

Injured on the job

Seek Medical Care if Needed

- **Emergency Care (including after hours)** – Any Emergency Room
- **Non-Emergency Physician Evaluation and/or Follow Up** – Select from the Political Subdivision Workers' Compensation Alliance at www.pswca.org, Phone 866-997-7922
- **Prescriptions** – Use attached 'First Fill' card to obtain any prescribed medications
- **Insurance Provider Billing Information:**

TML-IRP (Texas Municipal League-Intergovernmental Risk Pool)

PO Box 2894

Clinton, IA 52733

Phone: 512-491-2300

Fax: 512-491-2481

Email: workerscompensation@tmlirp.org

Report the Injury

- **Notify Supervisor** – immediately following an injury
- **Supervisor Notifies HR** – by phone 713-662-8104 or email hr@bellairetx.gov. Prompt notification ensures HR is aware of the situation.
- **Complete Accident/Incident Report** – submit to Human Resources within 24-hours of the incident. Form can be found on the shared drive – S:\Human Resources\Workers Comp
 - **Essential details include** – if medical treatment was needed, and if there will be any missed work as a result of the injury

After the Injury

- **Submit Physician Documents** – submit any documentation received from physician regarding your ability to return to work and/or any physical restrictions listed to HR as soon as possible
- **If You are Missing Work** – You may be entitled to receive temporary income benefit payments from TMLIRP starting on the 8th day of missed work.
 - **Your Time sheet** – should reflect any missed time due to injury as Workers Compensation hours. Use pay code *WCH – Workers Comp Hours*
- **Light Duty** – The city may provide a light duty assignment if medically reasonable and if productive work is available. If applicable, an official bona fide offer letter must be issued by HR and signed by the employee **prior to** starting light duty.
- **Return to Work** – If you miss work due to the injury, you **must** provide to HR a medical release showing no work restrictions **PRIOR** to returning to your regular position.