

SUPERVISOR'S FIRST REPORT OF INJURY

All Fillable Form versions must be printed and submitted with original signatures.

See instruction sheet

ID#	Time of Injury: 🗌 AM 🗌 PN
NAME: TELEPHONE: (Work #	() Home/Cell#
HOME ADDRESS: Street or Box Apt# County City	State Zip Code
Date of Birth: / / SEX: Male Female **Students or Visiting Residents Comp. This form is for record or	Fellows are not covered under Workers' nly. Check applicable category
DEPARTMENT: INTEROFFICE ADDRESS: EMPLOYEE STUDENT/VISITING F	RESIDENT RESIDENT/VISITING FELLOW
SUPERVISOR,	Cell/Pager#
Date Supervisor / / / Witness: Notified: / / / / Witness: Month Day Year Time AM PM	
MARITAL STATUS: Married Single Divorced Widow Full Name of Spouse	
Put Accident Location Here:	
Building Name, Street, City, County, State, Zip Location (ex: Floo	r/Room #, Hall, Classroom)
Employee/Resident has received a copy of the Business Procedures Memorandum (BPM) 66-10-04 concerning confidentiality of your social security number. (B) Employee/Resident has signed Acknowledgement Form & received Notice of Network Requirement	INJURY TYPE Check Appropriately Fall Needle Stick***See protocol Sprain / Strain Burn Contusion / Bruise Bite**Describe Source Below Laceration / Cut Assault or Accident Eye Injury Other-Describe Below Rash
Signature of Injured Party Date Signature of Supervisor, Attend	ling or Director Date
INFORMATION RELEASE I hereby authorize any licensed physician, medical practitioner, hospital, clinic or other medical or medically related facility, insurance institution or person that has any records or knowledge of me, or my health, to furnish to the U.T. System, Office of Risk Management or mation relevant to the injury or illness which I am reporting, including: medical history, consultation reports, hospital records, etc. A pro- shall be considered as effective and valid as the original.	its representative any and all infor-
Signature of Injured Party: Date:	
ALL INFORMATION MUST BE COMPLETED BEFORE REPORT CAN BE PROCESSED Distribution: Fax a copy to: Risk Management & Insurance, HCPC Employees should contact their supervisor or the supervisor on duty to report their injury. Maintain a copy for department files Phone: (713) 500-8127 or 8100, Fax (713) 500-8111 WCI-04/06/20 ***Needlestick/BBP/TB Exposure: Students Hotline# 713-500-OUCH, Employee/Resident Hotline# 713	rs' Compensation, this form is for record only,







Workers' Compensation Network Acknowledgement Form

I have received the Notice of Network Requirements which informs me how to get health care under workers' compensation insurance.

If I am hurt on the job and live in the service area described in this information, I understand that:

- I must choose a treating doctor from the list of physicians in the IMO Med-Select Network Or, I may ask my HMO primary care physician to agree to serve as my treating doctor by completing the Selection of HMO Primary Care Physician as Workers' Compensation Treating Doctor Form # IMO MSN-5.
- 2. I must go to my network treating doctor for all health care for my injury. If I need a specialist, my treating doctor will refer me. If I need emergency care, I may go anywhere.
- 3. The insurance carrier will pay the treating doctor and other network providers.
- 4. I may have to pay the bill if I get health care from someone other than a network doctor without network approval.
- 5. If I receive the Notice of Network Requirements and refuse to sign the Acknowledgement Form, I am still required to use the network.

Please fill out the following information before signing and submitting this completed form to RMI by Fax# (713)500-8111, encrypted emails to (sondra.k.faul@uth.tmc.edu) or OCB 1.330. **HCPC Employees should give form to their supervisor or supervisor on duty.

Employee ID:	Name of Network: IMO Med-Select Network					
Hire Date:	Department: Street Address-No PO Box or Work Address					
Home Address:						
	City	State	Zip Code	County		
Employee Signature			Date			
Printed Name			Emplo	yee Phone Number		

For more information please contact the Office of Safety, Health, Environment & Risk Management-713.500.8127 or 8111

Instructions for Supervisor's First Report of Injury

1. Report work injury/illness to your supervisor. If this is a Needlestick/Bloodborne Pathogens or TB Exposures; please refer to the protocol sheet and call the appropriate hotline.

