

**CALHOUN COUNTY
BOARD OF COMMISSIONERS
POLICY STATEMENT 307**

SUBJECT: WORKERS' COMPENSATION

DATE APPROVED: DECEMBER 20, 2012

EFFECTIVE: DECEMBER 20, 2012

REPLACES: 307 OF SEPTEMBER 1, 2005

Pursuant to Section 418.315 of the Michigan Worker's Compensation Disability Act, Calhoun County is required to provide reasonable medical, surgical, nursing and hospital services to employees who incur a personal injury arising out of and in the course of their employment.

REPORT OF INJURY: When an employee is injured on the job or in connection with work, the injury must be immediately reported to the employee's supervisor. An injury/accident report must be completed by both the employee and the supervisor within twenty-four (24) hours of the injury and returned to the Human Resources Department. Forms are available in the Human Resources Department and on the County Intranet. Failure to provide timely notice of a work-related accident or injury may result in loss of rights to compensation.

MEDICAL TREATMENT: If the employee requires medical treatment, the Human Resources Department will refer them to the County's designated physician for treatment. In life-threatening situations, emergency medical treatment is authorized. After twenty-eight (28) days from the inception of medical treatment provided by the County's designated physician, the employee may treat with a physician of his/her choice. If the employee decides to treat with a physician of his/her choice, he/she must notify the Human Resources Department in writing of his/her "Intent to Treat," and provide the physician's name, address and telephone number. The County and their carrier can object to the choice of physicians.

If an employee is treated by a physician of his/her own choice prior to reporting the specific injury, this treatment is then considered unauthorized and the medical bills may not be paid by the County's insurance administrator. Likewise, the medical bills for an employee who treats with a physician of his/her choice before completing the twenty-eight (28) days of required treatment by the County's designated physician will be considered unauthorized and may not be paid by the County's insurance administrator.

An employee who wishes to be treated by a physician of his/her choice for a work related injury must furnish to the Employer, after treatment commences, a report setting forth the history obtained, the diagnosis, prognosis and any other information reasonably necessary to properly evaluate the injury, the disability and the necessity for further rehabilitation or treatment. Thereafter, at reasonable intervals of not more than sixty

(60) days, the employee shall obtain and furnish a current medical report containing the same information together with an itemized statement of charges for services rendered to date. The County's insurance administrator is not required to make payment for services rendered until such report and itemized charges are furnished.

Any fee charged by employee's physician in preparing the narrative reports as required in the paragraph above must be paid for by the employee as it is the employee's responsibility under General Rule R-408.31, Rule 1 (4) of the Michigan Workers' Compensation Disability Act to provide these reports to the Employer when the employee uses a physician of their choice.

WAGE LOSS BENEFITS: If an employee experiences a lost time injury, they are entitled to weekly compensation benefits, which may be claimed as long as a disability and wage loss continue. Specific amounts and calculations depend on the date and type of injury.

Section 311 of the Michigan Worker's Compensation Disability Act provides that no compensation is paid for an injury which does not last for at least seven (7) days. If the disability lasts beyond seven (7) days, the worker is entitled to benefits as of the eighth (8th) day after the injury. If a disability continues for fourteen (14) days or longer, then the worker is entitled to be paid compensation back to the first day of the first seven (7) days of disability.

CONTINUATION OF BENEFITS: While a full time, non-probationary employee is on a medical leave of absence and is receiving compensation benefits pursuant to the Worker's Compensation Act, the Employer will continue to pay the required premiums for hospitalization insurance coverage, including dependent coverage, for that employee. The Employer's obligation under this subsection shall be limited to a period of up to six (6) months and, further, shall not extend beyond the period when the employee is actually receiving compensation payments pursuant to the Workers' Compensation Act, whichever is shorter.

OFFER OF FAVORED WORK: Section 301 of the Michigan Worker's Compensation Disability Act allows the County to offer reasonable work to injured employees as long as the work poses no clear and proximate threat to the employee's health and safety. Reasonable work can apply to anything from the workers regular pre-injury job to the most nominal available employment. If applicable, an offer of favored work will be given to the employee in writing. Refusal of reasonable employment under this statute may result in forfeiture or suspension of wage loss benefits during the period of such refusal.