

# How and when to file for Workers' Compensation . . .

Workers' compensation involves any injury or illness arising out of or in the course of employment.



## What paperwork needs to be completed?

The Department member or supervisor must complete the [State of Michigan Claim Form](#) and email it within 24 hours of incident to: [MSPWorkComp@michigan.gov](mailto:MSPWorkComp@michigan.gov) . Paperwork should be completed at this time even if there does not appear to be an injury.

## What if the member needs medical treatment?

During the first 10 days, the Department can direct who handles the medical treatment ([see Clinics listed on intranet](#)). If there is not a clinic in their work area, members can go to a local hospital or their family doctor. Members should make certain they are NOT using personal health insurance. Please do not use emergency rooms for minor injuries/illnesses (i.e., removal of stitches). If authorization is needed, please contact Cathy Howell at 517/336-6265.

## Time off work?

<b>If LESS than seven days:</b>	<b>If MORE than seven days:</b>
 <p>The claim is considered "medical only."</p> <ul style="list-style-type: none"><li>• Use sick leave to cover time away from work or may use annual leave credits if sick leave credits are exhausted or at max on annual leave accrual.</li><li>• DO NOT use overtime to pay for time spent at medical facility</li><li>• Enlisted members can complete <a href="#">PD-188</a> to request recrediting of leave time from the MSPTA Safety Committee.</li></ul>	 <p>The claim is considered "an indemnity claim" and wage replacement is picked up by the workers' compensation carrier (CMI). It takes approximately two to three weeks before CMI starts payment. The member is notified when the claim is picked up by both CMI and the Department.</p> <ul style="list-style-type: none"><li>• Use sick leave to cover time away from work or may use annual leave credits if sick leave credits are exhausted or at max on annual leave accrual.</li><li>• DO NOT use overtime to pay for time spent at medical facility</li><li>• Enlisted members can complete <a href="#">PD-188</a> to request recrediting of leave time from the MSPTA Safety Committee.</li><li>• They are put in work comp status and 2/3rds (53.33 hours) of their pay comes weekly direct from the work comp carrier.</li><li>• The member uses 1/3rd (26.67hours) of their leave credits to cover the remainder of their time.</li><li>• In addition, if the work comp wage replacement and 1/3rd leave credits do not add up to full regular pay, the department will supplement.</li></ul>
<b>Medical Documentation</b>	
Medical statements should be forwarded via fax to Disability Management at 517/336-6505.	Medical statements should be forwarded via fax to Disability Management at 517/336-6505. Member is to provide medical updates every 30 days.

## Return to work full duty

The member needs to submit medical documentation stating that they are released without restrictions.

**What should the member do with bills received for treatment?**

Bills should be mailed to Disability Management at 714 South Harrison Road, East Lansing, MI 48823

**Return to work limited duty**

The member needs to submit medical documentation listing restrictions and an estimated duration.