2. Employee/Resident/Student need to complete and sign the Supervisor's First Report of Injury ("FRI"); including the Information Release section. Employees/Residents need to complete & sign the Network Acknowledgment Form. **Submit completed forms to RMI,do not send the entire packet. The remaining pages concerning the IMO network should be given to the UT Health Employee/UT Health Resident/Fellow.

3. **Employee/Resident** if you choose not to seek medical attention initial (A). {This does not prevent you from seeking care at a later date}.

4. **Employee/Resident** initial **(B)** indicating that a copy of the Business Procedures Memorandum (BPM) 66-10-04 concerning confidentiality of your social security number was received.

5. **Employee/Resident** initial **(C)** indicating that the Network Acknowledgement Form & the Notice of Network Requirement Packet have been received.

6. Have your **supervisor sign and date the form.** Your supervisor's signature acknowledges the work-related injury/illness was reported and the date the injury/illness was reported.

7. Submit the completed forms to RMI by fax (713-500-8111) or encrypted email (sondra.k.faul@uth.tmc.edu).

8. Lost Time? Call Risk Management & Insurance ("**RMI**")/Workers' Compensation (713) 500-8127 or 8100. A **Request for Paid Leave Form** must be completed and submitted to RMI within 3 days of lost time. This applies even if personal sick or vacation time is used.

IMO Information does not pertain to Students, Visiting Residents or Fellows.

Student should contact UT Student Health Services at 713-500-5171.

Visiting Residents or Fellows should contact their employer.

9. As of **April 1, 2013**, UT System has contracted with IMO Med-Select, a certified workers' compensation health care network, to provide medical care for UT Health employees who sustain work-related injuries/illnesses.

Non-Emergency Care: If you live within the IMO Med-Select network service area, you must seek medical care from an IMO Med-Select network provider. Your medical provider will refer you to a network specialist, if necessary. If you receive medical care from an out-of-network provider, you may be financially responsible for the services provided should it be determined that you live within the network service area. UT Health Employee/

UTHealth Residents can go to the IMO website at **www.injurymanagement.com** for a list of network providers.

For your convenience UTHealth Employees/Residents can be seen at UTHealth Service ("UTHS") which is part of the IMO health care network. UTHS is located at 7000 Fannin, UCT 1620. Please call 713-500-3267 ext 1 for treatment Take a copy of the Supervisor's First Report of Injury and Acknowledgement Form to the appointment. **Emergency Care:** In an emergency situation, you should seek medical care from the nearest hospital emergency room. However, follow-up medical care should be received from a network provider.

Out-of-Network Care: If you live outside of the IMO Med-Select network service area, you are not required to be treated by an IMO Med-Select network provider. You should seek medical care from any provider who accepts Workers' Compensation Insurance.

Note: Supervisor/Employer's failure to report lost days, return to work, resignations/terminations within (3) days of knowledge could result in fines up to \$25,000.00 per day per occurrence issued by the Texas Department of Insurance-Divison of Workers' Compensation.

Please contact RMI (713-500-8127 or 713-500-8100) or visit the Safety, Health, Environment and Risk Management web page at https://www.uth.edu/safety/risk-management-and-insurance/.

Notes for :Visiting Residents/Fellows

1. **Visiting Residents** or **Visiting Fellows** are **not** covered under UTHealth Workers' Compensation. Please contact your employer to obtain directions on handling a claim.

2. **Please complete** the Supervisor's First Report of Injury as indicated on the Instruction for the Supervisor's First Report of Injury sheet (Steps 1-8). **For Record Only

3. **Non-Emergency Care**: Contact UTHealth Service 713-500-3267 X 1, after hours call: 1-800-770-9206 (24 hours answering service will ensure that exposure coordinator calls back promptly). *See the Needlestick;Bloodborne Pathogen or TB Exposure sheet which is part of this packet for more details. Please notify them that you are a visitor.

4. **Emergency Care**: You should seek medical care from any provider who accepts Workers' Compensation Insurance, but let them know you are not a UTHealth employee.

Please contact RMI (713-500-8127 or 713-500-8100) or visit the Safety, Health, Environment and Risk Management web page at https://www.uth.edu/safety/risk-management-and-insurance/

Business Procedures Memorandum 66-10-04

Disclosure of your Social Security Number ("SSN") is required in order for The University of Texas System to report as required to the Texas Department of Insurance as mandated by state law. Further disclosure of your SSN is governed by the Public Information Act (Chapter 552 of the Texas Government Code) and other applicable law.

