

Town of Emerald Isle Workers Compensation Procedures

As required by State law, the Town of Emerald Isle provides for medical benefits and disability compensation in accordance with the North Carolina Workers' Compensation Act to employees who sustain compensable injuries or illnesses, which arise out of or are found to be within the course and scope of their employment.

Workers compensation insurance pays for all necessary medical treatment, including hospitalization, doctors fees, and prescriptions. The schedule of payment is set by law. Work-related claims shall not be filed under the employee's group health plan.

While it is understood that circumstances following any workplace injury/accident may be unpredictable, the following are general procedures that should be helpful and should be followed as practical when an employee is injured while in the course and scope of their work:

1. Employee is to notify their supervisor immediately following an injury/accident while at work. If immediate Supervisor is not available notify Department Head or Town Clerk/Human Resources.
2. The employee should complete the Employee's Report of Injury Form and the supervisor should complete the Supervisor's Accident Investigation Form.
3. The supervisor or department head should complete the NCIC Form 19 Employers Report of Employees Injury and forward to Town Clerk/Human Resources within 24 hours.
4. Provide the employee with a copy of the completed NCIC Form 19 along with a blank NCIC Form 18 Notice of Accident to Employer.
5. If medical assistance other than minor first aid is required the employee must go to the Town-approved primary care provider, Crystal Coast Family Practice, 540 Cedar Point Blvd, Cedar Point, NC 28584. The Supervisor, Department Head or Town Clerk/Human Resources must contact Crystal Coast Family Practice in advance before sending or taking the employee to the facility in order to schedule the appointment and authorize that the employee is being seen due to a work related injury.
6. Employee shall obtain a Medical Authorization and Attending Physician's Report form from their immediate Supervisor, Department Head or Town Clerk/Human Resources office and take that form with them to the medical facility at the time of treatment. The form must be completed by the physician and returned to Town Clerk/Human Resources. The employee should not use their own health insurance card for treatment and/or prescriptions. If Crystal Coast Family Practice is not open the employee should go to Carteret General Hospital; follow-up care will be provided by a medical provider approved by the Town's workers compensation carrier.
4. In the case of a serious or life-threatening injury, the employee should be taken to the nearest emergency room immediately.
5. The Town's workers compensation insurance carrier must authorize all referrals to other doctors and medical facilities, as well as additional medical treatment.
6. Employees need to report to their Department Head with status information forwarded to Town Clerk/Human Resources after each doctor's visit and provide medical notes to Town Clerk/Human Resources for review by Town Manager prior to returning to work.

(Forms that need to be completed may be found on our website www.emeraldisle-nc.org/employees.htm)