



MONTANA STATE HOSPITAL POLICY AND PROCEDURE

WORKER'S COMPENSATION

Effective Date: March 19, 2020

Policy: HR-21

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I. PURPOSE:

- A. To identify responsibilities in the event of a work-related injury resulting in Worker's Compensation benefits.
- B. To establish a process for employees injured at work to return to work in a limited capacity.

II. POLICY:

- A. It is the policy of Montana State Hospital (MSH) to provide injured employees with step-by-step procedures to follow in the event of a work-related injury or occupational disease. Any employee who does not follow this procedure may be in danger of the work-related injury or occupational disease being denied by the workers' compensation provider.
- B. It is the intent of the agency to adopt the Department of Administration's policy on Early Return to Work, MOM policy 203, "Workers' Compensation Early Return to Work".
- C. Staff members given a transitional assignment are not eligible to respond to call outs or work overtime and/or holidays.

III. DEFINITIONS:

- A. **Transitional Assignment:** A temporary assignment to help the injured employee to return to the time of injury position without restrictions.
- B. **Medical Status Form:** Form completed by a medical provider to report the initial and updated medical status of an employee (attachment B). Medical provider provides this form to the injured employee at the end of the appointment.
- C. **Employee Report Form:** Used to report any injury or occupational disease (attachment A).

IV. RESPONSIBILITIES:

- A. **Safety Officer:**
 - 1. Coordinates with the Occupational Health Specialist to direct incident reports which either are worker's comp related or may be worker's comp related.
 - 2. Completes injury investigations in coordination with the Occupational Health Specialist.

B. Occupational Health Specialist (OHS):

1. Coordinates with the Safety Officer to receive and verify reports of injury from staff.
2. Process Employee Report Form to submit injury online to Montana State Fund within six days of being notified of the incident.
3. Coordinates with State Fund, DPHHS Worker's Compensation Coordinator, supervisors, and staff to track staff injuries, ongoing staff status, and transitional assignment efforts.
4. Completes injury investigations in coordination with the Safety Officer.
5. Coordinate FMLA and Work Comp (WC) as needed and applicable.
6. Works with the DPHHS ADA Coordinator in the event the injured employee has a permanent restriction.

C. Employees:

1. Report the injury or occupational disease within twenty-four (24) hours from the incident to the supervisor on duty.
2. Complete the Employee Report Form and email to the address provided on the form and to their supervisor on duty at the time of injury utilizing the File Transfer Service.
3. Print and sign the Employee Report Form.
4. Provide the signed form to the supervisor on duty at the time of the injury or occupational disease.
5. Maintain at least bi-weekly contact with supervisor.
6. Provide regular updates on condition, treatment and functional status as noted on the Medical Status Form to the Occupational Health Specialist in Human Resources.
7. Return to a transitional duty which is within medical restrictions (if any) as set forth by the treating medical provider.
8. Support other colleagues/co-workers participating in transitional duty activities.

D. Supervisors:

1. Ensure medical intervention is provided if needed.
2. Correct any hazards identified in an accident investigation or directly observed.
3. Ensure the Employee Report Form is completed and signed by the employee.
4. Sign the Employee Report Form and place in assigned drop boxes.
5. Maintain regular contact with the Occupational Health Specialist.
6. Support employee through transitional duty assignments.
7. Monitor and enforce employee restrictions as communicated by the Human Resource Department.

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- V. REFERENCES:** DPHHS Worker's Compensation Policy; MSH Policy #SF-04, "Incident Response and Reporting"; ARM 24.29.801.
- VI. COLLABORATED WITH:** Hospital Administrator, Director of Nursing, Director of Quality Improvement, and Human Resource Manager.
- VII. RESCISSIONS:** SF-07, Worker's Compensation dated, December 11, 2015; SF-07, *Worker's Compensation* dated May 14, 2015; SF-07, *Worker's Compensation* dated December 9, 2011; SF-07, *Worker's Compensation* dated May 18, 2010; SF-07, *Worker's Compensation* dated May 12, 2003; SF-07, *Worker's Compensation* dated May 12, 2003.
- VIII. DISTRIBUTION:** All hospital policy manuals.
- IX. ANNUAL REVIEW AND AUTHORIZATION:** This policy is subject to annual review and authorization for use by either the Administrator or the Medical Director with written documentation of the review per ARM § 37-106-330.
- X. FOLLOW-UP RESPONSIBILITY:** Safety Officer and the injured employee's Supervisor.
- XI. ATTACHMENTS:** For internal use only.
- A. Employee Report Form
 - B. Medical Status Form

Signatures:

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