The following notices are being provided to you in accordance with Business Procedures Memorandum 66-10-04.

Section 7 of the Federal Privacy Act of 1974 (Historical Note, 5 U.S.C. § 552a)

DISCLOSURE OF SOCIAL SECURITY NUMBER

Section 7 of Pub. L. 93-579 provided that:

(a)(1) It shall be unlawful for any Federal, State or local government agency to deny to any individual any right, benefit, or privilege provided by law because of such individual's refusal to disclose his social security account number.

(2) [T]he provisions of paragraph (1) of this subsection shall not apply with respect to-

(A) any disclosure which is required by Federal statute, or

(B) the disclosure of a social security number to any Federal, State, or local agency maintaining a system of records in existence and operating before January 1, 1975, if such disclosure was required under statute or regulation adopted prior to such date to verify the identity of an individual.

(b) Any Federal, State, or local government agency which requests an individual to disclose his social security account number shall inform that individual whether that disclosure is mandatory or voluntary, by what statutory or other authority such number is solicited, and what uses will be made of it."

§559.003. RIGHT TO NOTICE ABOUT CERTAIN INFORMATION LAWS AND PRACTICES.

With few exceptions, you are entitled on your request to be informed about the information UTHSC-H collects about you. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review the information. Under Section 559.004 of the Texas Government Code, you are entitled to have UTHSC-H correct information about you that is held by us and that is incorrect, in accordance with the procedures set forth in The University of Texas System Business Procedures Memorandum 32. The information that UTHSC-H collects will be retained and maintained as required by Texas records retention law (Section 441.180, et. seq. of the Texas Government Code) and rules. Different types of information are kept for different periods of time.

(a) Each state governmental body that collects information about an individual by means of a form that the individual completes and files with the governmental body in a paper format or in an electronic format on an Internet site shall prominently state, on the paper form and prominently post on the Internet site in connection with the electronic form, that:

(1) with few exceptions, the individual is entitled on request to be informed about the information that the state governmental body collects about the individual;

(2) under Sections 552.021 and 552.023 of the Government Code, the individual is entitled to receive and review the information; and

(3) under Section 559.004 of the Government Code, the individual is entitled to have the state governmental body correct information about the individual that is incorrect.

(b) Each state governmental body that collects information about an individual by means of an Internet site or that collects information about the computer network location or identity of a user of the Internet site shall prominently post on the Internet site what information is being collected through the site about the individual or about the computer network location or identity of a user of the site, including what information is being collected by means that are not obvious.

Added by Acts 2001, 77th Leg., ch. 1059, § 1, eff. Sept. 1, 2001.

