

Reporting Work-Related Injuries

Workers' Compensation Insurance

Introduction

What is Workers' Compensation Insurance?

Workers' compensation insurance is a form of insurance specifically designed to provide necessary medical benefits and, in some circumstances, income benefits to employees on the payroll of the Texas A&M University System who suffer injuries or occupational diseases in the course and scope of their employment. Workers' compensation is not health insurance, nor does it provide compensation for damage to or loss of personal property.

The Texas A&M University System is self-insured for workers' compensation. Therefore, no private insurance company is involved in the process. The entire workers' compensation program is administered by the Office of Risk Management and Safety (ORMS). The ORMS is located in College Station in the System Administrative and General Offices building.

Reporting Injuries or Illnesses

The Employer's *First Report of Injury or Illness* form is required by the System in all cases when an employee reports or makes known an injury or occupational disease in the course and scope of employment.

The [*First Report of Injury or Illness*](#) form.

1. The *First Report of Injury or Illness* form MUST be completed as soon as possible after the injury. The Employee is to report the injury to their Supervisor. The Supervisor will complete the form or the employee will contact one of the Offices listed below to complete the form after notification to the supervisor:
 - Safety Office: 713-677-7953 (9:00am - 5:30pm) Room 301A
 - Human Resources Office: 713-677-7733 (7:30 am - 5:00 pm)
2. Upon completion of the *First Report Injury or Illness* form, it is given to the IBT Human Resources office for further processing.

Witness Statement

[Online Form](#) **OR** **[Print and Complete by Hand](#)** should be filled out by a willing employee or supervisor and sent in with the First Report of Injury or as soon as possible thereafter.

Obtaining Medical Services

If you require medical treatment for your work related injury, you should immediately

choose **one** treating doctor to coordinate your care.

- Make sure that the doctor knows it is work related, and that he/she will accept Worker's Compensation Insurance.
- Do not pay for any billing with your insurance card or otherwise.
- Report the incident immediately.

Tell your treating doctor that any bills for your work related injury should be sent directly to Risk Management and Safety at the address below:

Office of Risk Management and Safety
The Texas A&M University System
200 Technology Way, Suite 1120
College Station, TX 77845-3424

Phone: (979) 458-6330
Fax: (979) 458-6247

Bills for services not specifically related to your on-the-job injury should be sent to your regular health insurer or should be paid by you.

Except in an emergency, if you receive medical care which is not by or at the direction of your treating doctor, you will become responsible for payment of any charges associated with that care.

Please Note: The initial selection of treating doctor's is the employee's choice. IBT does not refer employees to treating doctor's since the initial selection is the employee's choice. The employee may not change treating doctor's without approval from the Texas Workers Compensation Commission (TWCC).

Employer's Wage Statement

This is required whenever the employing department knows or should have known an employee is disabled or will least 8 days cumulatively for a work related injury. Note: Since the department is only responsible for completing part of this form, page 2 of 4 is the only page provided.

Supplemental Report of Injury

This form accounts for any period of time lost from work for which the injured worker might be entitled to compensation benefits. It also serves as written notice of an employee's lost time and return to work after a period of disability.

Questions should be directed to the Safety Coordinator or IBT Human Resources Office.