

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.