STEPS TO BE TAKEN IN THE EVENT OF A NEEDLESTICK/ BLOODBORNE PATHOGEN OR TB EXPOSURE

If a Student	If a UTHealth Employee, Faculty, or Resident	If a UTPhysicians Insperity Employee	
 Apply first aid: Clean exposed area with soap and	 Apply first aid: Clean exposed area with soap and	 Apply first aid: Clean exposed area with soap and	
water for at least 15 minutes. Flush mucous membranes with water	water for at least 15 minutes. Flush mucous membranes with water	water for at least 15 minutes. Flush mucous membranes with water	
or saline for at least 15 minutes.	or saline for at least 15 minutes.	or saline for at least 15 minutes.	
 If the source patient is known and present,	 If the source patient is known and present,	 If the source patient is known and present,	
keep individual on-site for a blood draw (see	keep individual on-site for a blood draw (see	keep individual on-site for a blood draw (see	
below) *	below) *	below) *	
 Notify instructor / clinic supervisor / hospital	 Notify clinic / supervisor / hospital supervisor	 Notify clinic / supervisor / hospital supervisor	
supervisor to report injury	to report injury	to report injury	
 Obtain medical evaluation and treatment at:	 Obtain medical evaluation and treatment at:	 Obtain medical evaluation and treatment at:	
Student Health Services Clinic	UT Health Services Clinic	UT Health Services Clinic	
UTPB Suite 130	UCT Suite 1620	UCT Suite 1620	
713-500-5171	713-500-3267 (select Ext. 1)	713-500-3267 (select Ext. 1)	
Hours: M-F 8:30am – 5:00pm	Hours: M-F 7:00am – 4:00pm	Hours: M-F 7:00am – 4:00pm	
Call the Needlestick Hotline: 713-500-OUCH (if after hours the exposure coordinator will call you back shortly)	 If after hours, call the Needlestick Hotline: 800-770-9206 (24-hr answering service will ensure exposure coordinator calls back promptly) 	 If after hours, call the Needlestick Hotline: 800-770-9206 (24-hr answering service will ensure exposure coordinator calls back promptly) 	
 Complete the 'Supervisor's First Report of Injury Form' to document the injury and submit to Risk Management & Insurance Program at OCB 1.330 or fax 713-500-8111 	• Complete the 'Supervisor's First Report of Injury Form' to document the injury and submit to Risk Management & Insurance Program at OCB 1.330 or fax 713-500-8111	 Complete the 'First Report of Injury' and Sharps Injury Log to document the injury and submit to Insperity. 	
In the State of Texas, you have the right to the identification, documentation, testing, and results of the source individual infectious disease status. Arrangements should be made immediately with UT Student Health Services or the hospital where the incident takes place for testing the source individual. Source individual testing should include HIV antibody, Hepatitis C antibody, and Hepatitis B surface antigen.	In the State of Texas, you have the right to the identification, documentation, testing, and results of the source individual infectious disease status. Arrangements should be made immediately with UT Health Services or the hospital where the incident takes place for testing the source individual. UTP outlying clinics have been provided with exposure kits to draw source patient blood onsite. Source individual testing should include HIV antibody, Hepatitis C antibody, and Hepatitis B surface antigen.	In the State of Texas, you have the right to the identification, documentation, testing, and results of the source individual infectious disease status. Arrangements should be made immediately with UT Health Services or the hospital where the incident takes place for testing the source individual. UTP outlying clinics have been provided with exposure kits to draw source patient blood onsite. Source individual testing should include HIV antibody, Hepatitis C antibody, and Hepatitis B surface antigen.	

IMO MED-SELECT NETWORK®

A Certified Texas Workers' Compensation Health Care Network

<u>Notice of Network Requirements for</u> <u>The University of Texas System</u>

IMO Med-Select Network[®] Notice of Network Requirements

- 1. *The University of Texas System* is using a certified workers' compensation health care network called the **IMO Med-Select Network**[®].
- 2. For any questions you may contact IMO by:
 - a. Calling IMO Med-Select Network® at 888.466.6381
 - b. Writing to P.O. Box 260287, Plano, Texas 75026
 - c. E-mailing questions to netcare@injurymanagement.com
- 3. Each certified workers' compensation network must have one or more service areas where doctors and other health care workers are available to treat you if you are hurt on the job. The network's service areas are in the following counties:

1. Atascosa	29. Galveston	57.	Lynn
2. Aransas	30. Garza		, McLennan
3. Austin	31. Gonzales	59.	Medina
4. Bandera	32. Grayson	60.	Milam
5. Bastrop	33. Grimes	61.	Montgomery
6. Bee	34. Guadalupe		Navarro
7. Bell	35. Hale	63.	Nueces
8. Bexar	36. Harris	64.	Parker
9. Blanco	37. Hays	65.	Rains
10. Brazoria	38. Henderson	66.	Refugio
11. Brazos	39. Hidalgo	67.	Robertson
12. Burleson	40. Hill	68.	Rockwall
13. Burnet	41. Hockley	69.	San Jacinto
14. Caldwell	42. Hood	70.	San Patricio
15. Cameron	43. Hunt	71.	Smith
16. Chambers	44. Jefferson	72.	Starr
17. Collin	45. Jim Wells	73.	Tarrant
18. Colorado	46. Johnson	74.	Terry
19. Comal	47. Karnes	75.	Travis
20. Crosby	48. Kaufman	76.	Van Zandt
21. Dallas	49. Kendall	77.	Walker
22. Denton	50. Kleberg	78.	Waller
23. El Paso	51. Lamb	79.	Washington
24. Ellis	52. Lee	80.	Wharton
25. Falls	53. Liberty	81.	Williamson
26. Fayette	54. Limestone	82.	Wilson
27. Floyd	55. Live Oak	83.	Wise
28. Fort Bend	56. Lubbock	84.	Wood

