

Administered by the Texas Association of School Boards, Inc.

### FOLLOW INSTRUCTIONS BELOW WHEN THERE IS AN INJURY ON THE JOB

- ✓ Immediately contact Cindy Torres Vargas, Leave and Benefits Specialist and then complete the online FIRST REPORT OF INJURY REPORT at tasbrmf.org/claims (You do not need an account to file this report.)
- ✓ Detailed instructions for completing the online report are included in this packet (STARTS ON PAGE 7!). It looks complicated, but once you get started you'll see that it's pretty simple. You must follow the instructions at the end of this packet as you are entering the information.
- ✓ The injured employee can complete the online report if they are able to do so, otherwise the campus must complete the online report upon notice of the injury.
- ✓ If employee feels he/she may seek medical treatment, complete and return the attached Verification of Employment for a WC Injury or Illness Form to the employee to take to Physician/Urgent Care. (Principal, Nurse, Office Staff can complete this form.)
- ✓ Give this entire packet to the employee for future reference.
- ✓ Let the employee know that they will be contacted via phone by a Worker's Comp Claims Adjuster within 24-48 hours. *IT IS IMPORTANT THAT THEY TAKE THIS CALL*

#### **IMPORTANT:**

All treatment must be from an Alliance Provider listed at www.pswca.org. (See attached recent listing of local providers.)

### EXTREMELY IMPORTANT!!! DO NOT USE ALLY OR FASTAID URGENT CARE

ALLY and/or FastAid Urgent Care ARE NOT APPROVED FACILITIES. EMPLOYEES SHOULD NOT SEEK TREATMENT FROM EITHER FACILITY AT THIS TIME. VISITS TO THESE FACILITIES WILL NOT BE COVERED BY TASB.

Please refer injured employee directly to the Leave and Benefits Manager for any further questions or issues regarding any workers' compensation injury.

To search for Worker's Compensation Primary Care Physicians in the Bastrop area, refer to the Primary Care Provider list enclosed in this packet or the website: www.pswca.org.

For true emergencies, go to the nearest hospital emergency room.

Be sure to alert Cindy Torres Vargas, Leave and Benefits Specialist, immediately if employee misses any time due to the reported accident, **or** returns to work from extended leave due to the accident. Please don't hesitate to call with questions or concerns, 512-772-7160.

Please note that failure to complete this information in an efficient and timely manner can result in fines up to \$25,000 a day per occurrence.



## TAKE THIS FORM WITH YOU WHEN YOU SEEK MEDICAL CARE

### 906 Farm Street Bastrop, TX 78602 512-772-7160 ph 512-548-7678 fax

Verification of Employment for a Reported Workers' Compensation Injury or Illness		
Employee Name	ployee Name Date of Injury	
Date of Birth	Social Security Numl	oer
Brief explanation of work Rela	ted Injury or Illness that occurred	<b>!</b> :
Post-Accident Drug Test Not Re	quired Unless Previously Notified.	
Management Fund which is a r Alliance.) For emergencies, an	nember of the Political Subdivision injured employee may go to the r	as Association of School Boards Risk n Workers' Compensation Alliance (the nearest emergency room. Otherwise, all nis packet, or listed at <a href="https://www.pswca.org">www.pswca.org</a> .
PLEASE DO N	FastAid Urgent Care in Bastrop Al OT SEEK TREATMENT FROM EITH ts to these facilities at this time will not be	ER FACILITY AT THIS TIME.
Please submit all claim and me	dical billing information to:	
TASB Risk Management Fund PO Box 2010 Austin, TX 78768-2010	Phone: (800) 482-7276 Fax: (800) 580-6720 Pre-Authorization Phone: (800) 482-7276 ext. 6654 Fax: (888) 777-8272	
Campus Signature		Title
Phone Number		Date

Providers, please submit Work Status Reports and all Job Description enquiries to:

Cindy Torres Vargas –BISD Leave and Benefits Specialist ctorresvargas@bisdtx.org
Ph. 512-772-7160

Fax 512-548-7678





**Optum** PO Box 152539 Tampa, FL 33684-2539

NOTE: This First Fill card is only valid for your workers' compensation injury or illness. Fill in your information and present the card to your pharmacy.

