

- Cooperate with doctors and follow medical plan of treatment to achieve a complete recovery and full return to work.
- Inform the medical providers that treatment is for a work-related condition. This lets the providers know the employer is responsible for the medical bill.
- Give the employer the name and address of the doctor or hospital chosen. If there is a change later in providers or hospitals, the employer should be notified.
- Give the employer enough medical information on the accident reporting form to determine whether to accept or deny the claim, including all medical records relevant to the condition for which benefits are being sought.
- A worker is not required to give anyone free access to his/her doctor or medical records. However, the employer cannot provide benefits if it does not receive medical information necessary to determine a worker's medical status and fitness to work. Employee benefits may be delayed if the medical provider fails to send records to the employer.

Can the employer ask for an evaluation by its own doctor?

- Yes. On occasion the employer may request a full medical exam by the doctor of its choice. The employer will give the employee notice of the place and time of the exam, and reimbursement to cover travel expenses, meals, lost wages, etc.
- The employer's doctor must give both parties reports of the exam in a timely manner, but not less than 48 hours prior to any arbitration hearing.
- Upon request, a worker is entitled to a copy of all relevant medical records in the employer's possession.

What happens when I am released to return to work?

You must have a written return-to-work permit from the treating physician or an approved medical provider. The permit needs to be given to your department supervisor. If there are temporary work modifications, they must be specified on the return-to-work permit. Temporary transitional work may be available.

Do I need an attorney to help me with my workers' compensation claim?

You may file a claim with or without an attorney. You do have the right to

retain legal counsel, but it is important to understand that by law the attorney can charge you up to 20%, plus expenses for any settlement. The Office of Workers' Compensation and Claims Management is available to answer questions related to your claim.

Who do I call for questions about my claim benefits?

You may contact the Office of Workers' Compensation and Claims Management directly at (217) 333-1080 or email to workcomp@uillinois.edu. Most questions can be easily answered over the phone. You may also seek information from: The Illinois Industrial Commission, 100 W. Randolph Street, Room # 8-200, Chicago, IL 60601. Phone: (312) 814-6611.

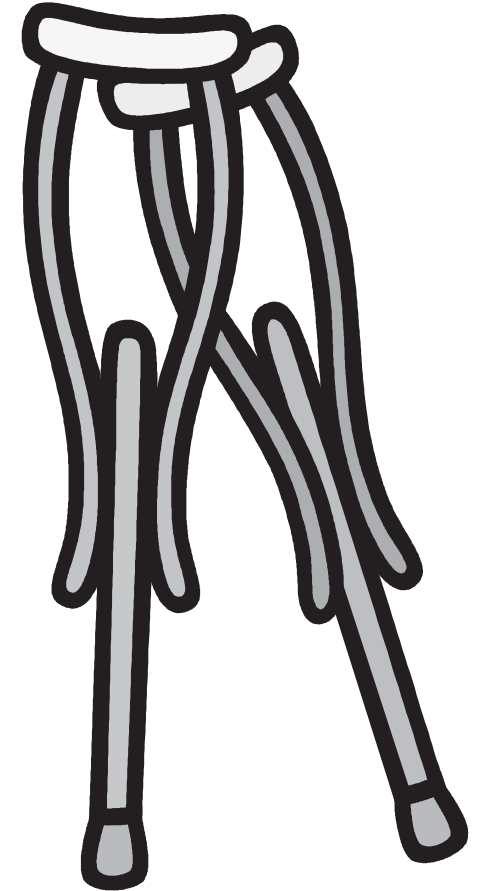


Office of Claims Management
100 Trade Centre Drive, Suite 103
Champaign, IL 61820
UIUC phone - (217) 333-1080
Fax - (217) 244-5152
Toll Free phone - (877) 866-4067
email workcomp@uillinois.edu

www.obfs.uillinois.edu/risk/workers-compensation

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WHAT TO DO... WHEN INJURED ON THE JOB



Employee Responsibilities and Benefits under the Workers' Compensation & Occupational Diseases Acts

What is workers' compensation?