- 4. A map of the service area with the above counties can also be viewed on the IMO website at **www.injurymanagement.com** or on page seven of this Notice of Network Requirements packet.
- 5. You have the right to select your HMO primary care physician (PCP) as your treating doctor if your HMO PCP was selected prior to your injury at work. The network prefers that you make this decision as soon as possible. Your HMO PCP must agree to abide by the workers' compensation health care network's contract and rules.
- 6. Except for emergencies, if you are hurt at work and live in the network service area, you <u>must</u> choose a treating doctor from the list of network doctors. All services and referrals are to be received from your treating doctor.
- 7. Except for emergencies, the network must arrange for services, including referrals to specialists, to be accessible to you on a timely basis and within the time appropriate to the circumstances and your condition, but no later than 21 days after the date of the request.
- 8. If you need emergency care, you may go anywhere. If you become injured after business hours and it is not an emergency, go to the closest health care facility.
- 9. If you cannot contact your treating doctor after business hours, and you are in need of urgent care, go to the closest health care facility.
- 10. You may not live in the network service area. If so, you are <u>not</u> required to receive care from network providers.
- 11. If you are hurt at work and you do not believe that you live within the network service area, contact your claims adjuster. The Third-Party Administrator for UT System must review the information within seven calendar days and notify you of their decision in writing.
- 12. UT System may agree that you do not live in the network service area. If you receive care from an out-of-network provider, you may have to pay the bill for health care services if it is later determined that you live in the network service area.
- 13. If you disagree with the decision in regard to the network service area, you may file a complaint with the Texas Department of Insurance. Complaint form information is addressed in #30 below.
- 14. Even if you believe you do not live in the network service area, you still may receive health care from network doctors and staff while your complaint is reviewed by the Texas Department of Insurance and the network.
- 15. UT System will pay for services provided by the network treating doctor and other network health care providers. Except for emergency care, you may have to pay the bill if you get care from someone other than a network doctor without approval.
- 16. All network doctors and other providers will only bill UT System for medical services as related to the compensable work injury. The employee should not be billed by the network provider.

- 17. Unless there is an emergency need, the network must approve any of the following health care services before they are provided to you:
 - a. Admission to a hospital
 - b. Physical therapy/occupational therapy, beyond allowable sessions
 - c. Chiropractic care, beyond allowable sessions
 - d. Any type of surgery
 - e. Some initial and repeat diagnostic testing
 - f. Certain injections
 - g. All work hardening or work conditioning programs
 - h. Equipment that costs more than \$1,000
 - i. Any investigational or experimental services or devices
 - j. Any treatment, service, medication, diagnostic test or durable medical equipment that falls outside of or not recommended by any one of the following Evidence Based Guidelines: i) Official Disability Guidelines; ii) American College of Occupational and Environmental Medicine; iii) Medical Disability Advisor
 - k. Mental health care
 - I. All chronic pain programs
- 18. Definition: "Adverse Determination" means a determination, made through utilization review or retrospective review, that the health care services furnished or proposed to be furnished to an employee are *not* medically necessary or appropriate.
- 19. If the proposed health care services are for concurrent hospitalization, the person performing utilization review must, within 24 hours of receipt of the request, transmit a determination indicating whether the proposed services are pre-authorized. For all other requests for preauthorization, the person performing utilization review must issue and transmit the determination no later than three business days after the date the request is received.
- 20. If the network issues an adverse determination of the request for health care services, you, a person acting on your behalf or your doctor may file a request for reconsideration by writing a letter or calling the network. Even though you can request a reconsideration of the denial yourself, the network encourages you to talk to your doctor about *filing* the reconsideration. He or she may have to send medical information to the network. This reconsideration must be submitted within 30 days of the date that your doctor receives the adverse determination in writing.
- 21. The network will respond to the reconsideration request within five business days of receipt demonstrating that the network has received the information. The network has up to 30 business days for the final determination. If it is a reconsideration request for concurrent review, the network will respond within three business days. The network will respond within one business day if it is a reconsideration request which involves a denial of proposed health care services involving post-stabilization treatment, life-threatening conditions or for continued length of stay in a facility.
- 22. Independent Review Organization (IRO) exemption: An employee with a life-threatening condition is entitled to an immediate review by an IRO and is *not* required to comply with the procedures for a reconsideration of an adverse determination.