## MAKING IT EASY...

### TO GET WORKERS' COMPENSATION PRESCRIPTIONS FILLED.

Optum has been chosen to manage your workers' compensation pharmacy benefits for TASB Risk Management Fund. Below is your First Fill card that will allow you to receive your injury-related prescriptions at your local pharmacy. Please fill out the card based on the instructions below.

### **Injured Employee:**



If you need a prescription filled for a work-related injury or illness, go to an Optum Tmesys® network pharmacy. Give this temporary card to the pharmacist. The pharmacist will fill your prescription at low or no cost to you.



If your workers' compensation claim is accepted, you will receive a more permanent pharmacy card in the mail. Please use that card for other work-related injury or illness prescriptions.



Most pharmacies, including Walgreens, our preferred provider, and all major chains, are included in the network. To find a network pharmacy call 1-866-599-5426 or visit tmesys.com.

# **Questions? Need Help?**



1-866-599-5426



TASB Risk Management Fund Bastrop ISD

CARRIER/TPA EMPLOYER

INJURED WORKER NAME

Please provide directly to Pharmacist

**Notice to Cardholder:** Present this card to the pharmacy to receive medication for your work-related injury. To locate a pharmacy: tmesys.com.

Attention Pharmacists: Enter RxBIN, RxPCN and GROUP. Member ID # format is the date of injury and SSN combined as follows: YYMMDD123456789.

Tmesys is the designated PBM for this patient. This card is not valid for compound medications.

### Tmesys Pharmacy Help Desk 1-800-964-2531

 NDC
 Envoy

 RxBIN
 004261
 or
 002538

 RxPCN
 CAL
 or
 Envoy Acct. #

 GROUP
 TASBFF



SOCIAL SECURITY NUMBER



DATE OF INJURY (YYMMDD)



Provider Listing - 8/30/2023

**Primary Care Providers** 

Within 10 miles of Bastrop, TX 78602

3 Providers Located

Sammy Lerma MD, Sammy Lerma III, MD, PA Family Medicine

1109 Church St. Bastrop, TX 78602 Phone: (512) 321-3311 Fax: (512) 321-2611

0.4 miles Additional Languages: Spanish

Augustin Batlle MD, Bastrop Medical Clinic, P.A. Internal Medicine, Occupational Medicine

195 S. Hasler Blvd., Ste. B-1 Bastrop, TX 78602 Phone: (512) 308-1555

1.3 miles Additional Languages: Spanish

CareNow - St. David's , CareNow Urgent Care

717 TX-71 W., Ste. 500 Bastrop, TX 78602 Phone: (512) 332-2273 Fax: (512) 308-9842

2.2 miles

THIS IS INFORMATION THAT MUST BE WORK RELATED INJURY.

### Notice of Injured Employee Rights and Responsibilities in the Texas Workers' Compensation System

As an injured employee in Texas, you have the right to free assistance from the Office of Injured Employee Counsel (OIEC). This assistance is offered at local offices across the State. These local offices also provide other workers' compensation system services from the Texas Department of Insurance (TDI). TDI is the State agency that administers and regulates the workers' compensation system through the Division of Workers' Compensation (DWC).

Many services provided by OIEC and DWC can be completed over the telephone. You can contact OIEC by calling the toll-free telephone number 1-866-EZE-OIEC (1-866-393-6432). Additional information, including office locations, is available on the Internet at: <a href="https://www.oiec.texas.gov">www.oiec.texas.gov</a>. You can contact DWC by calling the toll-free telephone number 1-800-252-7031. Information about DWC is available on the Internet at: <a href="https://www.tdi.texas.gov">www.tdi.texas.gov</a>.

