

Workers' Compensation General Information

Workers' Compensation provides for payment for injuries and loss of time from work when employees, including student workers, become disabled as a result of a job-related illness or injury. The Workers' Compensation law of Mississippi holds the employer responsible for reporting work related injuries and illnesses.

The following guidelines are provided by Human Resources to ensure timely and proper reporting:

1. An injured employee must notify the supervisor or other person designated by the employer as soon as possible, but no later than 24 hours after the injury, excluding weekends.
2. The injured employee should seek medical treatment, if needed. The preferred facility for initial evaluation and treatment is HealthWorks located at 5909 US 49 #20 (near Wal-Mart). In the event that a work related accident occurs and HealthWorks is not open, or the work related accident is life threatening employees should be sent to the emergency room at Forrest General Hospital or Merit Health Wesley Medical Center. The attending physician will determine the extent of the injury, follow-up treatment will be prescribed as necessary, and a return to work date will be issued to the employee.
3. A USM Work Place Referral Form is required before treatment will be approved. The form can be obtained from Human Resources. Physical Plant and Residence Life employees please see office manager for this form.
4. A workers' compensation First Report of Injury or Illness Form should be filled out within 5 days of the accident and sent to the HR office. This form is located on the HR website.
5. USM's Workers' Compensation claims are administrated by AmFed Companies.
6. A PAF should be filled out by the supervisor as soon as they know if a leave of absence will be required and sent to HR for processing.
7. It is the responsibility of the employee to communicate with the supervisor all appointments, updates, prognosis, time off, etc....
8. As mandated by Senate Bill 2977, effective July 1, 2008, an employee's total compensation as a combination of paid leave and indemnity payments must not exceed 100% of regular compensation. In the event this happens the over payment is owed back to the university.
9. Human Resources is responsible for calculating the maximum compensation an employee is eligible to receive for paid leave and will notify the employee's department concerning adjustments to paid leave balances after receiving confirmation of temporary disability payment from the University's worker's compensation administrator (AmFed).
10. Managers, Supervisors, and staff must refrain from direct contact with an employee's physician the entire period of absence due to a work related injury or illness. Questions should be referred to the Department of Human Resources.
11. Workers' Compensation fraud is a felony with a minimum fine of \$5,000.00.