




Oak Ridge Schools

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To: Executive Committee, School Principals, Administrative Professionals for Schools, Central Office, and Support Services Departments

From: Pat Smith, Finance Director 

Subject: Updated Worker's Compensation Procedures

Date: June 1, 2018

The Bureau of Workers' Compensation recently updated the General Rules of the Workers' Compensation Program, Chapter 0800-02. These changes go into effect on May 31, 2018. Due to the changes, TNRMT has updated the school systems new medical panel on the Employee's Choice of Physician Form (C-42). *Please remove all of the prior medical panels.* Also, enclosed is a Flowchart for convenient access of the ORS WC process, as well as, the other TNRMT updated forms.

Updated information highlights:

Employee's Choice of Physician Form (C-42)

- Panel must be provided within three (3) business days
- After an emergency treatment, the panel must be provided within three (3) business days
- Panels for a specialist referral is three (3) business days

Claim Reporting Procedures

- Claim must be reported within 1 business day of the employer's notice of the injury.
- Mandatory forms:
 - Employee's Choice of Physician (if no medical treatment sought, please write this in the blank for the Physician's name.)
 - Employee Accident Report (please include what was injured and if applicable which side of the body: i.e. Right hand, left hand, front of the head, back of the head)
 - HIPPA Medical Authorization
- Forms when appropriate:
 - Witness Accident Report
 - Supervisor Accident Investigation Report
 - Worker's Compensation Checklist

As always, please feel free to contact us if you have questions or need our assistance.