

# **WORKERS' COMPENSATION**

## **EMPLOYEE'S INSTRUCTIONS FOR FILING A CLAIM**

The Commonwealth of Virginia selected MANAGED CARE INNOVATIONS (MCI) to manage the Commonwealth's workers' compensation program. To the extent granted by the Virginia Workers' Compensation Act, the MCI team coordinates the medical and disability benefits related to your claim.

To assist in this process, the program uses a Preferred Provider Organization (PPO) medical network (available at [www.covwc.com](http://www.covwc.com)). The coordinated process between the claims management, PPO, and medical management services are designed to provide the Commonwealth's employees with quality medical care and procedures to facilitate return to work as soon as medically possible.

*The following are steps you should follow if you are injured on the job:*

1. In the event of a medical emergency, seek medical attention immediately.
2. Report all details of the incident or injury to your supervisor. An investigation will be performed for investigation of safety prevention and claim compensability.
3. **Complete all required agency forms with your supervisor and submit to Safety and Risk Management immediately.**
4. Your employer will offer to you a panel of physicians. You must select a physician from the list provided.

*\*Please note, if you choose to go to a physician other than the panel provider, you may be responsible for the cost of the medical services.*

- This program also provides for the payment of pharmacy prescriptions by your panel physician. Your supervisor can locate the closest pharmacy to you by checking [www.covwc.com](http://www.covwc.com), page to PPO/Rx Networks, or calling 800/876-EPIC (3742).

**The card below provides you with the instructions for filing a workers' compensation claim and selecting medical care. Show this card to the medical provider you select.**

*These procedures are in addition to any internal policies required by your agency.*

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**If you are injured on the job do the following:**

1. Immediately report all details of the incident to your supervisor. Complete all agency forms.
2. Select medical care from the panel offered to you by your Supervisor. If you do not use a panel physician you may be responsible for the cost of the treatment.
3. If you are to be admitted to the hospital, your medical provider should call MCI.
4. For Prescription Drugs, use an EPIC Pharmacy. Call 1/800/867-3742 for pharmacy locations or [www.covwc.com](http://www.covwc.com), page to PPO/Rx Networks.  
**Question? Call MCI at 804/649-2288**

### **Commonwealth of Virginia**

#### **Workers' Compensation Injury Management**

##### **Attention Panel Provider:**

The holder of this card has reported a Workers' Compensation claim.

##### **All billing should be sent to:**

**MANAGED CARE INNOVATIONS**

**P.O. Box 1140**

**Richmond, VA 23208-1121**

**804/649-2288 fax 804/649-2435**

##### **Attention EPIC Pharmacy:**

Please call 1/800/876-3742 (800/876-EPIC) for authorization.

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**MANAGED CARE INNOVATIONS**

**Phone 804/649-2288 Fax 804/649-2435**