
THE COLLEGE OF WILLIAM AND MARY
School of Marine Science / Virginia Institute of Marine Science

TO: Faculty, Staff and Graduate Students

FROM: Libby MacDonald, Workers' Compensation Representative

SUBJECT: Reporting Work-related Injuries

Date: August 26, 2020

All VIMS employees, including graduate assistants with a fellowship or an assistantship, are eligible for Workers' Compensation benefits upon sustaining a work-related injury or illness. **All work-related incidents/injuries/illnesses occurring in the field, lab or office should be reported within 24 hours, regardless of severity and even if medical treatment isn't required.** This includes infected insect bites, embedded ticks, cuts, abrasions, pain or soreness from lifting, allergic reactions, over-exposure to heat or sun and infected cuts or sores.

Procedures for VIMS employees in the event of a work-related injury or illness are as follows:

1. When a work-related injury/illness requiring medical attention occurs during the business day, contact me at ext. 7201 (or in my absence, [Eric Fidler](#) ext. 7322) to relay details necessary to file the claim with Managed Care Innovations (MCI). You will receive a Panel Physician Form to choose from a list of approved physicians and pharmacy card to use if medication is prescribed. **If you go to a physician other than one on the approved list, you may be responsible for the cost of the medical services.**
 - Inform the attending physician that this is a Workers' Compensation claim. I will provide a letter, confirming your status as a VIMS employee, your claim number and contact information for both me and MCI.
 - You must see the same Panel physician/clinic for follow-up visits
 - Absence from work as a result of a work-related injury or illness must be documented, signed and dated by the attending physician. It must include dates of absence, date and time of return to work and details of any restrictions of duty.
 - If the physician recommends that you need to be out of work, the first 7 days will be your responsibility. You will not be paid unless you use your sick/annual leave. If the injury requires you to be out 21 days or more, the initial 7-day period will be reimbursed if the claim is accepted as compensable.
 - All medical expenses are your responsibility while the claim is under review by MCI. If the claim is accepted as compensable, the bills will be paid by MCI.
2. It is your responsibility to stay in contact with your supervisor regarding your status. If you are cleared to return to "light-duty" work, consult your supervisor about availability. Instructions for light/altered duty must be documented in writing by the physician.
3. **If you have a medical emergency either in the field or at VIMS, you should seek immediate emergency help and follow-up with me as soon as possible.**

If you have questions, please call me at ext. 7201, email (ehmacd@vims.edu), or come by my office, Room 231 Watermen's Hall.