



BOARD OF EDUCATION OF KENT COUNTY

5608 Boundary Avenue
Rock Hall, Maryland 21661
Phone 410-778-1595
Fax 410-810-2671

Injured Employee Workers' Compensation Guidelines

What to do:

1. **Report the incident immediately to your supervisor.** You are responsible to complete the Employee Statement and your Supervisor completes the Supervisor's Report. Both forms are located @ <http://www.kent.k12.md.us/index.php/forms/227-workmans-compensation>. These two forms must be completed and submitted on the same day as the incident. Please submit to the Human Resources Department, attention: Meredith Grussing (scan to mgrussing@kent.k12.md.us or fax 410.810.2671).
2. If medical treatment is needed, please be sure to tell the physician that your visit is for a work-related incident/injury/illness. **Do not give them your health insurance card.** In addition, do not fill your prescription by using your health insurance card.
3. Do not use your health insurance for any visits to your physician. Instruct your physician's office to send all medical bills directly to:
MABE Claims Unit
621 Ridgely Avenue, Suite 301
Annapolis, MD 21401 Phone: 410.841.2493 Fax: 410.841.2669
4. Following the doctor's visit, you must contact the Board of Education. Your contacts are Ed Silver or Meredith Grussing.
5. If you have work restriction(s), you must contact the Board of Education to see if we can accommodate your work restrictions and place you in the Return to Work program.
6. After the initial visit, any further treatment or therapy should be scheduled outside of your work day.
7. Please be sure to submit all doctors' notes/reports to your supervisor and to Human Resources.
8. Any missed time as a result of the injury must be authorized by your treating physician pursuant to Maryland workers compensation law. If you miss any time due to this injury, you must submit the documentation to your supervisor and to Human Resources. Workers' Compensation does not pay for the first three (3) days of absence due to a workplace injury. This means the employee is responsible to cover these three days with their paid leave time.
9. If you have a compensable claim and are out of work for more than three consecutive days, please see page 2.
10. Any questions, contact Ed Silver or Meredith Grussing, 410.778.1595.

Note: If the claim is not compensable under Workers Comp, the Payroll Office will adjust the employee's leave according to the time lost and all medical bills will be denied by the workers compensation insurance carrier. Therefore, the employee will be responsible for forwarding the denied bills to his/her appropriate health care carrier. If care is received outside of your health care "network", you could be responsible for expenses incurred.

If you are out for more than three (3) consecutive days and it is compensable under Workers Comp:

Workers' Compensation does not pay for the first three (3) days of absence due to a workplace injury. This means the employee is responsible to cover these three days with their paid leave time. If you are absent from this injury for more than three days, Workers' Compensation will provide partial payment, or two-thirds of your salary.

The Human Resources Department will contact you and you will have to select one of the following pay options:

1. ☐ I elect to remain on the KCPS payroll and use my paid sick time to make up for the one-third of my salary loss. When the Workers Compensation check, in the amount of two-thirds of my salary, is issued to me I will sign it over to the BOE. This is so I am not receiving double payment.
2. ☐ Removal from KCPS payroll. I will receive the two-thirds payment directly from MABE, the insurance carrier, and will not be charged any of my leave time.