### Your Rights in the Texas Workers' Compensation System:

- 1. You have the right to hire an attorney to help you with your workers' compensation claim.
  - For assistance locating an attorney, contact the State Bar of Texas' lawyer referral service at 1-877-983-9227 or <a href="http://www.texasbar.com/">http://www.texasbar.com/</a>. Attorney referral information can also be found on OIEC's website at <a href="http://www.texasbar.com/">www.oiec.texas.gov</a>.
- 2. You have the right to receive assistance from OIEC if you do not have an attorney.

OIEC Customer Service Representatives and Ombudsmen are available to answer your questions and provide assistance with your workers' compensation claim by calling OIEC or visiting an OIEC office. **You must sign a written authorization before an OIEC employee can access information on your claim.** Call or visit an OIEC office to fill out the written authorization. Customer Service Representatives and Ombudsmen are trained in the field of workers' compensation and can help you with scheduling a dispute resolution proceeding about your workers' compensation claim. An Ombudsman can also assist you at a benefit review conference (BRC), contested case hearing (CCH), and an appeal. However, Ombudsmen cannot make decisions for you or give legal advice.

- 3. You may have the right to receive medical and income benefits regardless of who was at fault for your injury, with certain exceptions. Your beneficiaries may be entitled to death and burial benefits.
  - Information about the exceptions can be found at www.tdi.texas.gov or by visiting with OIEC staff.
- 4. You may have the right to receive medical care to treat your workplace injury or illness for as long as it is medically necessary and related to the workplace injury.

You may have the right to reimbursement of your incurred expenses after traveling to attend a medical appointment or required medical examination if the trip meets qualifying conditions.

5. You may have the right to receive income benefits for your work-related injury.

There are several types of income benefits and eligibility requirements. Information on the types of income benefits that may be available and the eligibility requirements can be found at <a href="https://www.tdi.texas.gov">www.tdi.texas.gov</a> or by visiting with OIEC staff.

6. You may have the right to dispute resolution regarding income and medical benefits.

You may request Medical Dispute Resolution if you disagree with the insurance carrier regarding medical benefits. You may request Indemnity (Income) Dispute Resolution if you disagree with the insurance carrier regarding income benefits. The law provides that your dispute proceedings will be held within 75 miles from your residence.

7. You have the right to choose a treating doctor.

If you are in a Workers' Compensation Health Care Network (network), you must choose your doctor from the network's treating doctor list. You may change your treating doctor once without network approval. If you are not in a network, you may initially choose any doctor who is willing to treat your workers' compensation injury; however,

changing your treating doctor must be pre-approved by the DWC if you are not in a network. If you are employed by a political subdivision (e.g. city, county, school district,) you must follow its rules for choosing a treating doctor. It is important to follow all the rules in the workers' compensation system. If you do not follow these rules, you may be held responsible for payment of medical bills. OIEC staff can help you to understand these rules.

8. You have the right for your workers' compensation claim information to be kept confidential.

In most cases, the contents of your claim file cannot be obtained by others. Some parties have a right to know what is in your claim file, such as your employer or your employer's insurance carrier. Also, an employer that is considering hiring you may get limited information about your claim from DWC.

### Your Responsibilities in the Texas Workers' Compensation System

- 1. You have the responsibility to tell your employer if you have been injured at work while performing the duties of your job. You must tell your employer within 30 days of the date you were injured or first knew your injury or illness might be work-related.
- 2. You have the responsibility to know if you are in a Workers' Compensation Health Care Network (network). If you do not know whether you are in a network, ask the employer you worked for at the time of your injury. If you are in a network, you have the responsibility to follow the network rules. If there is something you do not understand, ask your employer or call OIEC. If you would like to file a complaint about a network, call TDI's Customer Help Line at 1-800-252-3439 or file a complaint online at <a href="http://www.tdi.texas.gov/consumer/complfrm.html#wc">http://www.tdi.texas.gov/consumer/complfrm.html#wc</a>.
- 3. If you worked for a political subdivision (e.g., city, county, school district) at the time of your injury, you have the responsibility to find out how to receive medical treatment.

