

# **WHAT TO DO IF YOU ARE INJURED ON THE JOB**

State of Minnesota Worker Compensation System

Minnesota State Colleges and Universities

**Normandale Community College**

The State of Minnesota utilizes a managed care plan to handle worker's compensation claims for State employees. Each claim is overseen by a case manager who monitors the claim to make certain that reasonable and necessary care is provided. The organization which provides this case management is CorVel, a certified workers' compensation managed care plan.

## **Emergency:**

**Dial 9-911**

- ◆ Go to the nearest emergency care facility: **Fairview Southdale Hospital, 6401 France Avenue South, Edina.**
- ◆ After having your injury cared for at the emergency facility, proceed with the steps below for "Non-Emergency" injuries.

## **Non-Emergency:**

- ◆ Contact your supervisor and/or Normandale's Worker Compensation Coordinator, immediately to inform them of the injury. Normandale's WC Coordinator is Nella Austin, **952/487-8266**, in Human Resources.
- ◆ A "First Report of Injury" form must be completed within 24 hours of the injury. This form will be filed with the Department of Employee Relations (DOER) Worker's Compensation Division. A DOER specialist will investigate to determine if the claim is compensable. *NOTE: If your claim ends up being denied (i.e. is found to be unrelated to your work) the cost of your care will fall to your regular health care provider and yourself.*
- ◆ If medical treatment is needed, go to Normandale's designated CorVel Network Clinic:  
**Occupational HealthSystem  
Park Nicollet - Airport Clinic  
7550 34<sup>th</sup> Avenue South  
Minneapolis, MN 55450  
952/993-9700 – Main Number**
- ◆ If you are not sure that medical care is necessary, you can call **Park Nicollet - Airport Clinic, 952/993-9770**, and speak with a nurse who will advise you.
- ◆ Present a "Report of Workability" form (completed by your health care provider) in order to return to work. If this form indicates that you may return to work with some restrictions (e.g. can't lift over 20 lbs for 15 days or until return appointment with doctor) we will work with you to adjust your duties accordingly.

## **Your Responsibilities:**

- ◆ Promptly report your injury to your supervisor and/or Normandale's Worker Compensation Coordinator.
- ◆ Provide all necessary information to explain the circumstances of your injury.
- ◆ Follow the treatment plan prescribed by the health care providers who work with you.
- ◆ Promptly report any change in your physical or medical condition to your supervisor and your health care provider.
- ◆ Document your medical condition and treatment to help us handle your claim.
- ◆ Promptly report any change in your employment or financial situation to your supervisor.
- ◆ Cooperate with your supervisor, claims specialist, health care provider and any other people assigned to help you stay at work or return to work quickly.

## **Common Questions**

**What if I don't like the doctor?** After the initial evaluation by Park Nicollet - Airport Clinic (or the emergency care facility) you may choose to receive ongoing care from another CorVel participating provider. Call CorVel at (612) 436-2542 to notify them of the change in provider.

**Can't I see my own doctor?** After the initial evaluation by Park Nicollet - Airport Clinic (or the emergency care facility) you may request that ongoing care be provided by your regular doctor. Call CorVel at (612) 436-2542 to make such a request. You will be required to submit documentation to the Department of Employee Relations Worker's Compensation Division to prove the relationship was "previously established" (i.e. you've been seen by the provider at least twice in the past two years) and that the provider is abiding by approved treatment standards.

**I keep getting these bills. . . ?** If a medical provider sends bills to you, simply give them to Normandale's Worker Compensation Coordinator. Payment for compensable claims is the responsibility of the State and it is illegal for medical providers to harass an injured worker for payment.