

WORKERS' COMPENSATION PROCESS FOR FAUQUIER COUNTY AND FAUQUIER COUNTY PUBLIC SCHOOLS

1. Injured worker is responsible for notifying supervisor of injury. Employees should report all work-related injuries/illnesses to their supervisor within 24 hours of injury.
2. Together, the Supervisor **and** Injured worker immediately call the Company Nurse Injury Hotline @ 1-888-770-0925. Company Nurse gathers information over the phone and helps injured worker access appropriate medical treatment. If employee should need to seek medical treatment an authorized panel of physicians will be provided.
3. Employees should not seek treatment with the Employee Wellness Center or other physician without first notifying the Company Nurse Injury Hotline and selecting an approved panel physician.*
4. Once the employee selects an approved panel physician, Company Nurse will fax a Provider Injury Alert and Work Status Form to the selected physician upon initial notification of injury. This form should be completed and returned to Human Resources.
5. When an employee seeks medical treatment, HR and employee must receive a note either releasing the employee back to work or taking them out of work. This can be emailed to riskmanagement@fauquiercounty.gov or faxed to 540/422-8318, preferably 48 hours prior to return if released with restrictions to allow for review.
6. For subsequent follow up visits relating to the employee's injury, a work note should be provided to employee and HR at each visit.
7. Workers' Compensation claims are administered and adjusted by a third party administrator. VACORP is responsible for reviewing claims, determining if injury is compensable and providing authorizations for any treatment related to the injury such as tests or referrals to specialists. VACORP can be reached at 888/822-6772.

For questions, contact Human Resources at 540/422-8300.

****In life-threatening situations, call 911 for immediate medical assistance, then complete process.***