- 23. If the network renders an adverse determination on a reconsideration of the following: i) a preauthorization review, ii) a concurrent review or iii) a retrospective review, the notification will include information on how to request an IRO. Requests for an IRO must be sent no later than 45 days from the date of the denial of the reconsideration.
- 24. If the situation is life threatening, you do not have to go through the network reconsideration process. You, the person acting in your behalf, or the requesting provider may request a review by an IRO. IRO requests shall be made to the Texas Department of Insurance on behalf of the patient by the Utilization Review Agent (URA).
- 25. An IRO review may be requested for several other reasons besides a life-threatening situation. The reasons may include: i) if the network denies the health care a second time by denying your reconsideration; ii) if the network denies the referral made by your treating doctor because it is not medically necessary; or iii) if the network denies your care because it is not within treatment guidelines.
- 26. After the review by the IRO, they will send a letter explaining their decisions. UT System will pay the IRO fees.
- 27. Your treating doctor may decide to leave the network. If so, and if it may harm you to immediately stop the doctor's care, UT System must pay your treating doctor for up to 90 days of continued care.
- 28. If you are dissatisfied with any part of the network, you can file a complaint. Any complaint must be filed within 90 days of the event that you are dissatisfied. When a complaint is received, you will be sent a notification letter within seven days, which will describe the complaint procedures. The network will review and resolve the complaint within 30 days of receipt. *You can contact the network by:*
 - a. Calling: 877.870.0638
 - b. Writing: IMO Med-Select Network®

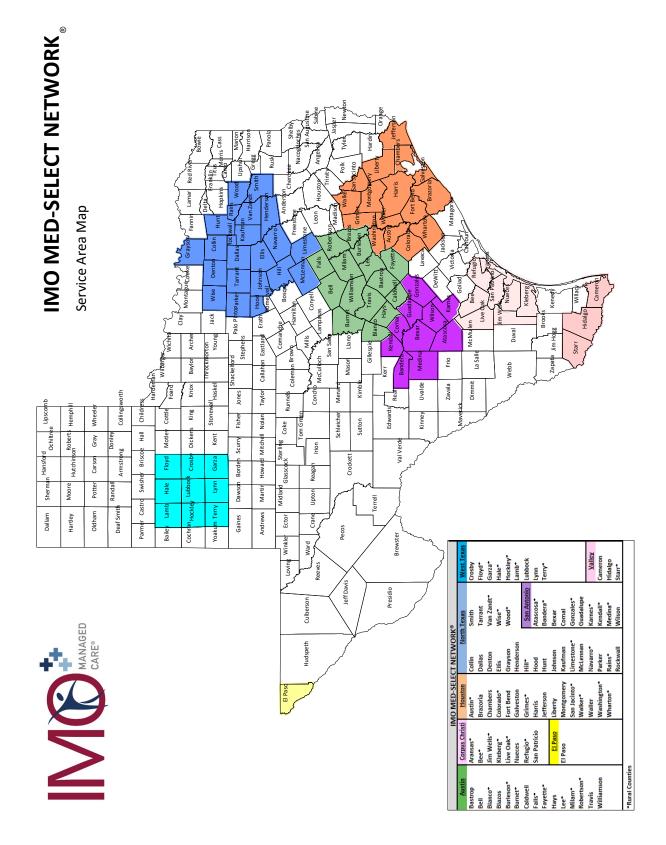
Attention : NetComplaint Dept. P.O. Box 260287 Plano, TX 75026

- c. E-mailing: netcomplaint@injurymanagement.com
- 29. The network will not retaliate if:
 - a. An employee or employer, who files a complaint against the network or appeals a decision of the network, or
 - b. A provider who, on behalf of the employee, files a complaint against the network or appeals a decision of the network.
- 30. If you file a complaint with the network and are dissatisfied with the network resolution, you may file an appeal with the Texas Department of Insurance (TDI). *You can receive a complaint form from:*

- a. The TDI website at www.tdi.state.tx.us, or
- b. Write to TDI at the following address:

Texas Department of Insurance HMO Division, Mail Code 103-6A P.O. Box 149104 Austin, TX 78714-9104

- 31. Within five business days, the network will send a letter confirming they received the appeal.
- 32. A list of network providers will be updated every three months, including:
 - a. The names and addresses of network providers grouped by specialty. Treating doctors shall be identified and listed separately from specialists; and
 - b. Providers who are authorized to assess maximum medical improvement and render impairment ratings shall be clearly identified.
- 33. To obtain a provider directory:
 - a. You can request a copy from your employer, or
 - b. You can view, print or email a list online at www.injurymanagement.com.



^{7 |} Revised 12.20.19 UT System | IMO Med-Select Network®