  Your employer should be able to provide you with the information you will need in order to determine which health care providers can treat you for your workplace injury.
- 4. You have the responsibility to tell your doctor how you were injured and whether the injury is work-related.
- 5. You have the responsibility to send a completed Employee's Claim for Compensation for a Work-Related Injury or Occupational Claim Form (DWC041) to DWC.

You have one year to send the form after you were injured or first knew that your illness might be work-related. Send the completed DWC041 form even if you already are receiving benefits. You may lose your right to benefits if you do not timely send the completed claim form to DWC. For a copy of the DWC041 form you may contact DWC or OIEC.

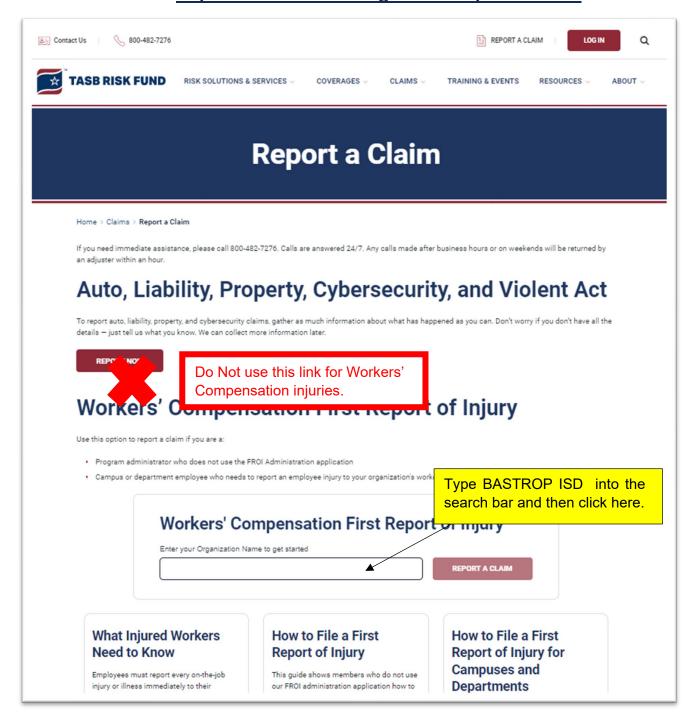
- 6. You have the responsibility to provide your current address, telephone number, and employer information to DWC and the insurance carrier. DWC can be contacted at 1-800-252-7031.
- 7. You have the responsibility to tell DWC and the insurance carrier anytime there is a change in your employment status or wages. (Examples of changes include: you stop working because of your injury; you start working; or you are offered a job).
- 8. Eligible beneficiaries or persons seeking death and burial benefits have the responsibility to send a completed Beneficiary Claim for Death Benefits (DWC-042) to DWC within one year following the employee's date of death.
- 9. You are prohibited from making frivolous or fraudulent claims or demands.

