

719-285-2800

Concentra Medical Centers
www.concentra.com [12]

5320 Mark Dabling Blvd, Bldg 7, #100
Colorado Springs, CO 80918
719-592-1584

2322 S. Academy Blvd.
Colorado Springs, CO 80916
719-390-1727

EmergiCare
?www.emergi-care.com [17]

4117 N. Elizabeth Street
Pueblo, CO 81001
719-545-0788

Northern Colorado

Concentra Medical Centers
www.concentra.com [12]

620 S. Lemay Avenue
Fort Collins, CO 80524
970-221-5811

Workwell Occupational Medicine
www.workwelloccmed.com [16]

1600 Specht Point Road, Suite 115
Fort Collins, CO 80525
970-672-5100

1608 Topaz Drive
Loveland, CO 80501

970-593-0125

2528 West 16th Street
Greeley, CO 80634
970-356-9800

Grand Junction

St. Mary?s Occupational Health
1100 Patterson Road
Grand Junction, CO 81505
970-298-2001

Work Partners
2352 North 7th Street
Grand Junction, CO 81501
970-241-5585

? **Designated Medical Provider List** [3]

Supervisors

As the supervisor of an injured employee, you have responsibilities that include but are not limited to:

- Verify that the employee?s work related injury is reported to URM in a timely manner.
- Provide the employee with the Designated Medical Provider (DMP) list for your campus so the employee may choose a DMP.
- After every DMP exam, confirm the employee is giving you their ?Physicians Report of Workers? Compensation Injury.?
    - If there are any restrictions given, determine if your department can accommodate.
    - Immediately communicate with URM if the injured employee is unable to return to work within restrictions or is taken off work by a DMP.
- Track and report ANY lost time the employee has because of his or her workers? compensation claim to URM (Payroll Liaisons may also be responsible for this task).
- Ensure that workers? compensation posters are up and visible to your employees in community areas.
    - Boulder [9]
    - Denver | Anschutz Medical Campus [18]

- Colorado Springs [10]

The assigned adjuster may or may not contact you directly with additional questions they have regarding the workers? compensation claim. Please contact URM to discuss any questions.

Payroll Liaisons

Payroll liaisons may share some of the same responsibilities of the supervisor depending on your campus and your specific department. Either you or the supervisor must report ANY lost time for a work related injury directly to URM. Contact Human Resources for any family medical leave questions or Employee Services for any time coding questions.

Lost Time Worksheet Submission Process

- The supervisor and the payroll liaison are responsible for reporting lost time to URM per the instructions listed below:
- Lost time worksheets must be completed in full (All dates and hours for workers? compensation time and non-workers? compensation time).
- Worksheets must be submitted every two weeks until the employee reaches maximum medical improvement or the handling adjuster advises otherwise.
- When an employee is not OJI eligible or has reached make whole, lost time worksheets must be submitted weekly. What is OJI eligible? [19]
- To submit lost time, please click on the link below using **Internet Explorer**. You may also print the form below and fax lost time to URM at 303-860-5680.

Lost Time Worksheet [20]

Lost time is defined as authorized time lost from scheduled work for:

- authorized medical appointments
- time off authorized by the Designated Medical Provider (DMP)
- the department is unable to accommodate restrictions that are placed on the injured employee by the DMP

It is the employee?s responsibility to tell the supervisor if he or she is losing time by giving their supervisor the ?Physicians Report of Workers? Compensation Injury? to document lost time and any restrictions.

Medical appointments, diagnostics and therapy appointments should be scheduled around the employee?s working shift to minimize lost time from work.

Lost Time Worksheet Submission Process

The supervisor and the payroll liaison are responsible for reporting lost time to URM per the instructions listed below:

- Lost time worksheets must be completed in full (all dates and hours for workers?

compensation time and non-workers? compensation time).
- Worksheets must be submitted every two weeks until the employee reaches maximum medical improvement or the handling adjuster advises otherwise.
- When an employee is not OJI eligible or has reached make whole, lost time worksheets must be submitted weekly. What is OJI eligible? [19]
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Lost Time Worksheet [20]

Waiting Period

Under Colorado Workers? Compensation law, an employee must lose either 24 hours of scheduled work OR three scheduled shifts of authorized time before workers? compensation lost time benefits begin.

This is defined as the ?waiting period.? URM must have lost time worksheets submitted in order to track this information.

Time Coding

The waiting period is coded as sick/vacation leave. If an employee accumulates more than 14 occurrences of authorized lost time including the waiting period, then the sick/vacation time must be changed to OJI.

On the Job Injury (OJI) Eligible and Non-Eligible Employees

Eligible

- full time permanent employees of the university
- EXCEPTION at CU Boulder Campus ONLY: employees hired at 1 percent or 10 percent time into a permanent position in the classified system

If an employee is On the Job Injury eligible (OJI) and the waiting period has been met, the employee will receive 100 percent of their pay from their department for 90 occurrences. An occurrence is counted based on time lost from work. If an employee loses one hour for a medical appointment on a working day, the day is counted as a full occurrence. If 90 occurrences are reached, your handling adjuster will be in contact with you regarding the make whole process.

State of Colorado OJI Policy [19]

Non-Eligible

- part-time employees (This may include 9 month faculty)
- student workers
- student interns
- retirees

If an employee is NOT eligible and the waiting period has been met, URM will pay the employee directly based on the number of hours lost at 66 2/3 percent of their normal salary on a bi-weekly basis as defined under Colorado Workers? Compensation law.

