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| **This brochure has been prepared to provide a general overview relating to Workers’ Compensation. Specific questions regarding work related injuries should be directed to Human Resources.**  **What is Workers’ Compensation?**  Workers’ Compensation law requires employers to provide benefits to eligible employees who have injuries/illnesses rising out of and in the course of employment. For more detailed information, you can refer to the Iowa Code Chapters 85 through 87, 17A, and Chapter 343 of the Iowa Administrative Code.  Eligible employees include all regular (full and part time), seasonal, temporary, and intermittent employees; as well as paid on-call volunteer fire fighters, on-call EMS personnel, police reserves, and elected or appointed officials.  **What Types of Benefits Does The Law Provide For?**  Medical Benefits  The law provides benefits for payment of all reasonable and necessary medical care incurred to treat the injury/illness. This includes reasonably necessary transportation expenses (e.g. mileage).  Temporary Disability Benefits  The law provides benefits for loss of wages, as appropriate. Although the law typically provides for payment of approximately 80% of weekly spendable earnings, the City has opted to reimburse the employee for the employee’s lost wages during the recuperation period.  Special provisions for lost wages are made for public safety volunteers and for elected or appointed officials who are injured in the course of their duties with the City.  Additional Benefits  Additional provisions are made in the law for permanent disabilities and death of an employee due to a work related injury.  Police Officers and Fire Fighters who are entitled to benefits under MFPRSI are covered under provisions stated in Iowa Code, Chapter 410 and 411. | **Who Chooses Medical Care?**  The law provides that an employer has the right to determine who will provide medical care that is reasonably suited to treat the employee’s injury/illness. Employees should not see their personal physician for work-related injuries.  If you are dissatisfied with the care provided, please contact Human Resources.  **Employee’s Obligations**  You are a key part in your recovery from your work injury/illness. Listed below are general obligations of the employee:   * Notice of Injury/Illness: The City requests that you give notice to your supervisor immediately or as soon as practical, but within 24 hours after its occurrence. A delay in the reporting of a work injury/illness may result in the denial of a claim. * Reporting of a Claim: All employees that have an injury/illness with the City must complete an “Employee Injury” Form and a “Medical Release” Form. These forms should be completed and submitted to your supervisor as soon as reasonable, after your injury/illness occurs. * Medical Treatment: All employees are expected to keep all doctors’ appointments and to follow any and all restrictions (both on and off the job). In the event you are not able to keep an appointment, please call to cancel and promptly reschedule the missed appointment. * Return to Work Information: All employees are expected to communicate with their supervisor regarding current work restrictions and next medical appointment(s), as applicable.   **Prescription Medication**  Equian has been selected by the City to assist you in obtaining prescription drugs related to your claim. The Equian Prescription Card can be used at most pharmacies (Hy-Vee, Walgreens, Walmart, CVS and CVS @ Target).  For pharmacy locations you may call customer service at  Please call 866-895-2021 or visit their website at www.equian.com. | **Employer (City)/Supervisor’s Obligations**  The City will assist the injured employee in their recovery from a work related injury, as much as reasonable. Listed below are general obligations of the City/Supervisor:   * Payment of Benefits: The City will provide prompt payment of workers’ compensation benefits so that the employee will not suffer any undue hardship. * Work Accommodations: The City/Supervisor will assign work appropriate with restrictions as dictated by the attending medical provider. * Medical Treatment: The City/Supervisor will allow time off of work for medical appointments. * Disputes: The City will provide a reason for any action taken, such as the denial of a workers’ compensation claim or in settling a dispute relating to workers’ compensation.   **Employee Rights**  The City encourages open communication with the injured worker on any concerns over your medical care. In the event concerns are not resolved, an employee may contact a claim analyst in the Industrial Commissioner’s Office.  The Industrial Commissioner is the head of the Division of Industrial Services which is part of the Workforce Development Department. The Division of Industrial Services has the responsibility of administering, regulating and enforcing the workers’ compensation laws. Though the Industrial Commissioner’s Office cannot represent the interests of any party, the agency can provide information regarding provisions of the law, the rights of parties, and the procedures the parties can follow to resolve concerns. They may be contacted at:  Workforce Development Department  Division of Industrial Services  1000 East Grand Avenue  Des Moines, IA 50319  515-281-5387  or  1-800-JOB-IOWA  (1-800-562-4692)  Monday through Friday  8:00 am - 4:30 pm |

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| ***Promptly report all injuries to your supervisor***  **Employees should not see their own personal physician for work-related injuries.**  **For treatment the City has authorized the following care center listed below:**  **UnityPoint Health**  **Des Moines Occupational Medicine**  **Lakeview Medical Park**  (515) 241-2020  6000 University, Suite 124  West Des Moines, IA 50266  Hours: 8-5  Monday through Friday  **For care after hours:**  If injury occurs during times other than those stated above, the employee should report to the nearest Urgent Care Clinic or Emergency Room for treatment depending on the severity of the injury/illness. | **Equian (Prescriptions)**  You will be given a form to fill out before leaving the Occ. Med. office that will be presented to the pharmacy at the time your prescription is filled. The Equian First Fill Card can be used at most pharmacies (Hy-Vee, Walgreens and Wal-Mart, CVS and CVS @ Target). To find a pharmacy location that is convenient for you, call customer service at 866-895-2021.  **One Call Medical**  **(Physical Therapy, MRI, CT Scans, Etc.)**  One Call Medical is used for Physical Therapy and Diagnostic Testing (MRI, CT Scans, Etc.). Once physical therapy has been prescribed by the treating physician or if the treating physician requires diagnostics testing, One Call Medical will contact you directly to schedule your appointment. | WORKERS’  City  COMPENSATION  **cen**  Tradition - Vision - Opportunity  This brochure is the result of the hard work and dedication of the Workers’ Compensation Process Action Team!  **FOR MEDICAL EMERGENCIES:**  **CALL 911** |