



## HEKTOEN INSTITUTE LLC POLICY & PROCEDURES FORM

**POLICY TITLE: WORKER'S COMPENSATION - WORK RELATED INJURIES**

**POLICY NUMBER:** 00013

**REVIEWED & REVISED:** 05/01/2012

**POLICY:**

Hektoen is subject to the provisions of the Illinois Worker's Compensation Act and is responsible for the timely processing of all Worker's Compensation claims.

**EMPLOYEES AFFECTED:** All HEKTOEN Staff

**PURPOSE:**

Safety on the job is the responsibility of each employee. A safe working environment can be maintained only if all employees keep their work area neat and orderly, and report safety and fire hazards to their supervisors. The Worker's Compensation insurance carrier will contact you directly to discuss your injury. They will also follow your treatment plan to ensure you are receiving adequate treatment. Provide accurate and timely information to Hektoen and physicians regarding your medical condition.

**PROCEDURES:**

If you are injured on the job, you must immediately report the injury to your supervisor. Hektoen employees can go to any hospital for emergency care, but if the injury is less severe and the employee is working in the medical district, they can seek medical services at the UIC Great Lakes Center for Occupational and Environment Health, at 835 S. Wolcott. To file an injury report, you must contact the Human Resources Department.

**Medical Bills**

All medical bills which occur due to a workplace injury are sent to the Worker's Compensation insurance. The Worker's Compensation insurance has access to all medical files which are result of the injury.

**Claims**

All claims are handled according to state regulations and proper insurance practices. Filing a false Worker's Compensation claim is illegal, and will result in disciplinary action.

**Returning to work**

Hektoen Human Resources will try to provide temporary placement for employees with work restrictions. This allows the employee to be as productive as possible when temporarily placed on work restrictions, and does not place a financial strain on the employee during the recovery process.

Approved by:  Date: 4/10/12

Job Title: ADMINISTRATOR