

Contact Information

INSURANCE CARRIER

AIU Holdings
P O Box 1832
Alpharetta, GA 30023

Phone: 800-428-2422, #5, X8733
or X8750

Fax: 866-958-8700

Office of Business and Finance

Kevin Kessinger

Associate V.P for Financial Affairs
Extension 8421

Susan Butts

Manager, Insurance & Risk Management
Extension 8457

Rose-Hulman Institute of Technology
5500 Wabash Ave.
Terre Haute, IN 47803-3999
812-877-1511

WORKER'S COMPENSATION REFERENCE GUIDE



Office of Business
and Finance

Susan Butts

Manager, Insurance and
Risk Management

812-877-8457

STEP-BY-STEP PROCEDURES

1. **Immediately** notify your immediate supervisor or Site-Coordinator of the injury.
2. Complete **First Report of Injury** form, if injury is not life threatening.
3. The immediate supervisor or Site-Coordinator must deliver or fax (X8032) a completed First Report of Injury form to Susan Butts **within 24 hours** of the date of the injury.
4. The injured employee should **READ** the **Employee Packet** received from their immediate supervisor or Site-Coordinator.
5. Go to one of the **“Initial Care Physicians”** listed within the Employee Packet for treatment due to your W/C injury. Injured employees **are not** authorized to receive medical treatment from any locations other than those listed on the **“Initial Care Physician”** form without prior approval from our Worker’s Compensation carrier, unless for a life threatening injury.
6. During the initial visit, provide the medical care provider with the **Medical Provider Report** that is located within the Employee Packet.
7. Return to work and provide your supervisor or Site-Coordinator with the Medical Release or Return-To-Work form that you receive from the medical care provider.

NOTE: If your injury requires any work restrictions or time off from work, please notify your immediate supervisor or Site-Coordinator as soon as possible.

NOTE: You are not permitted to seek medical treatment or be referred to another medical care provider (unless life threatening) without the approval of the insurance carrier

PRESCRIPTION & RETURN-TO-WORK PROGRAM

FILLING A PRESCRIPTION

If a prescription is required, due to your workers compensation injury, **DO NOT** use your RHIT prescription card. Ask the pharmacy to contact our Worker’s Compensation medical prescription provider. This information is also located within the information letter provided in the **“Employee Care Packet.”** The pharmacy will bill the prescription charges directly to the Worker’s Compensation carrier.

RETURN-TO-WORK PROGRAM

In the event your injury requires work restrictions, RHIT will work with your immediate supervisor to determine if your restrictions will prohibit you from performing your normal job functions.

If your work restrictions prohibit you from performing your normal job functions, and if there is no other work available within your department, the Institute will temporarily place you with another department when alternative work is available. You will remain in that department until your work restrictions are changed or until alternative work is no longer available. Your work hours in the temporary department may be different than your normally scheduled working hours. If there is no work available on campus, you will then be required to remain off work until your work restrictions are changed or until you are released to return to work, whichever comes first.

FREQUENTLY ASKED QUESTIONS

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Q: Who do I contact if I cannot find a Site-Coordinator or my immediate supervisor and my injury is not life threatening?

A: You may contact Susan Butts at 877-8457

Q: When do my compensation benefits start?

A: If you are off for more than seven days, your compensation will begin on the eighth (8) day; however, if you are off on Worker’s Compensation for more than twenty-one days (21), your compensation begins on the first day.

Q: How do I receive payment for the first seven (7) days of my injury?

A: You can use any available sick or vacation hour that you may have or you may take the seven (7) day waiting period without pay.

Q: Can I buy back my vacation or sick hours that I used to cover my 7-day waiting period?

A: No, you cannot buy back sick and vacation hours. It is your choice whether you take sick/vacation hours for the first seven (7) days or if you take the time without pay.

Q: When should I receive my first compensation benefit payment?

A: Your first payment is due after you have been off work for 14 days. The insurance carrier will issue your payment on the 15th day.

Q: How is my Worker’s Compensation payment figured?

A: You are paid 66 2/3 percent of your average weekly wage. Your average wage is determined by your total wages earned over the last 52 weeks prior to the date of your injury.

Q: May I contact the insurance carrier directly if I have questions?

A: You may contact the carrier after your claim has been reported to the carrier by Rose-Hulman. Contact Susan Butts-877-8457 and she will provide you with your claim number and the phone number for the adjuster assigned to your claim.