

Bethany Life Communities	Effective Date: 02/12/2008	Date Revised:
<i>Workers' Compensation</i>	Page 1 of 2	

Policy Statement

Bethany Life Communities supports a safe work environment for team members. When an accident occurs that results in injury, Bethany Life Communities provides coverage for the team member under Workers' Compensation law.

Policy Interpretation and Implementation

- When any work-related injury occurs, regardless of how minor, an incident report should be completed and filed with the team member's supervisor. The supervisor will submit the forms within 72 hours to a Human Resources team member; immediately if medical attention beyond first aid is required.
- Incident Reports are made up of the following forms:
 - Checklist, for use by the supervisor.
 - Authorization to Release Information, to be completed by the team member.
 - Employee Incident Report, to be completed by the team member.
 - Witness Incident Report, to be completed by a co-team member who was either witness to the incident or the first co-team member encountered after the incident.
 - Supervisor Investigation Report, to be completed by the supervisor.
 - Treatment Progress Report, to be completed by the physician or another similar form may be used).
 - Comp RX [First Fill Prescription Coverage Program], to be completed by the team member, taken to appointment with the physician, and used at the pharmacy if medications were prescribed.
 - Accident Follow Up/Safety Committee Report, to be completed by the Safety Committee when the claim is reviewed.
 - Transitional Duty Sign Off, to be completed by the team member and a Human Resources team member after the team member has received work restrictions from the Occupational Medicine or ER doctor.
- Should the injury require treatment beyond first aid at Bethany Life Communities, the team member will report to Occupational Medicine at McFarland Clinic, 1215 Duff Avenue, Ames, IA. Whenever possible an appointment should be made by the supervisor or a Human Resources team member.
- After clinic hours, the team member should seek initial services at Mary Greeley Medical Center Emergency Room, 1111 Duff Avenue, Ames, IA. All follow-up appointments will be with Occupational Medicine (see above).
- When a team member seeks medical attention to an injury (see above), a drug/alcohol test will be administered. A positive test may result in the claim being refused and disciplinary action, up to and including termination.
- ***If the team member chooses to see her/his own physician, those medical expenses are to be paid by the team member.*** Typically health/medical insurance will not cover work-related injuries! Additionally, Bethany Life Communities

Bethany Life Communities	Effective Date: 02/12/2008	Date Revised:
<i>Workers' Compensation</i>	Page 2 of 2	

will require the team member to see our designated physician(s) at Occupational Medicine for treatment.

- Referrals to any other physician, clinic, or type of provider (chiropractor) must be through Occupational Medicine.
- Restrictions may be assigned only by the designated physician/provider at Occupational Medicine or the physician/provider to whom the team member has been referred by them.
- Any injury that requires alternate or light duty will be accommodated as much as is practical. Returning to work as quickly after an incident has been proven to be most effective for recovery.
- A team member for whom alternate duty can be provided continues to receive their full pay when working.
- If alternate duty is provided, but the team member refuses, there are no time loss payments.
- Any time loss at work for the first three full days is a loss to the team member!
- Time loss after the first three full days is compensated at ***less than the team member's usual rate of pay. This rate is determined by the insurance company based upon previous 16 weeks payroll.***
- Should physical or occupational therapy be prescribed, those services are to be obtained in the Bethany Manor building whenever possible.
- Team members are ***not paid/"on the clock"*** when going/coming to/from doctor's or therapy appointments or at these appointments.
- Team members may submit mileage claims to and from doctor's or therapy appointments for reimbursement.
- Team members are to keep all doctor and therapy appointments until released from care by the physician.