REV. 06/2012

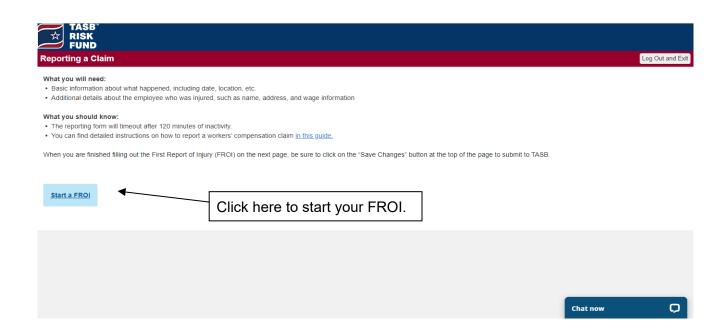
# How to File a First Report of Injury

# 2023-24 Campus or Department Instructions

Start at https://www.tasbrmf.org/claims/report-a-claim





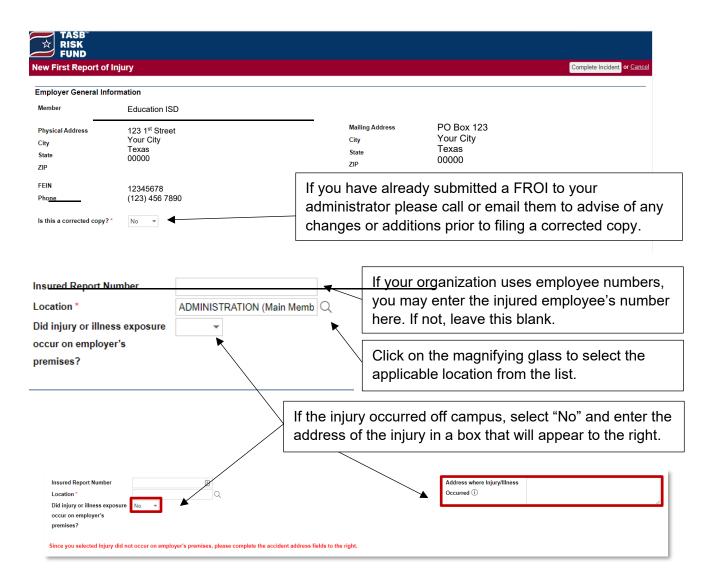


**Important:** Please note that all items marked with a red asterisk (\*) are mandatory. If you are unsure of the correct information, please use the applicable placeholders listed in this guide. Placeholders are outlined in red.

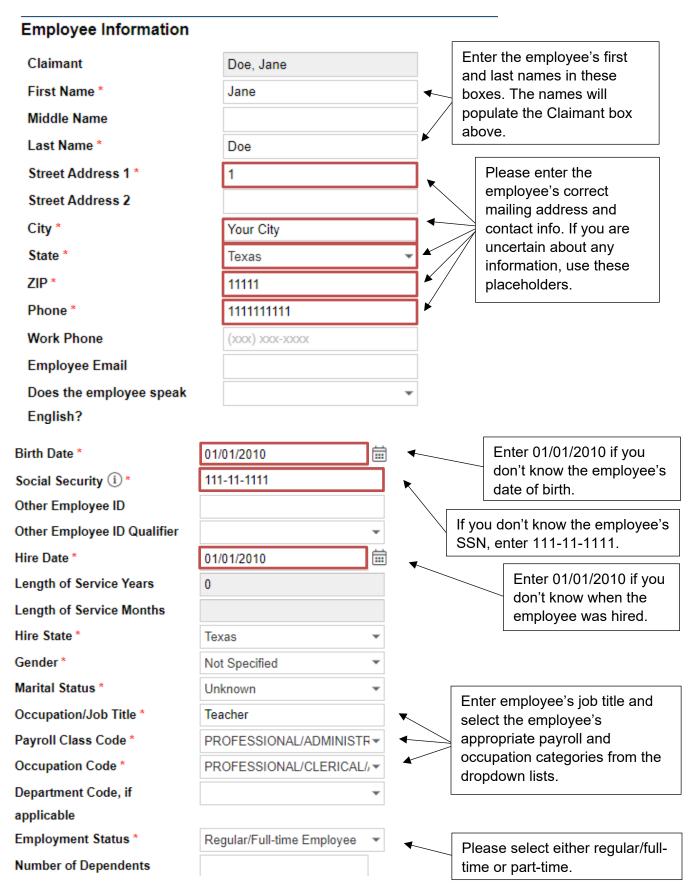
Any placeholders or incorrect information will be corrected by your administrator upon submission.



