

# IN CASE OF WORKPLACE INJURY

ACCION a seguir en caso de un accidente en el trabajo



**AVAILABLE  
24 HOURS A DAY**

**Employer Name (Nombre De Compania)**

**Search Code (Código Del Búsqueda)**

**1**

**Injured worker notifies supervisor.**

Empleado lesionado notifica a su supervisor.

**2**

**Supervisor/Injured worker immediately calls injury hotline.**

Supervisor / Empleado lesionado llama inmediatamente a la línea de enfermeros/as.

**3**

**Company Nurse gathers information over the phone and helps injured worker access appropriate medical treatment.**

Profesional Médico obtiene información por teléfono y asiste al empleado lesionado en localizar el tratamiento médico adecuado.

**NOTICE TO EMPLOYER/SUPERVISOR:** Please post copies of this poster in multiple locations within your worksite. If the injury is non-life threatening, please call Company Nurse prior to seeking treatment. Minor injuries should be reported prior to leaving the job site, when possible.



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NEW KENT PUBLIC SCHOOLS  
WORKER'S COMPENSATION PANEL OF PHYSICIANS

Location	Address	Telephone	Approved Doctors
Chickahominy Family Physicians – Quinton	1850 Pocahontas Tr. Quinton, VA 23141	804-932-4388	Anup Gokli, MD Dennis Thomas, MD Christina Wills, DO
Parham Doctors Occupational Health	7700 East Parham Road Richmond, VA 23294	804-747-5627	Dale Slagel, MD C. Bruce Spiller, NP Laura Steeleaman, NP
Chickahominy Family Physicians – Providence Forge	9010 Pocahontas Trail Providence Forge, VA 23140	804-932-4388	Anup Gokli, MD Dennis Thomas, MD Christina Wills, DO
Med Express	120 Monticello Ave. Williamsburg, VA 23185	757-564-3627	Michael Rogowski, MD John Reeves, MD Eric Obie, MD
Patient First	7238 Mechanicsville Turnpike Mechanicsville, VA 23111	804-559-9900	Melissa Aquilo, MD Jean Ann Beaton, M Afshan Malik, MD James Dye, MD

For therapy services ordered by the treating physician, contact Alignetworks at 1-866-389-0211.

THE CLOSEST EMERGENCY ROOM OR URGENT CARE FACILITY MAY BE USED DURING A MEDICAL EMERGENCY. ONCE EMERGENCY TREATMENT IS COMPLETE, A PANEL PHYSICIAN MUST BE CHOSEN FOR FOLLOW-UP CARE.

\_\_\_\_\_ I select \_\_\_\_\_ from the above panel.

\_\_\_\_\_ I decline to select a doctor from the above panel. I understand that I will have to pay for medical treatment and doctor bills, and that I may be denied worker's compensation benefits for any absence based on disability that is not certified by an approved physician.

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

**Medical Authorization**

I hereby authorize VACoRP, the insurer, or their representatives to be furnished with any and all information requested to include, but not limited to, medical records, diagnosis, treatment and prognosis, estimates of disability, and recommendations for further treatment. I further agree a photographic carbonless copy of this release shall be as valid as the original. This information is to be used for the sole purpose of evaluating and handling a Virginia Workers' Compensation claim resulting from the incident occurring on or about \_\_\_\_\_ (date) and shall be used for no other purpose, now or in the future.

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_



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## **Understanding the Virginia Workers' Compensation Claims Process:**

### *Information an Injured Worker Needs to Know*

#### *What is "Workers' Compensation"?*

Virginia Workers' Compensation Act provides wage replacement and medical benefits for injuries that arise out of and in the course and scope of an employee's job as defined under Virginia Code Title Section §65.2.

#### *Whom do I contact for information about my claim?*

Your workers' compensation claim will be handled by the Virginia Association of Counties Group Self-Insurance Risk Pool, Inc. (VACORP), under your employer's workers' compensation plan. If you have any questions regarding your claim, you should contact VACORP directly at the following:

**VACORP**  
**1819 Electric Road, Suite C**  
**Roanoke, VA 24018**  
**1-888-822-6772**

#### *How does the claims process work?*

When VACORP receives your claim, a claim number will be assigned and your employer will be given the name of a Claims Specialist. The claim number will identify your claim, and your claim specialist will work with you to ensure that you receive the proper medical care and benefits, and assist you with an appropriate return to work plan.

Once VACORP has received and reviewed your completed claim information, a decision will be made if your claim meets the criteria under the Virginia Workers' Compensation Act (Section §65.2) for benefits.

If you disagree with the decision, you have a right to appeal the denial by contacting the Virginia Workers' Compensation Commission at:

**Virginia Workers' Compensation Commission**  
**1000 DMV Drive**  
**Richmond, VA 23220**  
**1-877-664-2566**

Under Virginia law, by filing a workers' compensation claim you irrevocably agree that any physician may discuss, orally or in writing, your medical history and course of treatment with your employer and with VACORP. This communication can include information regarding your injury or disease, as well as information regarding any prior injury or disease of the body part which is the subject of your workers' compensation claim.

You may also be referred to a case management professional, who will assist you with your efforts to return to work.

#### *What if I miss work because of my injury?*

If you are out of work for more than 7 days, you may be eligible for lost wage benefits. In order to receive these benefits, your treating physician must certify in writing that you are unable to return to work.

Your Claims Specialist may consult with your physician and your employer to determine whether your job duties can be modified to accommodate your injury during your recovery period.

#### *What information do I need to provide to my Employer?*

You are required to provide any paperwork you receive from the doctor or hospital to your supervisor. Make copies if you would like them for your records. It is important to provide these documents and keep your employer informed of your work status so your claim can be handled properly and promptly.

#### *How do I choose a Physician?*

When you're on the phone with Company Nurse, the nurse with whom you speak will provide you a panel of physicians to choose from for your initial medical treatment. You just

choose which of the physicians you'd like to see.

*If your illness or injury is an emergency, you should seek medical treatment at the nearest medical facility that can treat your illness or injury. After emergency treatment has been sought you will need to select a doctor from your employer's panel of physicians.*

#### *What if I receive medical bills related to my claim?*

It is important to send any statements or bills for medical treatment related to your claim to VACORP soon after they're received. The easiest way to get those to us and processed efficiently is to email them directly to tech1@riskprograms.com.

**For more information regarding what to do when you receive any documentation related to your Workers' Compensation claim, you can contact VACORP's Customer Service Line at 888-822-6772.**

#### *How do I get Medications?*

To obtain medications relating to your workers' compensation claim, please contact your employer to obtain a Express Scripts First Fill Form. This form provides information to the Pharmacist to process your prescription as well as participating pharmacies.

Prior authorization is not required for most medications if they are prescribed within the first two weeks after the date in which you were injured. Certain narcotic medications require prior authorization by VACORP.

If you have any questions regarding medications, you should contact VACORP at 1-888-822-6772.



**VACORP**

#### **Disclaimer**

This information is not a substitute for the Virginia Workers' Compensation Act as found in title 65.2, in the code of Virginia. It is also not a substitute for competent legal advice on matters relating to workers' compensation and employment law in Virginia. While every effort has been made to present the contents of the Act as accurately as possible, it should be noted that this document includes information, which may be subject to change as a result of future legislative action by the Virginia General Assembly. For a more complete resource on workers' compensation law, the reader is referred to the full text of the Virginia Workers' Compensation Act.