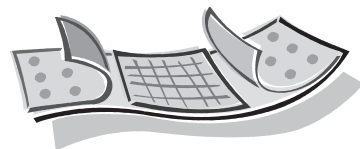
Workers' compensation is a system of benefits provided by law to employees whose injuries arise out of and in the course and scope of their employment. The amount of benefits paid is limited by law. Not all injuries/illnesses at work are covered by workers' compensation.

What should I do if I am injured on the job?

Immediately notify your supervisor either verbally or in writing, and complete the accident report pursuant to University policy. Email **completed** claim form to workcomp@uillinois.edu.

Who is responsible for providing injury reports and medical records to Claims Management?

It is your responsibility to be certain that your department and the Office of Workers' Compensation and Claims Management are provided with all the information regarding your claim. Claims Management cannot provide benefits if the office is not aware of the injury. If the injury is not reported within 45 days of the accident, claims for compensation may result in the loss of benefits.



May I see my own doctor for medical care and treatment?

Yes, you may see your own doctor. However, if your claim is accepted as covered under Workers' Compensation and you are seen in SAFeworks OF ILLINOIS or Carle Occupational Medicine, all reasonable charges including referrals involving the treatment of the on-the-job injury or illness will be paid.

SAFeworks OF ILLINOIS operates weekdays from 7:15 AM to 5:00 PM. The office is located at 1806 N. Market Street, Champaign, IL 61820. Phone: (217) 356-6150. After hours, weekends and holidays, employees will be seen in the **Provena Covenant Hospital Emergency Room**, 1400 W. Park Street, Urbana, IL. 61801. Phone: (217) 337-2131.

Carle Occupational Medicine operates weekdays from 7:15 AM to 5:00 PM. The office is located at 810 W. Anthony Drive, Urbana, IL 61802. Phone: (217) 383-3077. After hours, weekends and holidays, employees will be seen in the **Carle Foundation Hospital Emergency Room**, 611 W. Park Street, Urbana, IL 61801. Phone: (217) 383-3313.

Additionally, any employee who receives a work deferral for more than three days, which was not issued by any of the Occupational Medicine Departments, must schedule a follow-up appointment with one of the three departments as soon as possible per University of Illinois Policy #12, 12.072,(e).

What facilities are available for me if my doctor orders physical therapy?

The following is a list of providers in the area – there may be others available.

Accelerated Rehabilitation

1704 Eastland Drive, Unit 15,
Bloomington, IL, (309) 664-7766
1612A S. Neil Street, Champaign, IL,
(217) 355-1961

Athletico

2040 S. Neil Street, Champaign, IL,
(217) 352-3330

Carle Therapy Services

1802 S. Mattis Avenue, Champaign, IL,
(217) 383-4465
2403 Village Green Place, Champaign, IL,
(217) 359-4549
810 W. Anthony Drive, Urbana, IL,
(217) 383-3400
610 N. Lincoln Avenue, Urbana, IL,
(217) 383-6555 (Spine Institute)
611 W. Park Street, Urbana, IL,
(217) 383-3360
Locations in Charleston, Danville, Mahomet,
Rantoul, and Tuscola, IL, (866) 402-2753

Champion Fitness & Physical Therapy

1015 S. Mercer Avenue, Bloomington, IL,
(309) 663-6777
2006 Round Barn Road, Champaign, IL,
(217) 378-4560
708 E. Southline Road, Suite C, Tuscola, IL,
(217) 253-9100

Christie Clinic

2110 Fox Drive, Suite B, Champaign, IL,
(217) 366-1323
3545 N. Vermilion Street, Danville, IL,
(217) 442-8611
209 W. Borman Drive, Rantoul, IL,
(217) 892-9671

Mettler Center

2906 Crossing Court, Champaign, IL,
(217) 356-6543
1809 S. Neil Street, Champaign, IL,
(217) 398-9800

SafeWorks Illinois

1806 N. Market Street, Champaign, IL,
(217) 356-6150

Who is responsible for providing my benefits?

The employer is responsible for providing benefits on compensable claims. No part of the workers' compensation insurance premium or benefits can be charged to the employee.

What are my responsibilities regarding medical care?

- Seek first aid or medical attention immediately after the injury, or when gradual symptoms first begin affecting physical activities at work.