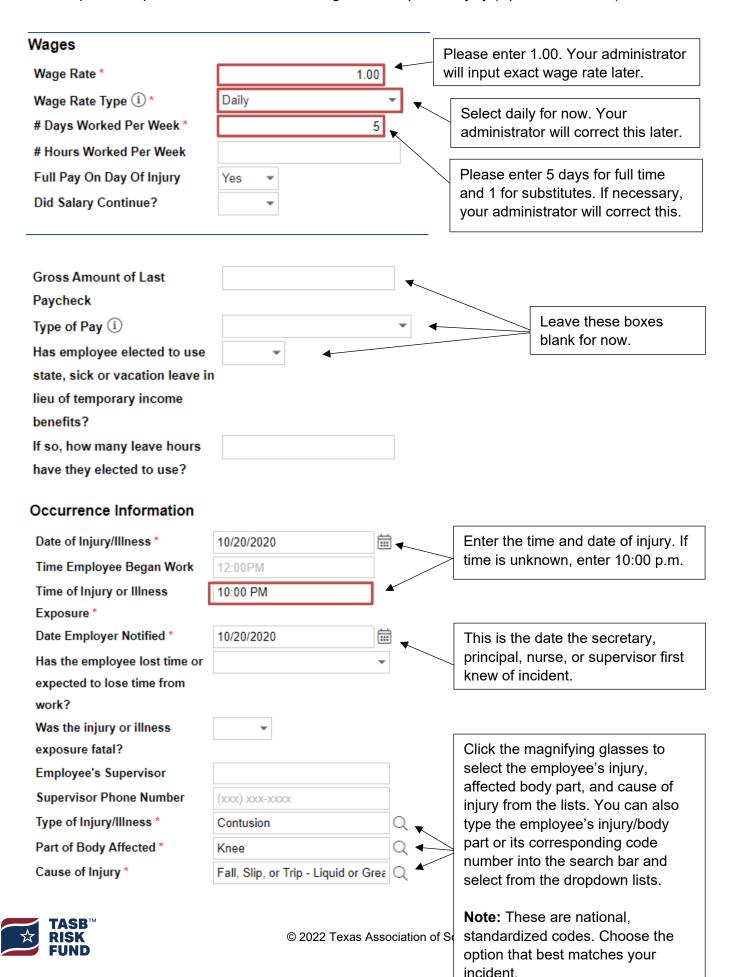
### Campus or Department Instructions for Filing a First Report of Injury (Updated 12/01/22) - 3 -











Campus or Department Instructions for Filing a First Report of Injury (Updated 12/01/22) - 6 -Examples include walking, cleaning, or cooking. Worksite location of injury (i) Was employee doing their regular job? Explain how the injury Specify activity the employee Walking through hallway occurred. Be concise and was engaged in when the to the point. Specify body injury or illness exposure part(s) and exact occurred \* location and side of Slipped in puddle and fell on left hip body. This space is How did the injury or illness limited so please be brief. exposure occur? (i) \* For example, employee slipped on wet floor in hallway while walking and fell on both knees Is the employee seeking or Yes **Record Only** is for no medical expected to seek medical treatment, no lost time, and no treatment?\* questions or concerns. **Medical Only** is for initial medical Type of Claim (i) \* Medical Only and/or no more than 5 days of lost time. **Lost Time/Indemnity** is for ongoing medical treatment and/or lost time and all other. Treatment Information Medical Provider Enter doctor/hospital information if known. These Physician/Hospital Name are not mandatory fields. Don't worry about inputting Address addresses. City State ZIP ##### ####

