

GENERAL INFORMATION

The City provides Workers' Compensation coverage to employees for job related injuries and occupational illnesses in accordance with the Texas Workers' Compensation Act.

It is the responsibility of employees to properly notify the City of Baytown regarding job injuries, and illnesses, requiring medical care and treatment.

This literature is to serve as a general overview of the Workers' Compensation process. The final source of authority is City of Baytown Personnel Policy and Administrative Rules.

WORKERS' COMP BILLING INFO

Medical providers should send workers' compensation bills to the following:

CorVel Corporation
PO Box 6966
Portland, OR 97228



FAX:
888.851.9190



EMAIL:
8888519190@onlinecapturecenter.com

All requests and questions regarding reimbursement and pre-authorization should be referred to CorVel.

PRESCRIPTION INFORMATION

BIN: 004336
PCN: ADV
RXGROUP: RXFFWC9100717
MEMBER ID: See below to generate ID

When processing the first Fill Prescription, the 17 digit Member Identification Number is as follows:
9 digit social security number + 8 digit date of injury = XXXXXXXXXXXMMDDYYYY

EMPLOYEE INJURY CALL CENTER

855-902-9181

Call to speak with a registered nurse in the event of a workplace incident or injury.

Employee: Press 1 to speak to a Triage Nurse.

Supervisor: Press 2 to report injury if the injury has been treated but not reported to CorVel.

Call 911 for Medical Emergencies.



Download the My Care App from CorVel on the Android and Apple app stores to track your claim.

CONTACT RISK MANAGEMENT

Ava Hudnall
Risk & Safety Coordinator

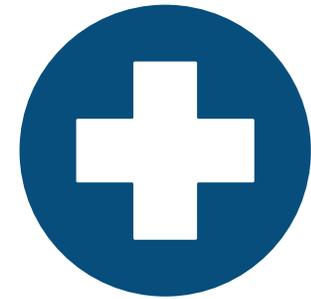


PHONE: 281.420.5846 | FAX: 281.420.6518



EMAIL: AVA.HUDNALL@BAYTOWN.ORG

WORKERS' COMPENSATION



EMPLOYEE GUIDE TO WORKERS' COMPENSATION



City of Baytown Human Resources
2401 Market Street
Baytown, TX 77520
281-420-6520

JOB RELATED INJURIES

1 REPORT IT!

Report an injury or illness to your supervisor as soon as possible. You and your supervisor will then report the injury to CorVel's 24/7 Nurse Triage Line at 855-902-9181. They will evaluate the nature of the incident or injury to determine immediate medical needs.

Injured workers will initially be channeled to Baytown Employee Wellness Center at the onset of injury, if appropriate.

BAYTOWN EMPLOYEE WELLNESS CENTER
4002 GARTH ROAD STE. 130 | BAYTOWN, TX 77521

If you need emergency medical care, go to the nearest emergency facility or call 911.

2 SELECT A TREATING DOCTOR

Injured employees may be seen at the Baytown Employee Wellness Center or an in-network medical provider of their choice. It is your responsibility to ensure your provider is in the Texas CorVel CorCare Network.

To search for an in-network provider

- Visit: <https://ppolookup.corvel.com/>
- Select "Find a Physician"
- Select "Texas CorCare Certified Network" (on dropdown menu)



Visit baytownlife.com for more information!

3 REPORTING BACK TO WORK

MODIFIED DUTY

The City will offer modified duty, if available, to get you back to work. Employees may not exceed 6 months of combined absence and modified duty.

FULL DUTY

Once your medical provider issues a full duty release, provide that information to your supervisor and the City Risk & Safety Coordinator to arrange returning back to work. The Return to Work form and documentation will be sent to the City designated medical provider for review and determination of the need for a Functional Capacity Exam.

4 FUNCTIONAL CAPACITY EXAM

If required, you may need to complete a Functional Capacity Exam before you can be released. The Risk & Safety Coordinator will contact you if testing is needed.

5 RETURN TO DUTY

Upon successful completion of steps 4 & 5, you will be released to resume your job duties.



You must remain in weekly communication with the City Risk & Safety Coordinator during injury leave.

TEMPORARY INCOME BENEFITS (TIBS)

- 70% of your average weekly wage.
- Begins on the 8th calendar day you are off and is mailed directly from the Workers' Compensation vendor.
- Continues until you return to work, receive an impairment rating, or reach a maximum of 104 weeks from the date the lost time begins.

SUPPLEMENTAL PAY/LINE OF DUTY PAY

- Full-time employees with over 1 year of service are eligible.
- Covers 100% of base pay by adding to Workers' Compensation.
- Available for a maximum of 8 weeks per injury, with a yearly limit of 8 weeks total.
- Civil Service employees are eligible to receive Line of Duty Pay for up to 1 year, based on the injury and Civil Service rules.



IMPORTANT THINGS TO KNOW



- An adjuster is assigned to assist you through the process and manage your claim.
- You must be available for consultation at the request of the City during the period of disability.
- An employee on modified duty will be not be allowed to work overtime.
- All other employment must be approved by the Human Resources Department and your Department Director.
- Sick and vacation leave will continue to accrue while receiving Workers' Compensation benefits.
- Employees may choose to continue TMRS payments during an injury and are responsible for coordinating payments with TMRS.