District of Columbia Department of Health **Workers' Compensation**		**PROCEDURE 350.20** **Implementing Office:** Office of the Director **Training Required:** No **Originally Issued:** January 17, 2014 **Revised/Reviewed:**
Approved by: Name, Agency Director	**Review by Legal Counsel:** Name, General Counsel	**Effective Date:** 2/4/14 **Valid Through Date:**

I. Authority	Reorganization Plan No. 4 of 1996, Mayor's Order 1997-42
II. Reason for the Policy	Risk management is a core responsibility for every employee. This policy exists to provide guidance to DOH management and employees on reporting job-related injuries or illnesses for purposes of determining eligibility for workers' compensation benefits. This policy also provides an overview of the District's workers' compensation benefit program.
III. Applicability	This policy applies to all DOH employees.
IV. Policy Statement	The DOH Office of Risk Management (DOHORM) is charged with acting as a liaison between the Department of Health and the District of Columbia Office of Risk Management. Work-related injuries and illnesses must be reported to the DOH Risk Manager and DCORM, or its designee(s), in accordance with this policy. An employee and his or her reporting manager must comply with any and all guidance provided by DOHORM and DCORM. Any employee who violates this policy may be subject to disciplinary action, up to and including termination.
V. Definitions & Acronyms	DOH: District of Columbia Department of Health DCORM: District of Columbia Office of Risk Management, in the Executive Office of the Mayor DOHORM: Department of Health Office of Risk Management
VI. Contents	A. Introduction B. Procedures for Reporting Job-related Injuries or Illnesses C. Fraud
VII. Procedures	**A. Introduction:** Workers' Compensation is a system of benefits provided by law for workers who have job-related injuries or illnesses. Benefits are paid for injuries or illnesses that were caused by an employee's work. DCORM oversees the management of the Public Sector Workers' Compensation Program (PSWCP). An employee is eligible for benefits when covered while working or performing work tasks; when the injury or illness arises out of and in the course of his or her employment, including when traveling in a

government vehicle or other mode of transportation while performing District of Columbia business. Benefits are not provided for injuries caused by an employee's willful misconduct or intention to bring about the injury or those caused by the intoxication of the injured employee.

If an injury or illness is deemed to be job-related, one or more of the following benefits may be provided to an employee:

- Wage loss benefits
- Medical benefits
- Vocational Rehabilitation
- Compensation for permanent loss of body part or function
- Death benefits for dependents

B. Procedures for Reporting Job-related Injuries or Illnesses:

1. Upon experiencing job-related injury or illness, an employee should prepare and email the DOH Incident Report Form as soon as possible, but no later than 24 hours or the next business day after the incident occurred. In the event of a medical emergency, the employee should seek medical attention immediately.

2. When completing the DOH Incident Report form, an employee must:

   a. Use the electronic Incident Report form, which can be obtained from the DOH Risk Manager.
   b. Fill out the form completely, or for sections where information is unknown or unavailable, type "unknown" or "N/A."
   c. Email a copy of the report to his or her direct supervisor with a copy to the DOH Risk Manager.

3. Upon receiving the Incident Report form, an employee's supervisor must take the following steps to minimize the risk of additional injury or harm:
   a. Determine the facts and cause of the accident.
   b. In the event of a medical emergency, have employee seek medical attention immediately.
   c. Report the claim by calling (888) 832-2524 within 24 hours of occurrence.

Once the supervisor reports the injury or illness, additional forms will be provided by DCORM for completion. It is very important that

	employees and supervisors complete all workers' compensation related forms completely and as quickly as possible. The DOH Risk Manager monitors such claims and receives monthly reports from DCORM to aid in the analysis of risk exposures and in estimating the cost of risk. The Risk Manager also prepares monthly Cost of Risk Reports that are submitted to DCORM. **C. Fraud** Workers' Compensation is designed to help and protect employees who suffer a work-related injury or illness. However, the District of Columbia Government, and ultimately all employees, can be affected by fraudulent claims. Filing a false claim or collecting benefits to which an employee is not legitimately entitled is a serious crime. Punishment by fines, imprisonment or both may result if an employee engages in fraud. Fraud includes: a. Reporting false facts to your supervisor. b. Lying on necessary forms c. Collecting benefits that an employee knows he or she is not entitled to.
VII. Contacts	Risk Manager - 202-442-5846
VIII. Related Documents, Forms and Tools	DOH Incident Report Form