Transitional Duty Program

Campbell University believes in taking care of our injured workers and providing transitional duty work for our employees on a temporary basis. The Transitional Duty Program is a "win-win" situation for both Campbell University and the injured employee:
- The employee benefits by earning wages while recuperating on the job.
- Campbell University benefits by having experienced, trained employees remain in the workforce.

Here's how the program works:
Each time you visit the doctor, we will ask the physician to tell us if you have any medical restrictions. With those restrictions in hand, we will then look for appropriate work for you. Our goal is to find you productive work that does not put you at risk for re-injury.

- Immediate, quality medical attention for our injured employees.
- Progressive return-to-work program that allows injured employees to work and earn wages while recovering from injuries/illnesses.
- Timely processing of medical bills and Workers' Compensation benefits.

Visit www.mywcinfo.com for more information
### Benefits for the Injured Employee

If you have been injured, **Campbell University** wants to do everything possible to ensure your quick, safe return to work.

**Our goals are to:**
- Provide quality medical care.
- Help you to return to work as soon as possible.
- Investigate the root cause of the accident and take corrective actions to prevent this accident from happening again.

**Benefits:**
If your injury/illness is determined to be work-related, our Workers’ Compensation insurance will cover the following:
- All authorized medical bills including doctors’ visits, hospitalizations, surgery, physical therapy, chiropractic care, and prescription medication.
- A percentage of your pre-injury/illness average weekly wage up to a state designated maximum amount; Workers’ Compensation benefits begin after a waiting period.

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### Reporting Your Injury/Illness

**Timely Reporting is key:** If you are injured on the job, **immediately** report the injury to your supervisor/lead person, even if the injury/illness is minor. By reporting the injury on time, you ensure that:
- You get the proper medical care immediately.
- Your supervisor/lead person knows that the injury is work-related.
- Your supervisor/lead person can investigate the accident immediately to prevent others from suffering similar injuries.

**Medical Treatment:**
If you and your supervisor/lead person decide that you should see a doctor right away, then your supervisor/lead person will:
- Arrange for an escort to a designated medical provider.
- Complete the Accident Reporting & Treatment (ART) Form with you.
- Inform the Workers’ Compensation Coordinator of your injury/illness.

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### Medical Care

Getting good, timely medical care is the first important step to recovery. We have selected providers who specialize in treating work-related injuries and have a network of specialists available if needed. You will be taking the Accident Reporting and Treatment (ART) Form with you to the medical provider. We have asked the doctor(s) to complete the diagnosis, treatment plan, and any medical restrictions. In addition, the doctor will note if follow-up treatment is needed.

After you have received medical care, we want you to return to the location with the completed form. At that point, you can discuss the next steps with the supervisor.

**What are the injured employee’s responsibilities?**
- Adhere to medical restrictions both **at work and at home**.
- Submit any medical bills to the Workers’ Compensation Coordinator.
- See the Workers’ Compensation Coordinator and your immediate supervisor if you have questions or problems.