I?m not sure if I?m an employee, should I still file a claim?

If you?re not sure if you are an employee of the University of Colorado, please still file a claim and contact University Risk Management directly at 303-860-5682 or toll-free at 888-812-9601. URM is here as a resource to our employees and will contact you directly if there are any employment questions.

I was injured at work but I?m not sure if it would be covered under workers? compensation. Should I still file a claim?

If you believe your injury is work related, please file a claim with URM. An adjuster will be assigned to complete an investigation and determine if this is a covered workers? compensation claim.

I had a work related injury but don?t want to see a doctor. Do I still need to go to a designated medical provider (DMP)?

The university cannot force anyone to seek medical treatment. URM strongly encourages injured workers to seek medical care with a DMP, at least for an initial evaluation.

It is also important to remember that no lost time or medical restrictions will be authorized under workers? compensation unless authorized by a DMP.

I received a bill associated with my workers? compensation claim, what should I do with it?

If you receive any bills directly from a provider, DO NOT DISREGARD THEM, forward to URM directly by email, mail or fax.

University Risk Management
1800 Grant St. Suite 700
Denver, CO 80203
Fax: 303-860-5680
workcomp@cu.edu[11]

I ran out of mileage forms, where can I get more?

Please click on the link below, fill out the appropriate information, and return to URM by email, mail, or fax for review.

Mileage Log Form [21]

I?m a supervisor. My injured employee is losing time from work. What do I do?

Authorized lost time due to medical appointments, physical therapy, diagnostic testing, or the department?s inability to accommodate a worker?s restrictions must be submitted to URM on the lost time worksheet [22]. Please refer to the lost time tab for an overview or contact URM.

I want to know more about the Colorado Workers? Compensation Act. What are my rights and responsibilities as an injured worker?

You can always contact URM with any questions that you have regarding your workers? compensation claim. The Colorado Division of Workers? Compensation has a number of resources, including an employee handbook. You may review the Colorado Division of Workers? Compensation website [23] for more information.

I?m losing time for my job but I haven?t met the waiting period. Who pays for my initial lost time?

Until an employee has met the initial waiting period, any authorized lost time will be charged to the employee?s sick, vacation, or comp time. Please refer to the lost time tab for more information, or contact URM.

I received an Admission of Liability in the mail. What does it mean?

If you receive any admissions from our office, please contact your adjuster directly to discuss any questions you may have. You may also review the Colorado Division of Workers? Compensation website [23] for more information.

I received the Authorization for Medical Release and Medical Treatment Information form in the mail. What is this for?

The Medical Treatment Information form should contain information for any physicians that you have seen previously for any prior conditions that are similar or related.

The Authorization for Medical Release needs to be signed and returned to University Risk

Management:

University Risk Management
1800 Grant St. Suite 700
Denver, CO 80203
Fax: 303-860-5680
workcomp@cu.edu [11]

The doctor gave me a prescription. How do I get it filled?

At your first visit with the DMP, you should be given information for MyMatrixx. Please give this information to the pharmacy of your choice, and your prescription will be covered with no charge to you.

Within 10 days of filing your claim, you will receive correspondence from myMatrixx explaining how to use them for all of your prescriptions related to your claim. If you have not received your MyMatrixx information, please contact URM.

Attachments:
Video:
Images:
Groups audience:
University Risk Management

Source URL: http://www.cu.edu/risk/services/workers-compensation

Links:
[1] http://www.cu.edu/risk/services/workers-compensation
[2] http://www.cu.edu/risk/file-claim
[3] http://www.cu.edu/sites/default/files/DesignatedMedicalProviderList4_1_2015Rule%208Compliant.pdf
[4] http://www.cu.edu/sites/default/files/WC_UCH_CUDenverNeedlestickBodyFluidExposureProcess.pdf
[5] http://www.cu.edu/sites/default/files/WC_DH_CUDenverNeedlestickBodyFluidExposureProcess.pdf
[6] http://www.cu.edu/sites/default/files/WC_CHC_CUDenverNeedlestickBodyFluidExposureProcess.pdf
[7] http://www.cu.edu/sites/default/files/WC_VA_CUDenverNeedlestickBodyFluidExposureProcess.pdf
[8] http://www.cu.edu/sites/default/files/WC_MH_CUDenverNeedlestickBodyFluidExposureProcess.pdf
[9] http://www.cu.edu/sites/default/files/WorkCompCoveragePoster_Boulder.pdf
[10] http://www.cu.edu/sites/default/files/WorkCompCoveragePoster_UCCS.pdf
[11] mailto:workcomp@cu.edu
[12] http://www.concentra.com
[13] http://www.healthonecares.com
[14] http://www.arboroccmed.com
[15] http://www.ccomcolorado.org
[16] http://www.workwelloccmed.com
[17] http://www.emergi-care.com
[18] http://www.cu.edu/sites/default/files/WorkCompCoveragePoster_DenverAMC.pdf
[19] http://www.cu.edu/sites/default/files/WC_OJIPolicyClassifiedandRegents.pdf
[20] http://www.cu.edu/sites/default/files/LostTime_upd.pdf
[21] http://www.cu.edu/sites/default/files/WC_MileageLog.pdf
[22] http://www.cu.edu/sites/default/files/WC_LostTimeForm.pdf
[23] http://www.colorado.gov/cs/Satellite/CDLEWorkComp/CDLE/1248095315979