

## Procedures for filing a Workers' Compensation Claim

**Workers' Compensation** provides medical treatment and wage loss benefits for employees who are injured as a result of a work-related accident or illness. All UA Little Rock employees on payroll are covered under workers' compensation. The [Public Employee Claims Division \(PECD\)](#) of the Arkansas Insurance Department administers our Workers' Compensation program.

Employees with work related injuries who need medical treatment must call the **Company Nurse Injury Hotline at 1-855-339-1893**. It is accessible 24 hours / 7 days a week.



**All employees and supervisors must follow these steps for work related injuries:**

1. Employees must **notify their supervisor immediately**.
2. **Call the Company Nurse Injury Hotline at 1-855-339-1893** when medical treatment is needed.
  - o A nurse will gather information, make a care recommendation, and advise the employee on the next steps. An Injury Report will be sent to the designated treatment facility prior to the injured employee's visit. ***If NO medical treatment is needed, complete only the Injury Incident Report form located on the HR website.***
3. Company Nurse will email the Workers' Compensation forms to Human Resources and to PECD within five minutes of a phone call being made to Company Nurse. **Additional information and signatures will be required by the employee and their supervisor.** A representative of the Human Resources Department will contact the supervisor to complete this process.

<p><b>Temporary Prescription Form (TPF) -</b> Some employees may have to receive medical treatment and need to get a prescription filled. The employee will need a Temporary Prescription Form. A representative of the Department of Human Resources or Health Services must complete this form, make a copy, and give the original to the employee to take to the pharmacy.</p>	<p><b>Lost Time –</b> If an employee starts missing time from work due to their work related injury, please notify the Department of Human Resources immediately at 501.569.3180.</p>	<p><b>Family and Medical Leave Act (FMLA) -</b> Workers' compensation and FMLA will run concurrently. Employees may need to complete the healthcare provider form in 'lost time' cases.</p> <p><b>Contact the Department of Human Resources at 501.569.3180 if you have questions.</b></p>
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