



FRISCO ISD WORKERS' COMPENSATION PROGRAM EMPLOYEE INFORMATION SHEET

GENERAL INFORMATION

The Frisco Independent School District (Frisco ISD) provides workers' compensation benefits to employees who are injured at work. This benefit will cover only a work-related injury or illness, not other medical problems. Once a claim is reported and accepted by the Frisco ISD workers' compensation program as compensable (eligible), your workers' compensation benefits begin. This is the only medical benefit you may use for treatment of your specific claim/injury, including medical examinations and medications.

The Frisco ISD workers' compensation program pays for healthcare reasonably required using evidence-based medicine in accordance with the Official Disability Guidelines (ODG) to treat a compensable injury.

Workers' compensation claims should not be processed via personal health insurance.

The Frisco ISD Employee Health Benefit Plan will not cover any expenses for which you should be receiving workers' compensation benefits, and you cannot use your prescription card for medications related to your injury. Workers' compensation benefits apply only if the claim is found to be compensable. A claim that is reported more than 30 days after it occurs will be denied or disputed.

WORKERS' COMPENSATION CLAIMS PROCESS:

INITIAL REPORTING AND DOCUMENTATION

If you are injured at work, think the injury was caused by work, or a doctor tells you the injury/illness is work related, the following steps must be taken:

- 1) **You must immediately report the incident to your school nurse, your supervisor, or to Workers' Compensation.**
 - a. The campus nurse or supervisor must fill out the form DWC-1.
 - b. Employees fill out the Claims Administrative Services (CAS) Workers' Compensation Supplemental Injury Report.
 - c. You may be asked questions to enable the Nursing, Management, or Risk Management staff to complete the state required Employer's First Report of Injury Form.
 - d. We will need to know what, when, and where the injury occurred, who was involved, what part of your body was injured, what caused the accident, and who saw it happen.
- 2) **Healthcare**
 - a. An injured employee must establish care with a treating provider that accepts workers' compensation.
 - b. As a courtesy, a list of providers who accept workers' compensation insurance is within this packet.
 - c. The treating provider is responsible for managing care and specialist referrals.

- d. Email workers' compensation bills to workerscomp@friscoisd.org for review and processing.

3) If you have any questions or need information relating to your claim contact:

Janet Leonardo
leonardoj@friscoisd.org
FISD Workers' Compensation Administrator
Central Administration
Direct Line: 469-633-6345

Dafne / Lorie
workerscomp@friscoisd.org
FISD Workers' Compensation Specialist
Central Administration
Direct Line:
Dafne: 469-633-6346
Lorie: 469-633-6341
Fax Number: 469-633-6325

4) An Election of Benefits letter will be emailed to you if you are losing time.

As outlined by the Texas Department of Insurance, workers' compensation income benefits begin on the eighth day of disability. Income benefits are not payable for the first seven days unless the disability extends beyond 14 days. During this waiting period, employees may choose to apply their accrued leave time to maintain income.

- The letter is to confirm that you have elected to voluntarily use your available accrued leave to cover the initial seven (7) calendar day waiting period required under the Texas Workers' Compensation Act.
- If you do not lose more than (7) days and do not have any accrued time available, your payroll may be docked.
- There are (3) options to choose from. Details within the letter will be emailed.
- After the seventh day of absence with no election of benefits letter on file, the district workers' compensation program will issue Temporary Income Benefits (TIBS). TCP/WillSub+ will be coded Dock-Workers Comp.

5) Temporary Income Benefits

You may qualify for TIBS if your work-related injury or illness causes you to lose all or part of your income for more than seven (7) calendar days.

- TIBS are calculated as 70% of the difference between your average weekly wage before the injury and what you're able to earn after the injury.
- TIBS are subject to maximum (\$1,271) and minimum (\$191) benefit amounts set by the Texas Department of Insurance.
- You must notify the Workers' Compensation Department immediately if you pay child support.
- It is the responsibility of the employee to keep track of the days or times used to treat the compensable injury and communicate that information promptly to workerscomp@friscoisd.org.

6) Mailed documents

- Be sure to monitor any mail sent to your home. Some documents may require a response or action within a specific timeframe.

7) Follow-up care (i.e., physical therapy, doctor re-checks, etc.)

Workers' Compensation does not cover paid time off for follow-up medical care.

- a. Most workers' compensation medical providers have hours to accommodate an after-work appointment.
- b. You should report to your supervisor each time you go to the doctor.
- c. The doctor should give you a work status report DWC-73 form after the appointment. Please forward your work status note to workerscomp@friscoisd.org for timely processing.
- d. If your treating doctor releases you to return to work with modified physical restrictions, contact the Workers' Compensation Department to determine if FISD will be able to accommodate your restrictions.
- e. You must have a return-to-work release form (DWC-73) from your treating physician to return to your full regular duties.

The FISD Workers Compensation program is administered by:

Claims Administrative Services

Phone: 1-800-765-2412

Email: claimsmail@cas-services.com

Fax: 1-903-509-1888

501 Shelley Drive

Tyler, Texas 75701

Additional information may be obtained from:

<https://www.tdi.texas.gov/wc/employee/index.html>