(XXX) XXX-XXXX

(XXX) XXX-XXXX

Minor clinic/hospital medical rev



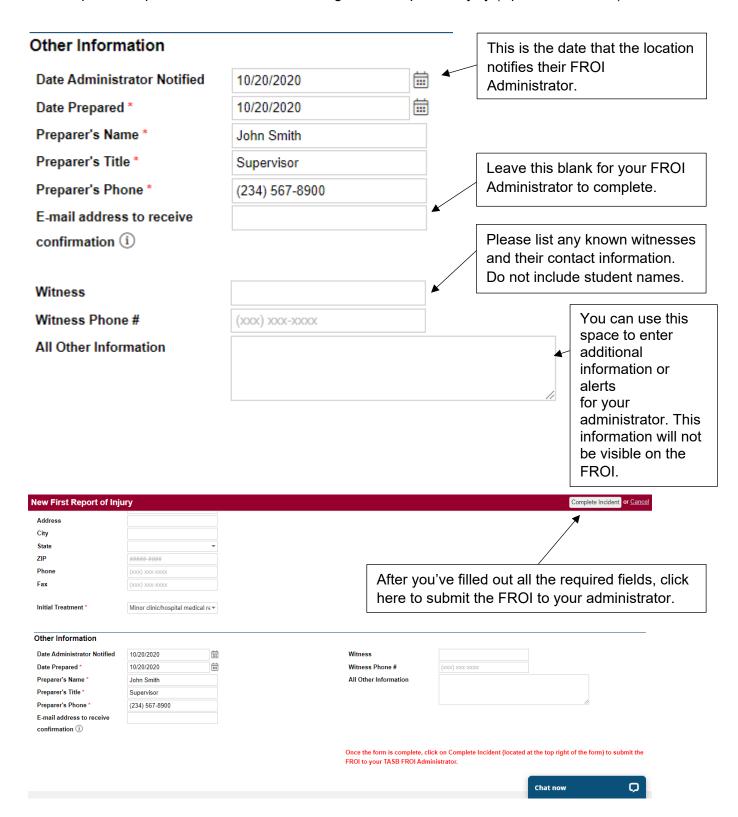
Phone

Initial Treatment \*

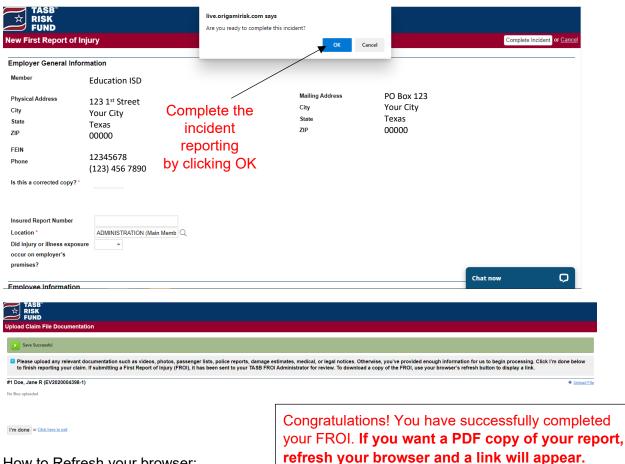
Fax

dropdown list.

This field is mandatory. Select the appropriate option from the







How to Refresh your browser:

Chrome: Hold down Ctrl and press F5

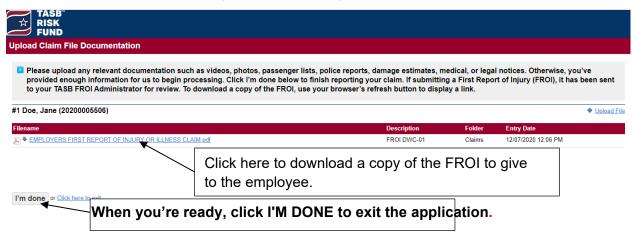
Chrome & Mac: Hold down Command, Shift and click the 'R"key

Firefox & Windowns: Hold down Ctrl and press F5

Firefox & Mac: Hold down Command, Shift and the 'R" key

Safari: Hold down the option and command key then press the 'E"key

Internt Explorer: Hold the Control key, press the F5 key.



If you have questions contact your FROI Administrator, Cindy Torres Vargas at 512-772-7160/ ctorresvargas@bisdtx.org or inquiry@tasb.org or 800.482.7276

